CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
October 15, 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 September 17, 2015 meeting
7. Welcome Visitors
8. Public Hearings
    a. **Ordinance 15-22**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, 18-201. *Second Reading.*
    b. **Ordinance 15-23**: An ordinance amending the Zoning Map for a 12.00 acre property relative to Robertson County Tax Map 106, Parcel 190.00 from C-4, Office Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development. *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. **Resolution 15-11**: A resolution approving certain amendments and revisions to the Purchasing Procedures Manual.
12. Consideration of the Following Ordinances:
    a. **Ordinance 15-22**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, 18-201. *Second Reading.*
    b. **Ordinance 15-23**: An ordinance amending the Zoning Map for a 12.00 acre property relative to Robertson County Tax Map 106, Parcel 190.00 from C-4, Office Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development. *Second Reading.*
13. Purchasing
    a. To approve or reject a two-year extension of the wastewater equipment services contract with Wascon. The Public Services Director recommends approval.

b. To approve or reject removing from the asset list a New Holland LS170 Skid Steer Loader (Serial #: LMV012687) and selling on GovDeals. The Parks and Recreation Director recommends approval.

c. To approve or reject the purchase of one 2015 Ford Police Interceptor Sedan AWD from State Contract (Ford of Murfreesboro) for 24,662.00. The Police Chief recommends approval.

d. To approve or reject the City Administrator entering into an agreement with Stansell Electric Company, Inc. (Nashville, TN) for $30,245.00, to relocate a fiber utility pole at the corner of Hwy 31W and College Street.

14. Other Business

    a. None

15. Discussion Items

    a. None

16. Other Information

    a. FY 2016 approval memo from the State of Tennessee Office of State and Local Finance

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
September 17, 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

   Special guest Pastor Joe Lang from Berean Baptist Church 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. Paltzik to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the August 20th and August 31st meetings

   Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **August 20th and August 31st minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all visitors.

8. Public Hearings

   a. **Ordinance 15-19**: An ordinance amending the City of White House Zoning Ordinance, Article IV, Section 4.070, Subsection H. *Second Reading.*

      No one spoke for or against.

   b. **Ordinance 15-21**: An ordinance amending the zoning map for a 5.48 acre property relative to Sumner County Tax Map 97, Parcel 09.00 from R-20, Low Density Residential, to C-2, General Commercial. *Second Reading.*

      No one spoke for or against.

   c. City of White House Annual Municipal Separate Storm Sewer System (MS4) Annual Report.

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Alderman Bibb stated that every time he gets out in White House he likes it better.

City Administrator Gerald Herman provided a recap of the Industrial Development Board meeting that took place today.

City Administrator Gerald Herman provided an update on the Meadows Road S.R.F. Funded Sewer project.

City Administrator Gerald Herman mentioned that the pre-construction meeting for the Wastewater Treatment Plant Improvement Project and the Calista Road Lift Station Project took place this week.

City Administrator Gerald Herman updated the Board on the library construction punch list.

City Administrator Gerald Herman stated that Uptown Wine and Spirits had their ribbon cutting today. The second liquor store (J&L Liquor) is now under construction.

City Administrator Gerald Herman gave an update on drainage projects.

City Administrator Gerald Herman stated that staff members are gathering information in preparation of starting a farmers market. He will provide updates as they become available.

City Administrator Gerald Herman mentioned that staff is continuing to research and collect quotes for a mobile application.

City Administrator Gerald Herman provided an update on SR 76/I-65 corridor improvements.

City Administrator Gerald Herman informed the Board that the auditors are here and have taken over the conference room.

City Administrator Gerald Herman provided an update on the Municipal Recreation Complex project.

City Recorder Kerry Harville reported that there will be a bowling fundraiser to benefit the Shop with a Cop program on Friday, October 9th at 6:00 pm.

City Recorder Kerry Harville stated that the Sumner County Adventure Tourism District has been approved by the State, and the press release by the Sumner County Executive Office is in the stack of papers the Board members received.

City Recorder Kerry Harville stated that there is a letter from the State Comptroller's office approving the issue of the "General Obligation Fire Apparatus Capital Outlay Notes, Series 2015".

Mayor Arnold stated that he is proud of the drainage work that our Public Works department has completed.

Mayor Arnold said happy birthday to Planning and Codes Director Reed Hillen and Public Services Director Joe Moss.

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 15-10**: A resolution authorizing participation in The Cooperative Purchasing Network.

       Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Resolution 15-10 was approved.**

12. Consideration of the Following Ordinances:

    a. **Ordinance 15-19**: An ordinance amending the City of White House Zoning Ordinance, Article IV, Section 4.070, Subsection H. *Second Reading.*

       Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-19 was approved on Second Reading.**

    b. **Ordinance 15-21**: An ordinance amending the zoning map for a 5.48 acre property relative to Sumner County Tax Map 97, Parcel 09.00 from R-20, Low Density Residential, to C-2, General Commercial. *Second Reading.*

       Motion was made by Ald. Paltzik, 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 15-21 was approved on Second Reading.**

    c. **Ordinance 15-22**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, 18-201. *First Reading.*

       Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 15-22 passed on First Reading.**

    d. **Ordinance 15-23**: An ordinance amending the Zoning Map for a 12.00 acre property relative to Robertson County Tax Map 106, Parcel 190.00 from C-4, Office Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development. *First Reading.*

       Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 15-23 passed on First Reading.**

13. Purchasing

    a. To approve or reject the purchase of a Toro Reelmaster 3100-D mower for $29,210.81 off of state contract 242 (Smith Turf & Irrigation in Nashville, TN). The Parks and Recreation Director recommends approval.

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

    b. To approve or reject CSR Engineering's amendment to Task Order #1C for Meadows Sewer Construction Inspection Services (SRF/TDEC Meadows Area Sanitary Sewer Improvement Project). The Public Services Director recommends approval.

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

c. To approve or reject a two-year extension of the Sewer/Storm Drain Cleaning and Televising Services contract with TPM Group. The Public Services Director recommends approval.

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

d. To approve or reject the City Administrator entering into a professional services agreement with CSR Engineering for engineering services in the amount of $374,253.00 for the Highway 31W/SR-41 Sidewalk and Bikepath Phase II project (PIN # 121872.00).

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. None

15. Discussion Items

    a. None

16. Other Information

    a. City of White House Annual Municipal Separate Storm Sewer System (MS4) Annual Report and EPA Water Quality Scorecard.

17. Adjournment

Meeting was adjourned at 7:30 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

DRAFT

REPORTS....

General Government Department
September 2015

Administration

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

- September 01: Meeting with Town Center Development Company
- September 02:
  - Farmers Market Planning Meeting
  - Ribbon Cutting: Greensboro North Park and Ride Lot
- September 03:
  - PILOT Project for Kroger Company Meeting
  - HFR Design (Monument Sign Capital Project) Meeting
  - Stormwater Manager Interviews
  - Leisure Services Board Meeting
- September 07: Safety Day
- September 08: Regional Transportation Authority Operations and Marketing Committees Meeting
- September 09:
  - Daughters of the American Revolution Constitution Signing
  - Love's Truck Stop Meeting
  - Custodian Interviews
- September 10:
  - Annual Site Visit: Tate Fabricating
  - Municipal Recreation Complex Phase 2 Planning Meeting
  - Miracle on Main Street Planning Meeting
  - The Standard Apartment Representative(s) Meeting
  - Library Board Meeting
- September 14:
  - KSE Racing Expansion Meeting
  - Stormwater Advisory Board Meeting
  - B&B Signs and Design Open House
  - Planning Commission Meeting
- September 15:
  - Preconstruction Meeting for the Treatment Plant Improvement Project
  - Chamber of Commerce Luncheon
  - Preconstruction Meeting for the Calista Road Vacuum Pump Station Project
  - Board of Zoning Appeals
- September 16:
  - Metropolitan Planning Organization Executive Board Meeting
  - Sumner County Jurisdiction – RTA Strategic Plan
- September 17:
  - Ribbon Cutting: Uptown Wine and Spirits
  - Industrial Development Board Meeting
  - Board of Mayor and Aldermen Meeting
- September 21:
  - Meadows Road Sewer Project Update Meeting
  - Economic Development Team Meeting
- September 22:
  - Annual Site Visit: ProPack
  - Streets and Roads Supervisor Interviews
- September 23:
  - Sumner County Council of Governments Meeting
  - Visitor Center Attendant Interviews
- September 24:
  - Creekside Apartment Representatives Meeting
  - Werthan Packaging Expansion Meeting
  - Employee Appreciation Dinner for Public Services Department
- September 29: Safety Committee Meeting

General Government Department
September 2015

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 2015-2016.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	$10,097,867	$2,815,842	↑2.84
Industrial Development	$118,500	$3,807	↓21.79
State Street Aid	$275,000	$86,241	↓8.09
Parks Sales Tax	$410,569	$0	↓25.00
Solid Waste	$882,617	$291,463	↑8.02
Impact Fees	$3,290	$0	↓25.00
Police Drug Fund	$35,633	$31,829	↑64.32
Debt Services	$751,058	$0	↓25.00
Wastewater	$7,086,888	$4,230,895	↑34.70
Healthcare	$68,500	$16,294	↓1.21
Stormwater Fund	$359,485	$68,243	↓6.02
Cemetery Fund	$63,300	$14,342	↓2.34

*Expended/Encumbered amounts reflect charges from July 1, 2015 – June 30, 2016.

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The September 2015 error rate was 0.3%.

Total Purchase Orders

	FY 2016	FY 2015	FY 2014
July	279	231	212
August	166	170	140
September	133	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	**578**	**1,655**	**1,733**

Purchase Order Errors by Department

	September 2015	FY 2016	FY 2015*
Admin.	1	1	0
Bldg. Maint.	0	0	0
Cemetery	0	0	0
Codes	0	0	0
Court	0	0	0
Finance	0	0	0
Fire	0	0	2
HR	0	0	0
Library	0	2	8
Parks	0	1	3
Police	0	0	2
Public Works	0	0	2
Sanitation	0	0	0
Wastewater	1	3	3
Total	**2**	**7**	**20**

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Sept. 2015	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders $0-$1,999	119	467	1,392	1,517	$165,124.02	$708,133.51	$529,278.93
Purchase Orders $2,000-$9,999	8	72	172	154	$294,890.80	$718,011.83	$551,768.46
Purchase Orders over $10,000	6	39	91	62	$5,004,053.34	$11,854,322.55	$6,221,273.04
Total	**133**	**578**	**1,655**	**1,733**	**$5,464,068.16**	**$13,280,467.89**	**$7,302,320.43**

General Government Department
September 2015

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

	2015-2016 Update Requests	2014-2015 Update Requests	2013-2014 Update Requests	2015-2016 Page Visits	2014-2015 Page Visits	2013-2014 Page Visits
July	112	102	162	266,304	562,455	250,487
August	79	83	186	401,773	265,548	468,840
September	154	107	126	287,363	352,406	262,563
October		93	86		328,241	296,397
November		67	92		361,124	282,249
December		96	137		393,777	279,207
January		89	126		246,658	555,161
February		116	137		389,805	426,376
March		98	127		355,975	1,191,691
April		82	95		549,670	262,646
May		76	81		387,210	238,690
June		91	67		320,233	610,113
Total	**345**	**1,100**	**1,355**	**955,400**	**4,513,102**	**5,124,420**

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.

	2015 - 2016 New Likes	2014 - 2015 New Likes	2013 - 2014 New Likes	2015 - 2016 # of Posts	2014 - 2015 # of Posts	2013 - 2014 # of Posts
July	70	29	34	26	49	14
August	19	23	25	23	30	22
September	24	26	10	21	37	11
October		57	7		47	18
November		25	21		21	10
December		39	97		34	17
January		34	36		25	15
February		69	33		36	27
March		40	16		40	25
April		192	20		30	22
May		45	21		33	19
June		44	40		40	19
Total	**113**	**623**	**320**	**70**	**422**	**200**

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

	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets
July	539	418	294	12	42	14
August	548	422	314	15	30	22
September	553	432	322	17	32	11
October		439	322		33	18
November		446	322		22	10

December		451	337		28	17
January		462	346		20	10
February		478	361		28	20
March		481	370		31	25
April		498	385		26	21
May		502	464		23	15
June		507	410		25	19
Total	**N/A**	**N/A**	**N/A**	**44**	**340**	**162**

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

Special Maintenance Projects

- Water library landscape
- Projects in new library
- Custodian needs during position vacancy

	2015 - 2016 Work Order Requests	**2014 - 2015 Work Order Requests**	**2013 - 2014 Work Order Requests**
July	22	25	N/A
August	33	10	N/A
September	31	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	**86**	**249**	**141**

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

Finance Department
September 2015

Finance Section

On September 14th the Finance Director attended the Stormwater Advisory Board meeting. Also on September 14th several representatives from the city's audit firm (KraftCPAs) began the onsite fieldwork portion of the FYE 6/30/15 audit. During the month of September, all of the finance office associates as well as other city department associates contributed to the onsite audit efforts. On September 15th several finance office associates attended the wellness program presentation at Fire Hall #2. On September 22nd the Finance Director along with other city representatives attended the Tennessee Erosion Prevention and Sediment Control Level 1 class. On September 29th the Finance Director attended the Software Committee meeting. On September 30th the Finance Director and Assistant Director attended the CMFO "Debt Management" class.

Performance Measures

Fund Balance – City will strive to maintain a General fund balance of at least 30% of Operating Revenues.

Operating Fund	Budgeted Operating Revenues ($)	General Fund Cash Reserves Goal ($)	Current Month Fund Cash Balance ($)	G.F. Cash Reserves Goal Performance
General Fund	8,121,277	2,436,383	3,403,957	42%
Cemetery Fund			162,887	
Debt Services			37,323	
Healthcare			237,479	
Impact Fees			86,247	
Industrial Development			142,831	
Park Sales Tax			138,414	
Police Drug Fund			13,774	
Solid Waste			404,125	
State Street Aid			133,737	
Stormwater Fund			97,025	
Wastewater			3,167,337	

*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 2015-2016.

Operating Fund	FY2016 Est. Revenues ($)	YTD Realized* ($)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,121,277	1,356,984	↓8.29%
Cemetery Fund	26,775	2,537	↓15.52%
Debt Services	750,200	6,116	↓24.18%
Healthcare	62,200	11,084	↓7.18%
Impact Fees	12,700	4,333	↑9.12%
Industrial Development	70,100	31,452	↑19.87%
Park Sales Tax	494,766	130,441	↑1.36%
Police Drug Fund	4,520	967	↓3.61%
Solid Waste	800,400	205,414	↑0.66%
State Street Aid	269,264	73,224	↑2.19%
Stormwater Fund	368,730	86,947	↓1.42%
Wastewater	5,722,700	1,141,367	↓5.06%

*Realized amounts reflect revenues realized from July 1, 2015—September 30, 2015

Finance Department
September 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	201 direct deposits 3 checks	0 Retro adjustments	0 Voids

Accounts Payable

	Sept. 2015	Aug. 2015	July 2015	June 2015
Total # of Invoices Processed	410	432	288	493

Business License Activity

	September 2015	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	9	19	105	74	80	52
Closed	0	0	5	13	140*	6

*129 businesses deemed uncollectable in October 2012

Utility Billing

	September 2015	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	11	25	62	55	28	15
Move Ins (#)	50	138	488	506	481	493
Move Outs (#)	56	145	514	516	479	455
Late Payments ($)	5,351	17,780	68,103	69,241	65,074	67,810
Late Payments (#)	938	2,986	15,641	12,840	12,685	12,857
Disconnect for non-payment (#)	38	137	442	514	258*	n/a

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

Human Resources Department
September 2015

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

- September 03: Stormwater Manager Interviews
- September 09: Part Time Custodian Interviews
- September 10: Miracle on Main Street Planning Meeting
- September 15: Chamber of Commerce Monthly Luncheon
  Part Time Parks Groundskeeper Interviews
- September 17: Firefighter Testing
  Uptown Wine & Spirits Ribbon Cutting
  Industrial Development Board Meeting
- September 22: Streets and Roads Supervisor Interviews

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	1	0	0	1	2
September	0	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	**1**	**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.

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012
July	0	0	2	0	0
August	3	1	0	1	0
September	0	1	1	0	0
October		1	2	1	1
November		2	0	1	0
December		1	1	1	2
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	**3**	**11**	**14**	**6**	**7**

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

Human Resources Department
September 2015

Full-Time Turnover Goal: To maintain a three-year average of less than 10% per year.

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012
July	1	0	1	1	4
August	1	0	0	0	1
September	2	1	0	1	0
October		0	1	1	1
November		1	2	1	2
December		1	1	0	0
January		0	0	1	3
February		1	0	1	2
March		0	0	0	1
April		0	0	0	2
May		1	1	2	2
June		0	0	0	1
Total	**4**	**5**	**6**	**8**	**19**
Percentage	**4.26%**	**5.49%**	**7.14%**	**8.99%**	**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.

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013
July	1 (T)	0	0	
August	0	1 (D)	0	
September	1 (T)	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	**2**	**3**	**4**	**4**

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

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

Police Department
September 2015

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in September:*** Department Head Meeting (Sept. 7th & 21st), Robertson County Chief's Meeting (Sept. 8th), 911 User Group (Sept. 9th), Rotary Club Meeting (Sept, 3rd, 10th, & 17th), 911 Board Meeting (Sept 15th), Drug Task Force Meeting (Sept. 16th), and Board of Mayor and Alderman Meeting (Sept. 17th).

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 132 proofs of the 161 standards completed for 2015. Susan continues to wait for Sgt. Collins on a date to check our new second edition files that have been 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
July	32	352	8	392
August	4	0	4	8
September	4	168	12	184
Grand Total	**40**	**1,328**	**211.5**	**1,579.5**

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two year average of 598 shifts during the Fiscal Year 2015-2016. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing goes into effect August 5, 2015.***

Number of Officers on Shift	*September*	*FY 2015-2016*
Three (3) Officers per Shift	44	127
Four (4) Officers per Shift	0	0

2. ***Acquire and place into service two Police Patrol Vehicles.*** Two new vehicles for the 2015-2016 FY have been ordered. They should be here in October.

3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2015-2016.*** Fall compliance checks will be conducted around the holidays.

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	September 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	23	2	122	11
Crimes Against Property	51	5	346	32
Crimes Against Society	19	2	99	9
Total	93	9	567	53
Arrests	36		308	

**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.***

	September 2015	TOTAL 2015
Traffic Crashes Reported	41	**299**
Enforce Traffic Laws:		
Written Citations	**129**	**1,641**
Written Warnings	**83**	**861**
Verbal Warnings	**168**	**2,140**

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
September	41	5	12%	14%

Traffic School: No Traffic School in September.

Staffing

- Ofc. Andrew Towers resigned from the White House Police Department as of September 20th.
- Brad McMurtry was released from field training on September 10th. Ofc. Manny Manoloules is continuing his field training and should be released in October.
- We are currently doing background checks on eight applicants to fill the three vacant officer positions. Interviews will take place October 22nd.

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

Sumner County Emergency Response Team: ERT conducted a search warrant in Millersville on a Meth house in September.

Police Department
September 2015

Volunteer Reserve Officers: Reserves met on September 30th. They trained on EVO (Emergency Vehicle Operations).

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**
September	67%	78%

Communications Section

	September	**Total 2015**
Calls for Service	1,102	10,312
Alarm Calls	30	288

Request for Reports

	September 2015	**FY 2015-2016**
Requests for Reports	32	389
Amount taken in	$26.65	$321.42
Tow Bills	$0.00	$613.00
Emailed at no charge	35	457
Storage Fees	$0.00	$0.00

Governor's Highway Safety Office (GHSO): Nothing to Report at this time.

Volunteer Police Explorers: The Explorers had two meetings this month. On September 14th, they learned about Interview and Interrogation techniques. On September 28th, they were instructed on defensive tactic techniques involving the use of a baton. The Explorers participated in Safety Day. They had a booth and sold Slushies.

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

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.***
   Sgt. Eric Enck began teaching D.A.R.E on September 15th, at Heritage Elementary. He will be instructing 169 students.
2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.***
   Safety Day was held on September 7th. Approximately 50 kids participated in the bike rodeo. With the donation from Mike Gaines at State Farm Insurance, we gave away 9 bikes and helmets. The American Red Cross blood drive goal was 31 units and we collected 34 units.

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. Eric Enck and Explorer, Wesley, set up a booth at Lowes Mill Works for their Family Safety Fair. The D.A.R.E. car and 1 Patrol car were on display. Safety information and stickers were handed out.
    - Sgt. Ellis, Reserve Officers, Robert Chambers and Louis Meadows, assisted Sgt. Enck with a S.P.E.A.R.E. class for the White House Utility District.
    - Wheels in Motion was in full swing this month. Sgt. Enck presented a helmet at H.B. Williams Elementary. Sgt. Ellis presented a helmet to Christian Community. Due to Firearms training, Mike Gaines presented the 3rd helmet for us at Heritage Elementary.
    - September 26th, was the Drug Take Back event at Kroger's. Sgt. Enck and Sgt. Brisson collected 10 boxes of old prescription drugs weighing approximately 92 lbs.
    - Sgt. Enck spoke to a home school group on September 30th, and gave them a tour of the police department.

Special Events: ***WHPD Officers participated in the following events during September:***
White House High School Football Games (September 4th and 18th).

Upcoming Events:
Shop with a Cop Bowling Tournament (Oct. 9th)
Trail of Treats (Oct. 29th)

2015 Participation in Joint Community Events		
	September 2015	**Year to Date**
Community Activities	5	36

Fire Department
September 2015

Summary of Month's Activities

Fire Operations
The Department responded to 91 requests for service during the month with 70 responses being medical emergencies. The Department responded to 3 vehicle accidents with reported injuries with four patients transported to an area hospitals.

September 2nd 2:30pm – The Department was dispatched to a grass fire on Calista Road. When fire units arrived on scene the fire had burned a small area, a hand line was used to wet down the burned area to be sure the fire was extinguished.
September 14th 2:59pm – The Department was dispatched to a reported structure fire at 3011 Hwy 31W, when fire units arrived on scene light smoke was visible. The fire had started near the electric service and spread to the attic area of the structure. A hand-line was used to extinguish the fire, there were no injuries reported with this incident although there was some damage to the exterior of the structure and the electrical service was destroyed.
September 20th 5:38pm – The Department was dispatched to a fire located in a storm drain on South Aztec Dr. When fire units were responding the smoke was visible from Highway 31W, on scene there was a large fire involving the plastic drainage tile with heavy smoke venting from several of the catch basins. Hand-lines were used to extinguish fire and fire personnel worked to secure the area to maintain a safety. There were no injuries reported with this incident, although the drainage tile in the area was severely damaged.
September 21st 10:59am – The Department was dispatched to a reported kitchen fire on Sage Road. When fire units arrived on scene the fire had been extinguished by the homeowner and they were out of the structure. Fire personnel confirmed the fire was extinguished and used a ventilation fan to remove the smoke from the structure. There were no injuries reported with this incident and the only damage was some clean up to the stove.

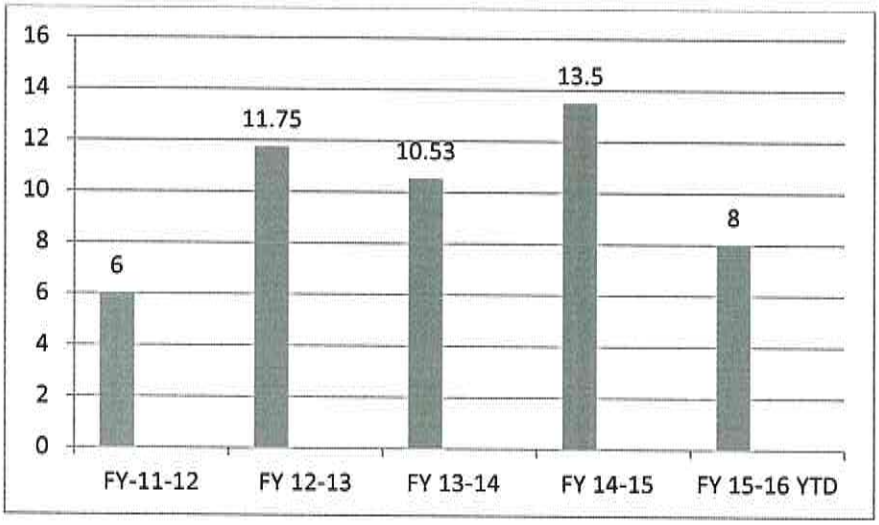
Fire Administration
September 7th – Chief Palmer, Asst. Chief Sisk, and Department members participated in the annual Safety Day event at the city park. There were 148 children who participated the Department's "Home Fire Survival Challenge".
September 10th – Asst. Chief Sisk attended the Miracle on Main Street planning meeting at city hall.
September 14th – Chief Palmer and other city staff met with a representative from KSE to discuss a building expansion.
September 15th – Chief Palmer met with the TOSHA inspector during their annual inspection.
September 24th –Asst. Chief Sisk and other city staff met with representatives of the Deer Crossing development concerning their project.
September 29th – Chief Palmer, Asst. Chief Sisk, and other city staff attended the monthly safety committee meeting at fire station 2.
September 29th – Asst. Chief Sisk and other city staff attended the software committee meeting at city hall.

Fire Department
September 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 10.4 firefighters for each structure fire response within our city limits.

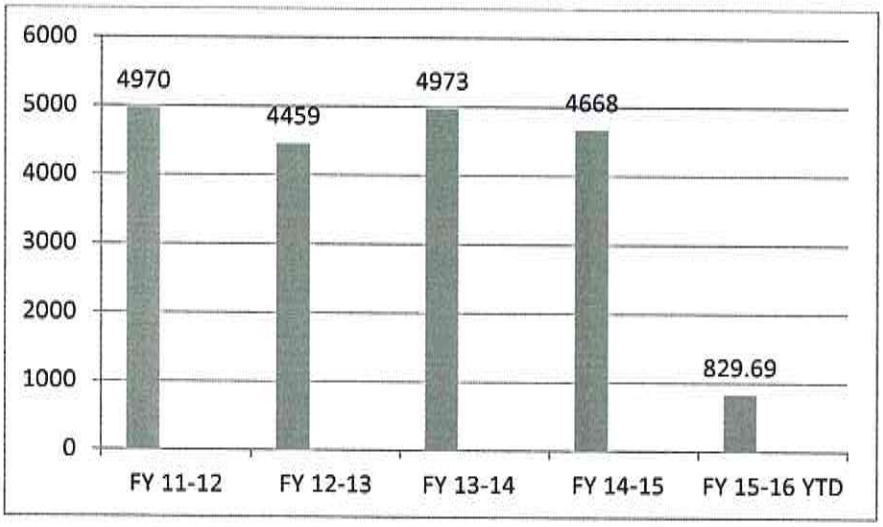


Incident Responses

Structure Fires	1	Vehicle Accidents(general cleanup)	3
Other Fires	2	Vehicle Accidents(With injuries)	3
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	1	False Alarms/Calls	2
Hazmat	0	Assist other Governmental Agency	0
Other Calls	9	Total Responses for the Month	91
Emergency Medical Responses	70	Total Responses Year to Date	286

Fire Fighter Training

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

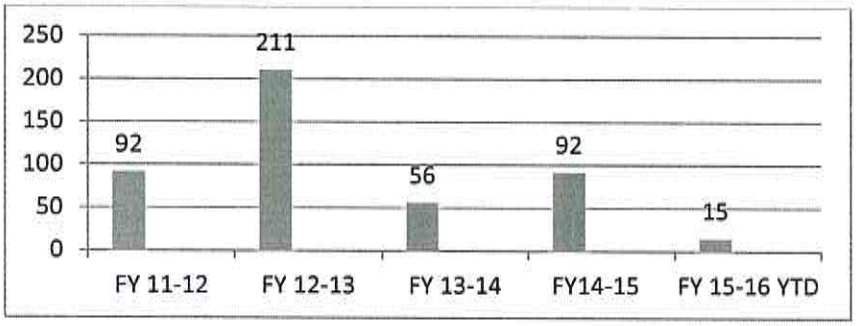


Total Training Man-hours for the Month	326.29	Total Training Man-hours Year to Date	829.69

Fire Department
September 2015

Fire Inspection

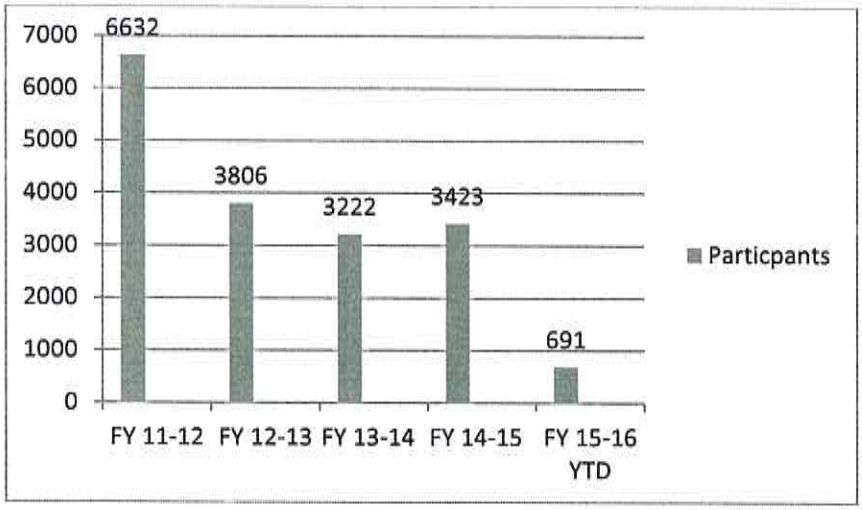
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



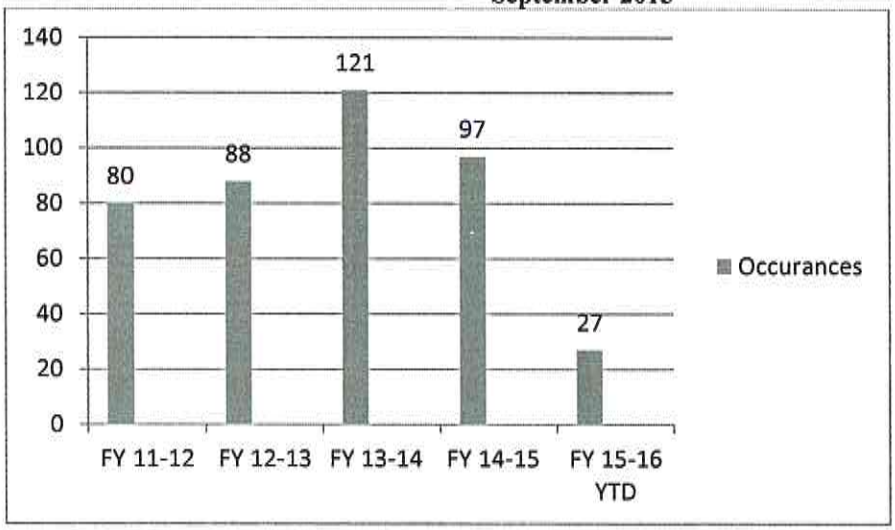
Fire Inspections	5	Year to Date 15	Plat / Plan Reviews	1	Year to Date 10
Fire Investigations	2	Year to Date 3	Fire Preplans	0	Year to Date 0

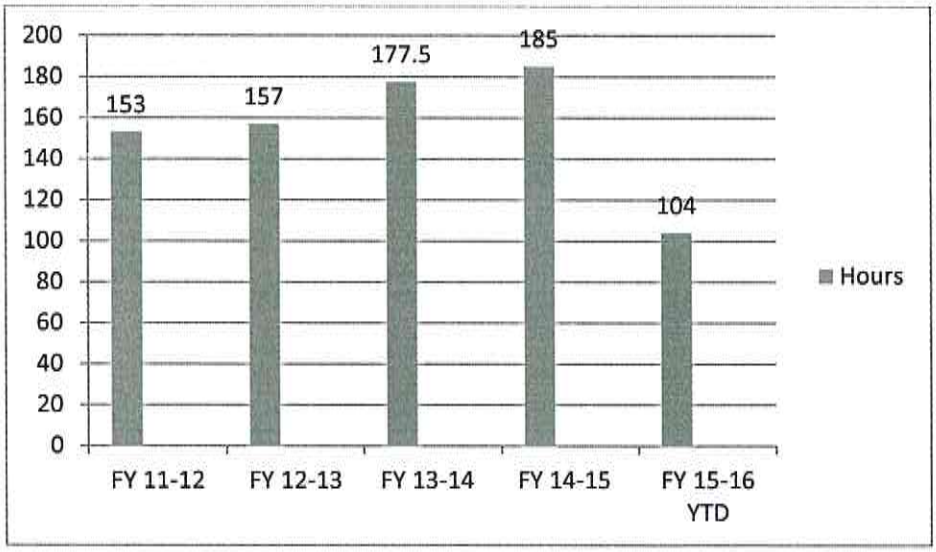
Public Fire Education

It is a Department goal to exceed our last three years averages in Participates (3484) Occurrences (102) and Contact Hours (173). 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
September 2015





Participants	612	Education Hours	68
Participants Year to Date	691	Education Hours Year to Date	104
Number of Occurrences	15	Number of Occurrences Year to Date	27

Public Services Department - Public Works Division
September 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 (vacant);
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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Stormwater	0	0	0	0		430	830	1760
Sanitation	8,930	5,975	3,138	2,914		198	184	660
Street	3,539	3,765	4,485	4,040		57	43	147
Facility Maintenance	100	124	839	2,049		125	226	431
Fleet Maintenance	147	445	857	1,157		47	43	124
Meeting/Training	135	332	653	572		87	27	136
Leave	915	1,005	1022	807		90	126	266
Holiday	1,040	650	730	850		0	70	120
Overtime	0	70	166	263		50	44	94
Administrative	0	0	496	781		32	27	59

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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Brush Collection Stops	2,970	2,787	5,394	5,915		598	339	1,683
Brush Truck Loads	468	302	644	503		44	23	116
Leaves Pickup Bags	N/A	519	4,324	4,016		250	108	655
Brush/Leaves Hours	N/A	585	2,119	1,634		128	71	331
Litter Pickup Bags	0	168	535	309		16	15	50
Litter Pickup Hours	N/A	443	829	1,147		70	113	329

Public Services Department - Public Works Division
September 2015

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The **September 2015** work order report shows that staff made **49** requests on the WI web portal system, of which only **20** 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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Tons	3,634	3,458	3,315	3,081		302	242	845
Disposal Fee	$88,325.03	$85,077.60	$82,869.34	$86,098.70		$8,125.25	$6,041.15	$21,542.03

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763		3,901	3,916	11,695
Receivables	$683,625.00	$690,098.50	$692,727.50	$795,325.12		$67,405.00	$67,354.00	$201,671.00
Revenue	$654,858.69	$684,487.53	$705,287.91	$781,004.41		$66,570.82	$66,005.37	$201,715.37

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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Participants	715	809	525	712		46	68	175
Tons	168	141	168	166		13	12	38
Disposal Fee	$16,513.14	$15,473.00	$16,913.54	$13,208.16		$1,048.31	$985.90	$3,036.17

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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Curbside Tons	244	393	456	408		47	31	107
Recycling Rate	7%	13%	14.3%	13.5%		15%	11%	13%
Revenue (curbside)	-	$4,749.94	$3,469.56	$2,472.91		$10.73	0	$19.08
Fee (old program)	$6,736.13	-	-	-		-	-	-
Metal (drop-off) Tons	11	62	42	33		5	0	11
Metal Revenue	$3,167.45	$10,555.50	$6,240.40	$4,333.90		$416.00	0	$978.00

Public Services Department - Public Works Division
September 2015

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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Drainage Requests	3	27	17	23		3	0	6
Drainage Work (feet)	58	1,457	2,513	2232		180	360	500
Drainage Man Hours	N/A	891	1261	1135		370	380	1,113
Debris Removed Loads	N/A	75	57	75		6	7	17
Sweeping Man Hours	0	0	272	460		20	14	94

Stormwater Accounting	FY 14-15		August-15	September-15	YTD 15/16
Units Billed	24,410.00		4,109	4,124	12,324.00
Receivables	$107,249.28		$34,514.64	$34,359.60	$103,060.56
Revenue	$105,118.28		$33,168.52	$33,893.57	$85,678.27

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 11/12	FY 12/13	FY 13/14	FY 14/15		August-15	September-15	YTD 15/16
Curb Repair	0	1	1	0		0	0	0
Shoulder LF	0	788	3,331	100		0	0	0
Shoulder Hours	0	0	88	54		0	18	18
Potholes	168	125	202	269		38	0	42
Pothole Hours	N/A	N/A	600	908		32	0	53
Mowing Hours	0	101	446	146		40	0	120
R-O-W Hours	N/A	N/A	12	299		15	2	40
Signs	119	153	106	251		2	1	4
Sign Work Hours	N/A	N/A	219	473		10	10	21
Salt Tons	55	4	79	76		0	0	0
Salt Hours	N/A	N/A	159	385		0	0	0
Decorative Streetlight Hours	0	0	0	33		0	12	14

Public Services Department - Public Works Division
September 2015

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.

Public Services Department - Wastewater Division
September 2015

Collection System Activities

Employee Recognition:

The Public Services Department conducted its first annual Employee Appreciation Dinner. Congratulations go out to Travis Link, brush truck operator, and Brandon Vanderhoff, wastewater inspector, for being voted by their peers as "Employee of the Year 2015" for their respective departments.

Curtis Earls successfully completed the Introduction to Wastewater Collection Systems class at TAUD and will be taking the Collection System Operator II exam in November.

Meadows Road Area Sewer Improvement Project
The official start date for this project was March 23, 2015. Pipe installation began on April 9th. The main trunk lines and manholes have been completed. Spicer Court service connections are now complete. Several service connections remain throughout the project, therefore, the vacuum and line air pressure test have not been completed yet. Some of the asphalt repair on Meadows Road has been completed. However, the side streets repairs cannot be repaired until all of the line testing has been completed and accepted. The project failed to meet the August 20th substantial completion date, therefore, Dove Construction is now on liquidated damages (LD's) of $500.00 per day.

We are still awaiting successful testing of all manholes and gravity mains. There have been serious issues with the manholes holding a 10" vacuum test. There are currently five (5) of the twenty-three (23) installed that have not passed. They have successfully tested approximately 500' of 8" gravity main. The two (2) LPG services still have not been installed.
We are also awaiting asphalt repair, sidewalk repair/replacement, and clean-up/property restoration.

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	FY 14/15	AUG-15	SEP-15	YTD
Late Payments	11,790	12,857	12,685	12,068	1,056	938	2,986
Disconnects for non-payment	N/A	N/A	258	442	48	38	137
Revenue Late Payments	$62,880	$67,810	$65,074	$61,350	$6,216	$5,351	$17,780
Man Hours					16	16	44

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 11/12	FY 12/13	FY 13/14	FY 14/15	AUG-15	SEP-15	YTD
Tennessee 811	948	866	1,306	1,416	141	138	413

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 11/12	FY 12/13	FY 13/14	FY 14/15		AUG-15	SEP-15	YTD
North Palmers Chapel	1,483	1,736	3,559	483		10	2	17
Calista Road	985	1,058	2,014	418		5	1	8
Wilkinson Lane	417	231	219	101		0	0	0
Portland Road	13	25	36	13		0	0	0
Cope's Crossing	109	445	208	72		3	1	4
Union Road	16	149	93	45		30	30	90
Meadowlark Drive	32	40		33		0	0	0
Highway 76	20	9	6	2		0	0	0
Cambria Drive	32	16	9	0		0	1	1
Treatment Plant	439	359	333	122		0	0	0

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.

Public Services Department - Wastewater Division
September 2015

F Work Orders	FY 10/11	FY 12/13	FY 13/14	FY 14/15		AUG-15	SEP-15	YTD
"Grinder Project"	144	229	3	0		0	0	0
PD to Centrifugal Converts			4	10		0	1	1
2000 to Extreme C/O	0	85	86	60		5	9	16
2000 to 2000 C/O	271	19	13	23		4	0	5
Extreme to 2000 C/O	0	33	14	28		1	1	4
Extreme to Extreme C/O	0	157	110	117		7	14	24
Centrifugal to Centrifugal C/O				5		0	0	0
2000 Conversions	159	26	3	0		0	0	0
Extreme Converts	0	43	83	74		6	4	16
Total Pumps Replaced	**430**	**363**	**313**	**321**		**25**	**31**	**70**
Low Pressure Service Request	554	977	750	723		49	54	133
Vacuum System Service Request	96	127	102	58		13	4	24
Gravity Service Request				14		1	1	2
Inspection for New Service	0	0	27	51		5	4	12
Final Inspection for New Service	0	0	47	66		3	8	13
Sanitary Sewer Overflow (SSO)	0	4	2	3		1	1	2
Odor Complaints	0	0	11	14		2	3	8

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	FY 10/11	FY 11/12	FY 12/13	FY 12/13	FY 14/15		AUG-15	SEP-15	YTD
Major Lift Stations	12	5	5	18	26		9	9	20
Mainline	0	1	7	18	14		20	1	3
Service Line	82	52	65	136	49		13	1	5

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.

Public Services Department - Wastewater Division
September 2015

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. **We had the preconstruction meeting on September 15 and the official construction commencement date is October 5. The project has a 150 day substantial completion date and a 180 day final completion date.**

The vertical inline (VI) sewerage pump 2 has a cracked volute and due to the age of the pump, the City can no longer get the volute. We are currently awaiting a price on a new VI pump.

COPE'S CROSSING:
The Programmable Logic Control (PLC) has failed. This allows for level control and "normal" operation of the pumps utilizing the transducer. With the PLC out, the station will still operate via back-up floats but will stay in a constant state of alarm. The GRUNDFOS controls were installed by WASCON. In addition, WASCON also repaired the discharge line on sewerage pump 1 that started leaking after our crews repaired it last winter. They had to re-core the wet-well, reset the flange on pump 1and run new ductile iron pipe through the wall to the valve vault.

UNION ROAD:
We are having issues with the pump controls at the station. WASCON was called in to assist after several attempts to diagnose the issue. They have determined the issue to be within the pump housings and have ordered the necessary components to correct the issues. We currently have a by-pass pump at the station keeping the wet-well at operational levels.

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.

	JUL - 2015	AUG - 2015	SEP - 2015	
Flow	**0.832 MGD**	**0.863 MGD**	**.789 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**59.42%**	**61.6%**	**56.6%**	(0.789 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**74.3%**	**77%**	**70.4%**	(0.789 MGD) / (1.12 MGD
Rainfall	**5.26"**	**4.88"**	**1.97**	

Effluent	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY14/15		AUG-15	SEP-15	YTD
Violations		4	6	2	1		1	0	1

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:**
   Running optimally.

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.

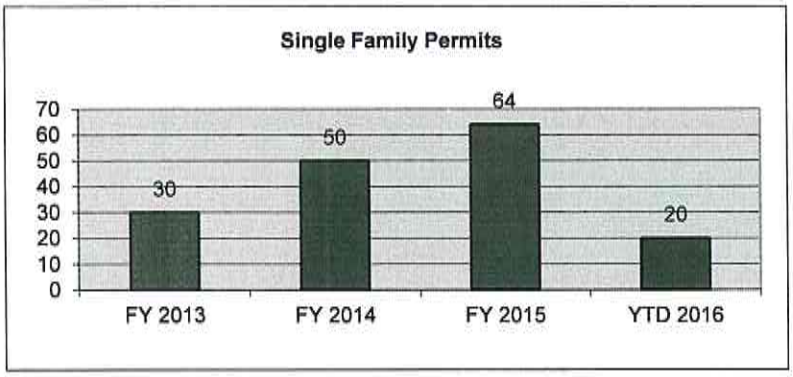
The PAA feed rate is now operating at a constant 1.55 parts per million (ppm) which is still well below the expected usage levels.

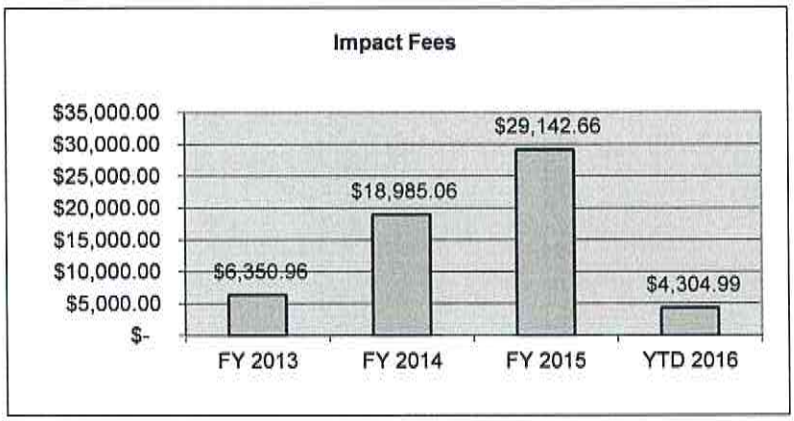
Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu's (colony forming units) per 100 ml." Additionally, our daily maximum concentration limit is 941/100ml.

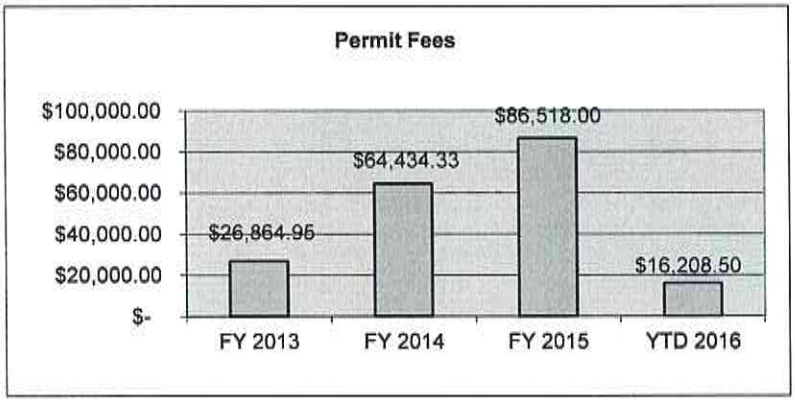
Our E. Coli testing for the month was an average of 55.2 cfu's, which is well below the limit.

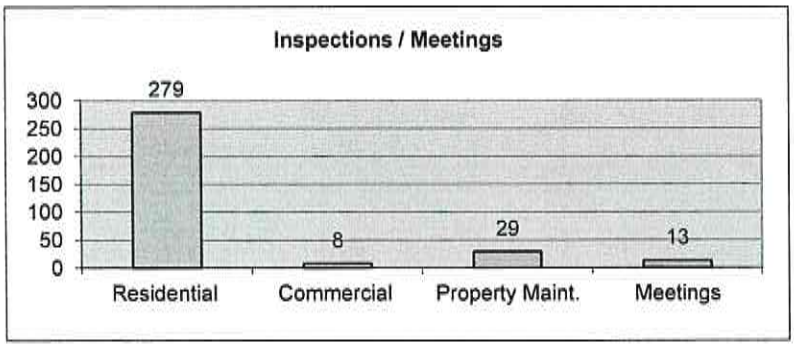
We had the preconstruction meeting on September 15 and the official construction commencement date is October 5. The project has a 240 day substantial completion date and a 270 day final completion date.

Planning and Codes Department
SEPTEMBER 2015









Planning and Codes Department
SEPTEMBER 2015

	Month	YTD 16	FY2015	FY2014	FY2013
MEETING AGENDA ITEMS#					
Planning Commission	5	17	50	38	39
Construction Appeals	0	1	1	0	0
Zoning Appeals	1	3	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	6	20	64	50	30
Multi-Family Residential	0	0	3	123	2
Other Residential	15	61	367	132	133
New Commercial	1	1	7	2	1
New Industrial	1	1	1	0	0
Other Com/Ind	2	6	51	26	27
State Electrical	57	140	657	478	329
Sign	1	4	17	16	11
Occupancy Permits	1	6	54	59	62
Commercial Certificate of Occupancy-					
In Style Solutions-2786 A. Hwy. 31W					
Other	0	1	1	71	18
BUILDING INSPECTIONS					
Residential	279	560	1194	519	334
Hours	44	95.58	295.61	175.59	111.25
Commercial /Industrial	8	31	360	189	151
Hours	1.5	15.41	127.41	79.33	94.34
CODE ENFORCEMENT					
Total Cases	29	131	612	531	735
Hours	3.25	16.67	70.49	83.42	113.92
Complaints Received	8	35	145	141	126
MEETINGS					
Administration	3	7	29	39	55
Hours	6	15.5	56.92	67.95	89.06
Planning	6	8	23	31	40
Hours	24	24.5	56.8	101.25	51.1
Codes	4	16	34	50	53
Hours	4.75	12	28.74	58.25	73.5
FEES					
Permit Fees	$5,908.00	$ 16,208.00	$ 86,518.00	$ 64,434.33	$ 26,864.95
Board Review Fees	$1,300.00	$ 2,925.00	$ 17,244.50	$ 7,297.90	$ 3,150.00
City Impact Fee	**$2,561.99**	**$ 4,304.99**	**$ 29,142.66**	**$ 18,985.06**	**$ 6,350.96**
Roads	$1,150.63	$ 1,684.03	$ 12,820.88	$ 5,405.07	$ 3,056.90
Parks	$237.60	$ 792.00	$ 5,943.60	$ 4,993.50	$ 1,197.40
Police	$706.92	$ 1,101.72	$ 6,155.15	$ 4,494.28	$ 1,262.70
Fire	$466.84	$ 727.24	$ 4,067.80	$ 2,976.51	$ 796.76
OTHER ITEMS					
Subdivision Lots	51	0	0	0	0
Commercial/Ind. Sq Ft	0	0	61,486	3,936	3,423
Multi-Family Units	0	0	144	123	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	$561,990.00	$ 592,040.00	$632,150.00	$693,270.00	$ 974,300.00
Builders Bonds	43,366.43	$ 43,866.43	$ 43,366.43	$ 43,366.43	$ 42,866.53
Workings Days in Month	17	17	16	16	16

Parks, Recreation, & Cultural Arts Department
September 2015

Summary of Month's Activities
According to Nathan Chance of Great Southern Recreation, all of the Water Odyssey equipment should be ready to ship by mid-October. As long as that doesn't get held up, Great Southern should be ready to start installing it at the end of October or beginning of November. Provided that the weather is reasonably good then, they are hoping to have everything done by Thanksgiving or at least the end of November. Lose and Associates will be performing site inspections during the construction of the splash pad. The completion date for the installation of the equipment is December 31, 2015.

Lose and Associates is well underway with the design work of the restroom / pavilion for the splash pad location. The check set documents have been reviewed by the Parks Director and City Administrator, and are currently being reviewed by the Planning and Codes Dept. We have identified some alternates in an effort to stay within budget.

The disc golf course has been planted in fine fescue on much of the course including fairways and paths for baskets 2, 3, 4, 5, 6, 15, 16. The plan is to get the grass started before the autumn leaf drop. This turf will require very little mowing, and is adapted to shady environments. It is considered a low maintenance turf.

Sumner County Schools is still working to install water service for the stadium. All domestic and irrigation water usage at the stadium is currently being charged to the city. PVC piping is in the ground up to the stadium. They are not going to do any digging or trenching in the stadium until football season is over.

CSR Engineering has been selected to perform the photometric analysis and associated professional services needed for the street lighting project that we will undertake at the Municipal Park.

The Director has been exploring the feasibility of converting existing metal halide lighting in certain areas of the park system to LED technology.

Recreation
Fall Ball games started August 22nd. We have 10 teams in the league this fall and approximately 130 participants. Games are set to end October 6th.

Fall Girls Volleyball games started august 22nd. The season will run through October 8th. We have 11 teams and approximately 95 participants this fall.

The Fall Men's Softball league games began on September 1st. We have 7 teams this fall. The season is set to end October 26th.

The Labor Day Bike Parade was Monday, September 7th at the Fire Station on Hwy 76. Blaine West was the winner of the "Best Decorated Bike." Ella Smith came in second place and Ashleigh Smith and Taylor Davenport tied for 3rd Place.

Youth Basketball registration began September 7th. The fee is $65 for city residents and $77 for non-residents. Practices will start in November and games will begin in December. Registration ends October 19th.

Trail of Treats is October 29th at 6:00PM at the White House High School Trailhead.

The Christmas Parade is Saturday, December 5th at 1:00PM. Anyone wishing to participate must register before December 3rd at 5:15PM at the Parks Department. The theme has been set as "A Storybook Christmas."

Parks Maintenance

- All soccer fields were fertilized with approximately 55 lbs of Nitrogen/acre.
- We rented a pasture seed drill from Sumner Farmers Co-op to plant tall fescue at the soccer complex and tall fescue/bluegrass at the Municipal Park around the tennis courts.

- Shrubs were trimmed at the greenway trailheads.
- Perennial ryegrass seed is being planted on the soccer fields the week of October 5th.

Update on Department Goals and Objectives
We have filled the part-time Groundskeeper position and the new employee, Josh Couch, will begin work on October 5th. We have another part-time groundskeeper that is out with a workers' compensation related injury.

Parks, Recreation, Cultural Arts Department
SEPTEMBER
2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Current Year Aug-15	Current Year Sept. 15	Current Year YTD 2015-16
Maintenance								
Mowing Hours	1,486	1,346	1,276	1,134	887	184	136	487
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	0	550	550
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	1,200	2,000	3,500
Number of Trees/Shrubs Planted	20	39	3	23	15	0	0	0
Recreation								
Number of Youth Program Participants	354	448	818	762	767	230	0	269
Number of Adult Program Participants	2,353	2,471	1,726	855	537	5	105	131
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	0	0	130
Total Number of Special Events Offered	19	17	19	12	11	2	2	5
Total Number of Programs Offered	68	78	51	46	43	3	2	12
Youth Program Revenue	$29,068.00	$29,702.00	$ 49,676.00	$49,197.40	$53,736.37	$382.00	$1,913.00	$ 18,730.00
Adult Program Revenue	$14,899.65	$19,216.05	$ 16,060.90	$13,155.30	$8,855.00	$2,260.00	$0.00	$ 3,202.00
Special Event Revenue	$8,010.00	$7,355.00	$ 5,970.00	$4,965.00	$3,920.00	$30.00	$170.00	$ 2,210.00
Administration								
Number of Shelter Reservations	116	112	110	103	112	11	18	34
Hours of Shelter Reservations				130	311	59	43	121
Shelter Reservation Revenue	$3,415.00	$ 3,396.00	$ 3,270.00	$2,823.00	$3,379.50	$276.00	$413.00	$ 899.00
Number of Facilities Reservations	63	136	261	207	191	22	21	55
Hours of Facility Reservations				145	584	75	60	184
Facility Reservation Revenue	$6,475.63	$ 16,224.25	$ 36,686.43	$26,540.00	$21,028.62	$3,225.00	$412.50	$ 5,500.00
Field Rental Revenue				$4,498.33	$3,248.00	$865.00	$453.00	$ 1,443.00
Misc. Revenue	$60,991.46	$ 56,423.35	$ 71,032.39	$37,420.52	$28,644.18	$1,032.50	$5,986.00	$ 8,718.79
Senior Center								
Senior Center Participants	2,860	3,269	3,586	3,478	3,770	712	811	2,231
Number of Trip Participants	473	387	477	507	538	49	39	130
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	247	331	894
Number of Program Participants	632	4,486	4,030	3,419	4,618	416	441	1,207
Number of Trips Offered	42	31	34	38	45	3	3	9
Number of Meals Served	46	49	49	49	50	4	5	14
Number of Programs Offered	50	90	87	81	74	9	10	27

White House Library
September 2015

Summary of Activities

The library board met in September and reviewed the current circulation of the library, which has increased, and the upcoming events and programs that the library now starts offering. The budget was also reviewed and the board discussed the possibility of expanding the library hours some.

The library expanded its programs in September. We offered three teen programs in which we had a total of 22 teens over the course of the programs. We also offered 7 adult programs ranging from our regular book club and computer classes to more workshops and fun craft nights. A total of 58 adult attended these programs. We expanded our kids programs to include after school activities in addition to our story times and homeschool events. We had a total of 15 children events with a total of 280 individuals in attendance.

The library director attended a webinar on how to meet users on their own terms. This was an interesting webinar that showed some techniques that libraries have used to try and reach out to non-library users.

The library director attended a regional in-service on September 22nd on social media and effective marketing strategies. The library director hopes to use the information presented at this meeting to better present information to the community and engage the community.

The library director attended the new Springfield Public Library Ribbon Cutting on September 26th.

The library hosted a regional round table on September 29th. This event allows techs from across the region to come and talk about technology related issues, solutions, and strategies to help libraries gain insight on such matters. A total of 9 librarians attend this event.

The library director also created a free account on PBS so that the library can host free showings of documentaries that air on the PBS station.

Department Highlights

The highlights for the month were the success with the library programs. The library hopes to continue to hold such programs and adjust the type and times of these events to better service the community.

White House Library & Museum
September 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	13,616

September Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	42	0	11,034	83
2014	63	216	9,060	67
2015	273	671	10,171	74

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, which is why there is a drop in numbers from 2013 to 2014. However, even with the purge, our users have increased greatly from new users coming into the new library building.

Total Material Available: 28,163
Estimated Value of Total Materials: $704,075 **Last Month:** $699,800
Total Materials Available Per Capita: 2.07 **Last Month:** 2.07
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 September

2011	2012	2013	2014	2015
147	114	414	298	303

Yearly Material Added

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	2,256

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. The library has also started adding its own ebooks to its collection that patron can use in addition to the state's ebook resource, Hot Spots, Kindles, and other technology devices.

Physical Items Checked Out in September

2011	2012	2013	2014	2015
5,465	4,071	4,307	4,852	5,583

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	36,074

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, the library only circulated each item 1.7 times which is below the 2.5 state standards. However, our overall item circulation has increased with the new library building opening.

September	2015	Yearly
Technology Devices	9	23
Kids Tech Devices	9	26
Study Rooms	70	112

The library has added video games, kids touch pads and viewable books for children to check out in addition to Kindles and Hot Spots for adults. All of these devices are checking well considering most of them check out for a 2 week period. Additionally, the study rooms are checking out in great amounts.

September Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	96	146	597
Internet Computers	469	383	380	432	414
Kids Computers	293	150	182	173	182

Yearly Computer Users

2011	2012	2013	2014	2015
***	***	1,071	1,315	1,980
5,983	4,282	3,791	3,743	2,833
3,244	2,874	1,691	1,478	1,308

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 such, we have added more computers in our new computer lab to accommodate more computer classes. Additionally, we have added access points to have a better range of WIFI inside the new library which is being used more greatly than in the old building.

White House Library & Museum
September 2015
Performance Measures

Volunteers: 17 **Hours:** 102 hours and 27 minutes

Kids Programs

September	Kids Sessions	Kids Attendance
2011	9	227
2012	6	184
2013	7	121
2014	8	149
2015	15	280

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
64	1,133

The library added a few new kids programs throughout the week and our regular programs have increased in attendees as well, which is why we have such large attendance number for the month of September.

September	Teen Sessions	Teen Attendance
2011	0	0
2012	1	16
2013	0	0
2014	0	0
2015	3	22

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
6	34

There has been an increase in the number of teens coming into the library and the library feels like we are finally starting to build our teen programs.

August Totals	Adult Sessions	Adult Attendance
2011	1	9
2012	1	9
2013	1	9
2014	4	23
2015	7	58

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
13	99

The library has added adult programs throughout the month from computer classes, senior focus events, to fun craft like events. The library hopes to continue to have success with these types of programs.

Services Provided by Contracting with State

September Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	36	37	24	23	42
Loaned	8	9	17	18	31

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015
337	362	136	271	209
64	100	165	411	196

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
eBooks	792	2,010	3,688	5,664	1,561
Audios	1,717	2,501	2,521	3,308	1,000

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

CITY COURT REPORT
SEPTEMBER 2015

CITATIONS			
TOTAL MONIES COLLECTED FOR THE MONTH		$6,716.25	
		TOTAL MONIES COLLECTED YTD	**$25,093.75**
STATE FINES			
TOTAL MONIES COLLECTED FOR MONTH		$1,118.89	
		TOTAL MONIES COLLECTED YTD	**$6,130.74**
TOTAL REVENUE FOR MONTH		$7,835.14	
		TOTAL REVENUE YTD	**$31,224.49**
DISBURSEMENTS			
LITIGATION TAX	$504.35		
DOS/DOH FINES & FEES	$209.00		
DOS TITLE & REGISTRATION	$85.50		
RESTITUTION/REFUNDS	$0.00		
TBI-EXPUNGEMENT/FEES	$0.00		
CASH BOND	$0.00		
WORTHLESS CHECKS	$0.00		
TOTAL DISBURSEMENTS FOR MONTH		$798.85	
		TOTAL DISBURSEMENTS YTD	**$3,108.46**
ADJUSTED REVENUE FOR MONTH		$7,036.29	
		TOTAL ADJUSTED REVENUE YTD	**$28,116.03**
DRUG FUND			
DRUG FUND DONATIONS FOR MONTH		$0.00	
		DRUG FUND DONATIONS YTD	**$730.13**

Disposition	Sep-15	Aug-15	Jul-15
Ticket Paid in Full – Prior to Court	30	44	50
Guilty as Charged	6	15	11
Dismissal	7	12	5
Dismissed upon presentation of insurance	25	24	27
Not Guilty	1	1	2
Dismissed to Traffic School	0	18	0
Dismissed with Costs and Fines	29	24	37
Dismissed with Costs	13	21	21
Dismissed with Fine	1	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	112	159	153

Monthly Comparative: 25.00%

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)	2,085,719.00	(18,307.50)	0.88 %	173,809.92	(10,826.25)	6.23 %
31120	Public Utilities Property Tax (Current)	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	35,000.00	(357.00)	1.02 %	2,916.67	0.00	0.00 %
31212	Property Tax Delinquent 2nd Year	7,000.00	(617.00)	8.81 %	583.33	0.00	0.00 %
31213	Property Tax Delinquent 3rd Year	2,500.00	(479.00)	19.16 %	208.33	0.00	0.00 %
31214	Property Tax Delinquent 4th Year	1,200.00	(1,126.00)	93.83 %	100.00	(923.00)	923.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	(203.00)	13.53 %	125.00	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	1,000.00	(152.00)	15.20 %	83.33	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
31300	Int, Penalty, And Court Cost On Prop	21,000.00	(3,688.26)	17.56 %	1,750.00	(1,859.15)	106.24 %
31513	Payment In Lieu Of Tax -Sewer	136,000.00	(33,999.99)	25.00 %	11,333.33	(11,333.33)	100.00 %
31520	Payments From Industry	14,000.00	0.00	0.00 %	1,166.67	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	2,042,287.00	(543,704.44)	26.62 %	170,190.58	(179,180.46)	105.28 %
31709	Beer And Liquor Local Priv Tax	6,800.00	(49.58)	0.73 %	566.67	0.00	0.00 %
31710	Wholesale Beer Tax	270,000.00	(86,292.24)	31.96 %	22,500.00	(28,353.48)	126.02 %
31720	Wholesale Liquor Tax	5,000.00	(5,186.33)	103.73 %	416.67	(5,186.33)	1,244.72 %
31800	Business Taxes	120,000.00	(32,741.96)	27.28 %	10,000.00	(1,393.04)	13.93 %
31911	Natural Gas Franchise Tax	135,000.00	(147,356.29)	109.15 %	11,250.00	(147,356.29)	1,309.83 %
31912	Cable TV Franchise Tax	120,000.00	(35,785.23)	29.82 %	10,000.00	0.00	0.00 %
31960	Special Assessment - Liens	500.00	0.00	0.00 %	41.67	0.00	0.00 %
31980	Mixed Drink Taxes	10,500.00	(4,789.37)	45.61 %	875.00	(1,793.11)	204.93 %
32209	Beer And Liquor License Application	2,550.00	0.00	0.00 %	212.50	0.00	0.00 %

Monthly Comparative: 25.00%

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
32610	Building Permits	60,000.00	(17,502.50)	29.17 %	5,000.00	(8,095.00)	161.90 %
32710	Sign Permits	1,000.00	(400.00)	40.00 %	83.33	0.00	0.00 %
33100	Federal Grants	1,337,651.00	(239.25)	0.02 %	111,470.92	(239.25)	0.21 %
33191	Fema Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33320	Tva Payments In Lieu Of Taxes	117,320.00	0.00	0.00 %	9,776.67	0.00	0.00 %
33400	State Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33410	State Law Enforcement Education	11,400.00	0.00	0.00 %	950.00	0.00	0.00 %
33460	State Grant-Library Technology	1,200.00	0.00	0.00 %	100.00	0.00	0.00 %
33510	State Sales Tax	760,000.00	(202,436.55)	26.64 %	63,333.33	(63,096.92)	99.63 %
33520	State Income Tax	23,000.00	(38,401.33)	166.96 %	1,916.67	(76.78)	4.01 %
33530	State Beer Tax	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,000.00	(5,221.00)	24.86 %	1,750.00	(1,738.61)	99.35 %
33593	Corporate Excise Tax	11,000.00	0.00	0.00 %	916.67	0.00	0.00 %
33710	County Grant - Senior Nutrition	9,500.00	0.00	0.00 %	791.67	0.00	0.00 %
34120	Fees And Commissions	8,500.00	(3,109.29)	36.58 %	708.33	(1,200.00)	169.41 %
34740	Parks And Rec League Fees	73,000.00	(24,009.00)	32.89 %	6,083.33	(4,900.00)	80.55 %
34741	Field Maintenance Fees	8,100.00	(3,567.00)	44.04 %	675.00	(2,837.00)	420.30 %
34760	Library Fines, Fees, And Other	5,500.00	(2,839.73)	51.63 %	458.33	6,042.17	-1,318.29 %
34793	Community Center Fees	20,000.00	(7,342.00)	36.71 %	1,666.67	(1,228.50)	73.71 %
34900	Other Charges For Services	8,000.00	(2,139.50)	26.74 %	666.67	(668.50)	100.28 %
35110	City Court Fines And Costs	140,000.00	(29,505.20)	21.08 %	11,666.67	(7,835.14)	67.16 %
35130	Impoundment Charges	100.00	(198.00)	198.00 %	8.33	0.00	0.00 %
36000	Other Revenues	7,500.00	(2,274.81)	30.33 %	625.00	(1,022.10)	163.54 %
36100	Interest Earnings	4,200.00	(1,282.02)	30.52 %	350.00	(435.62)	124.46 %

Monthly Comparative: 25.00%

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
36210	Rent	17,000.00	(2,455.32)	14.44 %	1,416.67	(818.44)	57.77 %
36330	Sale Of Equipment	500.00	(1,564.18)	312.84 %	41.67	0.00	0.00 %
36350	Insurance Recoveries	0.00	(29,656.82)	0.00 %	0.00	(22,175.00)	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(5.48)	0.00 %	0.00	0.00	0.00 %
36450	Parks Concessions	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
36700	Contri And Donation From Private	9,500.00	(68,000.00)	715.79 %	791.67	0.00	0.00 %
36930	Sale Of Notes	351,250.00	0.00	0.00 %	29,270.83	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	**8,121,277.00**	**(1,356,984.17)**	**16.71 %**	**676,773.08**	**(498,529.13)**	**73.66 %**
Expenditures							
41000	General Government	(488,928.00)	142,664.75	29.18 %	(40,744.00)	33,241.09	81.59 %
41210	City Court	(80,520.00)	22,035.08	27.37 %	(6,710.00)	5,781.72	86.17 %
41500	Financial Administration	(394,932.00)	128,633.46	32.57 %	(32,911.00)	21,658.73	65.81 %
41650	Human Resources	(154,078.00)	46,421.32	30.13 %	(12,839.83)	10,303.97	80.25 %
41670	Engineering	(1,226,375.00)	78,704.76	6.42 %	(102,197.92)	35,385.37	34.62 %
41700	Planning And Zoning	(320,025.00)	70,386.07	21.99 %	(26,668.75)	18,815.52	70.55 %
41800	General Government Buildings	(275,104.00)	58,804.34	21.38 %	(22,925.33)	6,482.56	28.28 %
41921	Special Events	(14,000.00)	2,917.50	20.84 %	(1,166.67)	0.00	0.00 %
42100	Police Patrol	(1,220,397.00)	319,180.30	26.15 %	(101,699.75)	69,338.84	68.18 %
42120	Police Support Services	(343,340.00)	83,108.52	24.21 %	(28,611.67)	24,137.71	84.36 %
42150	Police Administration	(347,205.00)	72,790.51	20.96 %	(28,933.75)	19,807.72	68.46 %
42151	Communications Services	(192,000.00)	109,245.29	56.90 %	(16,000.00)	(78,032.35)	-487.70 %
42200	Fire Protection And Control	(1,624,655.00)	715,260.64	44.03 %	(135,387.92)	75,747.30	55.95 %
42210	Fire Administration And Inspection	(321,566.00)	91,496.28	28.45 %	(26,797.17)	22,370.47	83.48 %

Monthly Comparative: 25.00%

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
43000	Public Works	(764,354.00)	108,288.64	14.17 %	(63,696.17)	28,696.66	45.05 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(43,303.00)	13,750.39	31.75 %	(3,608.58)	887.92	24.61 %
44520	Museum Services	(152,640.00)	14,361.45	9.41 %	(12,720.00)	0.00	0.00 %
44700	Parks	(331,595.00)	71,857.49	21.67 %	(27,632.92)	17,571.83	63.59 %
44740	Park Maintenance	(1,074,131.00)	448,695.51	41.77 %	(89,510.92)	63,856.84	71.34 %
44800	Libraries	(443,542.00)	172,883.67	38.98 %	(36,961.83)	21,013.34	56.85 %
44880	Children's Library Services	(37,677.00)	9,317.88	24.73 %	(3,139.75)	2,632.12	83.83 %
51000	Misc Exp	(265,000.00)	35,523.16	13.40 %	(22,083.33)	20,064.70	90.86 %
52210	Collection	0.00	514.40	0.00 %	0.00	0.00	0.00 %
	Total Expenditures	**(10,115,367.00)**	**2,816,841.41**	**27.85 %**	**(842,947.25)**	**419,762.06**	**49.80 %**
Total 110	General Fund	**(1,994,090.00)**	**1,459,857.24**	**73.21 %**	**(166,174.17)**	**(78,767.07)**	**-47.40 %**

Monthly Comparative: 25.00%

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	70,000.00	(31,395.44)	44.85 %	5,833.33	0.00	0.00 %
36100	Interest Earnings	100.00	(56.52)	56.52 %	8.33	(21.21)	254.52 %
	Total Revenues	**70,100.00**	**(31,451.96)**	**44.87 %**	**5,841.67**	**(21.21)**	**0.36 %**
Expenditures							
48000	Economic Opportunity	(118,500.00)	3,807.25	3.21 %	(9,875.00)	0.00	0.00 %
	Total Expenditures	**(118,500.00)**	**3,807.25**	**3.21 %**	**(9,875.00)**	**0.00**	**0.00 %**
Total 120	Industrial Development Fund	**(48,400.00)**	**(27,644.71)**	**-57.12 %**	**(4,033.33)**	**(21.21)**	**-0.53 %**

Monthly Comparative: 25.00%

121 State Street Aid Fund

Account	Description	Budget Estimate	Year-To-Date Actual	% of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	269,194.00	(73,176.88)	27.18 %	22,432.83	(23,562.24)	105.03 %
36100	Interest Earnings	70.00	(47.30)	67.57 %	5.83	(17.60)	301.71 %
	Total Revenues	**269,264.00**	**(73,224.18)**	**27.19 %**	**22,438.67**	**(23,579.84)**	**105.09 %**
Expenditures							
43100	Highways And Streets	(275,000.00)	46,502.77	16.91 %	(22,916.67)	11,775.26	51.38 %
	Total Expenditures	**(275,000.00)**	**46,502.77**	**16.91 %**	**(22,916.67)**	**11,775.26**	**51.38 %**
Total 121	State Street Aid Fund	**(5,736.00)**	**(26,721.41)**	**-465.85 %**	**(478.00)**	**(11,804.58)**	**-2,469.58**

Monthly Comparative: 25.00%

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	200.00	(24.97)	12.49 %	16.67	(13.52)	81.12 %
36425	Parks Sales Tax Receipts	494,566.00	(130,416.03)	26.37 %	41,213.83	(42,684.36)	103.57 %
	Total Revenues	**494,766.00**	**(130,441.00)**	**26.36 %**	**41,230.50**	**(42,697.88)**	**103.56 %**
Expenditures							
44400	Recreation	(300,000.00)	0.00	0.00 %	(25,000.00)	0.00	0.00 %
49000	Debt Service	(110,569.00)	0.00	0.00 %	(9,214.08)	0.00	0.00 %
	Total Expenditures	**(410,569.00)**	**0.00**	**0.00 %**	**(34,214.08)**	**0.00**	**0.00 %**
Total 122	Parks Sales Tax Fund	**84,197.00**	**(130,441.00)**	**154.92 %**	**7,016.42**	**(42,697.88)**	**608.54 %**

Monthly Comparative: 25.00%

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	790,000.00	(203,805.84)	25.80 %	65,833.33	(67,439.00)	102.44 %
36100	Interest Earnings	400.00	(163.80)	40.95 %	33.33	(58.84)	176.52 %
37794	Sale Of Materials	10,000.00	(1,444.40)	14.44 %	833.33	(456.74)	54.81 %
	Total Revenues	**800,400.00**	**(205,414.04)**	**25.66 %**	**66,700.00**	**(67,954.58)**	**101.88 %**
Expenditures							
43200	Sanitation	(882,527.00)	291,463.84	33.03 %	(73,543.92)	12,477.96	16.97 %
49000	Debt Service	(90.00)	0.00	0.00 %	(7.50)	0.00	0.00 %
	Total Expenditures	**(882,617.00)**	**291,463.84**	**33.02 %**	**(73,551.42)**	**12,477.96**	**16.96 %**
Total 123	Solid Waste Fund	**(82,217.00)**	**86,049.80**	**104.66 %**	**(6,851.42)**	**(55,476.62)**	**-809.71**

Monthly Comparative: 25.00%

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	200.00	(28.30)	14.15 %	16.67	(10.43)	62.58 %
36421	Roads Impact Fees	4,000.00	(1,684.03)	42.10 %	333.33	(1,188.73)	356.62 %
36422	Parks Impact Fees	2,500.00	(792.00)	31.68 %	208.33	(277.20)	133.06 %
36423	Police Impact Fees	3,500.00	(1,101.72)	31.48 %	291.67	(735.12)	252.04 %
36424	Fire Impact Fees	2,500.00	(727.24)	29.09 %	208.33	(485.44)	233.01 %
	Total Revenues	**12,700.00**	**(4,333.29)**	**34.12 %**	**1,058.33**	**(2,696.92)**	**254.83 %**
Expenditures							
51010	Roads Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51020	Parks Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51040	Fire Impact Fees	(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %
	Total Expenditures	**(3,290.00)**	**0.00**	**0.00 %**	**(274.17)**	**0.00**	**0.00 %**
Total 124	Impact Fees	**9,410.00**	**(4,333.29)**	**46.05 %**	**784.17**	**(2,696.92)**	**343.92 %**

Monthly Comparative: 25.00%

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	350.00	(225.00)	64.29 %	29.17	0.00	0.00 %
35130	Impoundment Charges	120.00	0.00	0.00 %	10.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(730.13)	18.25 %	333.33	0.00	0.00 %
36100	Interest Earnings	50.00	(12.18)	24.36 %	4.17	(1.72)	41.28 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**4,520.00**	**(967.31)**	**21.40 %**	**376.67**	**(1.72)**	**0.46 %**
Expenditures							
42129	Drug Investigation And Control	(35,633.00)	31,828.83	89.32 %	(2,969.42)	0.00	0.00 %
	Total Expenditures	**(35,633.00)**	**31,828.83**	**89.32 %**	**(2,969.42)**	**0.00**	**0.00 %**
Total 140	Police Drug Fund	**(31,113.00)**	**30,861.52**	**99.19 %**	**(2,592.75)**	**(1.72)**	**-0.07 %**

Monthly Comparative: 25.00%

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	750,000.00	(6,102.50)	0.81 %	62,500.00	(3,608.75)	5.77 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(13.57)	6.79 %	16.67	(4.59)	27.54 %
	Total Revenues	**750,200.00**	**(6,116.07)**	**0.82 %**	**62,516.67**	**(3,613.34)**	**5.78 %**
Expenditures							
49000	Debt Service	(751,058.00)	0.00	0.00 %	(62,588.17)	0.00	0.00 %
	Total Expenditures	**(751,058.00)**	**0.00**	**0.00 %**	**(62,588.17)**	**0.00**	**0.00 %**
Total 200	Debt Service Fund (General)	**(858.00)**	**(6,116.07)**	**-712.83 %**	**(71.50)**	**(3,613.34)**	**-5,053.62**

Monthly Comparative: 25.00%

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
Revenues							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	8,000.00	(1,800.00)	22.50 %	666.67	0.00	0.00 %
36100	Interest Earnings	2,700.00	(1,039.47)	38.50 %	225.00	(382.91)	170.18 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36920	Sale Of Bonds	2,424,000.00	(160,859.00)	6.64 %	202,000.00	0.00	0.00 %
37210	Application Fees	21,000.00	(8,715.00)	41.50 %	1,750.00	(3,415.00)	195.14 %
37220	Administrative Fees	11,000.00	(3,250.00)	29.55 %	916.67	(600.00)	65.45 %
37230	Sewer User Fees	2,834,000.00	(833,278.46)	29.40 %	236,166.67	(272,690.97)	115.47 %
37298	Capacity Fees	414,500.00	(128,910.00)	31.10 %	34,541.67	(91,500.00)	264.90 %
37499	Commitment Fees	0.00	(450.00)	0.00 %	0.00	0.00	0.00 %
37995	Connection Fees	7,500.00	(3,150.00)	42.00 %	625.00	(1,650.00)	264.00 %
	Total Revenues	**5,722,700.00**	**(1,141,451.93)**	**19.95 %**	**476,891.67**	**(370,238.88)**	**77.64 %**
Expenditures							
49000	Debt Service	(729,005.00)	76,616.67	10.51 %	(60,750.42)	25,538.89	42.04 %
52117	Administration And General Expenses	(561,279.00)	139,339.95	24.83 %	(46,773.25)	28,410.53	60.74 %
52210	Collection	(2,923,430.00)	1,263,333.60	43.21 %	(243,619.17)	27,185.77	11.16 %
52213	Sewer Treatment And Disposal	(2,155,550.00)	2,572,199.18	119.33 %	(179,629.17)	16,163.01	9.00 %
52223	Depreciation	(717,624.00)	179,406.00	25.00 %	(59,802.00)	59,802.00	100.00 %
	Total Expenditures	**(7,086,888.00)**	**4,230,895.40**	**59.70 %**	**(590,574.00)**	**157,100.20**	**26.60 %**
Total 412	Sewer Fund	**(1,364,188.00)**	**3,089,443.47**	**226.47 %**	**(113,682.33)**	**(213,138.68)**	**-187.49**

Monthly Comparative: 25.00%

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							
36100	Interest Earnings	200.00	(80.24)	40.12 %	16.67	(29.67)	178.02 %
36960	Operating Transfer In From Other	62,000.00	(11,003.84)	17.75 %	5,166.67	(1,141.83)	22.10 %
	Total Revenues	**62,200.00**	**(11,084.08)**	**17.82 %**	**5,183.33**	**(1,171.50)**	**22.60 %**
Expenditures							
51520	Insurance Employers Share	(68,500.00)	16,293.72	23.79 %	(5,708.33)	2,365.30	41.44 %
	Total Expenditures	**(68,500.00)**	**16,293.72**	**23.79 %**	**(5,708.33)**	**2,365.30**	**41.44 %**
Total 416	Healthcare Fund	**(6,300.00)**	**5,209.64**	**82.69 %**	**(525.00)**	**1,193.80**	**227.39 %**

Monthly Comparative: 25.00%

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	368,430.00	(86,913.60)	23.59 %	30,702.50	(34,560.24)	112.56 %
36100	Interest Earnings	300.00	(33.28)	11.09 %	25.00	(13.11)	52.44 %
	Total Revenues	**368,730.00**	**(86,946.88)**	**23.58 %**	**30,727.50**	**(34,573.35)**	**112.52 %**
Expenditures							
51520	Insurance Employers Share	0.00	854.80	0.00 %	0.00	0.00	0.00 %
51530	Stormwater Administration	(359,482.00)	67,388.64	18.75 %	(29,956.83)	8,802.59	29.38 %
	Total Expenditures	**(359,482.00)**	**68,243.44**	**18.98 %**	**(29,956.83)**	**8,802.59**	**29.38 %**
Total 417	Stormwater Utility	**9,248.00**	**(18,703.44)**	**202.24 %**	**770.67**	**(25,770.76)**	**3,343.96**

Monthly Comparative: 25.00%

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	(330.00)	14.35 %	191.67	(48.00)	25.04 %
34321	Cemetery Burial Charges	300.00	0.00	0.00 %	25.00	0.00	0.00 %
34323	Grave - Opening And Closing Fees	18,000.00	(2,150.00)	11.94 %	1,500.00	(650.00)	43.33 %
36100	Interest Earnings	175.00	(57.02)	32.58 %	14.58	(20.21)	138.58 %
36340	Sale Of Cemetery Lots	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
	Total Revenues	**26,775.00**	**(2,537.02)**	**9.48 %**	**2,231.25**	**(718.21)**	**32.19 %**
Expenditures							
43400	Cemeteries	(63,300.00)	14,342.49	22.66 %	(5,275.00)	97.65	1.85 %
	Total Expenditures	**(63,300.00)**	**14,342.49**	**22.66 %**	**(5,275.00)**	**97.65**	**1.85 %**
Total 433	Hillcrest City Cemetery	**(36,525.00)**	**11,805.47**	**32.32 %**	**(3,043.75)**	**(620.56)**	**-20.39 %**

RESOLUTIONS….

October 5, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Derek Watson, Purchasing Coordinator

From: Gerald Herman, City Administrator

Re: Resolution Approving Updated Purchasing Procedures Manual

---

Resolution 15-11 is recommended for approval by staff. The resolution will update multiple sections and formatting of the Purchasing Procedures Manual. Since there were so many changes this revised manual will replace the current version in its entirety. If you would like a copy of the current manual let me know and we will provide a copy for you to review.

The revised manual will become effective immediately upon approval.

If you have any questions please contact me or Purchasing Coordinator Derek Watson.

RESOLUTION 15-11

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PURCHASING PROCEDURES MANUAL.

WHEREAS, the governing body of this City desires to amend the methods to comply with the purchasing laws of the State of Tennessee and to provide for a more formal process for the procurement of equipment, services, and materials for the operation of municipal government; and

WHEREAS, such action is required by the Municipal Purchasing Law of 1983, *Tennessee Code Annotated* 6-56-301, et seq.; and

WHEREAS, it occasionally becomes necessary to amend policies within the laws provided to allow for more efficiency and smoother transition within current procedures;

WHEREAS, this manual has had a number of recommendations from department heads to revise the procedures;

WHEREAS, Resolution 10-01, pertaining to the Emergency Purchasing Procedures Manual, will be deleted in its entirety and incorporated into the Purchasing Procedures Manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Purchasing Procedures Manual is hereby amended by changing and updating the City of White House Purchasing Procedures Manual as detailed in the attachment.

This resolution shall be effective upon passage.

Adopted this 15th day of October 2015.

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

City of White House

Purchasing Manual

Manual Revised October 15, 2015

CITY OF WHITE HOUSE
MUNICIPAL CODE

CHAPTER 5
PURCHASING

SECTION

5-501. City administrator or his designee is purchasing agent.
5-502. General powers and duties of purchasing agent.
5-503. Purchasing procedures.
5-504--5-510. [Deleted.]

5-501. City administrator or his designee is purchasing agent. As provided in Tennessee Code Annotated, § 6-56-301, et seq., the office of the purchasing agent is hereby created and the city administrator shall faithfully
discharge the duties of said office or appoint an individual to make purchases for the City of White House. Purchases shall be made in accordance with the Municipal Purchasing Law of 1983 and amendments thereto, this chapter and purchasing procedures approved by the governing body. (1979 Code, § 6-501, as replaced by Ord. #00-24, Sept. 2000, and Ord. #07-19, July 2007)

5-502. General powers and duties of purchasing agent. The purchasing agent or designated representative, as provided therein, shall purchase materials, supplied, services and equipment, provide for leases and lease-purchases and dispose of surplus property in accordance with purchasing procedures approved by the governing body by resolution and filed with the city recorder. (1979 Code, § 6-502, as replaced by Ord. #00-24, Sept. 2000, and Ord. #07-19, July 2007)

5-503. Purchasing procedures. After initial approval by resolution of the governing body of this City of White House, changes or revisions to the purchasing procedures shall be made only by resolution by the governing body. (1979 Code, § 6-503, as amended by Ord. #95-16, Sept. 1995; and Ord. 99-22, Sept. 1999; as replaced by Ord. #00-24, Sept. 2000, and Ord. #07-19, July 2007)

5-504--5-510. [Deleted.] (as deleted by Ord. #07-19, July 2007)

RESOLUTION 15-11

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Michael Arnold, Mayor

ATTEST:

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Kerry Harville, City Recorder

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Foreword

With the help of this manual, our City can learn how to create the most efficient purchasing operation possible. By clarifying the procedures, the using department will benefit from time saved obtaining materials, equipment, and services.

The main function of the Purchasing Agent is to aid all departments within the City by securing the best materials, supplies, equipment, and service at the lowest possible cost, while keeping high standards of quality. One purpose of this manual is to explain the City's buying policies and to serve as a general framework and guide for purchasing decisions. To have a good purchasing program, all City employees directly or indirectly associated with buying must work as a team to promote the City's best interests in getting the maximum value for each dollar spent.

As revisions or additions to this manual become necessary, new pages will be sent to all recipients, who are expected to keep the guide up-to-date.

If there are any questions, please contact the Purchasing Agent at City Hall. Requests for additional copies should be addressed to the same office.

_____

MAYOR
CITY OF WHITE HOUSE

PURCHASING PROCEDURES
CITY OF WHITE HOUSE, TENNESSEE

As designated in Ordinance No.07-19, the City Administrator shall act as Purchasing Agent for the City, with power, except as set out in these procedures, to purchase materials, supplies, equipment; secure leases and lease-purchases; and dispose of and transfer surplus property for the proper conduct of the City's business. All contracts, leases, and lease-purchase agreements extending beyond the end of any fiscal year must have prior approval of the governing body.

The Purchasing Agent shall have the authority to make purchases, leases, and lease purchases of more than ten-thousand dollars ($10,000) and less than twenty-five thousand dollars ($25,000) singly or in the aggregate during any fiscal year and, except as otherwise provided herein, shall require three (3) competitive bids or quotations, either verbal or written, whenever possible prior to each purchase. Competitive bids or quotations for the purchase of items which cost less than ten-thousand dollars ($10,000) are desirable but not mandatory. All competitive bids or quotations received shall be recorded and maintained in the office of the Purchasing Agent for a minimum of seven (7) years after contract expires. When requisitions are required, the competitive bids or quotations received shall be listed upon that document prior to the issuance of the purchase order. Awards shall be made to the lowest and best bid.

A description of all projects or purchases, except as herein provided, which require the expenditure of City funds of twenty-five thousand dollars ($25,000) or more shall be prepared by the Purchasing Agent and submitted to the governing body for approval after the solicitation of bids or proposals. After the determination that adequate funds are budgeted and available for a purchase, the governing body may authorize bids or proposals. The award of purchases, leases, or lease-purchases of twenty-five thousand dollars ($25,000) or more shall be made by the governing body to the lowest and best bid.

Purchases amounting to twenty-five thousand dollars ($25,000) or more, which do not require public advertising and sealed bids or proposals, may be allowed only under the following circumstances and, except as otherwise provided herein, when such purchases are approved by the governing body:

- Sole source of supply or proprietary products as determined after complete search by using department and the Purchasing Agent, with governing body approval
- Emergency expenditures with subsequent approval of the governing body
- Purchases from instrumentalities created by two (2) or more cooperating governments
- Purchases from non-profit corporations whose purpose or one of whose purposes is to provide goods or services specifically to municipalities
- Purchases, leases, or lease-purchases of real property
- Purchases, leases, or lease-purchases, from any federal, state, or local governmental unit or agency, of second-hand articles or equipment or other materials, supplies, commodities, and equipment
- Purchases through other units of governments as authorized by the Municipal Purchasing Law of 1983
- Purchases directed through or in conjunction with the state Department of General Services
- Purchases from Tennessee state industries
- Professional service contracts as provided in *Tennessee Code Annotated* 12-4-106
- Tort Liability Insurance as provided in *T.C.A.* 29-20-407
- Purchases of fuels, fuel products, or perishable commodities
- Purchases for resale of natural gas and propane gas

The Purchasing Agent shall be responsible for following these procedures and the Municipal Purchasing Law of 1983, as amended, including keeping and filing required records and reports, as if they were set out herein and made a part hereof and within definitions of words and phrases from the law as herein defined.

RELATIONS OF OTHER DEPARTMENTS WITH THE PURCHASING AGENT

The Purchasing Agent is a service agent for all other departments of the City. The purchasing function is a service, and for the mutual benefits gained to go toward the good of the City, all departments must work in harmony. This manual is a guide to help the departments know their buying responsibilities.

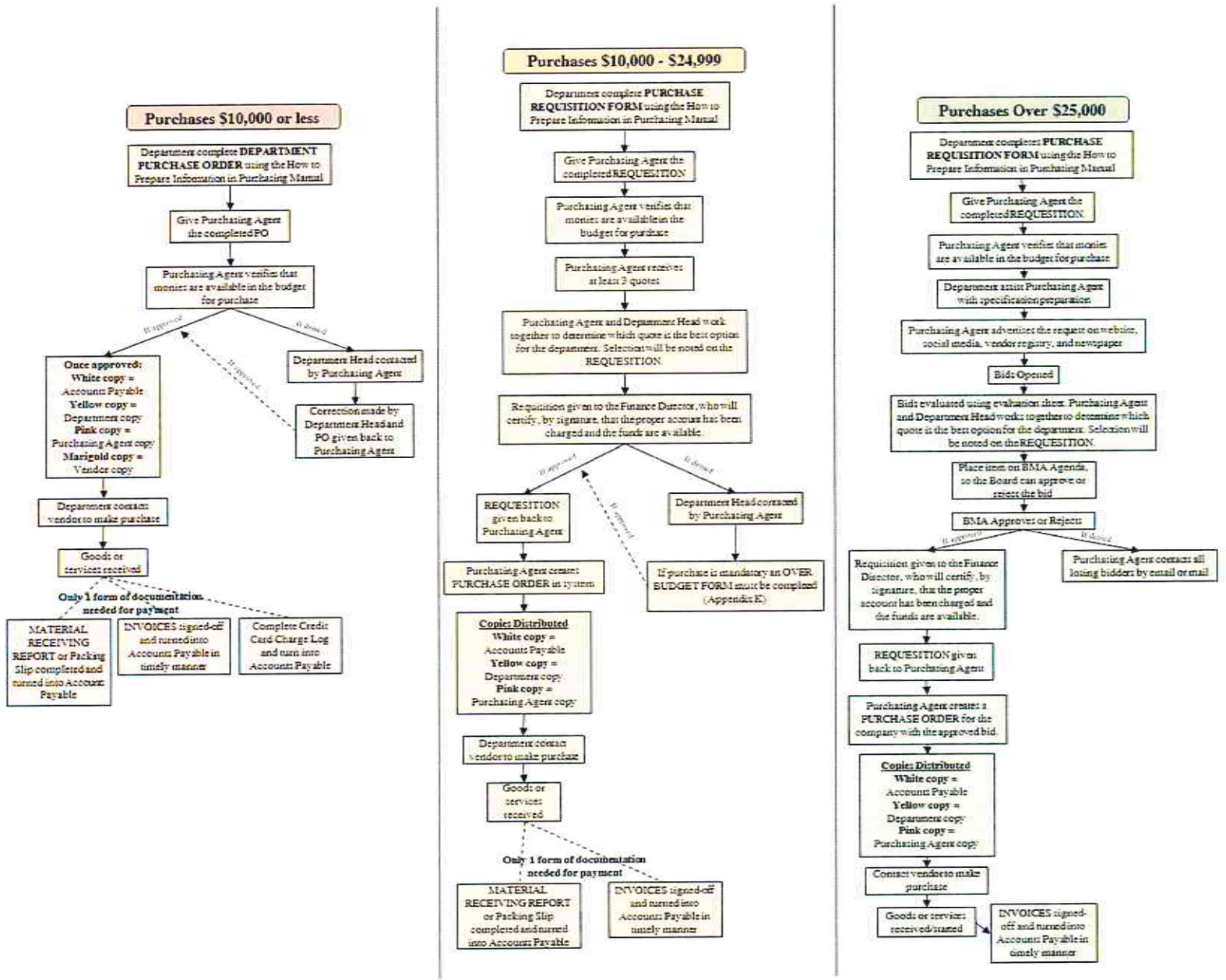
Purchasing Agent's Responsibility

- To aid and cooperate with all departments in meeting their needs for operating supplies, equipment, and services
- To process all requisitions with the least possible delay
- To procure a product that will meet the department's requirements at the least cost to the City
- To know the source and availability of needed products and services and maintain current vendor files
- To obtain prices on comparable materials after receipt of departmental requisition
- To select vendors, prepare purchase orders, and process and maintain order and requisition files
- To search for new, improved sources of supplies and services
- To assist in preparation of specifications and to maintain specification and historical performance files
- To prepare and advertise requests for bids and maintain bid files
- To keep items in store in sufficient quantities to meet normal requirements of the City for a reasonable length of time within space availability
- To investigate and document complaints about merchandise and services for future reference
- To transfer or dispose of surplus property
- To maintain a filing system for all purchase orders, requisitions, and petty cash

Using Department's Responsibility

- To allow ample lead time for the Purchasing Agent to process the requisition and issue the purchase order, while permitting the supplier time to deliver the needed items
- To prepare a complete and accurate description of materials to be purchased
- To help the Purchasing Agent by suggesting sources of supply
- To plan purchases in order to eliminate avoidable emergencies
- To initiate specification preparation on items to be bid
- To inspect merchandise upon receipt, and complete a receiving report noting any discrepancies in types, numbers, condition, or quality of goods
- To advise the Purchasing Agent of defective merchandise or dissatisfaction with vendor performance
- To advise the Purchasing Agent of surplus property

PURCHASING PROCESS



PURCHASING FORMS

Purchase Requisition Form

Purpose

A purchase requisition, for **purchases over $10,000**, lets the Purchasing Agent know, in detail, what the using department needs. A purchase requisition is required for purchases, requesting price information, and initiating a bid request. To view a sample purchase requisition see Appendix A.

When Prepared

Purchase requisitions shall be sent to the Purchasing Agent using the below guidelines:

- **$10,001-$24,999**: 30 days in advance of desired delivery or project start date
- **$25,000+**: 90 days in advance of desired delivery or project start date

Who Prepares the Requisition

Purchase requisitions shall originate in the using department and must be signed by the requisitioner and the department head.

How to Prepare

A properly processed purchase requisition must contain the following information:

- **Date issued**: The date the purchases requisition is prepared
- **Date wanted**: State a definite delivery date. "AT ONCE, ASAP, and RUSH" are vague instructions and don't give the Purchasing Department sufficient information. Prepare far enough in advance to avoid emergencies
- **Requisition number**: Place the sequential number in this area if your department keeps a numerical requisition file
- **Department**: The complete name of using department
- **Requisitioner**: Signature of the person initiating the purchase request
- **Department head**: Signature of the department head
- **Suggested vendors**: If there are more than three (3) suggested vendors, the department head should list on a separate sheet
- **To be delivered to**: Be specific. If vague or indefinite, confusion may result in costly delays
- **Item no.**: Numerical order of items listed
- **Quantity**: The number required
- **Unit**: Dozen, lineal feet, gallons, etc.
- **Description**: Give a clear description of the items including size, color, type, etc. If the purchase is of a technical nature, specifications should be attached to the requisition. If the item can't be described without a great amount of detail, a brief description should be given, followed by a trade name and model number of an acceptable item "or approved equal." Purchase requisitions must not give specifications that will favor one supplier to the exclusion of any others
- **Account to be charged (Appendix B)**: Complete budgetary code
- **Unit price**: Price for each individual item
- **Amount**: A total of quantity times unit price

NOTE: Incomplete information will result in the purchase requisition being returned to the using department for clarification.

Purchase Orders

Purpose
A purchase order authorizes the seller to ship and invoice the materials and services as specified. Purchase orders shall be written in a clear, concise, and complete manner. This will prevent confusion and unnecessary correspondence with suppliers. To view a sample purchase order see Appendix C.

When Prepared
Purchase orders are issued only after a purchase requisition has been submitted and approved by the Purchasing Agent and the Finance Director. No purchase order will be issued until the Finance Director has certified adequate funds and cash balances to make the purchase, except as otherwise mentioned.

Who Issues the Purchase Orders
The Purchasing Agent issues purchase orders, except as otherwise provided herein. The using departments will not enter into negotiations with suppliers for the purchase of equipment, supplies, materials, services, or other items, except under the emergency purchase procedures and as otherwise provided herein.

How Purchase Orders are Handled
The purchase order is made from the approved requisition and is prepared in three (3) copies.

- Original purchase order is given to the Accounts Payable Department to be held until invoice is signed and paid
- One copy is sent to the department head making the request, to be held until the goods or services are received and then filed for the department's record keeping
- One copy is filed in numerical order by the Purchasing Agent

Cancellations
The Purchasing Agent must initiate all cancellations and will issue a purchase order to the next best vendor or renew the purchasing process.

Departmental Purchase Orders

Purpose
Departmental purchase orders allow the using department to handle small purchases without having to process a requisition through the Purchasing Agent. To view a sample department purchase order see Appendix D.

When Used
Departmental purchase orders are to be used for buying items which cost ten-thousand dollars ($10,000) or less. If the purchase is over the dollar limit, under no circumstances may multiple forms be used in an effort to avoid filling out a purchase requisition.

Who Prepares the Departmental Orders
Any employee may fill out a departmental purchase order; only a Department Head (or designated person assigned in absence of the Department Head) is authorized to sign it. The department head is responsible for keeping expenses within budgetary appropriations and should try to secure at least three (3) quotes for those items which cost $10,000 or less. It's the responsibility of the department head, considering price and quality, to determine the best source of supply. The Purchasing Agent will assist in vendor selection upon request.

How to Prepare
A completed departmental purchase order will contain the following information:

- **Date**: The date the order was prepared
- **Dept.**: Ordering department
- **To**: Firm or person from whom purchase is being made and address of vendor
- **Ship To**: Department to which the goods or services will be delivered
- **Requisitioned By**: Employee that is making the request
- **Account to be Charged**: Complete budgetary code of using department
- **Quantity Ordered**: The amount ordered of each item described
- **Item No.**: Item number/part number of item purchasing
- **Description**: Brief description of item(s) to be bought
- **Unit Price**: Price of individual unit
- **Total**: Amount of quantity times unit price
- **Authorized By**: Signature of Purchasing Agent and Department Head indicating adequate budget and availability of cash for purchase

Routing
A departmental purchase order is a four-part form containing the following:

- **White copy**: The Purchasing Agent will give white copy to Accounts Payable to match the invoice after Department Head documented and indicated receipt
- **Yellow copy**: Acknowledgment copy; will be sent back to department after approval by Purchasing Agent
- **Pink copy**: Kept by Purchasing Agent for filing
- **Marigold copy**: If requested, mailed/scanned to the vendor by the department after approval by the Purchasing Agent

Material Receiving Report

Purpose
The material receiving report form is designed to let the Purchasing Agent and Accounts Payable know an item(s) of a particular order has been received. To view a sample material receiving report see Appendix E.

When Prepared
For all materials, supplies, or services that are received either a packing label or a material receiving report must immediately be turned in to Accounts Payable. If a packing slip is being turned in instead of the material receiving report, the purchase order number must be written clearly on the label with the receiving person's signature. If a packing label is not available the material receiving report must be completed immediately.

If a partial order is received a material receiving report must be completed and turned into Accounts Payable. If the other portion of your delivery will come in the next couple of days the material receiving report can be held so that all of the receiving documents for one purchase order are turned in to Accounts Payable together. Under no circumstances should a material receiving report be held for more than a week.

Who Prepares
Only persons designated by the department head and trained to receive items for each department and building location. This person(s) is responsible for completing the form.

How to Prepare
A proper material receiving report must contain the following information:

- **Purchase order number**: The number from the purchase order on which the items were ordered
- **From**: Name of vendor
- **Material received by**: Person receiving the item
- **Date received**: Date the goods are received
- **Quantity**: Number of items received
- **Description**: Brief statement describing item(s)
- **Price**: Unit price from the purchase order
- **Per**: Unit measure (foot, lb., etc.)
- **Amount**: Amount equal to quantity times unit cost
- **Freight Charge**: Amount (if any) charged for delivery

When any item(s) isn't in satisfactory condition, a statement about the condition of the item(s) must be made in the description column. There is no need to write anything in this column if the item is undamaged.

SEALED BIDS OR PROPOSALS

Sealed bids are required on purchases of $25,000 or more. Bids must be advertised in a local newspaper of general circulation not less than five (5) days before bid opening date.

Purchasing Agent's Responsibility

- Prepare bid requests
- Establish date and time for bid opening
- Select possible sources of supply
- Prepare specifications (unless of a technical nature, such as architectural, engineering, etc.) using department's input and assistance. To view a sample request for quotes form see Appendix F.
- Mail bid requests and advertise as appropriate. If delivered by hand, a receipt of the bid request should be signed by the vendor
- Receive and open bids. To view a sample summary of bids form see Appendix G.
- Evaluate bids using department's assistance
- Prepare bids and make a recommendation on award to governing body for approval
- Process purchase order after governing body approval
- Maintain all specification and bid data files

Using Department's Responsibility

- Prepare requisition to begin bid process. This should contain specific information about items needed. For example, quantity, size, brand preferred, performance requirements, etc.
- Submit requisition to begin bid request to the Purchasing Agent at least 90 days prior to the anticipated delivery or project start date
- Assist in specification preparation if needed
- Assist in evaluation of bid results

General Information about Sealed Bids or Proposals

The following policies shall apply to sealed bids:

1. **Bid or Proposal Opening**: Bids will be opened at the time and date specified on the bid request. All bids are opened publicly and read aloud, with a tabulation provided to all vendors participating. Proposals for extensive systems, complicated equipment, or construction projects, with prior approval of the governing body, may be opened privately in cases where the disclosure of the contents of the proposal could not be readily evaluated and would have a negative impact on both the vendor and the City.
2. **Electronic Bids**: The Invitation for Bids shall be electronically distributed, and shall be considered whenever they are received in hand at the designated office by the time and date set for receipt of bids. Such electronic bids or proposals shall contain specific reference to the Invitation for Bids; the items, quantities, and prices for which the bid is submitted; the time and place of delivery; and a statement that the bidder agrees to all the terms, conditions, and provisions of the Invitation for Bids.
3. **Late Bids**: No bids received after closing time will be accepted. All late bids will be returned unopened to the vendor. Bids postmarked on the bid opening date but received after the specified time will be considered late and will be returned unopened.
4. **Bid Opening Schedule**: The Purchasing Agent is responsible for setting bid opening dates and times.
5. **Telephone Bids**: The Purchasing Agent won't accept any bid by telephone.
6. **Bid Form**: The Purchasing Agent sends duplicate copies of bid request forms to each bidder, thereby enabling the bidder to return one and maintain a file copy. Bids won't be accepted on any vendor letterhead, vendor bid form, or other substitutions unless special permission is given by the Purchasing Agent.
7. **Unsigned Bids**: Failure of a vendor representative to sign a bid proposal removes that bid from consideration. A typed official's name won't be acceptable without that person's written signature.
8. **Acceptance of Bids**: The City reserves the right to reject any or all bids, to waive any irregularities in a bid, to make awards to more than one bidder, to accept any part or all of a bid, or to accept that bid (or bids) which in the judgment of the governing body is in the best interest of the City.
9. **Shipping Charges**: Bids are to include all shipping charges to the point of delivery. Bids will only be considered on the basis of delivered price, except as otherwise authorized by the governing body.
10. **Sample Product Policy**: The Purchasing Agent may request a sample product as part of a bid. If this is stated on the bid proposal form, the vendor is required to comply with this request or have the bid removed from consideration.
11. **Approved Equal Policy**: Specifications in the request for bid are intended to establish a desired quality or performance level or other minimum requirements which will provide the City with the best product available at the lowest possible price. Brands and/or models other than those designated as "equal to" products shall receive equal consideration.

    When a brand name and/or model is designated, it signifies the minimum quality acceptable. If an alternate is offered, the bidder must include the brand name or model to be furnished, along with complete specifications and descriptive literature and, if requested, a sample for testing.
12. **Alternate Bids**: Should it be found, after bids have been opened, that a product has been offered with an alternative specification and that this product would be better for the City to use, all bids for that item may be rejected and specifications re-drawn to allow all bidders an equal opportunity to submit bids on the alternate item.
13. **Vendor Identification**: Potential suppliers are selected from existing vendor files, using department's suggestions, and any and all sources available to locate vendors related to a specific product or service. New suppliers are added to the bid list as they are found.
14. **Debarment List**: Federal and State agencies keep lists of debarred vendors/contractors that are not allowed to bid/quote on any government project. The City should also keep an updated list of vendors/contractors that have done poor work with the City. This list should contain the name of the company, owner's name, address, and reason why the company is on the debarred list. Any bids from these vendors/contractors should not be accepted on any circumstance.
15. **Cancellation of Invitation for Bid or Request for Proposal**: An invitation to bid, a request for proposal, or other solicitations may be canceled, or any or all bids or proposals may be rejected in part as may be specified in the solicitation when it is in the best interest of the City. The reasons shall be made a part of the bid or proposal file.

16. **Tie Bids**: A tie bid is one in which two or more vendors bid identical items at the same unit cost. Tie bids may be determined by one of the following factors:
    (a) Discount allowed
    (b) Delivery schedule
    (c) Previous vendor performance
    (d) Vendor location
    (e) Trade-in value offered
17. **Public Advertisement**: In addition to publication in a newspaper of general circulation as required by law, the Purchasing Agent may make any other efforts to let all prospective bidders know about the invitation to bid. This may be accomplished by delivery, verbally, mail, or by posting the invitation to bid in a public place. It is not required that specifications be included in the invitation to bid. However, this notice should state clearly the purchase to be made.
18. **Mistakes in Bids**: Mistakes in bids detected prior to bid opening may be corrected by the bidder withdrawing the original bid and submitting a revised bid prior to the bid opening date and time. Bidder mistakes detected by the bidder after the bids have been opened based on miscalculation may be withdrawn only with the approval of the Purchasing Agent. The Purchasing Agent shall determine if all or a portion of any bid bond shall be surrendered to the City as liquidated damages for any costs associated with the bid withdrawal.
19. **Bid Bond**: The Purchasing Agent may require that bidders submit a bid bond or other acceptable guarantee equal to 5% of the bid to ensure that the lowest responsible bidder selected by the Board enters into a contract with the City. All or a portion of the bid bond shall be surrendered to the City as liquidated damages should the successful bidder fail to enter into a contract awarded by the Board. If a bidder does not comply with the bid specifications, the bid bond could be pulled by contacting the bid bond surety.
20. **Performance Bond**: The Purchasing Agent may require and then include in the bid documents a requirement for the successful bidder to post a performance bond or other guarantee satisfactory to the City Attorney which shall ensure the faithful performance of all of the terms and conditions of the purchase contract.
21. **Sealed Bids and Sealed Proposals**: The Board of Mayor and Aldermen must approve the Competitive Sealed Proposals method of purchasing before each proposal request is sent out. The following is taken from *The Model Procurement Code for State and Local Governments*. American Bar Association, February, 1979. Pages 21-22.
    (a) "Competitive sealed bidding as defined in this Code, is the preferred method of procurement. Although the formal sealed bid process should remain a standard in public purchasing, there is a place for competitive negotiation' (State and Local Government Purchasing. The Council of State Governments (1975) at 2.2). The competitive sealed proposal method (similar to competitive negotiation) is available for use when competitive sealed bidding is either not practicable or not advantageous.

    (b) Both methods assure price and product competition. The use of functional or performance specifications is allowed under both methods to facilitate consideration of alternative means of meeting [state] needs (with evaluation and where appropriate) on the basis of total or life cycle costs. The criteria to be used in the evaluation process under either method must be fully disclosed in the solicitation. Only criteria disclosed in the solicitation may be used to evaluate the items bid or proposed.

    (c) These two methods of source selection differ in the following ways:
    - Under competitive sealed bidding, judgmental factors may be used only to determine if the supply, service, or construction item bid meets the purchase description. Under competitive sealed proposals, judgmental factors may be used to determine not only if the items being offered meet the purchase description, but may also be used to evaluate competing proposals. The effect of this different use of judgmental evaluation is that under competitive sealed bidding, once the judgmental evaluation is completed, award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, the quality of competing products or services may be compared and trade-offs made between price and quality of the products or services offered (all as set forth in the solicitation). Award under competitive sealed proposals is then made to the responsible offer or whose proposal is most advantageous to the City.

- Competitive sealed bidding and competitive sealed proposals also differ in that, under competitive sealed bidding, no change in bids is allowed once they have been opened, except for correction of errors in limited circumstances. The competitive sealed proposal method on the other hand, permits discussions after proposals have been opened to allow clarification and changes in proposals provided that adequate precautions are taken to treat each bidder fairly and to ensure that information gleaned from competing proposals is not disclosed to other bidders.

Other Aspects to Consider in Bid Awards
In addition to price, the following points should be considered when awarding a bid:

- The ability of the bidder to perform the contract or provide the material or service required
- Whether the bidder can perform the contract or provide the material or service promptly or within the time specified, without delay or interference
- The character, integrity, reputation, experience, and efficiency of the bidder
- The previous and existing compliance, by the bidder, with laws and ordinances relating to the contract or service
- The ability of the bidder to provide future maintenance and service for the use of the subject contract
- Terms and conditions stated in bid
- Compliance with specifications or request for proposal

Non-Performance Policy
Failure of a bidder to complete a contract, bid, or purchase order in the specified time agreed on, or failure to provide the service, materials, or supplies required by such contract, bid, or purchase order, or failure to honor a quoted price on services, materials, or supplies on a contract, bid, or purchase order may result in one or more of the following actions:

- Removal of a vendor from bid list for a period to be determined by the governing body
- Allowing the vendor to find the needed item for the City from another supplier at no additional cost to the City
- Allowing the City to purchase the needed services, materials, or supplies from another source and charge the vendor for any difference in cost resulting from this purchase
- Allowing monetary settlement

Delinquent Delivery
Once the Purchasing Agent has issued a purchase order, no follow-up work should be done unless the using department says the items have not been received. If this happens, the Purchasing Agent will initiate action, either written or verbal as time allows, to investigate the delay. The using department will be advised of any further problems or a revised delivery date.

EMERGENCY PURCHASES

Purpose
Emergency purchases are to be made by departments only when normal functions and operations of the department would be hampered by submitting a requisition in the regular manner, and when property, equipment, or life are endangered through unexpected circumstances and materials, services, etc., and are needed immediately.

Who Makes Them
Emergency purchases, either verbal or written, may be made directly by the using department without competitive bids, provided sufficient funds are available and necessary approvals have been secured.

Who Authorizes
The Finance Director or Purchasing Agent may authorize an emergency purchase.

How to Prepare
After determining a true emergency exists, the following procedure should be used:

1. Notify the Purchasing Agent of the need and nature of the emergency. The department will give verbal approval and issue a purchase order number. On purchases of more than $10,000, this number will be put on the requisition referred to in number four below.
2. Using department must use sound judgment about prices when making emergency purchases of materials and supplies and for labor on equipment. Orders should be placed with vendors who have a good track record with the department.
3. Suppliers shall furnish sales tickets, delivery slips, invoices, etc., for the supplies or services rendered. Terms of the transactions, indicating price and other data, shall be shown.
4. As soon as the buy is complete, on the same or following business day, the using department must:

    - Give the Purchasing Agent a complete requisition with a description of the emergency and approval by the department head
    - "Confirming Emergency Purchase" must be marked plainly on the requisition along with the purchase order number
    - The sales ticket, delivery slips, invoices, and material receiving report confirming the purchase must be attached to the emergency requisition form
    - The Purchasing Agent will issue the vendor a purchase order marked "Confirmation"

5. If an emergency should occur outside normal City hall business hours, the using department will follow the above procedure with the exception of the first step. The evidence of purchase, such as sales slip, counter receipt, delivery slip, invoice, etc., which the supplier normally furnishes, shall be attached to the completed and approved requisition form and be forwarded to the Purchasing Agent, along with a material receiving report.
6. On purchases more than $25,000, the Finance Director will include a report in the next agenda packet to the Board of Mayor and Aldermen specifying the amount paid, from whom purchase was made, and nature of emergency for all emergency purchases occurring during the month.
7. The Purchasing Agent should keep a file for all emergency expenditures. A sample of the Emergency Expenditure Listing form can be found in Appendix H.

DISPOSAL OF SURPLUS PROPERTY

Purpose
The following policy and procedures concerning the disposal of surplus property shall be followed by all departments within the City of White House. Surplus property means property which has been determined to be obsolete, outmoded, unusable or no longer usable by the City, or property for which future needs do not justify the cost of maintenance and/or storage.

Policy

I. **General Rules**

A. Surplus property is either usable property, which shall be transferred or sold, or unusable property, which may be destroyed, as hereinafter provided:
   1. Surplus property which is perishable food may be destroyed without delay or notification.
   2. Surplus property which is determined to not be usable by the City, has little or no salvage or other economic value, and is not on the City asset list, as recorded in the Finance Department, may be destroyed or disposed of by the department head by an appropriate method.
   3. Surplus property which is determined to not be usable by the City, has little or no salvage or other economic value, and is on the City asset list may only be disposed by the department upon approval of the Purchasing Agent in writing. The Purchasing Agent will notify the Finance Department to remove such property from the asset list and notify the department head to destroy or dispose of such unusable surplus property.

B. Usable surplus property may only be disposed of as described in Section II of this policy.

C. Surplus property in which the Federal or State Government or other entity has a legal interest should be transferred to such entity when no longer needed.

D. Possession of surplus property sold to the general public under any method prescribed under Section II shall not pass until payment is made by cash, personal check, cashier's check or certified check, or money order.

E. Possession shall pass to other governmental agencies upon receipt of a purchase voucher (order) from that governmental agency.

II. **General Disposal Procedures**

A. When a department has usable property that is deemed surplus the department head shall notify the Purchasing Agent in writing:
   1. A brief description of the item proposed for sale, including manufacturer, model number, serial number, age, legal description, and condition
   2. The department to which the property is assigned
   3. An explanation of why the property is no longer needed by the department
   4. An approximate value for each item listed

B. The Purchasing Agent will be the responsible authority for the disposal of surplus property and the communications and procedures concerning the disposal of surplus property.

C. The Purchasing Agent shall request approval by the governing body on any surplus property with a value of more than $25,000.

E. No article of usable property may be disposed of as surplus except by one of the following methods:
   1. Trade-in, when due to the nature of the property or equipment;
   2. Transfer to other department within the City
   3. Public auction, publicly advertised and held
   4. Sale under sealed bids, publicly advertised, opened and recorded
   5. Sale by Internet Auction such as GovDeals

F. The Purchasing Agent shall maintain written documentation for the selection of method of disposal.

G. The Purchasing Agent, upon disposal of surplus property or transfer of surplus property to another department, shall notify the Finance Department, in writing, to remove the surplus property from the City's asset list or to transfer it to another department.

III. **Trade-In on Replacement**

A. Items that must be replaced such as weapons, equipment, vehicles, etc. may, subject to the requirements

of this section, be traded in on replacement property.

B. Weapons may only be traded-in to licensed firearms dealers for additional weapons or ammunition.

C. The Purchasing Agent shall perform the following functions in connection with the trade-in method of disposal:

1. Issue invitations to bid asking for bids with trade-in and without trade-in and receive and review bids
2. Make an evaluation of the condition and fair market value of the property to be disposed of; through comparisons of bids and the evaluation prepared, make a determination whether it is in the best interests of the City to dispose of the property by trade-in or by one of the other methods of disposal

IV. Transfer to other Department within the City

A. The Purchasing Agent shall notify department heads by email the availability of usable surplus property with the following information:

1. The name of the individual in the department to contact for additional information
2. The location of the property for inspection
3. The condition of the property
4. A photograph of the property
5. The original cost and fair market value of the property

B. The first department which makes a written request to the Purchasing Agent for the surplus property shall be entitled to receive such property.

C. In the event that no department requests transfer of available surplus property within ten (10) business days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.

V. Public Auctions and Sales Under Sealed Bids

A. Public auctions and sales under sealed bids, as provided in this policy, shall be publicly advertised and publicly held.

1. Notice of intended disposal by auction or sale under sealed bid shall be entered by the Purchasing Agent in at least one (1) newspaper of general circulation in the City describing the property and specifying the date, time, place, manner, and conditions of the disposal.
2. The advertisement shall be entered in the public notice or equivalent section of the newspaper and shall run not less than three (3) days in the case of a daily paper and not less than twice in the case of a weekly.
3. The disposal shall not be held sooner than ten (10) business days after the last publication nor later than fifteen (15) business days after the last day of publication of the required notice.
4. Prominent notice shall also be conspicuously posted for ten (10) business days prior to the date of disposal.

B. The Purchasing Agent should attempt to include as many items in each sale as is practical and feasible.

C. All notices of sales of such property shall provide that the property is to be sold "as is" with transportation costs assumed by the purchaser.

D. All sales by bid or auction shall be with reserve, and when bids received are unreasonably below the fair market value as determined by the Purchasing Agent, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.

VI. Disposal of Waste Products

A. Marketable waste products such as paper and paper products, used lumber, bottles and glass, rags, and similar materials of nominal value classified as scrap may be sold directly to dealers at the going market rate without soliciting bids. Each department shall keep a record of the volume and unit price of such materials sold on the scrap market.

B. Waste products which are subject to storage and are normally accumulated until such quantities are available to make a sale economically feasible shall be sold under sealed bids as follows:

1. Invitations to bid shall be mailed to known buyers of the particular item
2. Three firm bids shall be secured when possible
3. Sealed bids shall be publicly opened and recorded ten (10) business days, after the invitations to bid are mailed

4. The highest bidder shall be awarded the contract and shall be notified of the date for removal of the property and the method of payment which will be acceptable
5. A file shall be maintained for each disposal for the purpose documenting the sale and should include all documents and information pertinent to the disposal

VII. **Sale by Internet**

A. Notice of intended disposal by internet auction shall be posted by the Purchasing Agent. Such notice shall specify and reasonably describe the property to be disposed of, the date, time, manner and conditions of disposal. The highest bidder shall be awarded the surplus property.

B. All sales by internet auction shall be with reserve, and when bids received are unreasonably below the fair market value as determined by the Purchasing Agent, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.

VIII. **Sale of Dangerous Property**

A. It shall be the policy of the City to avoid the sale of surplus property that might reasonably be dangerous or hazardous. Dangerous or hazardous items include, but are not limited to, the following:
   1. Surplus firearms and other weapons. Such items may only be offered for sale to licensed firearms dealers or to a public law enforcement agency
   2. Explosives
   3. Volatile or highly toxic chemicals

IX. **Unauthorized Sales**

A. Any City employee found to have sold, or offered for sale, any City owned property in violation of this policy shall be subject to disciplinary action up to and including termination and, if applicable, criminal prosecution.

X. **Unauthorized Purchases or Bidding**

A. City employees are prohibited from purchasing or bidding on City property that is deemed surplus and is being sold by the City. Employees violating this section of this policy shall be subject to disciplinary action up to and including termination of employment.

OTHER PURCHASING AGENT RELATED RESPONSIBILITIES

Cardholder Responsibility and Purchasing Guidelines

It is important to remember that when using a credit card, you are expending taxpayer funds and that all credit card purchases must comply with the Personnel and Purchasing Policies. Your expenditures are held to the highest degree of trust and accountability. Credit card usage should be limited, and purchase orders should be used whenever possible.

The Credit Card User Agreement (Appendix I) is in all new hire packets, and should be signed by every employee. The original signed copy is to be kept in the employee's personnel file, and a copy should be given to the Purchasing Agent.

Cardholder privileges and procedures are contingent upon the following:

If a credit card charge is justified, all receipts must be obtained and preserved. Turn in all receipts to Accounts Payable, so that it may be compared with the credit card statement. Failure to produce legible receipts will be subject to strict scrutiny by the finance department and auditors. ***In the event a receipt is lost, you must submit a "missing receipt affidavit" (Appendix J) in lieu of the receipt.*** Failure to provide receipts may result in disciplinary action.

All credit card charges should be reported on the "Credit Card Charge Log" (Appendix K) and submitted to Accounts Payable with the receipt(s).

Petty Cash

Petty cash disbursements are only allowable for legitimate purposes, are not for personal use and must be properly documented. An invoice/receipt, accompanied by a written petty cash voucher (Appendix L), showing the items purchased and signed by the person receiving the cash, is required in each transaction at the time the petty cash is withdrawn. The amount on hand and the petty cash vouchers and related invoices/receipts written must total to the original authorized amount. **The Purchasing Coordinator shall be responsible for monitoring the petty cash account and shall "audit" the petty cash account for any discrepancies at least once every other week. This employee shall not make any withdrawals from petty cash.** The petty cash account may be used only for withdrawals of less than $50.00 and the total account balance shall not exceed $250.00.

This fund should be used **only** if other purchasing methods are not applicable.

Credit Application/Account Set-ups

For most vendors, credit applications are required to set up accounts to allow City employees to procure items off purchase orders. Since these applications are opening a new line of credit, the forms may only be signed by the Purchasing Agent.

Contractual Purchases

Such materials, supplies, or services which are constantly needed for City operations will be taken on a formal bid and will be awarded by the governing body for a contract period determined to be in the best interest of the City. Contracts will not be renewed if the total contract price is ten percent (10%) more than the original contract.

Items Covered by Warranty or Guarantee

The City buys many items which have a warranty or guarantee for a certain length of time, such as tires, batteries, water heaters, roofs, and equipment. Before these items are repaired or replaced, the Purchasing Agent should be consulted to see if the item is covered by such warranty or guarantee.

The Purchasing Agent shall maintain an active current file with complete information on such warranties or guarantees. All warranties must be remitted to the Purchasing Agent with the invoice indicating date of receipt.

Signatures
Contracts, applications for title, tax exemption certificates, agreements, and contracts for utilities shall only be signed by the Mayor or City Administrator.

Inspection and Testing
When necessary, the Purchasing Agent may have all deliveries of supplies, materials, equipment, or contractual services inspected to be sure their performance is meeting specifications made in an order or contract. The Purchasing Agent may also require chemical and physical tests of materials submitted with bids and delivery samples, or after products have been delivered. These tests may be necessary to be sure the quality of materials is up to the desired standards. When performing such tests, the Purchasing Agent may use lab facilities of any outside lab.

Other Information
Federal Excise Tax: The City is exempt from the payment of excise taxes imposed by the federal government, and suppliers should be requested to deduct the amount of such taxes from their bids, quotations, and invoices.

Standardization Requirements: Standardizing supplies and materials that can be bought in large quantities can save a great deal of money. Thus, department heads should adopt as standards the minimum number of quantities, sizes, and varieties of commodities consistent with successful operation. Where practical, materials and supplies should be bought on the basis of requirements for a six-month period.

Correspondence with Suppliers: Copies of any correspondence with suppliers concerning prices, adjustments, and defective merchandise shall be forwarded to the Purchasing Agent. All invoices, bills of lading, delivery tickets, and other papers relating to purchases shall be sent to Accounts Payable.

Claims: The Purchasing Agent shall prosecute all claims for shortages, breakages, or other complaints against either shipper or carrier in connection with shipments.

Public Inspection of Records: The Purchasing Agent shall keep a complete record of all quotations, bids, and purchase orders. Such records shall be open to public inspection.

DEFINITIONS

1. **Accept**: To receive with approval or satisfaction.
2. **Acknowledgment**: Written confirmation from the vendor to the purchaser of an order implying obligation or incurring responsibility.
3. **Agreement**: A coming together in opinion or determination; understanding and agreement between two or more parties.
4. **All or none**: In procurement, the City reserves the right to award each item individually or to award all items on an "all or none" basis.
5. **Annual**: Recurring, done, or performed every year.
6. **Appropriations**: Public funds set aside for a specific purpose or purposes.
7. **Approved**: To be satisfied with; admit the propriety or excellence of; to be pleased with; to confirm or ratify.
8. **Approved equal**: Alike; uniform; on the same plane or level with respect to efficiency, worth, value, amount or rights.
9. **Architect or engineer required**: Plans, specifications and estimates for any public works project exceeding $25,000 must be prepared by a registered architect or engineer as required by T.C.A. 62-2-107.
10. **Attest**: To certify to the verity of a public document formally by signature; to affirm to be true or genuine.
11. **Award**: The presentation of a contract to a vendor; to grant; to enter into with all required legal formalities.
12. **Awarded bidder**: Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the City.
13. **Back order**: The portion of a customer's order undelivered due to temporary unavailability of a particular product or material.
14. **Bid/quote**: A vendor's response to an Invitation for Bids or Request for Proposal; the information concerning the price or cost of materials or services offered by a vendor.
15. **Bidder**: Any individual, company, firm, corporation, partnership or other organization or entity bidding on solicitations issued by the City and offering to enter into contracts with the City.
16. **Bid Bond**: An insurance agreement in which a third party agrees to be liable to pay a certain amount of money should a specific vendor's bid be accepted and the vendor fails to sign the contract as bid. Bid bonds may be determined by the purchasing agent or the governing body.
17. **Bid file**: A folder containing all of the documentation concerning a particular bid. This documentation includes the names of all vendors to whom the invitation to bid was mailed, the responses of the vendors, the bid tabulation forms and any other information as may be necessary.
18. **Bid opening**: The opening and reading of the bids, conducted at the time and place specified in the invitation for bids and in the presence of anyone who wishes to attend.
19. **Bid solicitation**: Invitations for bids.
20. **Blanket bid order**: A type of bid used by buyers to purchase repetitive products. The City establishes its need for a product for a specified period of time. The vendor is then informed of the City's expected usage during the duration of the proposed contract. The City may then order small quantities of these items from the vendor, at the bid price, over the term of the contract.
21. **Business**: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or legal entity through which business is conducted.
22. **Cancel**: To revoke a contract or bid.
23. **Capital items**: Equipment which has a life expectancy of one year longer and a value in excess of $5,000. Additionally, real estate shall be considered a capital item.
24. **Cash discount**: A discount from the purchase price allowed to the purchaser if payment is made within a specified period of time.
25. **Caveat emptor**: Let the buyer beware; used in proposals or contracts to caution a buyer to avoid misrepresentation.
26. **Certify**: To testify in writing; to make known or establish as a fact.
27. **City**: The City of White House, Tennessee.
28. **Competitive Bidding**: Bidding on the same undertaking or material items by more than one vendor.
29. **Conspicuously**: To be prominent or obvious; located, positioned, or designed to be noticed.
30. **Construction**: The building, alteration, demolition, or repair of public buildings, structures, highways and other improvements or additions to real property.
31. **Contract**: An agreement, grant, or order for the procurement, use, or disposal of supplies, services, construction, insurance, real property or any other item.

32. **Customarily Purchased**: Items that are regularly purchased under specific circumstances considered reasonable and appropriate. (Example: After two consecutive years; then, not required after two consecutive years of not attaining the total amount of $10,000).
33. **Date**: Recorded information, regardless of form or characteristic.
34. **Delivery schedule**: The required or agreed upon rate of delivery of goods or services.
35. **Designee**: When a position such as Purchasing Agent, Finance Director, or department head is mentioned, their assistants or designees are acceptable substitutes if they have written permission.
36. **Discount for prompt payment**: A predetermined discount offered by a vendor for prompt payment.
37. **Encumber**: To reserve funds against a budgeted line item; to charge against an account.
38. **Evaluation of bid**: The process of examining a bid to determine a bidder's responsibility, responsiveness to requirements, qualifications, or other characteristics of the bid that determine the eventual selection of a winning bid.
39. **Fiscal year**: An accounting period of 12 months, July 1 through June 30.
40. **F.O.B. destination**: An abbreviation for "free on board" that refers to the point of delivery of goods. The seller absorbs the transportation charges and retains title to and responsibility for the goods until the City of White House, Tennessee has received and signed for the goods.
41. **Goods**: All materials, equipment, supplies, and printing.
42. **Invitation for bid**: All documents utilized for soliciting bids.
43. **Invoice**: A written account of merchandise and process, delivered to the purchaser; a bill.
44. **Lead time**: The period of time from the date of ordering to the date of delivery which the buyer must reasonably allow the vendor to prepare goods for shipment.
45. **Life cycle costing**: A procurement technique that considers the total cost of purchasing, maintaining, operating, and disposal of a piece of equipment when determining the low bid.
46. **Like Items**: Items that are similar and may be bought at the lowest common denominator, such as size, color, etc.
47. **Local bidder**: A bidder who has and maintains a business office located within the City limits of White House, Tennessee.
48. **Lot**: A single grouping of like items to be purchased at one time.
49. **Material receiving report**: A form used by the department head or supervisor to inform others of the receipt of good purchased.
50. **Performance bond**: A bond given to the purchaser by a vendor or contractor guaranteeing the performance of certain services or delivery of goods within a specified period of time. The purpose is to protect the purchaser against a cash loss which might result if the vendor did not deliver as promised. Performance bonds may be determined by the purchasing agent or the governing body.
51. **Pre-bid conference**: A meeting held with potential vendors a few days after an invitation for bids has been issued to promote uniform interpretation of work statements and specifications by all prospective contractors.
52. **Procurement or purchasing**: Buying, renting, leasing, or otherwise obtaining supplies, services, construction, insurance or any other item. It also includes functions that pertain to the acquisition of such supplies, services, construction, insurance and other items, including descriptions of requirements, selection and solicitation of sources, preparation and award of contracts, contract administration, and all phases of warehousing and disposal.
53. **Proprietary product**: A brand-name product made and marketed by one having the exclusive right to manufacture and sell.
54. **Public**: Open to all.
55. **Public purchasing unit**: Means the State of Tennessee, any county, city, town, governmental entity and other subdivision of the State of Tennessee, or any public agency, or any other public authority.
56. **Purchase order**: A legal document used to authorize a purchase from a vendor. A purchase order, when given to a vendor, should contain statements about the quantity, description, and price of goods or services ordered, agreed terms of payment, discounts, date of performance, transportation terms, and all other agreements pertinent to the purchase and its execution by the vendor.
57. **Reject**: Refuse to accept, recognize, or make use of; repudiate, to refuse to consider or grant.
58. **Responsive bidder**: One who has submitted a bid which conforms in all materials respects to the invitation for bids.
59. **Sealed**: Secured in any manner so as to be closed against the inspection of contents.
60. **Single source of supply**: When only one vendor is available for a product or service within a reasonable marketable distance of the city.

61. **Sole source procurement**: An award for a commodity which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
62. **Specifications**: Any description of the physical or functional characteristics of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.
63. **Standardization**: The making, causing, or adapting of items to conform to recognized qualifications.
64. **Surplus property**: Property which has been determined to be obsolete, outmoded, unusable or no longer usable by the City, or property for which future needs do not justify the cost of maintenance and/or storage.
65. **Telephone bids**: Contacting at least three vendors to obtain verbal quotes for items of a value of less than $10,000.00.
66. **Using department**: The City Department seeking to purchase goods and services or which will be the ultimate user of the purchased goods and services.
67. **Vendor**: The person who transfers property, goods, or services by sale.
68. **Within the limits of the approved budget**: Purchases must stay within appropriation limits in funds requiring budgets either by law, regulation, or policy. Appropriation limits don't apply to nonexpendable funds not requiring budgets, such as enterprise funds, intergovernmental service funds, and nonexpendable trust fund.

APPENDIX A

CITY OF WHITE HOUSE, TENNESSEE
Requisition Form for Purchases Over $10,000.00

Date Issued _____ Req. No. _____

Date Wanted _____

Department _____ To be purchased from:

Requisitioner _____ _____

Department Head _____

Suggested Vendors To be delivered to:

1. _____ _____

2. _____ _____

3. _____ _____

Item Number	Quantity	Unit	Description	Account To Be Charged	Unit Price	Amount

Competitive Prices: (*To be filled in by Purchasing*) Approved:

1. _____ _____
Finance

2. _____

3. _____ _____
Purchasing Agent

7021-0010-041 WHITE HOUSE PRINTING LLC

APPENDIX B

CITY OF WHITE HOUSE
Budget Code Sheet

Fund	Function	Object	Name	Notes
		148	Employee Education and Training	Classes / Training
		200	Contractual Services	Copiers / ISTT / Drug Tests / Physicals / Background Checks / anything contractual that doesn't fit anywhere else
		211	Postage	Postage / Shipping / PO Box fees
		220	Printing, Duplicating, Typing, and Binding	Printing, Duplicating, etc.
		221	Printing, Stationery, Envelopes, Forms, Etc.	Stationery, Envelopes, Forms, etc.
		230	Publicity, Subscriptions, and Dues	Trade Publications
		231	Publication of Formal and Legal Notices	Advertising for public notices
		235	Memberships, Registration Fees, and Tuition	Membership dues, fees, etc. (NO training costs, see 148)
		252	Legal Services	Legal services
		254	Codes Maintenance	Codes violations repairs / maintenance
		260	Repair and Maintenance Services	Other Repairs (labor)
		261	Repair and Maintenance Motor Vehicles	Vehicle repairs (labor)
		262	Repair and Maintenance Other Machinery and Equip	Repair and Maintenance for Other Mach Eqp (parts and labor)
		265	Repair and Maintenance Grounds and Ground Imp	Repair and Maintenance for Grounds
		266	Repair and Maintenance Buildings	Repair and Maintenance for Buildings
		280	Travel	Travel (including parking other misc. travel exp)
		289	Other Travel	Senior Travel
		310	Office Supplies and Materials	Consumable office supplies
		312	Small Items of Equipment	Computers, furniture, small tools & equipment, etc.
		320	Operating Supplies	Consumable NON-office supplies
		324	Household and Janitorial Supplies	Consumable cleaning supplies and paper products
		326	Clothing and Uniforms	Clothing and Uniforms
		330	Repair and Maintenance Supplies	Repair and Maintenance Supplies for Buildings and Grounds
		332	Motor Vehicle Parts	Vehicle repairs (parts)
		344	Safety Supplies	Safety Supplies (for employees)
		691	Election Commission Fees	Election Commission Fees
110	*41921*	320	Special Events	City-organized special events
110	*42151*	200	Contractual Services	911 services

APPENDIX C

CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TENNESSEE 37188
PHONE (615) 672-4350
FAX (615) 672-2939

PURCHASE ORDER

P.O. NUMBER	
ORDER DATE	
VENDOR NUMBER	
REQUISITION NUMBER	

TO:

DELIVERY DATE

TERMS

ORDER CONFIRMATION

CONFIRMATION DATE

PLACED BY

CONFIRMING TO

ATTN:

	FUND ACCOUNT NUMBER	QUANTITY	ITEM DESCRIPTION	AMOUNT

NOTICE TO VENDOR:
Mail TWO copies of your invoice promptly to Attention of: Accounts Payable

GRAND TOTAL

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. The City is not liable for Federal / State Tax.

It is the policy of City of White House not to discriminate on the basis of race color, national origin, age, sex or disability in its hiring and employmer practices, or in admission to, access to, or operation of its programs, service and activities. With regard to all aspects of this contract, contractor certifies an warrants it will comply with this policy.

IMPORTANT: INVOICES AND PACKAGES MUST INDICATE PURCHASE ORDER NUMBER

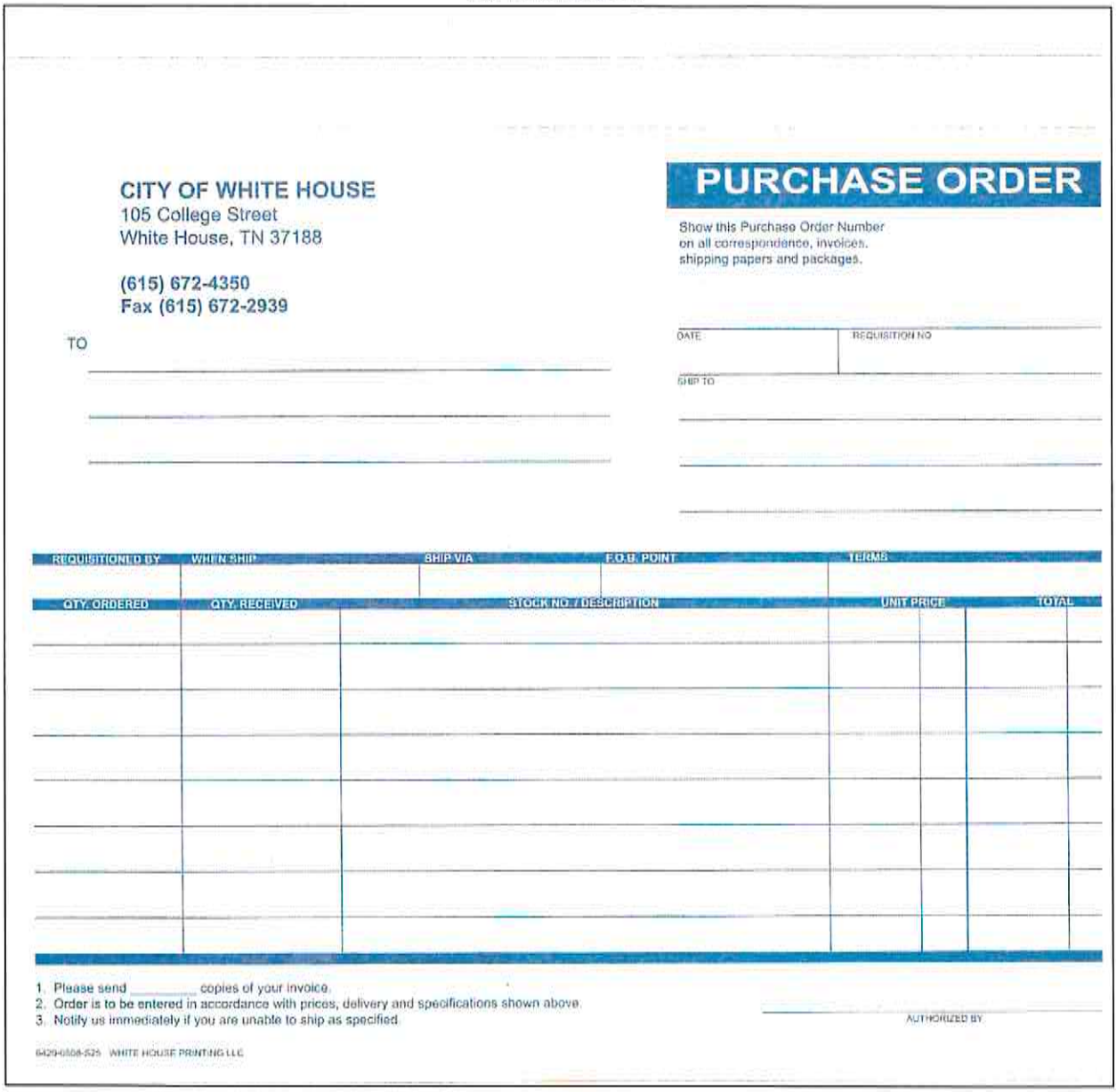
here is an otherwise unencumbered balance to the credit of the proper ppropriation, allotment or fund to meet t he expenditure covered by this urchase.

AUTHORIZED SIGNATURE / DATE

PURCHASING AGENT / DATE

ACCOUNTING COPY

APPENDIX D



CITY OF WHITE HOUSE
105 College Street
White House, TN 37188

(615) 672-4350
Fax (615) 672-2939

PURCHASE ORDER

Show this Purchase Order Number
on all correspondence, invoices,
shipping papers and packages.

TO

DATE | REQUISITION NO

SHIP TO

REQUISITIONED BY	WHEN SHIP	SHIP VIA	F.O.B. POINT	TERMS

QTY. ORDERED	QTY. RECEIVED	STOCK NO. / DESCRIPTION	UNIT PRICE	TOTAL

1. Please send _____ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.

AUTHORIZED BY

6429-0508-525 WHITE HOUSE PRINTING LLC

APPENDIX E

Material Receiving Report

*"Every time you receive shipped materials either this form or the packing slip **must be** turned into Accounts Payable."*

Purchase Order No: _____

From: _____

QUANTITY	DESCRIPTION	PRICE	PER	AMOUNT

Freight Charge_____ TOTALS $_____

Materials Received By: _____

Date Received: _____

APPENDIX F

CITY OF WHITE HOUSE

REQUEST FOR QUOTES
PROJECT NAME
PURCHASING DEPARTMENT
105 COLLEGE STREET
WHITE HOUSE, TN 37188
PHONE: 615-672-4350 Extension ___ FAX: 615-672-2939

BID NUMBER

DATE:

QUOTES WILL BE RECEIVED UNTIL _____ ON _____

TO BIDDER:
PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME:

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

DATE _____ SIGNATURE _____

GRAND TOTAL OF QUOTE: _____

DELIVERY TIME/PROJECT DATE IF APPLICABLE: _____

APPENDIX G

City of White House
Bid#
Project Name
Bid Opening Date and Time

DESCRIPTION				
Company Name				
Address				
License Number				
License Expiration				
License Classification and Limit				
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID				
SIGNED BID BOND				
ACKNOWLEDGES ALL ADDENDUMS				
SIGNED BID				
DEDUCTIVE ALTERNATE #1				
BASE BID				
BASE BID with Deduct	$0.00	$0.00	$0.00	$0.00

APPENDIX H

CITY OF WHITE HOUSE
EMERGENCY PURCHASING EXPENDITURE LISTING

INCIDENT NAME/CAUSE:

DATE OF INCIDENT: **LAST UPDATED:**

Date of Purchase	Item	Paid? Y or N	How Paid	Estimated Cost Paid Amount	Purchase Order No	Description	Source	Contact and Phone Information	Comments

APPENDIX I

CITY OF WHITE HOUSE

CREDIT CARD USER AGREEMENT

I, _____, agree to comply with the terms and of this agreement, including all of the City's policies and procedures included in the Credit Card Policy.

I understand that the City of White House is *liable for all charges.*

I agree that I will not use a credit card to make personal purchases for others or myself.

I understand that I will not request or receive cash back from suppliers as a result of exchanges, rebates, and refunds or for any other reason.

I have reviewed the City of White House Credit Card Policy. I understand the procedures and requirements for using the credit card and for providing the required documentation for each transaction made on this card.

I understand that any violation of the terms of this agreement may result in disciplinary action, up to and including termination of employment. I understand that where allowed by State and Federal law the City may deduct from my compensation the money amount equal to the total of any discrepancies of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that the City of White House may elect to collect this money and also recover the reasonable costs of said collection, even if the City no longer employs me.

_____ _____

Employee Name (Print) Department

_____ _____

Employee Signature Date

APPENDIX J

CITY OF WHITE HOUSE
MISSING RECEIPT AFFIDAVIT

I, _____ have either misplaced or not received a receipt for a card purchase.

This form is submitted in lieu of the original receipt.

Vendor Name: _____

Transaction Date: _____ Amount: $_____

Purchase Order No. _____

Items Purchased:

_____
_____
_____
_____

I certify that the goods shown above were purchased for the City of White House's operating purposes as outlined in the policies and procedures.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____

APPENDIX K

Credit Card Charge Log

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

Date: _____ **Department:** _____

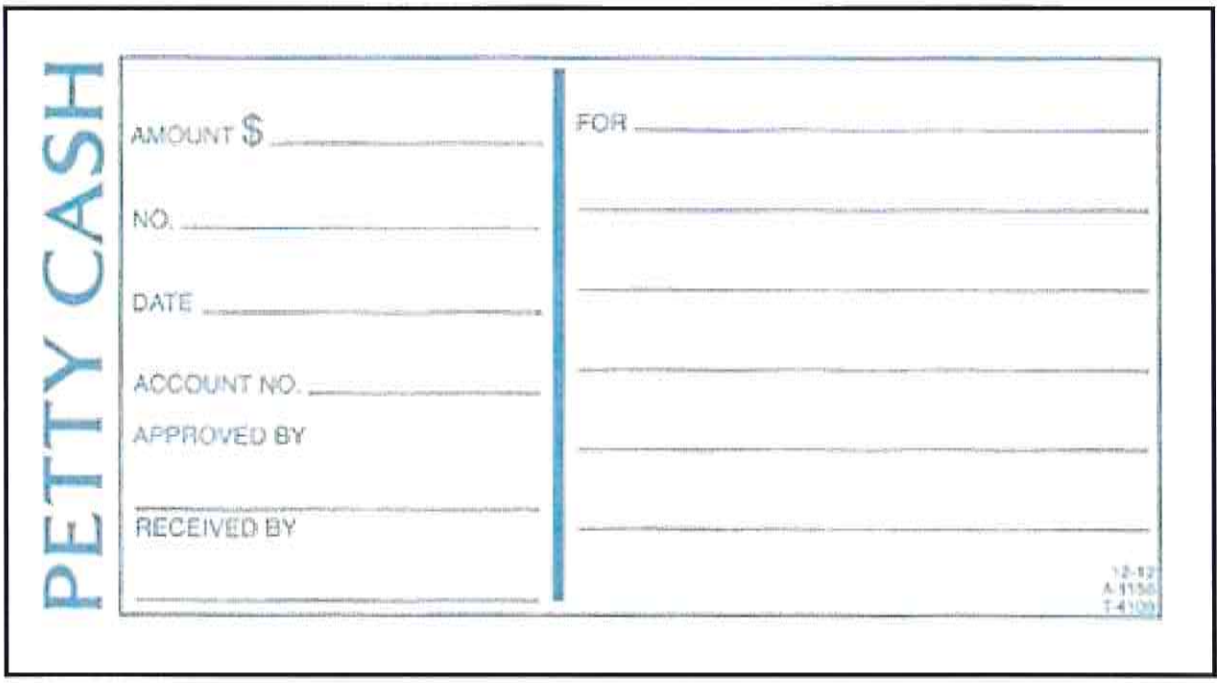
Name: _____ **Budget Code:** _____

Department Head Signature: _____

CREDIT CARD TYPE	DATE OF PURCHASE	P. O. NUMBER	DESCRIPTION	PURCHASED FROM	AMOUNT

Each purchase that is made with a credit card needs to be logged on this sheet. Turn this sheet along with a copy of the receipt into Accounts Payable

APPENDIX L


PETTY CASH
AMOUNT $
NO.
DATE
ACCOUNT NO.
APPROVED BY
RECEIVED BY
FOR

ORDINANCES….

City of White House
Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: September 9, 2015

Re: Request to Amend Sewer Ordinance Chapter 2, Section 18-201

On this date, September 9, 2015, I am requesting that the Mayor and Board of Alderman approve an amendment to the Sewer Ordinance Chapter 2, Section 18-201.

The effective date for this Sewer Ordinance revision would be November 1, 2015.

The requested addition to the "Definitions" is as follows:

1. Chapter 2, Section 18-201, entitled, ***Definitions*** – to add ***new*** definitions termed, "Residential" and "Non-Residential". This is a general housekeeping change that is needed to clarify and delineate any ambiguities that may exist in the utility billing classifications. The additional definitions are as follows:

a. "Residential". Residential shall include single or multiple family dwelling units, up to and including, apartment complexes, condominiums, or trailer parks of four (4) units or less.

b. "Non-Residential". Non-Residential shall mean anything other than except those defined under "Residential".

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

W. Joe Moss
Director of Public Services

ORDINANCE 15-22

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 2 SEWER USE ORDINANCE, 18-201.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the sewer use ordinance definitions;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 2: SEWER USE ORDINANCE
SECTION: 18-201. Definitions.

Section 18-201. Definitions.

**** The following two definitions need to be added to the list of definitions. The definitions will be added to the list of definitions alphabetically and then the entire list will be renumbered.***

1. ***"Residential." Residential shall include single or multiple family dwelling units up to and including apartment complexes, condominiums or trailer parks of four (4) units or less.***

2. ***"Non-Residential." Non-residential shall mean anything other than except those defined under "residential".***

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: September 17, 2015 PASSED

Second Reading: October 15, 2015

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

October 6, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: The Standard of White House Phase 2

The White House Planning Commission along with the City Planner and City Administrator toured Phase 1 of the Standard Apartments on August 10th. There the developers let us know that they would like to move forward with Phase 2. Phase 2 will be an additional 96 multi-family units. This will require rezoning 12 acres from C-4 to Neighborhood Center Residential Planned Unit Development. This is the same zone as Phase 1. The Preliminary Master Development Plan meets all initial requirements. The developer will extend Madeline Way to the entrance of this phase. This phase will also be connected to Phase 1 by walking paths and an internal drive. This rezoning and preliminary plan got the full recommendation of city staff, and was also recommended for approval by the Planning Commission at the September 14th meeting.

ORDINANCE 15-23

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 12.00 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106, PARCEL 190.00 FROM C-4, OFFICE COMMERCIAL, TO NCRPUD, NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT

WHEREAS, an application has been received from a property representative to rezone 12.00 acres of Robertson County Tax Map 106, Parcel 190.00 along Sage Road. (Map Attached)

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

12.00 Acres of Robertson County Tax Map 106, Parcel 190.00 (Map Attached)

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: September 17, 2015 PASSED

Second Reading: October 15, 2015

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

PRELIMINARY MASTER DEVELOPMENT PLANS

THE STANDARD AT WHITE HOUSE

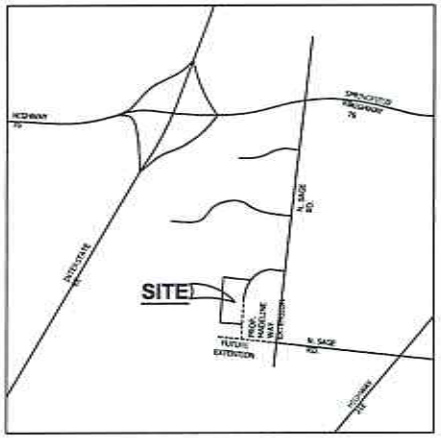
MADELINE WAY

WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

MAP 106, PARCEL 190.00

SHEET INDEX

	COVER
C1.00	OVERALL SITE LAYOUT PLAN
C2.00	SITE LAYOUT PLAN
C3.00	GRADING AND DRAINAGE PLAN
C4.00	SITE UTILITY PLAN



VICINITY MAP
(N.T.S.)

OWNER / DEVELOPER

HRP RESIDENTIAL
751 COOL SPRINGS BLVD. SUITE 101
FRANKLIN, TN. 37067
CONTACT: MR. DEAN MONTGOMERY
PH. #: (615) 727-5860

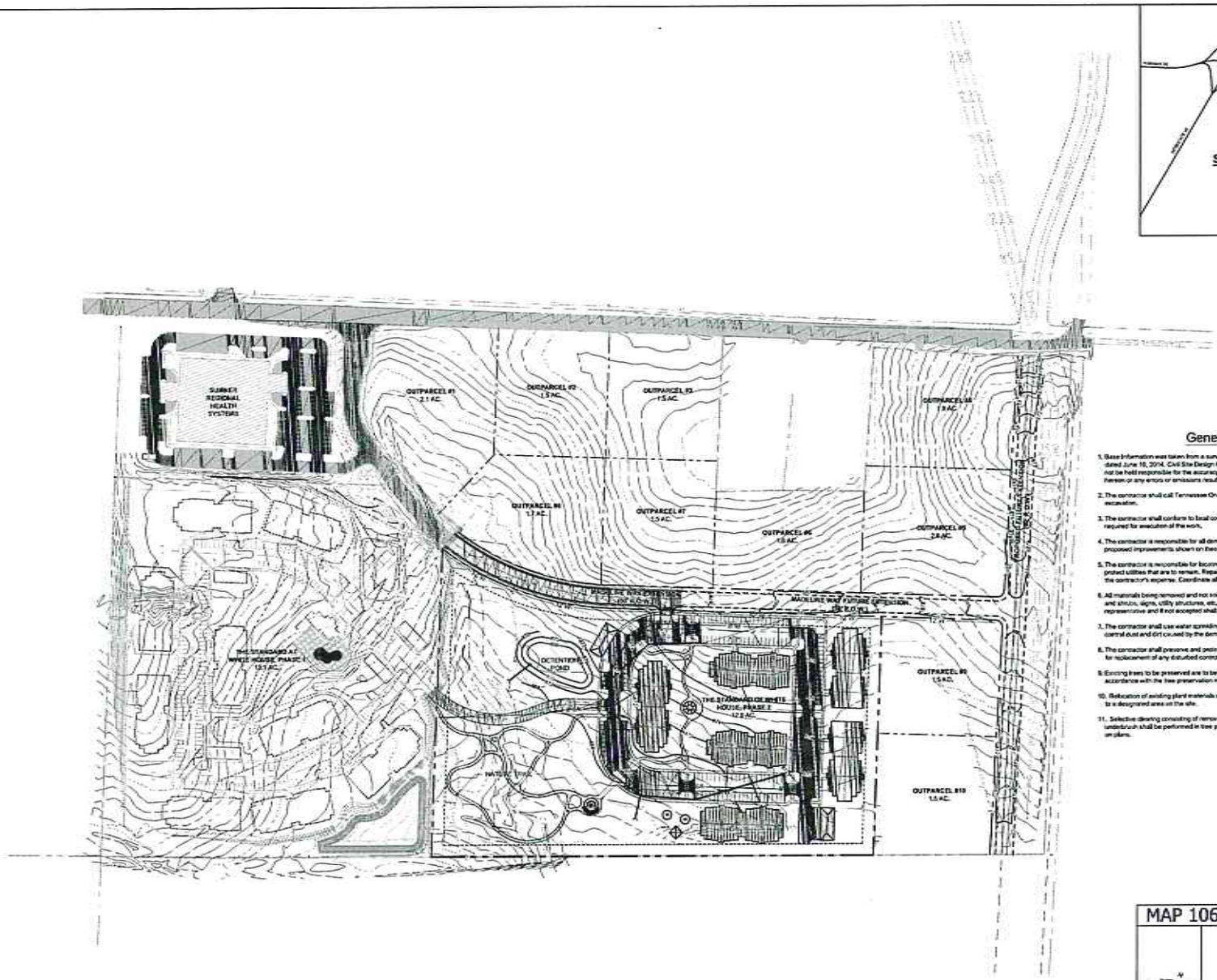
ENGINEER

CIVIL SITE DESIGN GROUP, PLLC
630 SOUTHGATE AVE., SUITE A
NASHVILLE, TN 37203
CONTACT: JIM HARRISON
PHONE: (615)248-9999
EMAIL: jimh@civil-site.com

Know what's below. Call before you dig.

CIVIL·SITE DESIGN GROUP
ENGINEERS · PLANNERS · LANDSCAPE ARCHITECTS

DATE: SEPT. 4, 2015
JOB NO.: 15-133-01



General Notes:

1. Base information was taken from a survey prepared by Landscape Engineering, LLC, dated June 10, 2014. Civil Site Design Group, P.L.L.C. and any of their consultants shall not be held responsible for the accuracy and/or completeness of that information shown hereon or any errors or omissions resulting from such.
2. The contractor shall call Tennessee One Call (811) 72 hours prior to proceeding with any excavation.
3. The contractor shall conform to local codes, obtain all permits and give all notices required for execution of the work.
4. The contractor is responsible for all demolition and removal necessary to accomplish the proposed improvements shown on these plans.
5. The contractor is responsible for locating all charted and uncharted utilities. Take care to protect utilities that are to remain. Repair any damage according to local standards and at the contractor's expense. Coordinate all construction with the appropriate utility company.
6. All materials being removed and not relocated under the new construction, including trees and shrubs, signs, utility structures, etc., shall be first offered to the owner's representative and if not accepted shall then be properly disposed of by the contractor.
7. The contractor shall use water sprinkling and other suitable methods as necessary to control dust and dirt caused by the demolition work.
8. The contractor shall preserve and protect survey control points and shall be responsible for replacement of any disturbed control points.
9. Existing trees to be preserved are to be barricaded before beginning construction, in accordance with the tree preservation notes and detail on the landscape plan.
10. Relocation of existing plant materials shall be coordinated with the owner and relocated to a designated area on the site.
11. Selective clearing consisting of removal of vines, saplings under 1" diameter and underbrush shall be performed in tree preservation areas internal to the project and noted on plans.

MAP 106, PARCEL 190.00

GRAPHIC SCALE: 1" = 100'

CIVIL SITE DESIGN GROUP

OVERALL SITE LAYOUT PLAN

PRELIMINARY MASTER DEVELOPMENT PLAN

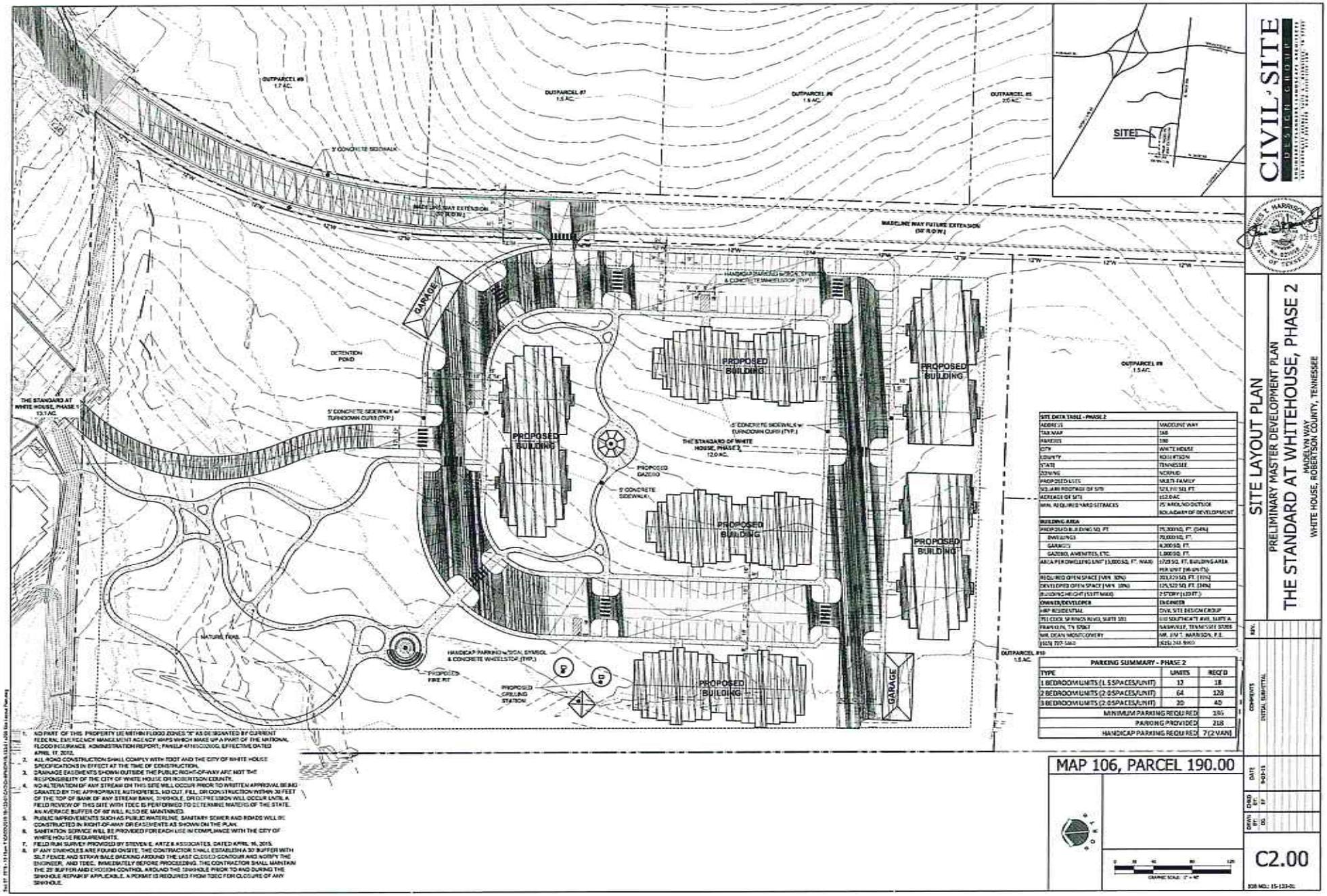
THE STANDARD AT WHITEHOUSE, PHASE 2

MADELINE WAY
WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

REV.	COMMENTS	DATE	CHKD BY	DRWN BY
	INITIAL SUBMITTAL	9-03-13	EF	DG

C1.00

JOB NO.: 15-120-01



SITE DATA TABLE - PHASE 2	
ADDRESS	MADELYN WAY
TAX MAP	106
PARCELS	190
CITY	WHITE HOUSE
COUNTY	ROBERTSON
STATE	TENNESSEE
ZONING	NCRPUD
PROPOSED USES	MULTI-FAMILY
SQUARE FOOTAGE OF SITE	523,710 SQ. FT.
ACREAGE OF SITE	12.0 AAC
MIN. REQUIRED YARD SETBACKS	25' ARDLND OUTSIDE BOUNDARY OF DEVELOPMENT
BUILDING AREA	
PROPOSED BUILDING SQ. FT.	75,000 SQ. FT. (14%)
BWELLINGS	70,000 SQ. FT.
GARAGES	4,200 SQ. FT.
GAZEBO, AMENITIES, ETC.	1,800 SQ. FT.
AREA PER DWELLING UNIT (3,000 SQ. FT. MAX)	1728 SQ. FT. BUILDING AREA PER UNIT (96 UNITS)
REQUIRED OPEN SPACE (MIN. 30%)	157,113 SQ. FT. (30%)
DEVELOPED OPEN SPACE (MIN. 10%)	125,522 SQ. FT. (24%)
BUILDING HEIGHT (3 STY MAX)	2 STORY (+20 FT.)
OWNER/DEVELOPER	**ENGINEER**
HRP RESIDENTIAL	CIVIL SITE DESIGN GROUP
715 CLOCK SPRINGS ROAD, SUITE 101	610 SOUTHCAST AVE, SUITE A
FRANKLIN, TN 37067	NASHVILLE, TENNESSEE 37203
MR. DEAN MOSTOLLOWERY	MR. JIM T. HARRISON, P.E.
(615) 727-1860	(615) 244-9400

PARKING SUMMARY - PHASE 2		
TYPE	UNITS	REQ'D
1 BEDROOM UNITS (1.5 SPACES/UNIT)	12	18
2 BEDROOM UNITS (2.0 SPACES/UNIT)	64	128
3 BEDROOM UNITS (2.0 SPACES/UNIT)	20	40
MINIMUM PARKING REQUIRED		186
PARKING PROVIDED		218
HANDICAP PARKING REQUIRED		7 (2 VAN)

1. NO PART OF THIS PROPERTY LIE WITHIN FLOOD ZONES "X" AS DESIGNATED BY CURRENT FEDERAL EMERGENCY MANAGEMENT AGENCY MAPS WHICH MAKE UP A PART OF THE NATIONAL FLOOD INSURANCE ADMINISTRATION REPORT; PANELS# 47160C0200G, EFFECTIVE DATED APRIL 17, 2012.
2. ALL ROAD CONSTRUCTION SHALL COMPLY WITH TDOT AND THE CITY OF WHITE HOUSE SPECIFICATIONS IN EFFECT AT THE TIME OF CONSTRUCTION.
3. DRAINAGE EASEMENTS SHOWN OUTSIDE THE PUBLIC RIGHT-OF-WAY ARE NOT THE RESPONSIBILITY OF THE CITY OF WHITE HOUSE OR ROBERTSON COUNTY.
4. NO ALTERATION OF ANY STREAM ON THIS SITE WILL OCCUR PRIOR TO WRITTEN APPROVAL BEING GRANTED BY THE APPROPRIATE AUTHORITIES. NO CUT, FILL, OR CONSTRUCTION WITHIN 30 FEET OF THE TOP OF BANK OF ANY STREAM BANK, SINKHOLE, OR DEPRESSION WILL OCCUR UNTIL A FIELD REVIEW OF THIS SITE WITH TDEC IS PERFORMED TO DETERMINE WATERS OF THE STATE. AN AVERAGE BUFFER OF 60' WILL ALSO BE MAINTAINED.
5. PUBLIC IMPROVEMENTS SUCH AS PUBLIC WATERLINE, SANITARY SEWER AND ROADS WILL BE CONSTRUCTED IN RIGHT-OF-WAY OR EASEMENTS AS SHOWN ON THE PLAN.
6. SANITATION SERVICE WILL BE PROVIDED FOR EACH LISE IN COMPLIANCE WITH THE CITY OF WHITE HOUSE REQUIREMENTS.
7. FIELD RUN SURVEY PROVIDED BY STEVEN E. ARTZ & ASSOCIATES, DATED APRIL 16, 2015.
8. IF ANY SINKHOLES ARE FOUND ON SITE, THE CONTRACTOR SHALL ESTABLISH A 30' BUFFER WITH SILT FENCE AND STRAW BALE BACKING AROUND THE LAST CLOSED CONTOUR AND NOTIFY THE ENGINEER, AND TDEC, IMMEDIATELY BEFORE PROCEEDING. THE CONTRACTOR SHALL MAINTAIN THE 25' BUFFER AND EROSION CONTROL AROUND THE SINKHOLE PRIOR TO AND DURING THE SINKHOLE REPAIR IF APPLICABLE. A PERMIT IS REQUIRED FROM TDEC FOR CLOSURE OF ANY SINKHOLE.

MAP 106, PARCEL 190.00

GRAPHIC SCALE: 1" = 40'

CIVIL SITE DESIGN GROUP

SITE LAYOUT PLAN

PRELIMINARY MASTER DEVELOPMENT PLAN

THE STANDARD AT WHITEHOUSE, PHASE 2

MADELYN WAY
WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

REV.	COMMENTS	DATE
	INITIAL SUBMITTAL	9-23-15

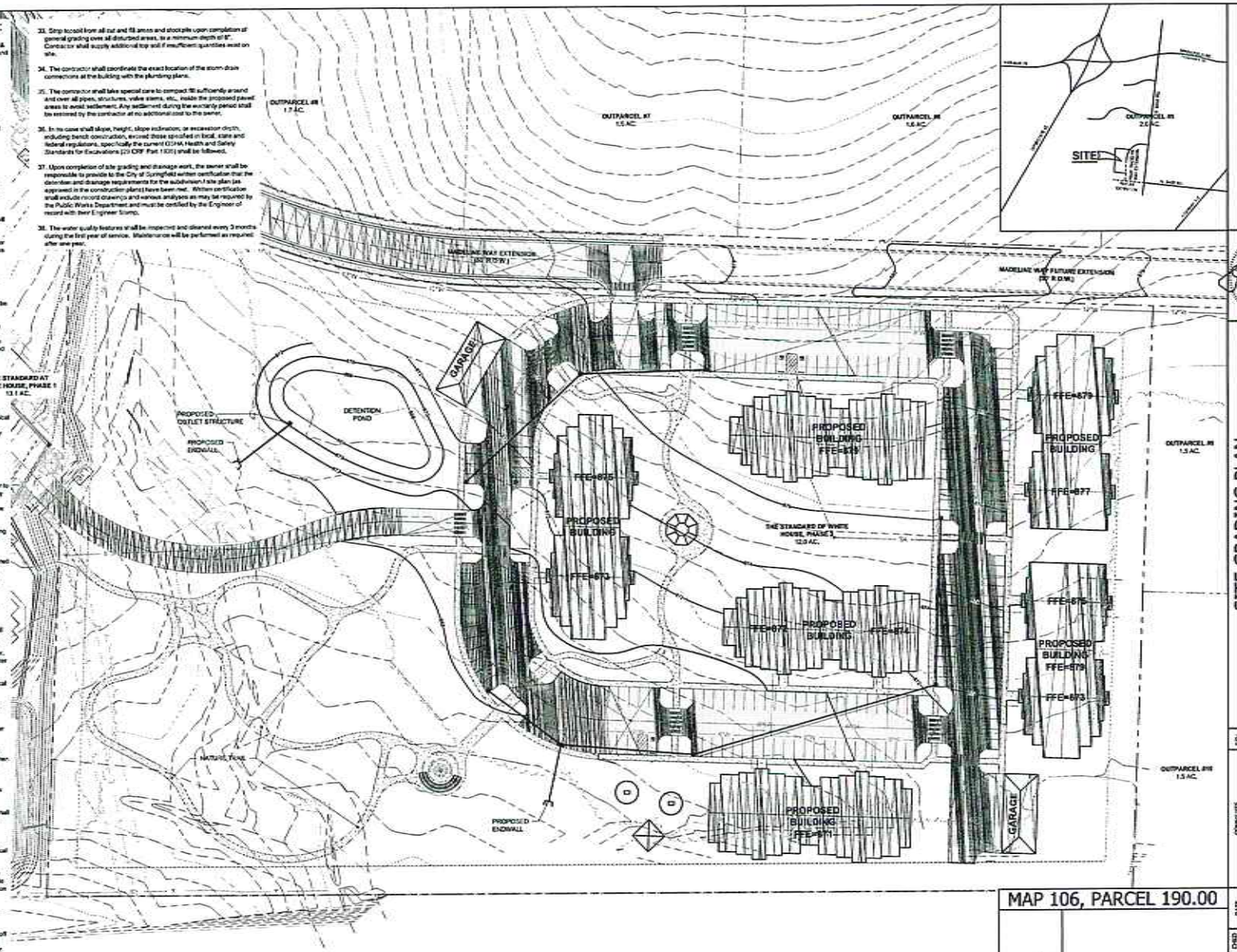
DRAWN: DG
CHKD: JT
DATE: 9-23-15

C2.00

JOB NO.: 15-133-01

Site Grading & Erosion Control Notes:

1. Base information was compiled from surveys prepared by Steven E. Artz & Associates, Inc., dated April 16, 2015. Civil Site Design Group, P.L.L.C. and any of their consultants shall not be held responsible for the accuracy and/or completeness of that information shown hereon or any errors or omissions resulting from such.
2. The project site is shown on tax map 150, as parcel 190.00.
3. The disturbed area for this project is approximately 9.3 acres.
4. The contractor shall comply with all pertinent provisions of the Manual of accident prevention and construction issued by AGC of America, Inc. and the safety and health regulations of construction issued by the U.S. Department of Labor.
5. The contractor shall call "Tennessee One Call" (811) 72 hours prior to proceeding with any excavation.
6. If any springs or underground streams are exposed during construction permanent French drains may be required. The drains shall be specified and located during construction as required by the conditions which are encountered, and shall be approved by the engineer.
7. Stockpiled topsoil or fill material is to be located so the sediment runoff will not contaminate surrounding areas or enter nearby streams.
8. Clean silt barriers when they are approximately 50% filled with sediment or as directed by the owner's representative. Silt barriers shall be replaced as effectiveness is significantly reduced, or as directed by the owner's representative.
9. All pipes under existing paved areas shall be backfilled to the top of sub grade with crushed stone.
10. Reinforced concrete storm drainage pipe shall be Class III. HDPP shall be SDR-35.
11. Sediment removed from sediment control structures is to be placed at a site approved by the engineer. It shall be treated in a manner so that the area around the disposal site will not be contaminated or damaged by the sediment in the runoff. Cost for this treatment is to be included in price bid for earthwork. The contractor shall obtain the disposal site as part of his work.
12. Minimum grade on asphalt or concrete paving shall be 1.0%.
13. Construct silt barriers before beginning grading operations.
14. This grading & drainage plan is not a determination or guarantee of the suitability of the subsurface conditions for the work indicated. A geotechnical soils report has been prepared and is available from the owner. Determination of the subsurface conditions for the work indicated is solely the responsibility of the contractor.
15. Do not disturb vegetation or remove trees except when necessary for grading purposes.
16. Any site used for disposal and/or stockpile of any material shall be properly permitted for such activity. It is the responsibility of the contractor to see that all required permits are secured for each property utilized. A copy of the approved permit must be provided to the inspector prior to commencement of work on any property. Failure to do so may result in the contractor removing any illegally placed material at his own expense.
17. Mulch and seed all disturbed areas as soon as possible after final grading is completed, unless otherwise indicated. Contractor shall take whatever means necessary to establish permanent soil stabilization.
18. Proposed contour lines and spot elevations are the result of an engineered grading design and reflect a planned intent with regard to drainage and movement of materials. Should the contractor have any question of the intent or any problem with the continuity of grades, the engineer shall be contacted immediately.
19. All cut and fill slopes shall be 2 horizontal to 1 vertical or flatter unless otherwise indicated on the plans.
20. Positive drainage shall be established as the first order of work, and shall be maintained at all times during and after construction. Soil softened by perched water in foundation and pavement areas must be removed and replaced with suitable fill materials approved by the geotechnical engineer. Groundwater infiltration into excavations should be accepted, and the water shall be removed using gravity drainage or pumping.
21. Remove sediment from all drainage structures before acceptance by local governing agency, or as directed by the owner's representative.
22. Contractor shall conform to all applicable codes and obtain approval as necessary before beginning construction.
23. Relocation of existing plant materials shall be coordinated with the owner and relocated to a designated area on site.
24. Remove the temporary erosion and water pollution control devices only after a solid stand of grass has been established on graded areas and when, in the opinion of the owner's representative, they are no longer needed.
25. Provide temporary construction access(es) at the point(s) where construction vehicles exit the construction area. Maintain public roadways free of tracked mud and dirt.
26. All earthwork, including the excavated subgrade and each layer of fill, shall be monitored and approved by a qualified geotechnical engineer, or his representative.
27. All fill material shall be approved by the geotechnical engineer prior to placement. This material shall be placed in lifts directed by the geotechnical engineer and compacted to 98% standard proctor.
28. The contractor is to verify the exact location of all existing utilities. Take care to protect utilities that are to remain. Repair any damage according to local standards and at the contractor's expense. Coordinate all construction with the appropriate utility company.
29. All drainage construction materials and installation shall conform to the requirements and specifications of the local governing agency.
30. It shall be the contractor's responsibility to waste excess earth material off site at no additional cost to the owner. The contractor shall first offer the excess material to the owner. If not accepted by the owner, the contractor shall dispose of earth material off site. It shall also be the contractor's responsibility to import suitable material (at no additional cost to the owner) for earthwork operations if sufficient amounts of earth material are not available on site.
31. The contractor shall check all existing grades and dimensions in the field prior to beginning work and report any discrepancies to the engineer.
32. Fill slopes 2:1 and greater shall be placed and compacted 5' beyond proposed limits and then excavated back to the proposed location.
33. Strip topsoil from all cut and fill areas and stockpile upon completion of general grading over all disturbed areas, to a minimum depth of 6". Contractor shall supply additional top soil if insufficient quantities exist on site.
34. The contractor shall coordinate the exact location of the storm drain connections at the building with the plumbing plans.
35. The contractor shall take special care to compact fill sufficiently around and over all pipes, structures, valve stems, etc., inside the proposed paved areas to avoid settlement. Any settlement during the warranty period shall be restored by the contractor at no additional cost to the owner.
36. In no case shall slope, height, slope inclination, or excavation depth, including trench construction, exceed those specified in local, state and federal regulations, specifically the current OSHA Health and Safety Standards for Excavations (29 CFR Part 1926) shall be followed.
37. Upon completion of site grading and drainage work, the owner shall be responsible to provide to the City of Springfield written certification that the detention and drainage requirements for the subdivision / site plan (as approved in the construction plans) have been met. Written certification shall include record drawings and various analyses as may be required by the Public Works Department and must be certified by the Engineer of record with their Engineer Stamp.
38. The water quality features shall be inspected and cleaned every 3 months during the first year of service. Maintenance will be performed as required after one year.



MAP 106, PARCEL 190.00

CIVIL-SITE
DESIGN GROUP

SITE GRADING PLAN
PRELIMINARY MASTER DEVELOPMENT PLAN
THE STANDARD AT WHITEHOUSE, PHASE 2
MADELYN WAY
WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

REV.
CONCEPTS
INITIAL SUBMITTAL
DATE
9-03-15
DWN BY: DG
CHKD BY: EF

C3.00

JOB NO.: 15-133-01

SITE UTILITY PLAN
PRELIMINARY MASTER DEVELOPMENT PLAN
THE STANDARD AT WHITEHOUSE, PHASE 2
MADELYN WAY
WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE
CIVIL·SITE
DESIGN GROUP
C4.00
MAP 106, PARCEL 190.00
SITE
PROPOSED BUILDING
GARAGE
OUTPARCEL #5
OUTPARCEL #6
OUTPARCEL #7
OUTPARCEL #8
OUTPARCEL #9
DETENTION POND
PROPOSED SEWER LINE
EXISTING 12" WATERLINE
NATURE TRAIL

PURCHASING....

Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: October 5, 2015

Re: Request to Approve Contract Extension with WASCON

On this date, October 5, 2015, I am requesting that the Mayor and Board of Alderman approve the Equipment Services contract extension with WASCON Sales and Service.

The wastewater department has a need for the continued support of a qualified electrical/mechanical repair company in its field and plant maintenance service area.

The Purchasing department competitively bid this service in 2012 and received two (2) bid responses. The initial contract was for three (3) years with one (1) two (2) year extension.

We have been very satisfied with the work that WASCON has performed.

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

W. Joe Moss

Director of Public Works

WASCON
SALES and SERVICE

October 6, 2015

W. Joe Moss
Director of Public Works
City of White House
725 Industrial Drive
White House, TN 37188

REF: WASCON Contract Extension

Joe,

Per your request, this letter confirms that WASCON, Incorporated agrees to extension of our services contract. The extension is for a period of two (2) years.

WASCON appreciates the opporunity to extend our services contract with the City of White House. If you need any additional documents confirming our acceptance please let us know.

Sincerely,
Josh Cravins
Josh Cravins
Vice President

910 East Main Street, Livingston, TN
931-823-1388 * Fax: 931-823-4924 * sales@wasconinc.com * www.wasconinc.com

COPY

CITY OF WHITE HOUSE

ANNUAL WASTEWATER EQUIPMENT SERVICE CONTRACT

This contract is dated as of the 14th day of November in the year 2012 by and between the **City of White House, Tennessee** (hereinafter called OWNER) and Wascon (hereinafter called CONTRACTOR).

The OWNER and CONTRACTOR in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. General Requirements

The CONTRACTOR shall adhere to the following requirements:

a. The CONTRACTOR shall supply labor, equipment, and parts for the maintenance and repair of various wastewater system equipment as may be necessary. The CONTRACTOR must be able to repair motors, pumps, and controls as necessary to keep equipment operational.

b. The CONTRACTOR shall be on call twenty-four (24) hours a day and seven (7) days a week for the term of the Contract.

c. The OWNER may require the CONTRACTOR to provide preventive maintenance activities and materials to prolong the useful life of equipment

d. In an effort to minimize Contractor's labor costs, the City may use wastewater technicians to assist the Contractor with the repair work.

e. All material shall be new and of high quality and designed for the application as used by the CONTRACTOR.

f. The CONTRACTOR shall certify that all of their equipment meets the safety requirements of TOSHA AND OSHA.

g. The CONTRACTOR, with the assistance of the OWNER, shall make a list of equipment that the OWNER deems necessary to retain in stock for the purpose of minimizing down times.

h. The CONTRACTOR is required to maintain a stock of normal parts and materials needed to keep the system operational. Any equipment deemed as special stock should be ordered in a timely manner with the approval of the City.

i. The CONTRACTOR shall provide a list of service technicians that would be assigned to the OWNER, including their field of training and years of service.

j. The CONTRACTOR shall warranty their equipment, material, and work against defective workmanship and material for a period of one (1) year for new equipment, rebuilt pumps and rewound motors and for six (6) months for repair work.

k. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this CONTRACT, Comprehensive General Liability Insurance issued by a responsible insurance company and in a form acceptable to the CITY, coverage for CONTRACTOR on occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than One Million Dollars ($1,000,000) for Bodily Injury and Property Damage.

l. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of the CONTRACT, full and complete Workers' Compensation Coverage as required by the State of Tennessee law.

m. The CONTRACTOR shall provide the CITY with Certificates of Insurance on all the policies of insurance and renewals required hereunder thereof in forms acceptable to the CITY. Said Comprehensive General Liability policy shall provide that the CITY be an additional insured. The CITY shall be notified in writing of any reduction, cancellation or material change of said policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued be responsible companies who are acceptable to the CITY and licensed and authorized to do business under the laws of the State of Tennessee.

Article 2. Execution of Work

a. CONTRACTOR shall respond to any call from Wastewater Department within one (1) hour of call.

b. CONTRACTOR shall have one (1) service technician on call for Wastewater Department calls and one (1) service technician on standby for those repairs that require more than one (1) service technician. CONTRACTOR may be required to have service technician(s) on site for four (4) to six (6) hours as the OWNER deems necessary.

c. CONTRACTOR shall give estimate of repair within forty-eight (48) hours of service call.

d. CONTRACTOR is responsible for their own safety on the job site, but is required to have all safety equipment for confined space entry, lock out tags, and other safety items needed to have a safe working environment.

e. CONTRACTOR shall provide documentation of safety training for all technicians assigned to the OWNER. Technicians who perform work on OWNER'S equipment shall provide documentation, if requested.

f. CONTRACTOR shall have machinery capable of machine work on OWNER'S equipment. The CONTRACTOR shall be able to repair pump impellers, shafts, and housings. The CONTRACTOR shall be able to run a balancing device that will keep the equipment running smoothly.

g. Any equipment necessary to perform this service shall be the responsibility of the CONTRACTOR. This will include a portable generator, small truck crane, and any tools to complete the job.

h. Upon completion of repair, the CONTRACTOR shall submit the OWNER a report stating possible causes of problem and complete explanation of repair.

i. CONTRACTOR is responsible for training their technicians and City personnel on equipment operated by OWNER.

j. All cost as shown in Article 3 shall not be revised during the term of this Contract.

Article 3. Contract Cost and Payment

The cost of the work, include labor materials and other charges, shall be in accordance with the following Cost Schedule which shall remain in effect throughout the term of this Contract.

The OWNER shall pay the CONTRACTOR for completion of the work in accordance with the Cost Schedule as itemized in detail on invoices submitted by the CONTRACTOR and approved by the OWNER. All approved invoices shall be paid within thirty (30) days of receipt of invoice.

Cost Schedule

Labor Rates

Day Time (Hourly rates per man hour): $50.00

Overtime (Hourly rates per man hour): $50.00

Holiday (Hourly rate per man hour): $50.00

Weekend (Hourly rate per man hour): $50.00

Materials

Under $100.00: Cost+ 20%

Between $100.00 and $1000.00: Cost+ 15%

Over $1000.00: Cost+ 15%

Living Expense: Actual

Trip Charge: $70.00

Crane Rental: $300.00 $210.00 hrly rate

Set-up Charge: _____

Hourly Rate: _____

Rental Equipment: Cost+ 15%

Article 4. Contract Term

The initial term of the Contract shall be three (3) years. The term of the Contract may be extended one (1) time for an additional (2) two years if mutual agreement between OWNER and CONTRACTOR.

Article 5. Contractor Representations

In order to induce OWNER to enter into this Contract, the CONTRACTOR makes the following representations:

The CONTRACTOR has familiarized itself with the nature and extent of the Contract, the nature and requirements of the work, the site, locality and all local conditions and laws and regulations that any manner may affect, progress, performance, or furnishing of the work.

Article 6. Assignment

No assignment by a party hereto of any rights under interests in the Contract will binding on another party hereto without the written consent of the party sought to be bound. Specifically, but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract.

IN WITNESS WHEREOF, the OWNER and the CONTRACTOR has signed this Contract in duplicate. One counterpart each has been delivered to the OWNER and the CONTRACTOR

This Contract will be effective on November 14th, 2012.

Owner: City of White House, Tennessee

By: _____

Title: City Administrator

CONTRACTOR: WASCON, INC

By: Josh Cravens

Title: Vice President

[SEAL]

Attest: _____

Address for given notices:

105 College St

White House, TN 37188

Commission Expires: 11/17/14

Attest: _____

Address for given notices:

910 EAST MAIN STREET

LIVINGSTON, TN 38570

WESTLEY BURNETT
STATE OF TENNESSEE NOTARY PUBLIC
OVERTON COUNTY

Commission expirate
9.1.14

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: October 6, 2015

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

From: Ashley Smith, Director

Re: Surplus of New Holland skid steer loader

This memo is to request approval to sell a New Holland LS170 skid steer loader on GovDeals that is listed on the asset list as #1255, with serial number LMV012687. This equipment is not in running order and will cost more to fix than it is worth.

Thank you.

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: October 7, 2015
Re: Purchase of New Patrol Vehicle

The White House Police Department is requesting the purchase of a 2016 Ford Police Interceptor Sedan AWD from Ford of Murfreesboro for the State Contract price.

The new vehicle will replace vehicle PD-02 which was wrecked on August 29, 2015, and was totaled by insurance.

New Price (State Contract)		$24,662.00
TML Reimbursement	-	$22,175.00
Removal & Installation of Equipment	+	$1,300.00
Striping	+	$450.00
Total remaining amount to be paid by us:		**$4,237.00**

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.

2016 FORD POLICE INTERCEPTOR SEDAN

F.O.B.
TERMS
DELIVERY
NUMBER

Thank you for your inquiry dated: *October 7, 2015*
We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	DELIVERY DATE
1	1	2016 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				
8		TOTAL	$24,662.00	
9				
10				
11				
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.

PER

October 7, 2015
DATE

October 5, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Proposal to move utility pole

We have a service agreement with Stansell Electric Company, Inc. to provide our fiber connection services. Since we have an agreement with them I asked them to provide us with a quote to relocate the utility pole that is currently located at the corner of Hwy 31W and College Street. I would like to move this pole in preparation for the monument sign and flag pole FY 2016 capital project. We budgeted $150,000 for this capital project which will leave us with $119,755 for the sign and flag poles.

The proposal that was submitted was in the amount of **$30,245.00** and the details of the move are listed in the attached document. I would like permission to enter into an agreement with Stansell Electric Company to move this utility pole. If you have any questions please contact me at 615-672-4350, ext. 2105.

STANSELL Electric Company, Inc.

THE POWER TO INNOVATE
THE EXPERIENCE TO SUCCEED

860 VISCO DRIVE
NASHVILLE, TN 37210-2150

615.329.4944 (p) 615.320.5236 (f)
www.stanselllelectric.com

To:	City Of White House	**Contact:**	Jason Reynolds
Address:	105 College St.	**Phone:**	(615) 672-4350
	White House, TN 37188	**Fax:**	(615) 672-2939
Project Name:	White House Fiber Relocation - Hwy 31 And 76	**Bid Number:**	
Project Location:	TN	**Bid Date:**	9/21/2015

Item #	Item Description	Estimated Quantity	Unit
730-01.02	REMOVAL OF EQUIPMENT	1.00	EACH
730-01	RECONNECT TRAFFIC SIGNAL INTERCONNECT	1.00	EACH
730-03.23	INSTALL PULL BOX (FIBER OPTIC-TYPE A)	2.00	EACH
730-03.24	INSTALL PULL BOX (FIBER OPTIC-TYPE B)	1.00	EACH
730-08.40	FIBER OPTIC CABLE (INCL U/G SPLICE)	1.00	LS
730-11.01	STEEL CONDUIT RISER ASSEMBLY	4.00	EACH
730-12.02	CONDUIT 2" DIAMETER (PVC)	200.00	LF
730-12.13	CONDUIT 2" DIAMETER (JACK AND BORE)	250.00	LF

Total Bid Price: $30,245.00

Notes:

- This price includes the relocation of the city fiber underground at the intersection of Hwy 76 and Hwy 31. This includes new conduit, pull-boxes and the relocation of fiber, splicing.
- Our price is based on use of an AIA A401 (1997 Edition) or similar subcontract agreement.
- This quotation is valid for 30 days.
- Layout engineering is excluded.
- Utility fees, if applicable, are excluded.
- Asphalt and Concrete Patching is excluded.
- Innerduct, if required, is not included.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Stansell Electric Company, Inc.

Authorized Signature: _____

Estimator: Brian Landry
(615) 369-4082 blandry@stanselllelectric.com

OTHER BUSINESS…

DISCUSSION ITEMS…

OTHER INFORMATION….

STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
OFFICE OF STATE AND LOCAL FINANCE
SUITE 1600 JAMES K. POLK STATE OFFICE BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
PHONE (615) 401-7872
FAX (615) 741-5986

September 23, 2015

Honorable Michael Arnold, Mayor
City of White House
105 College Street
White House, TN 37188

Dear Mayor Arnold:

This letter acknowledges receipt of a certified copy of the 2016 fiscal year budget.

We have reviewed the City's budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received and is for the purpose of determining that the budget appears to be balanced. With regard to programs included in the budget such as education, roads, and corrections, we have not made any attempt to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. A property tax rate may be included in this budget, and we would recommend that local government officials be certain that all program requirements have been met before initiating the tax collection process.

This letter constitutes approval, by this office, for the City's 2016 fiscal year budget as adopted by the governing body.

If you should have any questions or we may be of assistance, please feel free to call.

Sincerely,

Sandra Thompson

Sandra Thompson
Director of the Office of State and Local Finance

Cc: Mr. Jim Arnette, Director of Local Government Audit