

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Aldermen Meeting*  
April 21, 2016  
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 March 17<sup>th</sup> and April 5<sup>th</sup> meetings
7. Welcome Visitors
8. Public Hearings
  - a. None
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library/Museum
  - J. Municipal Court
  - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
  - a. **Resolution 16-03:** A resolution approving a purchasing credit card account agreement with First Tennessee Bank National Association.
12. Consideration of the Following Ordinances:
  - a. **Ordinance 16-08:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *First Reading.*
  - b. **Ordinance 16-09:** An ordinance amending the zoning map for a 1.14 acre of property relative to Robertson County Tax Map 106E, Parcel 21.00 from R-20 (Low Density Residential), to C-2 (General Commercial). *First Reading.*
13. Purchasing
  - a. To approve or reject Evoqua Water Technologies, LLC bid for full service odor control program. The Public Services Director recommends approval.
  - b. To approve or reject the City Administrator entering into an agreement with First Tennessee Bank National Association for purchasing credit card services. The Finance Director and Purchasing Coordinator recommend approval.

14. Other Business

- a. To approve or reject the filing of Public Form CT-0253 for the State Revolving Fund Loan (CWSRF 2016-364). The Finance Director recommends approval.
- b. To approve or reject a Certificate of Compliance for executive officers of Wal-Mart Store #4483 (222 Wilkinson Lane, White House, TN 37188). The City Administrator recommends approval.
- c. To approve or reject the City Administrator entering into a contractual agreement with Mr. and Mrs. Jim Brinkley regarding the Dee Cee Road project.

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Aldermen Meeting*  
March 17, 2016  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:01 pm.

2. Prayer by community pastor

Special guest Pastor Jimmy Mattio from Compassion 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 February 18<sup>th</sup> meetings

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve the minutes. A voice vote was called for with all members voting aye. **February 18th minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 16-07:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *Second Reading.*

No one spoke for or against.

- b. Information and public comment regarding the Local Parks and Recreation Fund (LPRF) Grant for a proposed new playground and amphitheater in the Municipal Recreation Complex.

Parks and Recreation Director Kevin Whittaker gave a synopsis about the LPRF grant. In addition, he explained if awarded the 50/50 match grant the City would use the funds for phase five of the Municipal Recreation Complex, which calls for a new playground and an outdoor amphitheater.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik thanked Sessions Paving Company for paving in Greystone subdivision.

Ald. Paltzik stated that the White House Chamber of Commerce will hold the annual banquet on March 31<sup>st</sup>.

Ald. Hutson stated that the cleanup work that Public Works is doing at the I-65 exit ramps looks great!

Ald. Decker mentioned that he receives lots of positive feedback from parents in the community.

City Administrator Gerald Herman stated that the lighting project along Stadium Drive is going very well and should be completed within next three weeks.

City Administrator Gerald Herman provided an update on the restroom facilities renovations.

City Administrator Gerald Herman gave an update on the spring paving project.

City Administrator Gerald Herman stated that on Memorial Day we will be having a Memorial Day Ceremony, followed by a ribbon cutting ceremony for the splash pad.

City Administrator Gerald Herman noted that there will be a special called Board of Mayor and Aldermen meeting on Tuesday, April 5<sup>th</sup>.

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. Decker 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 16-01:** A resolution adopting section 125 premium only plan for plan year ending March 31, 2017.

Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Resolution 16-01 was approved.**

- b. **Resolution 16-02:** A resolution approving and supporting the submission of a grant application to the Tennessee Department of Environment and Conservation.

Motion was made by Ald. Paltzik, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 16-02 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 16-07:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 16-07 was approved on Second Reading.**

### 13. Purchasing

- a. To approve or reject the City Administrator entering into a five year tenant farming lease agreement with Billy Jackson Farms. The Public Services Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. City Administrator Gerald Herman noted that a correction to the contract will be made to change the acreage from 40 to 80. A voice vote was called for with all members voting aye. **Motion passed.**

- b. To approve or reject City Administrator entering into a four year agreement with Hylant Group for insurance broker services. The Human Resources Director recommends approval.

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

- c. To approve or reject C&C Contracting, LLC, from Russellville, KY, bid of \$99,248.00 for the flag pole and monument sign project. The City Administrator recommends approval.

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

### 14. Other Business

- a. To approve or reject Hylant Group's recommendation of Blue Cross Blue Shield of Tennessee for medical insurance. The Human Resources Director recommends approval.

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

- b. To approve or reject the filing of Public Form CT-0253 for the Fire Apparatus Capital Outlay Note, Series 2016. The Finance Director recommends approval.

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

### 15. Discussion Items

- a. Overview of the White House Farmers Market

Records Clerk Amanda Rambo gave a presentation about the White House Farmers Market. The Market will take place on Wednesdays between May 25 and August 31, from 3:30 pm – 7:00 pm, at the Municipal Recreation Complex. Vendor applications will be accepted through May 12.

### 16. Other Information

- a. None

### 17. Adjournment

Meeting was adjourned at 7:37 pm.

ATTEST:

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Michael Arnold, Mayor

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Kerry Harville, City Recorder

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Special Session*  
April 05, 2016  
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:30 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. To approve or reject Dynamic Construction's (Gordonsville, TN) bid of \$189,600.00 for the Northern Force Main Extension Project. 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 present members voting aye. **Motion passed.**

- b. To approve or reject Carter Douglas Company (Russellville, KY) bid of \$218,000.00 for the museum renovation (phase one) project. The City Administrator and Library Director recommends approval.

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

5. Adjournment

Meeting was adjourned at 6:39 pm.

ATTEST:

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Michael Arnold, Mayor

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Kerry Harville, City Recorder

REPORTS....

**General Government Department  
March 2016**

**Administration**

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

- March 01:
  - Charlie Dahlem Development Meeting
  - Jani-King Representative Meet & Greet
- March 02:
  - HFR Meeting: Auditorium Proposed Design Review
  - Progress Meeting: Pavilion and Restroom Renovation Project
  - Meeting with Lose & Associates about park projects
- March 03: Leisure Service Board
- March 07:
  - Hylant – Insurance Review Meeting
  - Bid Opening: Northern Force Main
  - Sumner County Schools’ AdvancED External Review
- March 08: Citizen Meeting Regarding Skate Park
- March 09: Board of Mayor and Aldermen Budget Retreat
- March 10:
  - Board of Mayor and Aldermen Budget Retreat
  - Charles Meadows Retirement Luncheon
  - Pre-bid Meeting: Museum Remodel
  - Chamber of Commerce After Hours: Exit Garden Gate Realty
  - Library Board Meeting
- March 14:
  - Stormwater Advisory Board Meeting
  - Planning Commission Meeting
- March 15:
  - White House Chamber of Commerce Luncheon
  - Board of Zoning Appeals Meeting
- March 16:
  - Metropolitan Planning Organization – Executive Board Meeting
  - PCard Information Meeting
- March 17:
  - Ribbon Cutting: BPS Mini Storage
  - Citizen Complaint Meeting
  - Board of Mayor and Aldermen Meeting
- March 21:
  - Americana Celebration Planning Meeting
  - Brookside Phase 1 & 3 Development Meeting
  - Mr. Brinkley/Industrial Park Development Meeting
- March 23:
  - Robertson County Existing Industry Site Visit: Tate Ornamental
  - Sumner County Council of Governments Luncheon
- March 28:
  - Stormwater Permitting and Procedures Meeting
  - Mr. Brinkley/Industrial Park Development Meeting
  - Realizing Robertson County Quarterly Meeting
- March 31:
  - Wellness Program Aggregate Review with Hylant
  - Annual Chamber of Commerce Dinner Banquet

**General Government Department  
March 2016**

**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.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$10,097,867	\$6,568,452	↓10.25
Industrial Development	\$118,500	\$34,741	↓45.68
State Street Aid	\$275,000	\$223,716	↑6.35
Parks Sales Tax	\$410,569	\$311,093	↑0.77
Solid Waste	\$882,617	\$739,883	↑8.83
Impact Fees	\$3,290	\$0	↓75.00
Police Drug Fund	\$35,633	\$35,011	↑23.25
Debt Services	\$751,058	\$122,482	↓58.69
Wastewater	\$7,086,888	\$5,826,942	↓1.12
Healthcare	\$68,500	\$43,957	↓10.83
Stormwater Fund	\$359,485	\$246,097	↓6.54
Cemetery Fund	\$63,300	\$37,238	↓14.44

\*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 March 2016 error rate was 2.2%.

**Total Purchase Orders**

	<b>FY 2016</b>	<b>FY 2015</b>	<b>FY 2014</b>
July	279	231	212
August	166	170	140
September	133	107	142
October	140	149	152
November	166	113	110
December	105	130	110
January	158	124	119
February	163	88	132
March	181	145	154
April		147	157
May		129	149
June		122	156
<b>Total</b>	<b>1,491</b>	<b>1,655</b>	<b>1,733</b>

**Purchase Order Errors by Department**

	<b>March 2016</b>	<b>FY 2016</b>	<b>FY 2015*</b>
Admin.	0	1	0
Bldg. Maint.	0	0	0
Cemetery	0	0	0
Codes	0	0	0
Court	0	0	0
Finance	0	0	0
Fire	1	1	2
HR	1	3	0
Library	1	4	8
Parks	0	1	3
Police	0	2	2
Public Works	0	0	2
Sanitation	0	1	0
Stormwater	0	1	-
Wastewater	1	7	3
<b>Total</b>	<b>4</b>	<b>22</b>	<b>20</b>

\*Errors by department started being tracked in July 2014.

**General Government Department  
March 2016**

<b>Purchase Orders by Dollars</b>	<b>Mar. 2016</b>	<b>FY 2016</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>Total for FY16</b>	<b>Total for FY15</b>	<b>Total for FY14</b>
Purchase Orders \$0-\$1,999		574	1,392	1,517	\$257,274.67	\$708,133.51	\$529,278.93
Purchase Orders \$2,000-\$9,999		97	172	154	\$438,374.77	\$718,011.83	\$551,768.46
Purchase Orders over \$10,000		47	91	62	\$5,446,055.10	\$11,854,322.55	\$6,221,273.04
<b>Total</b>		<b>718</b>	<b>1,655</b>	<b>1,733</b>	<b>\$6,141,704.54</b>	<b>\$13,280,467.89</b>	<b>\$7,302,320.43</b>
Purchase Orders \$0-\$9,999	178	747			\$743,430.97		
Purchase Orders \$10,000-\$24,999	1	10			\$147,608.42		
Purchase Orders over \$25,000	2	16			\$1,690,565.75		
<b>Total</b>	<b>181</b>	<b>773</b>			<b>\$2,581,605.14</b>		
<b>Total</b>	<b>181</b>	<b>1,491</b>	<b>1,655</b>	<b>1,733</b>	<b>\$8,723,309.68</b>	<b>\$13,280,467.89</b>	<b>\$7,302,320.43</b>

*\*Starting November 1, 2015, purchase orders were categorized using different threshold amounts.*

**Website Management**

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

	<b>2015-2016 Update Requests</b>	<b>2014-2015 Update Requests</b>	<b>2013-2014 Update Requests</b>	<b>2015-2016 Page Visits</b>	<b>2014-2015 Page Visits</b>	<b>2013-2014 Page Visits</b>
<b>July</b>	112	102	162	266,304	562,455	250,487
<b>August</b>	79	83	186	401,773	265,548	468,840
<b>September</b>	154	107	126	287,363	352,406	262,563
<b>October</b>	64	93	86	331,565	328,241	296,397
<b>November</b>	92	67	92	281,096	361,124	282,249
<b>December</b>	123	96	137	293,316	393,777	279,207
<b>January</b>	94	89	126	363,641	246,658	555,161
<b>February</b>	111	116	137	509,454	389,805	426,376
<b>March</b>	107	98	127	433,454	355,975	1,191,691
<b>April</b>		82	95		549,670	262,646
<b>May</b>		76	81		387,210	238,690
<b>June</b>		91	67		320,233	610,113
<b>Total</b>	<b>936</b>	<b>1,100</b>	<b>1,355</b>	<b>3,167,966</b>	<b>4,513,102</b>	<b>5,124,420</b>

**General Government Department  
March 2016**

**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
<b>July</b>	70	29	34	26	49	14
<b>August</b>	19	23	25	23	30	22
<b>September</b>	24	26	10	21	37	11
<b>October</b>	95	57	7	34	47	18
<b>November</b>	18	25	21	24	21	10
<b>December</b>	78	39	97	24	34	17
<b>January</b>	137	34	36	38	25	15
<b>February</b>	63	69	33	26	36	27
<b>March</b>	78	40	16	24	40	25
<b>April</b>		192	20		30	22
<b>May</b>		45	21		33	19
<b>June</b>		44	40		40	19
<b>Total</b>	<b>582</b>	<b>623</b>	<b>320</b>	<b>240</b>	<b>422</b>	<b>200</b>

**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
<b>July</b>	539	418	294	12	42	14
<b>August</b>	548	422	314	15	30	22
<b>September</b>	553	432	322	17	32	11
<b>October</b>	576	439	322	21	33	18
<b>November</b>	583	446	322	13	22	10
<b>December</b>	593	451	337	14	28	17
<b>January</b>	615	462	346	28	20	10
<b>February</b>	621	478	361	25	28	20
<b>March</b>	632	481	370	17	31	25
<b>April</b>		498	385		26	21
<b>May</b>		502	464		23	15
<b>June</b>		507	410		25	19
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>162</b>	<b>340</b>	<b>162</b>

**General Government Department  
March 2016**

**“City of White House, TN” Mobile App Management**

The Administration Department’s goal is to increase the number of downloads and have an 80% or higher request completion rate each month.

	<b>2015 - 2016 New Downloads</b>		<b># of Push Notifications</b>	<b># of Requests</b>	<b>Percentage Complete</b>
<b>July</b>	N/A	<b>July</b>	N/A	N/A	N/A
<b>August</b>	N/A	<b>August</b>	N/A	N/A	N/A
<b>September</b>	N/A	<b>September</b>	N/A	N/A	N/A
<b>October</b>	N/A	<b>October</b>	N/A	N/A	N/A
<b>November</b>	25	<b>November</b>	N/A	N/A	N/A
<b>December</b>	40	<b>December</b>	N/A	N/A	N/A
<b>January</b>	1,236	<b>January</b>	2	95	100%
<b>February</b>	103	<b>February</b>	1	33	100%
<b>March</b>	72	<b>March</b>	1	68	100%
<b>April</b>		<b>April</b>			
<b>May</b>		<b>May</b>			
<b>June</b>		<b>June</b>			
<b>Total</b>	<b>1,476</b>	<b>FY Total</b>	<b>4</b>	<b>196</b>	<b>N/A</b>

*\*The app went live on January 11, 2016*

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- HVAC company interview meetings
- Renovation/Demolition of Museum/Chamber of Commerce Office

	<b>2015 - 2016 Work Order Requests</b>	<b>2014 - 2015 Work Order Requests</b>	<b>2013 - 2014 Work Order Requests</b>
<b>July</b>	22	25	N/A
<b>August</b>	33	10	N/A
<b>September</b>	31	19	N/A
<b>October</b>	30	27	N/A
<b>November</b>	27	15	N/A
<b>December</b>	17	15	8
<b>January</b>	28	31	19
<b>February</b>	19	23	33
<b>March</b>	25	24	15
<b>April</b>		22	15
<b>May</b>		13	31
<b>June</b>		25	20
<b>Total</b>	<b>232</b>	<b>249</b>	<b>141</b>

*\*In December 2013 work order requests started to be tracked.*

**Finance Department  
March 2016**

**Finance Section**

On March 2<sup>nd</sup> the Finance Director attended a meeting with KraftCPAs to discuss Internal Control Documentation. On March 9<sup>th</sup> the Assistant Finance Director attend the CMFO class "Internal Audit and Control". On March 9<sup>th</sup> & 10<sup>th</sup> the Finance Director attended the Board of Mayor and Aldermen Budget Retreat at the White House Police Department. On March 14<sup>th</sup> the Finance Director attended the Stormwater Advisory Board meeting. On March 16<sup>th</sup> the Purchasing Coordinator, the AP/Court Clerk, and the Finance Director met with representatives from First Tennessee Bank to discuss options for a purchasing card system for the city. On March 17<sup>th</sup> & 18<sup>th</sup> the AP/Court Clerk attended the annual Tennessee Municipal Court Clerk Conference. On March 21<sup>st</sup> the Finance Director attended "Internal Control Documentation & Policy Development" Municipal Administration Program (MAP) class at TBI headquarters in Nashville presented by MTAS. On March 23<sup>rd</sup> the Finance Director, as a part of the Software Committee, attended a software demonstration by Southern Software.

**Performance Measures**

**Utility Billing**

	March 2016	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	16	62	62	55	28	15
Move Ins (#)	43	399	488	506	481	493
Move Outs (#)	43	391	514	516	479	455
Late Payments (\$)	5,517	53,364	68,103	69,241	65,074	67,810
Late Payments (#)	856	9,321	15,641	12,840	12,685	12,857
Disconnect for non-payment (#)	23	296	442	514	258*	n/a

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

**Accounts Payable**

	Mar. 2016	Feb. 2016	Jan. 2016	Dec. 2015
Total # of Invoices Processed	254	367	322	397

**Business License Activity**

	March 2016	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	8	64	105	74	80	52
Closed	0	2	5	13	140*	6

\*129 businesses deemed uncollectable in October 2012

**Finance Department  
March 2016**

**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	207 direct deposits 2 checks	0 Retro adjustments	0 Voids

**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	5,135,240	63%
Cemetery Fund			169,966	
Debt Services			627,480	
Healthcare			244,151	
Impact Fees			101,955	
Industrial Development			180,671	
Park Sales Tax			404,751	
Police Drug Fund			14,157	
Solid Waste			473,176	
State Street Aid			166,766	
Stormwater Fund			128,901	
Wastewater			4,112,973	

*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	6,618,506	↑6.50%
Cemetery Fund	26,775	29,339	↑34.58%
Debt Services	750,200	724,102	↑21.52%
Healthcare	62,200	44,668	↓3.19%
Impact Fees	12,700	20,042	↑82.81%
Industrial Development	70,100	100,226	↑67.98%
Park Sales Tax	494,766	406,033	↑7.07%
Police Drug Fund	4,520	3,386	↓0.09%
Solid Waste	800,400	613,688	↑1.67%
State Street Aid	269,264	213,074	↑4.13%
Stormwater Fund	368,730	293,947	↑4.72%
Wastewater	5,722,700	3,987,459	↓5.32%

\*Realized amounts reflect revenues realized from July 1, 2015—March 31, 2016

**Human Resources Department  
March 2016**

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

- March 03: Tennessee's New Unemployment Exchange System Seminar
- March 09: Board of Mayor and Aldermen Budget Retreat
- March 10: Board of Mayor and Aldermen Budget Retreat
- March 14: Accounting Clerk Interviews
- March 15: Chamber of Commerce Monthly Luncheon  
Sanitation Maintenance Worker Interviews  
Part Time Parks Groundskeeper Interviews
- March 17: Board of Mayor and Aldermen Meeting
- March 23: Chamber of Commerce Ambassador Luncheon
- March 28: Discover White House Chamber Committee Meeting
- March 29: Insurance Open Enrollment Meeting
- March 30: Insurance Open Enrollment Meeting
- March 31: Chamber of Commerce Banquet

**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	0	1	1	0	1
November	0	1	0	1	1
December	1	0	0	2	0
January	2	0	1	2	0
February	2	1	1	0	0
March	0	1	0	0	0
April		1	2	2	3
May		3	1	2	0
June		3	0	1	0
<b>Total</b>	<b>6</b>	<b>13</b>	<b>9</b>	<b>12</b>	<b>7</b>

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

**Human Resources Department  
March 2016**

**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	0	1	2	1	1
November	1	2	0	1	0
December	0	1	1	1	2
January	0	1	2	0	0
February	0	2	2	0	3
March	0	1	0	1	0
April		0	2	1	1
May		0	0	0	0
June		1	2	0	0
<b>Total</b>	<b>4</b>	<b>11</b>	<b>14</b>	<b>6</b>	<b>7</b>

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

**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	0	1	1	1
November	0	1	2	1	2
December	1	1	1	0	0
January	1	0	0	1	3
February	2	1	0	1	2
March	2	0	0	0	1
April		0	0	0	2
May		1	1	2	2
June		0	0	0	1
<b>Total</b>	<b>10</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>19</b>
<b>Percentage</b>	<b>10.64%</b>	<b>5.49%</b>	<b>7.14%</b>	<b>8.99%</b>	<b>21.84%</b>

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

**Human Resources Department  
March 2016**

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

	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013- 2014</b>	<b>2012- 2013</b>
July	1 (T)	0	0	
August	0	1 (D)	0	
September	1 (T)	1 (T)	1 (S)	
October	0	0	1 (T)	
November	0	0	1 (S) 1 (T)	
December	0	0	0	
January	0	0	0	2 (S)
February	0	1 (S)	0	0
March	0	0	0	1 (T)
April		0	0	0
May		0	0	1 (S)
June		0	0	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>

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

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

**Fire Department  
March 2016**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 111 requests for service during the month with 71 responses being medical emergencies. The Department responded to 4 vehicle accidents with reported injuries with three patients transported to area hospitals.

**March 9<sup>th</sup> 11:27am** – The Department was dispatched to a reported grass/brush fire on Madeline Way. When fire units arrived on scene the location of the fire was near a construction site where trees were being cleared and brush piles were being burned. The spot fires were extinguished without incident and the construction crew was advised to extinguish the burn piles until weather conditions improved.

**March 14<sup>th</sup> 1:10pm** – The Department was dispatched to a reported structure fire on Old Hwy. 31W, when fire crews first arrived on scene there was no fire visible. After a survey of the structure the fire was located in the kitchen at the rear of the home. The fire was accessed through the window with a 1 ¼ hose-line and the fire was knocked down quickly, afterwards an interior attack was made to complete the extinguishment of the fire. The fire was contained to the area of the kitchen with a minimal amount of water being used however the home did have smoke damage throughout. There were no injuries reported with this incident.

**March 15<sup>th</sup> 6:27am** – The Department was dispatched to a vehicle fire located on the off ramp of I-65, when fire units arrived on scene a truck hauling cars was on fire. Fire crews made an attack using a 1 ¼ hand-line and the fire was quickly knocked down and confined to the engine compartment of the vehicle. The truck was considered a total loss, the trailer and the vehicles being transported were not damaged there were no injuries reported with this incident.

**Fire Administration**

**March 2<sup>nd</sup>** – Asst. Chief Sisk met with a representative with Vol. State Comm. College to discuss hosting EMS training at our department in the future.

**March 9<sup>th</sup>** – Chief Palmer and other city department heads attended the BMA budget retreat at the Police Department.

**March 14<sup>th</sup>** – Chief Palmer, Asst. Chief Sisk, and other city staff met at Heritage High School to plan a mock crash event during the month of April.

**March 15<sup>th</sup>** – Chief Palmer attended the monthly Robertson County 911 meeting at the 911 dispatch center in Springfield.

**March 15<sup>th</sup> & 16<sup>th</sup>** – Chief Palmer along with other city staff attended meetings at city hall to review HVAC maintenance contracts and vendors.

**March 21<sup>st</sup>** – Chief Palmer along with other city staff attended the Americana Celebration Planning Meeting at City Hall.

**March 21<sup>st</sup>** – Chief Palmer attended a Robertson County Fire Committee Meeting in Springfield.

**March 21<sup>st</sup>** – Asst. Chief Sisk participated in the Citizens Police Academy program at the Police Department.

**March 29<sup>th</sup>** – Chief Palmer attended and chaired the monthly Safety Committee meeting held at fire station 2.

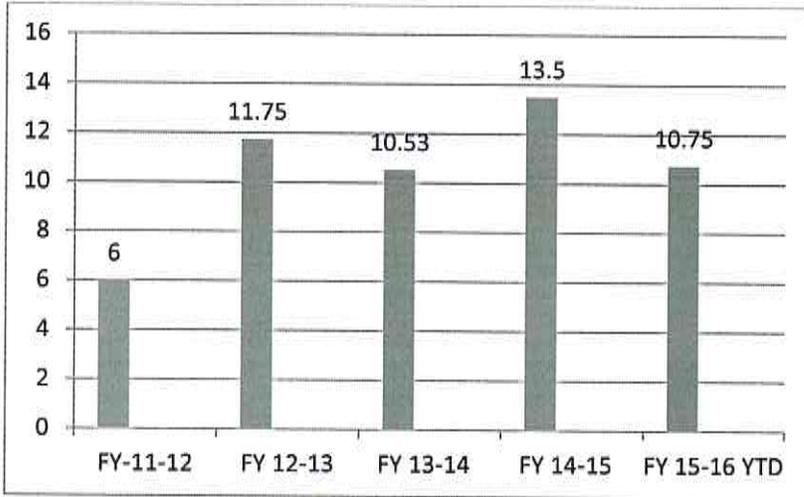
Asst. Chief Sisk attended four National Weather Service weather briefings during the month of December.

**Fire Department  
March 2016**

**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.

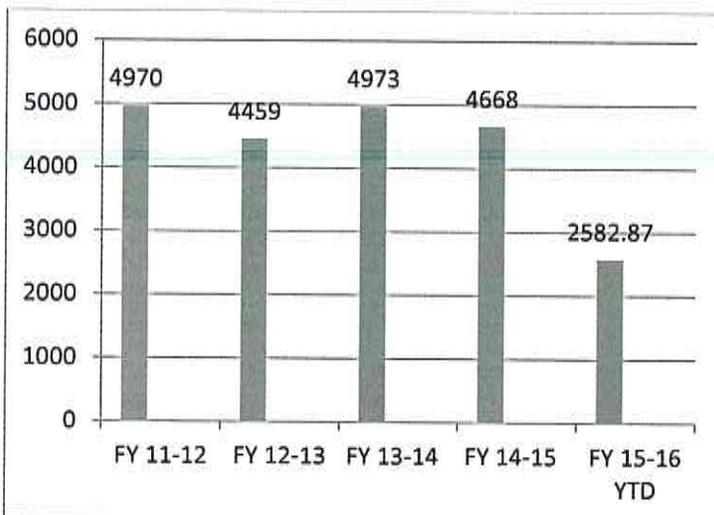


**Incident Responses**

Structure Fires	1	Vehicle Accidents(general cleanup)	5
Other Fires	0	Vehicle Accidents(With injuries)	3
Vehicle Fires	1	Rescue	1
Grass, Brush, Trash, Fires	3	False Alarms/Calls	8
Hazmat	0	Assist other Governmental Agency	0
Other Calls	18	Total Responses for the Month	111
Emergency Medical Responses	71	Total Responses Year to Date	825

**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 4,176 hours per year.

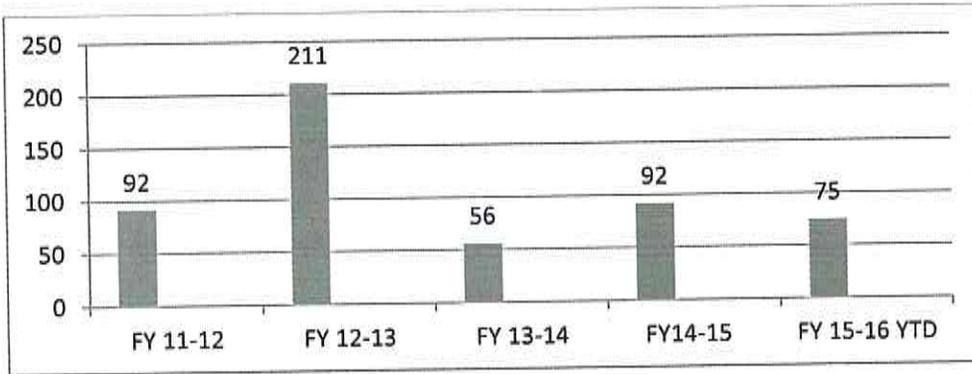


Total Training Man-hours for the Month	245.83	Total Training Man-hours Year to Date	2582.87
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**Fire Department  
March 2016**

**Fire Inspection**

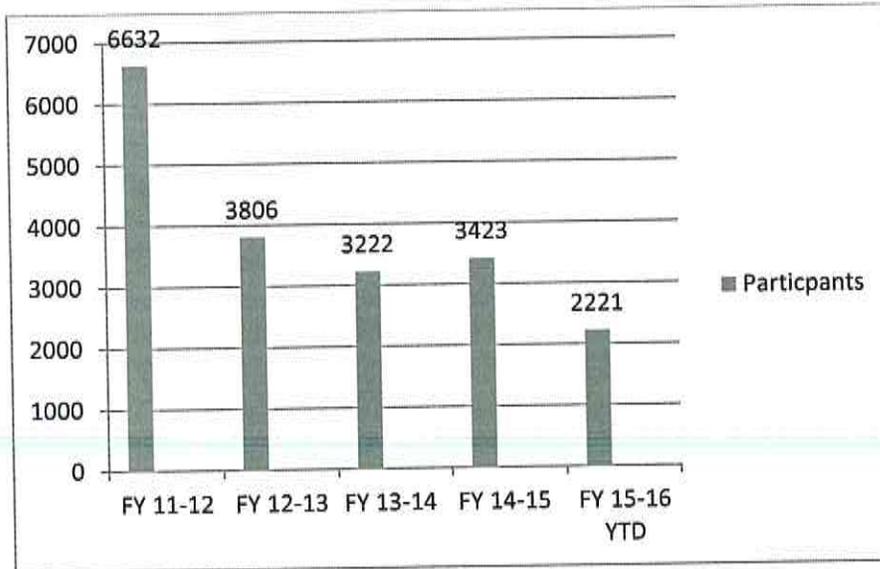
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



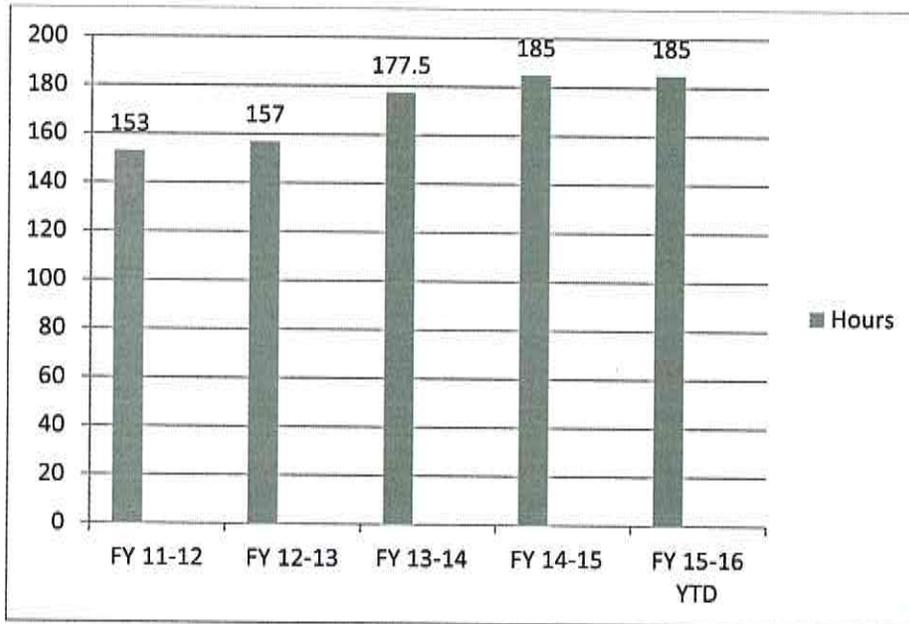
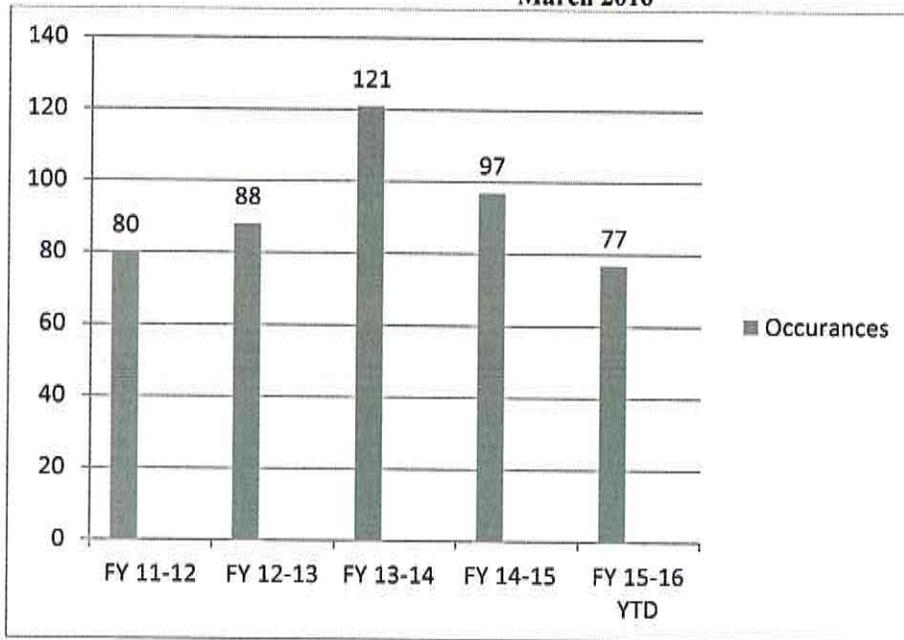
Fire Inspections	6	Year to Date	75	Plat / Plan Reviews	1	Year to Date	23
Fire Investigations	2	Year to Date	7	Fire Preplans	2	Year to Date	8

**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  
March 2016**



Participants	302	Education Hours	12
Participants Year to Date	2221	Education Hours Year to Date	185
Number of Occurrences	9	Number of Occurrences Year to Date	77

**Police Department  
March 2016**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in March:** Rotary Club (March 3, 10, 17, 24 & 31), Department Head Staff Meeting (March 7 & 21), Robertson County Chief's Meeting (March 8), Annual Police Department Patrol Meeting, BMA Budget Retreat (March 9), Mock Crash Meeting – White House Heritage High School (March 14) and 911 Board Meeting (March 15).

**Police Department Administration Performance Measurements**

1. **Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.** The accreditation process now has 159 professional standards that need to be met. As of the end of March, 54 proofs have been completed for 2016.
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	52	52
February	0	16	0	16
March	0	64	0	64
<b>Grand Total</b>	<b>0</b>	<b>80</b>	<b>52</b>	<b>132</b>

**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	March	FY 2015-2016
Three (3) Officers per Shift	40	366
Four (4) Officers per Shift	0	42

2. **Acquire and place into service two Police Patrol Vehicles.** Two new vehicles for the 2015-2016 FY have been received and placed on the road. **Complete.**
3. **Conduct two underage alcohol compliance checks during the Fiscal Year 2015-2016.** Fall compliance checks were conducted in November. Uptown Wine & Spirits failed compliance. We will do compliance checks again in the spring.
4. **Maintain or reduce TBI Group A offenses at the three-year average of 62 per 1,000 population during the calendar year of 2016.**

**Police Department  
March 2016**

Group A Offenses	March	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	16	1	35	3
Crimes Against Property	32	3	88	8
Crimes Against Society	10	1	36	3
<b>Total</b>	<b>58</b>	<b>5</b>	<b>159</b>	<b>14</b>
<b>Arrests</b>	<b>39</b>		<b>112</b>	

\*U.S. Census Estimate 2014 – 11,042

5. *Maintain a traffic collision rate at or below the three-year average of 341 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2016.*

	March 2016	TOTAL 2016
<b>Traffic Crashes Reported</b>	<b>40</b>	<b>98</b>
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	<b>142</b>	<b>466</b>
<b>Written Warnings</b>	<b>85</b>	<b>255</b>
<b>Verbal Warnings</b>	<b>151</b>	<b>490</b>

6. *Maintain an injury to collision ratio of not more than the three-year average of 14% by selective traffic enforcement and education during the calendar year 2016.*

<b>COLLISION RATIO</b>				
<u>2016</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>March</b>	40	3	8%	8%

**Traffic School:** No Traffic School in the month of March.

**Staffing**

- Ofc. Ryan Spraggins is currently in Field Training. He will be attending the Tennessee Law Enforcement Training Academy in April.
- There are two positions open at the White House Police Department. Background Checks are being completed on four applicants. By the end of April, we should have interviews.

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

**Sumner County Emergency Response Team:** ERT training was held on March 18<sup>th</sup> in Gallatin.

**Volunteer Reserve Officers:** In March, the Reserves trained 4 hours on classroom Firearms.

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 79% during calendar year 2016.*

**Police Department  
March 2016**

<b>2016 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<i>March</i>	79%	76%

**Communications Section**

	<b>March</b>	<b>Total 2016</b>
Calls for Service	1,069	3,086
Alarm Calls	38	102

**Request for Reports**

	<b>March 2016</b>	<b>FY 2015-2016</b>
Requests for Reports	19	211
Amount taken in	\$20.65	\$165.25
Tow Bills	\$0.00	\$613.00
Emailed at no charge	28	233
Storage Fees	\$0.00	\$0.00

***Governor's Highway Safety Office (GHSO):*** The GHSO meeting was held in Hendersonville on March 29<sup>th</sup>. We have submitted our paperwork for the GHSO grant for 2017.

***Volunteer Police Explorers:*** The March Explorers class was over searches and radar/lidar

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

**Crime Prevention/Community Relations Performance Measurements**

- Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***  
D.A.R.E. began on February 17<sup>th</sup> at White House Middle School. There are 7 classes with approximately 148 kids. D.A.R.E. Graduation is to be held May 23<sup>rd</sup>.
- Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.***  
Safety Day will be held on Labor Day.
- Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Citizen's Police Academy started on February 22<sup>nd</sup> with 29 people enrolled. Graduation for Citizen's Police Academy will be April 25<sup>th</sup>.
- Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - On March 4<sup>th</sup>, 32 kids from a Mom's Group toured the Police Department.
  - On March 9<sup>th</sup>, Ofc. David Segerson did a demonstration at the gun range for Leadership Sumner.
  - On March 18<sup>th</sup>, Sgt. Eric Enck instructed a S.P.E.A.R.E. class at Community Christian School. 18 girls were in attendance.
  - On March 19<sup>th</sup>, Sgt. Eric Enck instructed a S.P.E.A.R.E. class at the White House Police Department. Twelve women were in attendance.
  - On March 30<sup>th</sup>, Sgt. Eric Enck and Sgt. Erinn Ellis went to the Tennessee Law Enforcement Training Academy and assisted with fight scenarios.
  - On March 31<sup>st</sup>, Sgt. Enck instructed Defensive Tactics at the Gallatin Police Department.

**Police Department  
March 2016**

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

**Upcoming Events:**  
Americana Celebration (July)  
Safety Day (September)

<b>2016 Participation in Joint Community Events</b>		
	<b>March 2016</b>	<b>Year to Date</b>
<b>Community Activities</b>	6	12

**Public Services Department - Public Works Division  
March 2016**

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

1. (1) Stormwater Manager (1);
2. (1) PW Supervisor (1);
3. (1) Full-time PW crew leader; (Vacant – position filled by maintenance worker)
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		FEB-16	MAR-16	YTD 15/16
Stormwater	0	0	0	0		389	490	4,255
Sanitation	8,930	5,975	3,138	2,914		184	197	1,886
Street	3,539	3,765	4,485	4,040		860	1,112	5,107
Facility Maintenance	100	124	839	2,049		413	358	2,040
Fleet Maintenance	147	445	857	1,157		116	136	836
Meeting/Training	135	332	653	572		51	32	347
Leave	915	1,005	1022	807		112	105	935
Holiday	1,040	650	730	850		80	80	715
Overtime	0	70	166	263		26	10	345
Administrative	0	0	496	781		38	36	261

**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		FEB-16	MAR-16	YTD 15/16
Brush Collection Stops	2,970	2,787	5,394	5,915		353	492	4,005
Brush Truck Loads	468	302	644	503		27	40	300
Leaves Pickup Bags	N/A	519	4,324	4,016		45	258	2,517
Brush/Leaves Hours	N/A	585	2,119	1,634		94	130	945
Litter Pickup Bags	0	168	535	309		17	20	163
Litter Pickup Hours	N/A	443	829	1,147		90	67	941

**Public Services Department - Public Works Division  
March 2016**

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The March 2016 work order report shows that staff made **52** requests on the WI web portal system, of which only **23** were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FEB-16	MAR-16	YTD 15/16
Tons	3,634	3,458	3,315	3,081	242	271	2,421
Disposal Fee	\$88,325.03	\$85,077.60	\$82,869.34	\$86,098.70	\$6,049.10	\$6,700	\$60,499

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FEB-16	MAR-16	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763	3,949	3,943	35,226
Receivables	\$683,625.00	\$690,098.50	\$692,727.50	\$795,325.12	\$67,932	\$68,221	\$607,648
Revenue	\$654,858.69	\$684,487.53	\$705,287.91	\$781,004.41	\$69,360	\$66,238	\$610,394

**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	FEB-16	MAR-16	YTD 15/16
Participants	715	809	525	712	32	58	421
Tons	168	141	168	166	8	12	94
Disposal Fee	\$16,513.14	\$15,473.00	\$16,913.54	\$13,208.16	\$653	\$891	\$7,724

**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	FEB-16	MAR-16	YTD 15/16
Curbside Tons	244	393	456	408	37	44	326
Recycling Rate	7%	13%	14.3%	13.5%	13%	14%	11%
Revenue (curbside)	-	\$4,749.94	\$3,469.56	\$2,472.91	\$0	\$0	\$19.08
Fee (new program)	\$6,736.13	-	-	-	(\$558)	(\$664)	(\$2,529)
<i>Metal (drop-off) Tons</i>	11	62	42	33	4	4	30
Metal Revenue	\$3,167.45	\$10,555.50	\$6,240.40	\$4,333.90	\$236	\$232	\$1,894

**Public Services Department - Public Works Division  
March 2016**

**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	FEB-16	MAR-16	YTD 15/16
Drainage Requests	3	27	17	23	0	3	16
Drainage Work (feet)	58	1,457	2,513	2,232	69	80	1,823
Drainage Man Hours	N/A	891	1,261	1,135	203	466	3,031
Debris Removed Loads	N/A	75	57	75	17	8	493
Sweeping Man Hours	0	0	272	460	6	24	184

Stormwater Accounting	FY 14-15	FEB-16	MAR-16	YTD 15/16
Units Billed	24,410.00	4,150	4,144	32,947
Receivables (Billed)	\$107,249.28	\$34,861	\$34,528	\$275,315
Revenue (Received)	\$105,118.28	\$34,944	\$34,453	\$258,940

**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	FEB-16	MAR-16	YTD 15/16
Curb Repair	0	1	1	0	0	0	0
Shoulder LF	0	788	3,331	100	0	0	6,054
Shoulder Hours	0	0	88	54	0	12	61
Potholes	168	125	202	269	86	46	254
Pothole Hours	N/A	N/A	600	908	37	88	314
Mowing Hours	0	101	446	146	0	0	140
R-O-W Hours	N/A	N/A	12	299	20	229	417
Signs	119	153	106	251	13	12	69
Sign Work Hours	N/A	N/A	219	473	19	24	154
Salt Tons	55	4	79	76	2	0	221
Salt Hours	N/A	N/A	159	385	17	0	26
Decorative Streetlight Hours	0	0	0	33	5	2	32

**Public Services Department - Public Works Division  
March 2016**

**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  
March 2016**

**Collection System Activities**

**Employee Recognition:**

We've don't have anything new to report at this time.

**WWTP Headworks Project:**

Some of the mechanical equipment has been delivered. The drum screens were delivered during the last week of January, which was several weeks ahead of schedule. However, I inspected the units prior to accepting them and found several welding issues and some damage that had occurred during shipping. I rejected the delivery and sent the units back to the factory so that they could do some much needed quality control, which should have been done before they shipped them to us. **(The preconstruction meeting was held on September 15, 2015, and the official construction commencement date was October 5, 2015. The project has a 240-day substantial completion date and a 270-day final completion date.)**

**Calista Lift Station Rehabilitation Project:**

This project is replacing the motor control center (MCC), the installation of VFD's, the installation of grinders at the vertical turbine pumps and the replacement of the auxiliary power generator. The Calista MCC project will also include the installation of two (2) VFD's and grinders at the North Palmers Chapel vacuum station. The mechanical and electrical materials are in production and the project CPM schedule shows work commencement on January 15. **(We had the preconstruction meeting on September 15, 2015 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.)**

**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 be paid before service is reconnected. For those customers that have an unusually high bill, the City provides for a monthly repayment schedule.

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FEB-16</u>	<u>MAR-16</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685	12,068	1,237	856	8,465
Disconnects for non-pay	N/A	N/A	258	442	22	23	282
Revenue Late Payments	\$62,880	\$67,810	\$65,074	\$61,350	\$6,358	\$5,517	\$53,364

**Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:**

This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

<u>Line Marking</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FEB-16</u>	<u>MAR-16</u>	<u>YTD</u>
Tennessee 811	948	866	1,306	1,416	124	205	1,216

**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.

**Public Services Department - Wastewater Division  
March 2016**

<u>Lift Station Location</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>		<u>FEB-16</u>	<u>MAR-16</u>	<u>YTD</u>
North Palmers Chapel	1,483	1,736	3,559	483		4	0	33
Calista Road	985	1,058	2,014	418		2	0	18
Wilkinson Lane	417	231	219	101		0	0	0
Portland Road	13	25	36	13		0	0	1
Cope's Crossing	109	445	208	72		0	0	4
Union Road	16	149	93	45		0	0	91
Meadowlark Drive	32	40		33		0	0	0
Highway 76	20	9	6	2		0	0	0
Cambria Drive	32	16	9	0		0	0	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.

<u>Work Orders</u>	<u>FY 10/11</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>		<u>FEB-15</u>	<u>MAR-16</u>	<u>YTD</u>
"Grinder Project"	144	229	3	0		0	0	0
PD to Centrifugal Converts			4	10		0	0	3
2000 to Extreme C/O	0	85	86	60		5	6	41
2000 to 2000 C/O	271	19	13	23		0	0	7
Extreme to 2000 C/O	0	33	14	28		0	0	15
Extreme to Extreme C/O	0	157	110	117		15	23	105
Centrifugal to Centrifugal C/O	-	-	-	5		0	2	2
2000 Conversions	159	26	3	0		0	0	2
Extreme Converts	0	43	83	74		5	2	37
<b>Total Pumps Replaced</b>	<b>430</b>	<b>363</b>	<b>313</b>	<b>321</b>		<b>25</b>	<b>33</b>	<b>228</b>
Low Pressure Service Request	554	977		723		51	75	429
Vacuum System Service	96	127	102	58		18	4	72
Gravity Service Request				14		0	0	5
Inspection for New Service	0	0	27	51		2	2	24
Final Inspection for New	0	0	47	66		2	4	33
Sanitary Sewer Overflow (SSO)	0	4	2	3		0	0	5
Odor Complaints	0	0	11	14		0	1	14

**Public Services Department - Wastewater Division  
March 2016**

**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.

<b><u>Repairs</u></b>	<b><u>FY 10/11</u></b>	<b><u>FY 11/12</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 14/15</u></b>	<b><u>FEB-15</u></b>	<b><u>MAR-16</u></b>	<b><u>YTD</u></b>
Major Lift Stations	12	5	5	18	26	4	2	47
Mainline	0	1	7	18	14	2	2	11
Service Line	82	52	65	136	49	2	9	31

**Major Lift Stations Repairs:**

**WILKINSON LANE:**

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

**CALISTA:**

We've installed one (1) VFD on a temporary basis. The new Yeoman VI (vertical inline) pump has been installed.

We are waiting for AirVac to release the new generation of valves and controllers that are designed to prevent water from entering the controllers and making them inoperable. AirVac has set a tentative release date of March 2016.

**COPE'S CROSSING:**

The issues with Cope's Crossing were resolved by WASCON and is running normal.

**UNION ROAD:**

WASCON has replaced the impellers and check valves and the station is running normal.

**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.

	<b><u>JAN - 2016</u></b>	<b><u>FEB - 2016</u></b>	<b><u>MAR - 2016</u></b>	
<b>Flow</b>	<b>0.814 MGD</b>	<b>0.780 MGD</b>	<b>0.832 MGD</b>	
<b>Capacity</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	
<b>% of Plant Throughput</b>	<b>58%</b>	<b>55.7%</b>	<b>59.4%</b>	(0.832 MGD) / (1.40 MGD)
<b>Actual Capacity</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	(1.4 MGD x 80%)
<b>% of Allocated Capacity</b>	<b>72.6%</b>	<b>69.6%</b>	<b>74.2%</b>	(0.832 MGD) / (1.12 MGD)
<b>Rainfall</b>	<b>3.35"</b>	<b>7.17"</b>	<b>7.42"</b>	

**Public Services Department - Wastewater Division  
March 2016**

<u>Effluent</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY14/15</u>	<u>FEB-15</u>	<u>MAR-16</u>	<u>YTD</u>
<b>Violations</b>		4	6	2	1	0	0	7

Violations were due to rain events causing excessive flows through the plant which resulted in heavy discharges.

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 19 gallons per day at the Union Road lift station and 17 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.

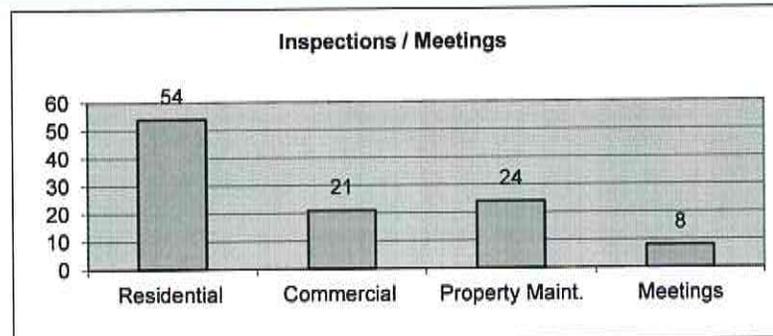
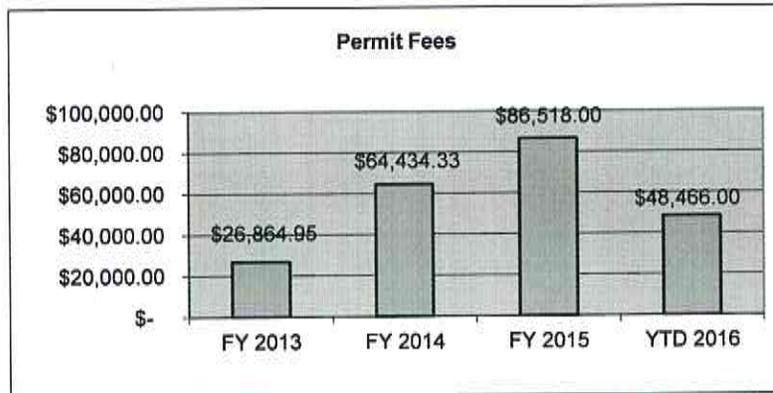
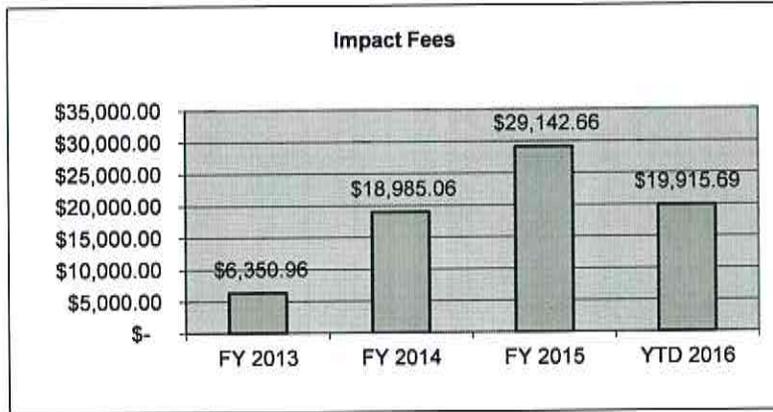
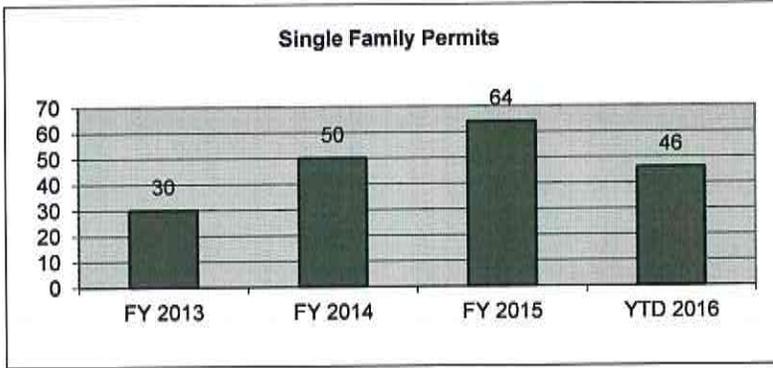
*TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.*

The PAA feed rate is now operating at a constant 1.89 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 31.1 cfu's, which is well below the limit.

**Planning and Codes Department  
MARCH 2016**



**Planning and Codes Department  
MARCH 2016**

	Month	YTD 16	FY2015	FY2014	FY2013
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	5	42	50	38	39
Construction Appeals	0	1	1	0	0
Zoning Appeals	1	11	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	14	46	64	50	30
Multi-Family Residential	4	4	3	123	2
Other Residential	47	154	367	132	133
New Commercial	1	4	7	2	1
New Industrial	0	1	1	0	0
Other Com/Ind	6	24	51	26	27
State Electrical	64	429	657	478	329
Sign	3	14	17	16	11
Occupancy Permits	3	42	54	59	62
Commercial Certificate of Occupancy-					
<b>Mattress Express-205 A. Wilkinson Ln.</b>					
<b>TN Flea Market-3012 Hwy 31W</b>					
<b>J &amp; L Liquor Store-322 Hester Dr.</b>					
Other	3	4	1	71	18
<b>BUILDING INSPECTIONS</b>					
Residential	54	1013	1194	519	334
Hours	19.92	213.92	295.61	175.59	111.25
Commercial /Industrial	21	111	360	189	151
Hours	9.08	46.74	127.41	79.33	94.34
<b>CODE ENFORCEMENT</b>					
Total Cases	24	260	612	531	735
Hours	3.83	42.75	70.49	83.42	113.92
Complaints Received	9	77	145	141	126
<b>MEETINGS</b>					
Administration	2	23	29	39	55
Hours	11	54	56.92	67.95	89.06
Planning	2	22	23	31	40
Hours	1.5	48.25	56.8	101.25	51.1
Codes	4	28	34	50	53
Hours	3	19.08	28.74	58.25	73.5
<b>FEES</b>					
Permit Fees	\$15,125.00	\$ 48,466.00	\$ 86,518.00	\$ 64,434.33	\$ 26,864.95
Board Review Fees	\$300.00	\$ 7,175.00	\$ 17,244.50	\$ 7,297.90	\$ 3,150.00
City Impact Fee	\$5,254.58	\$ 19,915.69	\$ 29,142.66	\$ 18,985.06	\$ 6,350.96
Roads	\$3,006.66	\$ 10,556.77	\$ 12,820.88	\$ 5,405.07	\$ 3,056.90
Parks	\$652.40	\$ 1,919.60	\$ 5,943.60	\$ 4,993.50	\$ 1,197.40
Police	\$961.20	\$ 4,481.04	\$ 6,155.15	\$ 4,494.28	\$ 1,262.70
Fire	\$634.32	\$ 2,957.78	\$ 4,067.80	\$ 2,976.51	\$ 796.76
<b>OTHER ITEMS</b>					
Subdivision Lots	0	51	0	0	0
Commercial/Ind. Sq Ft	2,910	20,630	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	\$565,590.00	\$ 592,040.00	\$ 632,150.00	\$ 693,270.00	\$ 974,300.00
Builders Bonds	46,366.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53
Workings Days in Month	19	17	16	16	16

**Parks, Recreation, & Cultural Arts Department**  
**March 2016**

**Summary of Month's Activities**

The electrical work for the splash pad has gotten underway. We have ordered an electrical panel for the 3-phase electrical that the pavilion/restroom facility will be able to hook up to as well. It should be in within the next week or so. Once that is in we will be able to get things going and start running the water to see how to operate it and everything.

Work has continued on the Municipal Park Restroom Renovation and Pavilion/Restroom facility at the Recreational Complex. They have laid the block and roughed in the plumbing on the pavilion/restroom facility as well as started on the structure of the roof. The brick color that they originally sent was off, so they are going to be bringing some new brick to be approved before they start laying that. The roof color has been chosen along with the color for the signs. C&C believes they can still get the project completed by Memorial Day. For the Municipal Park restroom renovation, the roof has been replaced and the plumbing has been roughed in along with the block being laid according to the new layout. One big change that has taken place on this project is the superintendent, who had been with C&C for over 20 years, has abruptly left. So, that is a huge hurdle to overcome as we try to get these projects completed.

The Municipal Park street lighting project is complete except for a few items on the punch list that need to be addressed. These are minor issues and should be resolved quickly. Once they are complete, then the project will be completely finished, but we now have lighting leading through the back of the park and they are working properly.

The Columbarium is in Georgia, and should be delivered to us in the next week or so. Scott Kelly of Rehorn and Kelly is very graciously going to be placing the granite stone that the columbarium is to be placed upon and will be setting the columbarium onto that stone via crane for us.

The decorative fencing for the cemetery had some holdups with the turnover that we and Capitol Wholesale Fence have had. They lost the two sales people they had working with Ashley on that project. So the owner, David Cuffman, had to contact me and try and figure out what we needed and it took a while to find all of that info. David then sent me the order confirmation and the fence drawing for confirmation and I confirmed it all with him yesterday after having our engineer look at it and make sure it was correct. So, like Ashley reported the last time, there is a 6 – 8 week lead time to have it manufactured. Hopefully the next time we meet we will have that project completed. I plan on going ahead and getting the rock column foundations laid as soon as possible, and all of the work leading up to it, so that way all that needs to be done is installing the fence and it is good to go.

Recreation

We are currently hiring for the Superintendent position and interviews will take place on April 18<sup>th</sup>.

The Girls Volleyball spring league starts games on April 5<sup>th</sup>. We have 10 teams total and approximately 80 girls in the league this spring. The season is set to end May 24<sup>th</sup>.

Little League Challenger Baseball registration has ended and we only had 6 people sign up. However, we are moving forward with the league as is and we have two girls that are helping coach and the kids seem to enjoy it for the most part. Games will begin April 16<sup>th</sup> and the season will end May 21<sup>st</sup>.

The Men's Softball Spring League registration has ended and we ended up with 6 teams. The season will begin April 5<sup>th</sup> and is set to end June 2<sup>nd</sup>.

Parks Maintenance

- The new Maintenance Supervisor, John Skinner, started working for us on March 14<sup>th</sup>.
- We were finally able to hire another part time worker. His name is Jake Grant and he started around the time that John did. We no longer have any unfilled positions at the park.
- Workers have continued performing landscaping maintenance at the trailheads, Municipal Park, and Soccer Complex.
- The workers got started with their mowing for the year. Approximately 56 hours were spent mowing this month between the park and ballfields.
- We hired TruGreen to come in and spray all of our fields in the park and Soccer Complex.
- We hired Pure Green to spray at all of the Greenway Trailheads.

**Parks, Recreation, & Cultural Arts Department**  
**March 2016**

Seniors

March activities included:

- Book Club with a trip to Ms Bee's book store in Hendersonville.
- After their monthly Bunco they enjoyed lunch at Dandelions in Cross Plains with 13 attending.
- Easter projects (yarn Easter eggs and decorative jars) were the theme for craft corner.
- They enjoyed lunch at Liz's in Goodlettsville and an afternoon antiques with 14 seniors.
- They celebrated St. Patrick's Day with a potluck (Irish food), games and a photo booth with 25 attending.
- Easter week they visited the Upper Room in Nashville and had an Easter egg hunt after their Wednesday lunch.
- They ended the month with a movie at the center and an outing at Johnson Crossroads Restaurant for breakfast with 22 attending.
- They continued our weekly trips to Gallatin Civic Center for water aerobics or Zumba.

**Parks, Recreation, Cultural Arts Department**  
**MARCH**  
**2016**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Current Year	
						Feb. 16	Mar. 16

**Maintenance**

Mowing Hours	1,486	1,346	1,276	1,134	887	0	56	642
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	10	0	3,885
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	0	0	3,520
Number of Trees/Shrubs Planted	20	39	3	23	15	0	0	0

**Recreation**

Number of Youth Program Participants	354	448	818	762	767	0	86	625
Number of Adult Program Participants	2,353	2,471	1,726	855	537	0	0	131
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	0	0	2,680
Total Number of Special Events Offered	19	17	19	12	11	0	0	11
Total Number of Programs Offered	68	78	51	46	43	5	3	26
Youth Program Revenue	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37	\$3,954.00	\$35.00	\$ 40,458.00
Adult Program Revenue	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00	\$950.00	\$2,250.00	\$ 6,402.00
Special Event Revenue	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00	\$0.00	\$0.00	\$ 2,320.00

**Administration**

Number of Shelter Reservations	116	112	110	103	112	0	6	51
Hours of Shelter Reservations				130	311	0	19	172
Shelter Reservation Revenue	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50	\$260.00	\$748.00	\$ 2,007.00
Number of Facilities Reservations	63	136	261	207	191	29	24	214
Hours of Facility Reservations				145	584	75	75	652
Facility Reservation Revenue	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62	\$2,081.25	\$2,513.75	\$ 23,307.52
Field Rental Revenue				\$4,498.33	\$3,248.00	\$265.00	\$415.00	\$ 2,933.00
Misc. Revenue	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18	\$5,346.24	\$7,308.25	\$ 24,965.14

**Senior Center**

Senior Center Participants	2,860	3,269	3,586	3,478	3,770	775	974	6,666
Number of Trip Participants	473	387	477	507	538	54	44	339
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	257	349	2,454
Number of Program Participants	632	4,486	4,030	3,419	4,618	464	581	3,803
Number of Trips Offered	42	31	34	38	45	3	3	26
Number of Meals Served	46	49	49	49	50	4	5	37
Number of Programs Offered	50	90	87	81	74	8	11	84

**White House Library**  
**March 2016**

**Summary of Activities**

The catalog librarian and one library clerk attended an in-service at the regional library in Clarksville on the state standards on Technology.

The library board met on March 10<sup>th</sup>. The board reviewed the State Standards, the new library's image evaluation, and voted to update the technology check out form. The board also looked at the upcoming events in March and April.

The library was able to add board games and puzzles for checkout with the help of friends of the library donations. March was the first month that these items were available for checkout and a total of 16 puzzles and 37 board games checked out. The library believes that these are successful numbers since the items were so new. The checkout rate of these items will continue to be monitored to help identify whether more of these items should be purchased in the future. Additionally, the library is trying to count the number of individuals using the Lego table through basic observation and a total of 140 people used it in the month of March.

The library had a total of 20 children's programs, 5 teen, and 4 adult programs. The children's programs consisted of our Monday movie and maker programs, toddler and preschool story time, our new Saturday story times, and our homeschool program. We had a total of 267 individuals at our children programs. For our teen programs, we had a video game tournament, a mystery box movie night, a karaoke night, a movie night, and a book club. We had a total of 14 teens show up for these programs. The library had a total of 4 adult programs in March which included two computer classes, book club, and a documentary showing. A total of 13 people showed up for these programs.

The library director met with the Portland, TN library director in March to discuss their presentation for the Tennessee Library Association. Together the two directors will talk about the technology devices that they check out, their policies, and procedures. Their presentation will be in April.

The library's Bookworm Book Club members had been bringing in can food at each of their meetings. A total of two boxes were filled from these monthly donations which will be given to the Hope Center food bank here in White House, TN.

**Department Highlights**

The highlight for the month was the success with our brand new puzzle and board game collection. This is the first time that the library has had a full collection of these items for checkout to the public. The library was impressed with the success of their checkout even with minimal advertising.

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**White House Library & Museum  
March 2016  
Performance Measures**

**Official Service Area Populations**

2009	2010	2011	2012	2013	2014	2015	2016
12,980	13,316	13,257	13,421	13,386	13,477	13,616	

**March Membership**

**Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	72	3	10,749	81
2014	40	160	8,762	65
2015	38	192	9,281	68
2016	127	374	10,876	79

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 such a difference in membership from 2013 to 2014. However, even with the purge, our users have increased greatly with the new library opening.

**Total Material Available:** 29,320

**Estimated Value of Total Materials:** \$733,000

**Last Month:** \$728,200

**Total Materials Available Per Capita:** 2.15

**Last Month:** 2.13

**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, which the library is currently meeting.

**Materials Added In March**

2011	2012	2013	2014	2015	2016
234	570	198	372	349	208

**Yearly Material Added**

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	816

The library's goal is to add material that meets the current and future needs of city patrons. Due to the increase in circulation, the library believes that it is adding material that meets its patron's wants and needs.

**Physical Items Checked Out in March**

2011	2012	2013	2014	2015	2016
6,159	4,527	3,701	3,451	4,325	6,067

**Cumulative Physical Items Check Out**

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	16,410

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 slight increase in the number of print items it checked out in 2015 compared to 2014. Even with this increase, the library was still below the 2.5 state standards. However, we expect to be much closer to the requirement since we are seeing an increase in circulation at the new library.

**March Users**

**Yearly Users**

	2015	2016		2015	2016
<b>Technology Devices</b>	0	10		48	28
<b>Kids Tech Devices</b>	0	8		33	15
<b>Study Rooms</b>	0	80		300	203
<b>Lego Table</b>	0	140		145	452
<b>Board Games</b>	0	37		0	37
<b>Puzzles</b>	0	16		0	16

In addition to our tech devices and study rooms, the library just added puzzles and board games for check with the help of donations from the friends of the library. So far, the circulation of these items has been successful and we will continue to monitor these items to determine if their demand warrants more purchases of these items.

**Volunteers:** 20    **Hours:** 162 hours and 10 minutes

**March Computer Users**

	2011	2012	2013	2014	2015	2016
<b>Wireless</b>	***	***	92	75	175	545
<b>Internet</b>	622	393	318	247	344	393

**Yearly Computer Users**

2011	2012	2013	2014	2015	2016
***	***	1,071	1,315	3,704	1,534
5,983	4,282	3,791	3,743	3,882	1,080

**White House Library & Museum  
March 2016**

**Performance Measures**

<b>Computers</b>												
<b>Kids</b>	210	351	175	96	91	158	3,244	2,874	1,691	1,478	1,857	455

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. The new library has better WI-FI which is being used greatly. Our computers are still checking out in great numbers as well.

**Kids Programs**

March	Kids Sessions	Kids Attendance
2011	11	405
2012	9	229
2013	8	142
2014	10	81
2015	10	150
2016	20	267

**Yearly Totals**

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
96	1,743
54	611

The library had 20 children programs in March. These 20 programs consist of our regular toddler and, preschool story times, homeschool group, Monday after school programs, and Saturday story times.

March	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	3	18
2015	0	0
2016	5	14

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
16	87
13	34

The library had a total of five teen events in March which included a video game tournament, a mystery movie making night, Karaoke night, a movie night, a book club night.

March Totals	Adult Sessions	Adult Attendance
2011	1	8
2012	1	8
2013	1	9
2014	1	10
2015	1	7
2016	4	13

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
25	294
12	52

The library had four adult programs in March which included our regular book club, two computer classes, and documentary showing.

**Services Provided by Contracting with State**

**March Interlibrary Loan Services**

	2011	2012	2013	2014	2015	2016
<b>Borrowed</b>	27	25	19	11	37	78
<b>Loaned</b>	3	10	9	20	32	30

**Yearly Interlibrary Loan Services**

2011	2012	2013	2014	2015	2016
337	362	136	271	303	150
64	100	165	411	253	90

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>eBooks</b>	792	2,010	3,688	5,664	4,385
<b>Audios</b>	1,717	2,501	2,521	3,308	3,026

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**

**MARCH 2016**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$7,468.75  
**TOTAL MONIES COLLECTED YTD \$65,718.80**

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$1,339.50  
**TOTAL MONIES COLLECTED YTD \$15,252.16**

**TOTAL REVENUE FOR MONTH \$8,808.25**  
**TOTAL REVENUE YTD \$80,970.96**

**DISBURSEMENTS**

LITIGATION TAX \$511.00  
DOS/DOH FINES & FEES \$199.50  
DOS TITLE & REGISTRATION \$204.25  
RESTITUTION/REFUNDS \$0.00  
TBI-EXPUNGEMENT/FEES \$0.00  
CASH BOND \$0.00  
WORTHLESS CHECKS \$112.50  
TOTAL DISBURSEMENTS FOR MONTH \$1,027.25  
**TOTAL DISBURSEMENTS YTD \$8,222.79**

**ADJUSTED REVENUE FOR MONTH \$7,781.00**  
**TOTAL ADJUSTED REVENUE YTD \$72,748.17**

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$152.00  
**DRUG FUND DONATIONS YTD \$2,639.04**

<b>Disposition</b>	<b>Mar-16</b>	<b>Feb-16</b>	<b>Jan-16</b>
Ticket Paid in Full – Prior to Court	30	31	27
Guilty as Charged	10	5	3
Dismissal	8	3	6
Dismissed upon presentation of insurance	25	32	30
Not Guilty	0	0	1
Dismissed to Traffic School	0	6	0
Dismissed with Costs and Fines	35	28	27
Dismissed with Costs	20	18	12
Dismissed with Fine	0	1	1
Case Transferred to County	0	1	0
Dismissed with Public Service	0	0	0
Total	128	125	107

**DRAFT**

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Created by: LGC

City of White House  
Summary Financial Statement  
March 2016

User: Jason Barnes  
Date/Time: 4/11/2016 7:24 AM  
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110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
								75.00%	
31100		Property Taxes (Sumner To Distribute)		0.00	0.00	0.00 %	0.00	(955.00)	0.00 %
31110		Real & Personal Property Tax(Current)		2,085,719.00	(2,171,802.33)	104.13 %	173,809.92	(26,866.22)	15.46 %
31120		Public Utilities Property Tax (Current)		90,000.00	(95,254.00)	105.84 %	7,500.00	(95,254.00)	1,270.05 %
31211		Property Tax Delinquent 1st Year		35,000.00	(50,394.37)	143.98 %	2,916.67	(3,631.91)	124.52 %
31212		Property Tax Delinquent 2nd Year		7,000.00	(1,936.18)	27.66 %	583.33	0.00	0.00 %
31213		Property Tax Delinquent 3rd Year		2,500.00	(2,944.00)	117.76 %	208.33	(1,208.00)	579.84 %
31214		Property Tax Delinquent 4th Year		1,200.00	(2,445.00)	203.75 %	100.00	(951.00)	951.00 %
31215		Property Tax Delinquent 5th Year		1,500.00	(1,803.00)	120.20 %	125.00	0.00	0.00 %
31216		Property Tax Delinquent 6th Year		1,000.00	(307.00)	30.70 %	83.33	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior		1,000.00	(152.00)	15.20 %	83.33	0.00	0.00 %
31300		Int, Penalty, And Court Cost On Prop		21,000.00	(12,062.00)	57.44 %	1,750.00	(2,107.06)	120.40 %
31513		Payment In Lieu Of Tax -Sewer		136,000.00	(98,435.88)	72.38 %	11,333.33	(10,937.32)	96.51 %
31520		Payments From Industry		14,000.00	(15,289.00)	109.21 %	1,166.67	(15,289.00)	1,310.49 %
31610		Local Sales Tax - Co. Trustee		2,042,287.00	(1,698,585.36)	83.17 %	170,190.58	(184,285.45)	108.28 %
31709		Beer And Liquor Local Priv Tax		6,800.00	(6,666.24)	98.03 %	566.67	0.00	0.00 %
31710		Wholesale Beer Tax		270,000.00	(241,213.18)	89.34 %	22,500.00	(23,118.19)	102.75 %
31720		Wholesale Liquor Tax		5,000.00	(33,906.17)	678.12 %	416.67	(6,401.43)	1,536.34 %
31800		Business Taxes		120,000.00	(64,450.98)	53.71 %	10,000.00	(3,008.99)	30.09 %
31911		Natural Gas Franchise Tax		135,000.00	(147,356.29)	109.15 %	11,250.00	0.00	0.00 %
31912		Cable TV Franchise Tax		120,000.00	(107,241.02)	89.37 %	10,000.00	0.00	0.00 %
31960		Special Assessment - Liens		500.00	(470.00)	94.00 %	41.67	0.00	0.00 %
31980		Mixed Drink Taxes		10,500.00	(10,749.79)	102.38 %	875.00	(950.00)	108.57 %
32209		Beer And Liquor License Application		2,550.00	(750.00)	29.41 %	212.50	0.00	0.00 %

City of White House  
Summary Financial Statement  
March 2016

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			75.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
32610		Building Permits		60,000.00	(50,743.50)	84.57 %	5,000.00	(15,104.50)	302.09 %	
32690		Other Permits		0.00	(390.00)	0.00 %	0.00	(225.00)	0.00 %	
32710		Sign Permits		1,000.00	(1,450.00)	145.00 %	83.33	(400.00)	480.00 %	
33100		Federal Grants		1,337,651.00	(348,115.05)	26.02 %	111,470.92	0.00	0.00 %	
33191		Fema Reimbursement		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33320		Tva Payments In Lieu Of Taxes		117,320.00	(76,749.95)	65.42 %	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	(10,200.00)	89.47 %	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	(617,584.23)	81.26 %	63,333.33	(58,242.38)	91.96 %	
33520		State Income Tax		23,000.00	(38,850.13)	168.91 %	1,916.67	(79.05)	4.12 %	
33530		State Beer Tax		5,000.00	(2,670.32)	53.41 %	416.67	0.00	0.00 %	
33553		State Gasoline Inspection Fee		21,000.00	(15,652.66)	74.54 %	1,750.00	(1,738.61)	99.35 %	
33593		Corporate Excise Tax		11,000.00	(5,482.47)	49.84 %	916.67	(5,482.47)	598.09 %	
33710		County Grant - Senior Nutrition		9,500.00	(9,500.00)	100.00 %	791.67	0.00	0.00 %	
34120		Fees And Commissions		8,500.00	(8,853.32)	104.16 %	708.33	(2,224.25)	314.01 %	
34740		Parks And Rec League Fees		73,000.00	(54,555.97)	74.73 %	6,083.33	(4,569.00)	75.11 %	
34741		Field Maintenance Fees		8,100.00	(8,757.00)	108.11 %	675.00	(2,825.00)	418.52 %	
34760		Library Fines, Fees, And Other		5,500.00	(8,071.30)	146.75 %	458.33	(967.00)	210.98 %	
34762		Museum Donations		0.00	(1,000.00)	0.00 %	0.00	0.00	0.00 %	
34793		Community Center Fees		20,000.00	(25,894.27)	129.47 %	1,666.67	(3,476.75)	208.61 %	
34900		Other Charges For Services		8,000.00	(6,431.50)	80.39 %	666.67	(902.50)	135.38 %	
35110		City Court Fines And Costs		140,000.00	(73,978.49)	52.84 %	11,666.67	(7,781.00)	66.69 %	
35130		Impoundment Charges		100.00	(613.00)	613.00 %	8.33	0.00	0.00 %	

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
36000		Other Revenues		7,500.00	(3,307.16)	44.10 %	625.00	2,096.55	-335.45 %
36100		Interest Earnings		4,200.00	(5,477.45)	130.42 %	350.00	(1,045.61)	298.75 %
36210		Rent		17,000.00	(15,033.46)	88.43 %	1,416.67	(9,280.18)	655.07 %
36330		Sale Of Equipment		500.00	(5,723.39)	1,144.68 %	41.67	(1,803.00)	4,327.20 %
36350		Insurance Recoveries		0.00	(29,995.42)	0.00 %	0.00	0.00	0.00 %
36430		Tax Refunds (Overpayments)		0.00	(5.48)	0.00 %	0.00	175.00	0.00 %
36450		Parks Concessions		1,500.00	(258.80)	17.25 %	125.00	0.00	0.00 %
36700		Contri And Donation From Private		9,500.00	(73,948.35)	778.40 %	791.67	(1,000.00)	126.32 %
36930		Sale Of Notes		351,250.00	(355,000.00)	101.07 %	29,270.83	0.00	0.00 %
36966		Operating Tran In From Capital Proj		0.00	0.00	0.00 %	0.00	0.00	0.00 %
		<b>Total Revenues</b>		<b>8,121,277.00</b>	<b>(6,618,506.46)</b>	<b>81.50 %</b>	<b>676,773.08</b>	<b>(489,838.32)</b>	<b>72.38 %</b>
<b>Expenditures</b>									
41000		General Government		(488,928.00)	368,543.61	75.38 %	(40,744.00)	33,094.51	81.23 %
41210		City Court		(80,520.00)	60,135.59	74.68 %	(6,710.00)	5,747.63	85.66 %
41500		Financial Administration		(391,108.00)	266,032.61	68.02 %	(32,592.33)	23,473.46	72.02 %
41650		Human Resources		(154,078.00)	115,674.94	75.08 %	(12,839.83)	10,137.47	78.95 %
41670		Engineering		(1,156,375.00)	248,487.77	21.49 %	(96,364.58)	130,990.14	135.93 %
41700		Planning And Zoning		(320,025.00)	234,697.25	73.34 %	(26,668.75)	20,192.65	75.72 %
41800		General Government Buildings		(275,104.00)	143,348.13	52.11 %	(22,925.33)	14,602.57	63.70 %
41921		Special Events		(14,000.00)	4,470.85	31.93 %	(1,166.67)	403.35	34.57 %
42100		Police Patrol		(1,250,054.00)	806,235.72	64.50 %	(104,171.17)	74,362.05	71.38 %
42120		Police Support Services		(343,340.00)	256,256.81	74.64 %	(28,611.67)	28,871.08	100.91 %
42150		Police Administration		(347,205.00)	220,215.15	63.43 %	(28,933.75)	29,302.03	101.27 %
42151		Communications Services		(192,000.00)	187,277.64	97.54 %	(16,000.00)	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
42200		Fire Protection And Control	(1,621,555.00)	1,237,507.42	76.32 %	(135,129.58)	79,656.74	58.95 %	
42210		Fire Administration And Inspection	(324,666.00)	228,338.03	70.33 %	(27,055.50)	19,617.44	72.51 %	
43000		Public Works	(764,354.00)	562,430.78	73.58 %	(63,696.17)	8,579.79	13.47 %	
43100		Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
44310		Senior Citizen Activities	(43,303.00)	29,074.68	67.14 %	(3,608.58)	961.83	26.65 %	
44520		Museum Services	(181,948.00)	33,660.51	18.50 %	(15,162.33)	6,182.88	40.78 %	
44700		Parks	(331,595.00)	217,446.78	65.58 %	(27,632.92)	29,867.26	108.09 %	
44740		Park Maintenance	(1,144,131.00)	944,931.20	82.59 %	(95,344.25)	20,055.07	21.03 %	
44800		Libraries	(414,234.00)	321,452.12	77.60 %	(34,519.50)	20,824.47	60.33 %	
44880		Children's Library Services	(37,677.00)	27,548.20	73.12 %	(3,139.75)	2,877.74	91.66 %	
51000		Misc Exp	(268,824.00)	237,796.63	88.46 %	(22,402.00)	181,413.84	809.81 %	
52210		Collection	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
<b>Total</b>	<b>110</b>	<b>General Fund</b>	<b>(10,145,024.00)</b>	<b>6,751,562.42</b>	<b>66.55 %</b>	<b>(845,418.67)</b>	<b>741,214.00</b>	<b>87.67 %</b>	
			<b>(2,023,747.00)</b>	<b>133,055.96</b>	<b>6.57 %</b>	<b>(168,645.58)</b>	<b>251,375.68</b>	<b>149.06 %</b>	

120	Industrial Development Fund	Account	Description	Year-To-Date		Monthly Comparative:		75.00%	
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
			<b>Revenues</b>						
33800			Local Revenue Allocations	70,000.00	(100,053.43)	142.93 %	5,833.33	0.00	0.00 %
36100			Interest Earnings	100.00	(172.10)	172.10 %	8.33	(21.37)	256.44 %
			<b>Total Revenues</b>	<b>70,100.00</b>	<b>(100,225.53)</b>	<b>142.98 %</b>	<b>5,841.67</b>	<b>(21.37)</b>	<b>0.37 %</b>
			<b>Expenditures</b>						
48000			Economic Opportunity	(118,500.00)	34,741.02	29.32 %	(9,875.00)	0.00	0.00 %
			<b>Total Expenditures</b>	<b>(118,500.00)</b>	<b>34,741.02</b>	<b>29.32 %</b>	<b>(9,875.00)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>120</b>		Industrial Development Fund	<b>(48,400.00)</b>	<b>(65,484.51)</b>	<b>-135.30 %</b>	<b>(4,033.33)</b>	<b>(21.37)</b>	<b>-0.53 %</b>

121	State Street Aid Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
				269,194.00	(212,905.16)	79.09 %	22,432.83	(22,979.20)	102.44 %
		33551	State Gasoline And Motor Fuel Tax						
		36100	Interest Earnings	70.00	(169.10)	241.57 %	5.83	(21.08)	361.37 %
			<b>Total Revenues</b>	<b>269,264.00</b>	<b>(213,074.26)</b>	<b>79.13 %</b>	<b>22,438.67</b>	<b>(23,000.28)</b>	<b>102.50 %</b>
			<b>Expenditures</b>						
		43100	Highways And Streets	(275,000.00)	223,716.44	81.35 %	(22,916.67)	12,599.91	54.98 %
			<b>Total Expenditures</b>	<b>(275,000.00)</b>	<b>223,716.44</b>	<b>81.35 %</b>	<b>(22,916.67)</b>	<b>12,599.91</b>	<b>54.98 %</b>
<b>Total</b>	<b>121</b>		State Street Aid Fund	<b>(5,736.00)</b>	<b>10,642.18</b>	<b>185.53 %</b>	<b>(478.00)</b>	<b>(10,400.37)</b>	<b>-2,175.81</b>

122	Parks Sales Tax Fund	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
			Revenues						75.00%
36100			Interest Earnings	200.00	(226.50)	113.25 %	16.67	(51.30)	307.80 %
36425			Parks Sales Tax Receipts	494,566.00	(405,806.58)	82.05 %	41,213.83	(40,846.78)	99.11 %
			<b>Total Revenues</b>	<b>494,766.00</b>	<b>(406,033.08)</b>	<b>82.07 %</b>	<b>41,230.50</b>	<b>(40,898.08)</b>	<b>99.19 %</b>
			Expenditures						
44400			Recreation	(300,000.00)	300,000.00	100.00 %	(25,000.00)	0.00	0.00 %
49000			Debt Service	(110,569.00)	11,093.14	10.03 %	(9,214.08)	0.00	0.00 %
			<b>Total Expenditures</b>	<b>(410,569.00)</b>	<b>311,093.14</b>	<b>75.77 %</b>	<b>(34,214.08)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>122</b>		Parks Sales Tax Fund	<b>84,197.00</b>	<b>(94,939.94)</b>	<b>112.76 %</b>	<b>7,016.42</b>	<b>(40,898.08)</b>	<b>582.89 %</b>

123	Solid Waste Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>									75.00%
34400		Sanitation - User Fees		(607,735.87)	76.93 %	65,833.33	(67,932.00)		103.19 %
36000		Other Revenues		(2,375.00)	0.00 %	0.00	0.00		0.00 %
36100		Interest Earnings		(617.13)	154.28 %	33.33	(92.01)		276.03 %
36350		Insurance Recoveries		(261.20)	0.00 %	0.00	0.00		0.00 %
37794		Sale Of Materials		(2,698.60)	26.99 %	833.33	(266.40)		31.97 %
		<b>Total Revenues</b>		<b>(613,687.80)</b>	<b>76.67 %</b>	<b>66,700.00</b>	<b>(68,290.41)</b>		<b>102.38 %</b>
<b>Expenditures</b>									
43200		Sanitation		745,243.48	84.44 %	(73,543.92)	192,472.46		261.71 %
49000		Debt Service		(90.00)	39.23 %	(7.50)	0.00		0.00 %
		<b>Total Expenditures</b>		<b>745,278.79</b>	<b>84.44 %</b>	<b>(73,551.42)</b>	<b>192,472.46</b>		<b>261.68 %</b>
<b>Total</b>	<b>123</b>	Solid Waste Fund		<b>131,590.99</b>	<b>160.05 %</b>	<b>(6,851.42)</b>	<b>124,182.05</b>		<b>1,812.50</b>

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>124</b>	Impact Fees						75.00%
<b>Revenues</b>							
36100	Interest Earnings	200.00	(126.29)	63.15 %	16.67	(20.49)	122.94 %
36421	Roads Impact Fees	4,000.00	(10,557.27)	263.93 %	333.33	(3,006.66)	902.00 %
36422	Parks Impact Fees	2,500.00	(1,919.60)	76.78 %	208.33	(652.40)	313.15 %
36423	Police Impact Fees	3,500.00	(4,481.06)	128.03 %	291.67	(961.22)	329.56 %
36424	Fire Impact Fees	2,500.00	(2,957.78)	118.31 %	208.33	(634.32)	304.47 %
	<b>Total Revenues</b>	<b>12,700.00</b>	<b>(20,042.00)</b>	<b>157.81 %</b>	<b>1,058.33</b>	<b>(5,275.09)</b>	<b>498.43 %</b>
<b>Expenditures</b>							
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 %
	<b>Total Expenditures</b>	<b>(3,290.00)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>(274.17)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total 124</b>	<b>Impact Fees</b>	<b>9,410.00</b>	<b>(20,042.00)</b>	<b>212.99 %</b>	<b>784.17</b>	<b>(5,275.09)</b>	<b>672.70 %</b>

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
140	Police Drug Fund						75.00%
<b>Revenues</b>							
31610	Local Sales Tax - Co. Trustee	350.00	(725.00)	207.14 %	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	(2,639.04)	65.98 %	333.33	(152.00)	45.60 %
36100	Interest Earnings	50.00	(22.35)	44.70 %	4.17	(1.78)	42.72 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	<b>Total Revenues</b>	<b>4,520.00</b>	<b>(3,386.39)</b>	<b>74.92 %</b>	<b>376.67</b>	<b>(153.78)</b>	<b>40.83 %</b>
<b>Expenditures</b>							
42129	Drug Investigation And Control	(35,633.00)	35,010.96	98.25 %	(2,969.42)	1,298.37	43.72 %
	<b>Total Expenditures</b>	<b>(35,633.00)</b>	<b>35,010.96</b>	<b>98.25 %</b>	<b>(2,969.42)</b>	<b>1,298.37</b>	<b>43.72 %</b>
<b>Total</b>	<b>140 Police Drug Fund</b>	<b>(31,113.00)</b>	<b>31,624.57</b>	<b>101.64 %</b>	<b>(2,592.75)</b>	<b>1,144.59</b>	<b>44.15 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual
200	Debt Service Fund (General)					75.00%
<b>Revenues</b>						
31110	Real & Personal Property Tax	750,000.00	(723,934.10)	96.52 %	62,500.00	(8,955.40) 14.33 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00 %
36100	Interest Earnings	200.00	(167.70)	83.85 %	16.67	(67.11) 402.66 %
36910	Premiums On Bonds Sold	0.00	0.00	0.00 %	0.00	0.00 %
36920	Sale Of Bonds	0.00	0.00	0.00 %	0.00	0.00 %
	<b>Total Revenues</b>	<b>750,200.00</b>	<b>(724,101.80)</b>	<b>96.52 %</b>	<b>62,516.67</b>	<b>(9,022.51) 14.43 %</b>
<b>Expenditures</b>						
49000	Debt Service	(751,141.00)	122,481.57	16.31 %	(62,595.08)	0.00 0.00 %
	<b>Total Expenditures</b>	<b>(751,141.00)</b>	<b>122,481.57</b>	<b>16.31 %</b>	<b>(62,595.08)</b>	<b>0.00 0.00 %</b>
<b>Total 200</b>	<b>Debt Service Fund (General)</b>	<b>(941.00)</b>	<b>(601,620.23)</b>	<b>-63,934.14</b>	<b>(78.42)</b>	<b>(9,022.51) -</b>

City of White House  
 Summary Financial Statement  
 March 2016

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
412	Sewer Fund						75.00%
<b>Revenues</b>							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	8,000.00	(96,100.77)	1,201.26 %	666.67	(87,750.77)	3,162.62 %
36100	Interest Earnings	2,700.00	(4,724.23)	174.97 %	225.00	(758.94)	337.31 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	(3,620.00)	0.00 %	0.00	(3,620.00)	0.00 %
36920	Sale Of Bonds	2,424,000.00	(1,060,026.00)	43.73 %	202,000.00	(432,623.00)	214.17 %
37210	Application Fees	21,000.00	(23,095.00)	109.98 %	1,750.00	(2,635.00)	150.57 %
37220	Administrative Fees	11,000.00	(8,600.00)	78.18 %	916.67	(250.00)	27.27 %
37230	Sewer User Fees	2,834,000.00	(2,422,833.33)	85.49 %	236,166.67	(284,437.41)	120.44 %
37298	Capacity Fees	414,500.00	(359,760.00)	86.79 %	34,541.67	(33,600.00)	97.27 %
37499	Commitment Fees	0.00	(450.00)	0.00 %	0.00	0.00	0.00 %
37995	Connection Fees	7,500.00	(8,250.00)	110.00 %	625.00	(2,550.00)	408.00 %
	<b>Total Revenues</b>	<b>5,722,700.00</b>	<b>(3,987,459.33)</b>	<b>69.68 %</b>	<b>476,891.67</b>	<b>(848,225.12)</b>	<b>177.87 %</b>
<b>Expenditures</b>							
49000	Debt Service	(729,005.00)	247,566.59	33.96 %	(60,750.42)	25,789.66	42.45 %
52117	Administration And General Expenses	(561,279.00)	392,372.50	69.91 %	(46,773.25)	67,744.56	144.84 %
52210	Collection	(2,923,430.00)	1,927,522.18	65.93 %	(243,619.17)	77,860.04	31.96 %
52213	Sewer Treatment And Disposal	(2,955,550.00)	2,718,259.34	91.97 %	(246,295.83)	5,209.04	2.11 %
52223	Depreciation	(717,624.00)	555,194.25	77.37 %	(59,802.00)	61,688.25	103.15 %
	<b>Total Expenditures</b>	<b>(7,886,888.00)</b>	<b>5,840,914.86</b>	<b>74.06 %</b>	<b>(657,240.67)</b>	<b>238,291.55</b>	<b>36.26 %</b>
<b>Total</b>	<b>412 Sewer Fund</b>	<b>(2,164,188.00)</b>	<b>1,853,455.53</b>	<b>85.64 %</b>	<b>(180,349.00)</b>	<b>(609,933.57)</b>	<b>-338.20</b>

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
416	Healthcare Fund						75.00%
<b>Revenues</b>							
36100	Interest Earnings	200.00	(372.47)	186.24 %	16.67	(62.58)	375.48 %
36960	Operating Transfer In From Other	62,000.00	(44,295.44)	71.44 %	5,166.67	(6,073.96)	117.56 %
	<b>Total Revenues</b>	<b>62,200.00</b>	<b>(44,667.91)</b>	<b>71.81 %</b>	<b>5,183.33</b>	<b>(6,136.54)</b>	<b>118.39 %</b>
<b>Expenditures</b>							
51520	Insurance Employers Share	(68,500.00)	43,957.22	64.17 %	(5,708.33)	3,194.50	55.96 %
	<b>Total Expenditures</b>	<b>(68,500.00)</b>	<b>43,957.22</b>	<b>64.17 %</b>	<b>(5,708.33)</b>	<b>3,194.50</b>	<b>55.96 %</b>
<b>Total</b>	<b>416 Healthcare Fund</b>	<b>(6,300.00)</b>	<b>(710.69)</b>	<b>-11.28 %</b>	<b>(525.00)</b>	<b>(2,942.04)</b>	<b>-560.39</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
417	Stormwater Utility					75.00%
<b>Revenues</b>						
34124	Stormwater Utility Fee	368,430.00	(293,824.66)	30,702.50	(35,011.68)	114.04 %
36100	Interest Earnings	300.00	(121.98)	25.00	(16.17)	64.68 %
	<b>Total Revenues</b>	<b>368,730.00</b>	<b>(293,946.64)</b>	<b>30,727.50</b>	<b>(35,027.85)</b>	<b>114.00 %</b>
<b>Expenditures</b>						
51520	Insurance Employers Share	0.00	0.00	0.00	0.00	0.00 %
51530	Stormwater Administration	(359,482.00)	250,078.92	(29,956.83)	37,496.45	125.17 %
	<b>Total Expenditures</b>	<b>(359,482.00)</b>	<b>250,078.92</b>	<b>(29,956.83)</b>	<b>37,496.45</b>	<b>125.17 %</b>
<b>Total</b>	<b>417 Stormwater Utility</b>	<b>9,248.00</b>	<b>(43,867.72)</b>	<b>770.67</b>	<b>2,468.60</b>	<b>-320.32</b>

433	Hillcrest City Cemetery	Account	Description	Year-To-Date		Monthly Comparative:			75.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
<b>Revenues</b>									
34110		General Services		2,300.00	(1,449.00)	63.00 %	191.67	(144.00)	75.13 %
34321		Cemetery Burial Charges		300.00	(2,550.00)	850.00 %	25.00	0.00	0.00 %
34323		Grave - Opening And Closing Fees		18,000.00	(12,350.00)	68.61 %	1,500.00	(4,300.00)	286.67 %
36100		Interest Earnings		175.00	(239.98)	137.13 %	14.58	(38.60)	264.69 %
36340		Sale Of Cemetery Lots		6,000.00	(12,750.00)	212.50 %	500.00	(2,250.00)	450.00 %
		<b>Total Revenues</b>		<b>26,775.00</b>	<b>(29,338.98)</b>	<b>109.58 %</b>	<b>2,231.25</b>	<b>(6,732.60)</b>	<b>301.74 %</b>
<b>Expenditures</b>									
43400		Cemeteries		(63,300.00)	38,334.53	60.56 %	(5,275.00)	9,338.02	177.02 %
		<b>Total Expenditures</b>		<b>(63,300.00)</b>	<b>38,334.53</b>	<b>60.56 %</b>	<b>(5,275.00)</b>	<b>9,338.02</b>	<b>177.02 %</b>
<b>Total</b>	<b>433</b>	Hillcrest City Cemetery		<b>(36,525.00)</b>	<b>8,995.55</b>	<b>24.63 %</b>	<b>(3,043.75)</b>	<b>2,605.42</b>	<b>85.60 %</b>

## RESOLUTIONS....

April 12, 2016

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Jason Barnes, Finance Director  
**Re:** Purchasing Card Resolution (First Tennessee Bank)

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The following resolution will give the City Administrator authorization on behalf of the City to sign an agreement with First Tennessee Bank to start a purchasing card program. The purpose of this purchasing credit card is to supplement the existing credit card and eventually replace the existing credit card as the primary card. We have had several instances when our existing credit card has been unavailable when needed because of either lack of cards or the cards were all canceled by the bank's extremely sensitivity fraud detection. With this purchasing card system, we have more control on what types of items are purchased, we can change card limits in real time via the internet, and if the bank detects fraud on a card, they will only cancel the suspect card not all the cards like our current credit card. With the addition of this purchasing card, we will no longer be stranded if one of the cards is not working. We plan to have an implementation and learning period with this purchasing card system that could last up to one year. We randomly chose two departments to "pilot" this program (Police & Public Services). These two departments will each receive one card and will begin using this card instead of the existing credit card, unless there is a problem with the new card. By the end of the implementation period we should have all departments trained and using this purchasing card system. It is our intent to maintain our current purchasing policies and credit card limits with this new system during the implementation period and we will notify the Board of Mayor and Aldermen of any material changes to this system that occur during the implementation period.

Thank you,  
Jason Barnes  
Finance Director  
615-672-4350 x 2103  
jbarnes@cityofwhitehouse.com

**RESOLUTION 16-03**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING A PURCHASING CREDIT CARD ACCOUNT AGREEMENT WITH FIRST TENNESSEE BANK NATIONAL ASSOCIATION.**

**WHEREAS**, the undersigned certifies that he/she is the secretary or recording officer of the City of White House, and the following is a true copy of a resolution duly and regularly adopted on April 21, 2016 by the Board of Mayor and Aldermen of the City of White House in full compliance with applicable law and all pertinent rules, bylaws and other such requirements; and

**WHEREAS**, the City of White House desires financial accommodation from First Tennessee Bank National Association (“Bank”) through the use of credit cards by designated persons for and in connection with the business of the City of White House; and

**WHEREAS**, the Board of Mayor and Aldermen of the City of White House has reviewed the terms and provisions of the Purchasing Credit Card Account Agreement regularly used by the Bank (the “Purchase Card Agreement”) and desires to enter into a Purchase Card Agreement with Bank.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of White House that:

Section 1. The City Administrator of the City of White House is authorized to execute and deliver for, and in the name of the City of White House, a Purchasing Card Agreement with Bank, which will have a binding effect upon the City of White House.

Section 2. The City of White House will be bound by all of the terms and provisions of the Purchasing Card Agreement; and the City of White House will duly inform each cardholder of such terms and provisions of the agreement as is applicable to cardholders.

Section 3. Bank is and shall be fully authorized to rely and act upon said Purchase Card Agreement, and upon directions from time to time given by the City Administrator of the City of White House in all matters relating to issuance of Purchasing Cards for the account of the City of White House and use of same by its personnel in accordance with said Purchasing Credit Card Agreement, including but not limited to the number of cards to be issued, the persons designated to receive and use same, and any changes of personnel among those thus designated.

Adopted this 21<sup>st</sup> day of April 2016.

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

April 12, 2016

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**Cc:** Kevin Whittaker, Parks and Recreation Director  
**From:** Gerald Herman, City Administrator  
**Re:** Amendment to the Hillcrest Cemetery Board of Trustees fees

---

On Tuesday, April 5, 2016, the Hillcrest Cemetery Board of Trustees met for their quarterly meeting. During the meeting they voted to establish fees for the columbarium. The fees that were approved by the Board are provided below:

<u><i>Two Cremation Limit - Columbarium</i></u>	<u><i>\$750 (to include opening, closing, and engraving one time)</i></u>
<u><i>Additional Opening and Closing of Columbarium</i></u>	<u><i>\$150</i></u>

I am requesting that the Board of Mayor and Aldermen approve the new rates that are being recommended by the Hillcrest Cemetery Board.

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

**RESOLUTION 16-04**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE SCHEDULE OF FEES FOR HILLCREST MUNICIPAL CEMETERY.**

**WHEREAS**, pursuant to Municipal Code 2, Chapter 3 Cemetery Board of Trustees, the Board of Mayor and Aldermen established by resolution a schedule of fees for the Hillcrest Cemetery; and

**WHEREAS**, at the recommendation of the Cemetery Board of Trustees, the Board of Mayor and Aldermen desires to amend the schedule of fees for the Hillcrest Municipal Cemetery; and

**WHEREAS**, this resolution replaces any previously approved fees for Hillcrest Municipal Cemetery;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen that the schedule of fees for the Hillcrest Municipal Cemetery is amended as indicated below:

Sale of Lots	\$750
Openings and Closings <i>of Grave</i>	\$850 (\$650 if a marker is already installed)
Refundable Marker Deposit	\$200
Placement of Cremains	\$300
Move Out of Hillcrest	\$500
Move Within Hillcrest	\$1,000
Monument Foundation Fee	\$0.25 / square inch
Cost to Scatter Cremains	\$25
<i><b>Two Cremation Limit - Columbarium</b></i>	<i><b>\$750 (to include opening, closing, and engraving one time)</b></i>
<i><b>Additional Opening and Closing of Columbarium</b></i>	<i><b>\$150</b></i>

Adopted this 21<sup>st</sup> day of April 2016.

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

**ORDINANCES....**

April 6, 2016

**M E M O R A N D U M**

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Budget Amendment III (4/21/2016)

---

The following budget amendment is recommended for approval. Please see the descriptions below for more details:

1. **\$40,000 from General Fund (Engineering – Capital Outlay – Highway 31W Phase 2) and \$29,308 from General Fund (Library – Capital Outlay – New Library Building) to General Fund (Museum Services – Capital Outlay – Remodel Old Library Building).** This budget amendment is to cover the costs that exceeded the budget for the Old Library Remodel Project (Museum Portion). The funds coming from the Highway 31W project budget resulted from the project's construction not being started this year. The funds coming from the New Library Building project budget resulted from the New Library Building being completed without expending the entire budget.
2. **\$20,000 from Industrial Development Fund (Fund Balance) to Industrial Development Fund (Capital Outlay – Remodel Old Library Building).** This budget amendment is to cover the costs that exceeded the budget for the Old Library Remodel Project (Chamber of Commerce Portion). We project that revenues in the Industrial Development Fund will exceed our projected revenues for the year by \$51,000.
3. **\$26,225 from Stormwater Fund (Fund Balance) to various Stormwater Fund accounts.** This budget amendment is to cover personnel related costs that were unbudgeted this year as a result of typographical errors during budget preparation last year. This year, being the first fully active year for the Stormwater Utility, was another contributing factor to this error and we don't foresee this to be a problem next year.

Should you have any questions related to this budget amendment, please let me know.

Jason Barnes  
Finance Director  
615-672-4350 x 2103  
jbarnes@cityofwhitehouse.com

**ORDINANCE 16-08**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2016.**

**WHEREAS**, it has become necessary to amend the current year's annual budget;

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2016 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading:            April 21, 2016

Second Reading:        May 19, 2016

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

**City of White House  
Budget Amendment III  
April 21, 2016**

				<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>	
110	41670	900	General Fund - Engineering	Capital Outlay - Highway 31W (Phase 2)	1,066,314	1,026,314	(40,000)
110	41670	900	General Fund - Library	Capital Outlay - New Library Building	150,000	120,692	(29,308)
110	44520	900	General Fund - Museum Services	Capital Outlay - Remodel Old Library Building	100,000	169,308	69,308
<p>1. <i>To amend current 2015-2016 budget to recognize unbudgeted costs related to Remodel Old Library. Building capital project (Museum Portion.) Funded by savings from New Library project (completed) and Highway 31W (Phase 2) (money not to be spent this year).</i></p>							
120	27100		Industrial Development Fund	Fund Balance	96,444	76,444	(20,000)
120	48000	900	Industrial Development Fund	Capital Outlay - Remodel Old Library Building	50,000	70,000	20,000
<p>2. <i>To amend current 2015-2016 budget to recognize unbudgeted costs related to Remodel Old Library. Building capital project (Chamber of Commerce Portion.) Funded by additional revenues received this year.</i></p>							
417	27100		Stormwater Fund	Fund Balance	88,689	62,464	(26,225)
417	51530	110	Stormwater Fund	Salaries	77,769	98,069	20,300
417	51530	117	Stormwater Fund	Annual Longevity Bonus	0	625	625
417	51530	130	Stormwater Fund	Employee Benefits	7,157	8,057	900
417	51530	144	Stormwater Fund	Dental Insurance	674	1,074	400
417	51530	500	Stormwater Fund	Fixed Charges (Insurance Premiums, Contracts)	0	4,000	4,000
<p>3. <i>To amend current 2015-2016 budget to recognize unbudgeted costs. Several lines had typographical errors with the first fully active year of the Stormwater Fund.</i></p>							

**MEMORANDUM**

TO: White House Board of Mayor and Aldermen,  
Jerry Herman, City Administrator

FROM: Reed Hillen, Planning Department

DATE: April 12, 2016

RE: 530 SR-76 Rezoning

The owners of this property have requested it be rezoned from R-20 to C-2. This will bring it in line with both the adjacent zoning and the long range plan. This parcel will be the future site of a Wash-n-Roll Car wash. The car wash received site plan approval at the April 11, 2016 Planning Commission Meeting.

**ORDINANCE 16-09**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 1.14 ACRE OF PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106E, PARCEL 21.00 FROM R-20 (LOW DENSITY RESIDENTIAL), TO C-2 (GENERAL COMMERCIAL).**

**WHEREAS**, an application has been received from a property representative to rezone 1.14 acres relative to Robertson County Tax Map 106E, Parcel 21.00;

**WHEREAS**, this rezoning was recommended for approval by the Planning Commission at the March 14, 2016 meeting;

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

Robertson County Tax Map 106E, Parcel 21.00

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: April 21, 2016

Second Reading: May 19, 2016

\_\_\_\_\_  
Michael Arnold, Mayor

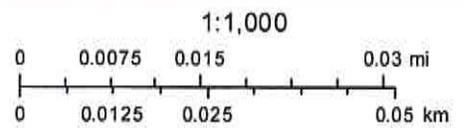
ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

# Robertson County - Parcel: 106E A 021.00



April 12, 2016



PURCHASING....

# Public Services Department

**To: Mayor and Board of Alderman**  
**From: W. Joe Moss, Public Works Director**  
**Date: April 7, 2016**

**Regarding: Bid Award for Full Service Odor Control Program**

---

We initiated the odor control program back in 2012 to determine the effectiveness of using Ferric Sulfate as a Hydrogen Sulfide inhibitor. H<sub>2</sub>S is a result of wastewater that has been deprived of oxygen and, as a result, turns septic. Septic wastewater has an odiferous "rotten egg" or "sulfur" smell. This foul smell that many residents had noticed throughout the city has been virtually eliminated by injecting the Ferric Sulfate at the Union Road lift station and the manhole on Tyree Springs Road (the old Tyree lift Station). The wastewater treated by the ferric is collected from most of the area south of College Street, and from Magnolia Village east to Bridle Creek. The final collection point is the Copes Crossing lift station which is next to the high school. Copes pumps into the southern force main and moves the wastewater west to the WWTP.

The City's purchasing department issued a Request for Bids and they received only one (1) bid for this project. The bidder is our current supplier Evoqua Water Technologies LLC (Evoqua bought out Siemens).

The bid price is **\$3.17** per gallon, which includes the tanks, metering pumps, gas monitoring at two (2) points and a monthly maintenance program. We receive monthly data reports that comes from the gas meters, which are in the manholes next to the high school and the old Tyree lift station. For reference, our current cost is **\$2.88** per gallon, and our average annual expenditures for the Ferric is approximately **\$34,500.00**.

Therefore, with the increase in pricing, our annual expenditure will be approximately **\$38,000.00**, which represents an increase of **\$3,500.00** per annum over the previous contract cost.

I recommend approval of this bid award. If you have any questions, please call me at 615-406-0177.

W. Joe Moss  
Director of Public Services



**CITY OF WHITE HOUSE**  
Bid# 16-1032WW  
FULL SERVICE ODOR CONTROL  
Bid Opening: April 6, 2016 at 3:00 PM

DESCRIPTION		
<b>Company Name</b>	Evoqua Water Technologies, LLC	
<b>Address</b>	2650 Tallevast Road Sarasota, FL 34243	
<b>License Number</b>	67122	
<b>License Expiration</b>	10/31/2017	
<b>License Classification and Limit</b>	BC-B, CMC-A, HC, MU Unlimited	
IF ALL ITEMS LISTED ABOVE ARE INCLUDED- OPEN BID		
<b>SIGNED BID</b>	✓	
<b>Number of Days ARO</b>	3-5 Days	
<b>BASE BID PRICE/GAL</b>	\$3.17 per gallon	

APPENDIX A

CITY OF WHITE HOUSE  
REQUEST FOR BIDS  
**FULL SERVICE ODOR CONTROL**  
PURCHASING DEPARTMENT  
105 COLLEGE STREET  
WHITE HOUSE, TN 37188  
PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

**BID# 16-1032WW**

DATE: 4/6/2016

**BIDS WILL BE RECEIVED UNTIL  
3:00 PM ON APRIL 6, 2016**

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: Evoqua Water Technologies LLC

ADDRESS: 2650 Tallevast Road, Sarasota, FL 34243

TELEPHONE: 941-359-7930 FAX: 941-359-7985 EMAIL: jennifer.r.miller@evoqua.com

NAME: Jennifer R. Miller

TITLE: V.P. & G.M.

DATE 4/4/16

SIGNATURE

INSTALLATION SCHEDULE

Equipment on Site

Chemical 3 - 5 Days ARO Number of Days ARO

Contractor shall specify lead time required for installation of the equipment and chemical after receipt of purchase order.

PRICE

Price shall be provided in a unit price for cost per gallon, which is inclusive of chemical, maintenance and equipment services:

\$ 3.17\*

Cost per gallon FOB delivered to one (1) to three (3) sites in minimum of 1,000 gallon bulk loads per pumping station. *The City will not pay a mobilization or installation fee.*

\*See attached Evoqua terms of sale

## EVOQUA WATER TECHNOLOGIES LLC

### Standard Terms of Sale

1. **Applicable Terms.** These terms govern the purchase and sale of equipment, products, related services, leased products, and media goods if any (collectively herein "Work"), referred to in Seller's proposal ("Seller's Documentation"). Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is expressly conditioned on Buyer's assent to these terms. Seller rejects all additional or different terms in any of Buyer's forms or documents.
2. **Payment.** Buyer shall pay Seller the full purchase price as set forth in Seller's Documentation. Unless Seller's Documentation specifically provides otherwise, freight, storage, insurance and all taxes, levies, duties, tariffs, permits or license fees or other governmental charges relating to the Work or any incremental increases thereto shall be paid by Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller. If Buyer claims a tax or other exemption or direct payment permit, it shall provide Seller with a valid exemption certificate or permit and indemnify, defend and hold Seller harmless from any taxes, costs and penalties arising out of same. All payments are due within 30 days after receipt of invoice. Buyer shall be charged the lower of 1 ½% interest per month or the maximum legal rate on all amounts not received by the due date and shall pay all of Seller's reasonable costs (including attorneys' fees) of collecting amounts due but unpaid. All orders are subject to credit approval by Seller. Back charges without Seller's prior written approval shall not be accepted.
3. **Delivery.** Delivery of the Work shall be in material compliance with the schedule in Seller's Documentation. Unless Seller's Documentation provides otherwise, delivery terms are ExWorks Seller's factory (Incoterms 2010). Title to all Work shall pass upon receipt of payment for the Work under the respective invoice. Unless otherwise agreed to in writing by Seller, shipping dates are approximate only and Seller shall not be liable for any loss or expense (consequential or otherwise) incurred by Buyer or Buyer's customer if Seller fails to meet the specified delivery schedule.
4. **Ownership of Materials and Licenses.** All devices, designs (including drawings, plans and specifications), estimates, prices, notes, electronic data, software and other documents or information prepared or disclosed by Seller, and all related intellectual property rights, shall remain Seller's property. Seller grants Buyer a non-exclusive, non-transferable license to use any such material solely for Buyer's use of the Work. Buyer shall not disclose any such material to third parties without Seller's prior written consent. Buyer grants Seller a non-exclusive, non-transferable license to use Buyer's name and logo for marketing purposes, including but not limited to, press releases, marketing and promotional materials, and web site content.
5. **Changes.** Neither party shall implement any changes in the scope of Work described in Seller's Documentation without a mutually agreed upon change order. Any change to the scope of the Work, delivery schedule for the Work, any Force Majeure Event, any law, rule, regulation, order, code, standard or requirement which requires any change hereunder shall entitle Seller to an equitable adjustment in the price and time of performance.
6. **Force Majeure Event.** Neither Buyer nor Seller shall have any liability for any breach or delay (except for breach of payment obligations) caused by a Force Majeure Event. If a Force Majeure Event exceeds six (6) months in duration, the Seller shall have the right to terminate the Agreement without liability, upon fifteen (15) days written notice to Buyer, and shall be entitled to payment for work performed prior to the date of termination. "**Force Majeure Event**" shall mean events or circumstances that are beyond the affected party's control and could not reasonably have been easily avoided or overcome by the affected party and are not substantially attributable to the other party. Force Majeure Event may include, but is not limited to, the following circumstances or events: war, act of foreign enemies, terrorism, riot, strike, or lockout by persons other than by Seller or its sub-suppliers, natural catastrophes or (with respect to on-site work), unusual weather conditions.
7. **Warranty.** Subject to the following sentence, Seller warrants to Buyer that the (i) Work shall materially conform to the description in Seller's Documentation and shall be free from defects in material and workmanship and (ii) the Services shall be performed in a timely and workmanlike manner. Determination of suitability of treated water for any use by Buyer shall be the sole and exclusive responsibility of Buyer. The foregoing warranty shall not apply to any Work that is specified or otherwise demanded by Buyer and is not manufactured or selected by Seller, as to which (i) Seller hereby assigns to Buyer, to the extent assignable, any warranties made to Seller and (ii) Seller shall have no other liability to Buyer under warranty, tort or any other legal theory. The Seller warrants the Work, or any components thereof, through the earlier of (i) eighteen (18) months from delivery of the Work or (ii) twelve (12) months from initial operation of the Work or ninety (90) days from the performance of services (the "Warranty Period"). If Buyer gives Seller prompt written notice of breach of this warranty within the Warranty Period, Seller shall, at its sole option and as Buyer's sole and exclusive remedy, repair or replace the subject parts, re-perform the Service or refund the purchase price. Unless otherwise agreed to in writing by Seller, (i) Buyer shall be responsible for any labor required to gain access to the Work so that Seller can assess the available remedies and (ii) Buyer shall be responsible for all costs of installation of repaired or replaced Work. If Seller determines that any claimed breach is not, in fact, covered by this warranty, Buyer shall pay Seller its then customary charges for any repair or replacement made by Seller. Seller's warranty is conditioned on Buyer's (a) operating and maintaining the Work in accordance with Seller's instructions, (b) not making any unauthorized repairs or alterations, and (c) not being in default of any payment obligation to Seller. Seller's warranty does not cover (i) damage caused by chemical action or abrasive material, misuse or improper installation (unless installed by Seller) and (ii) media goods (such as, but not limited to, resin, membranes, or granular activated carbon media) once media goods are installed. THE WARRANTIES SET FORTH IN THIS SECTION 7 ARE THE SELLER'S SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO THE LIMITATION OF LIABILITY PROVISION BELOW. SELLER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PURPOSE.
8. **Indemnity.** Seller shall indemnify, defend and hold Buyer harmless from any claim, cause of action or liability incurred by Buyer as a result of third party claims for personal injury, death or damage to tangible property, to the extent caused by Seller's negligence. Seller shall have the sole authority to direct the defense of and settle any indemnified claim. Seller's indemnification is conditioned on Buyer (a) promptly, within the Warranty Period, notifying Seller of any claim, and (b) providing reasonable cooperation in the defense of any claim.

9. **Assignment.** Neither party may assign this Agreement, in whole or in part, nor any rights or obligations hereunder without the prior written consent of the other party; provided, however, the Seller may assign its rights and obligations under these terms to its affiliates or in connection with the sale or transfer of the Seller's business and Seller may grant a security interest in the Agreement and/or assign proceeds of the agreement without Buyer's consent.
10. **Termination.** Either party may terminate this agreement, upon issuance of a written notice of breach and a thirty (30) day cure period, for a material breach (including but not limited to, filing of bankruptcy, or failure to fulfill the material obligations of this agreement). If Buyer suspends an order without a change order for ninety (90) or more days, Seller may thereafter terminate this Agreement without liability, upon fifteen (15) days written notice to Buyer, and shall be entitled to payment for work performed, whether delivered or undelivered, prior to the date of termination.
11. **Dispute Resolution.** Seller and Buyer shall negotiate in good faith to resolve any dispute relating hereto. If, despite good faith efforts, the parties are unable to resolve a dispute or claim arising out of or relating to this Agreement or its breach, termination, enforcement, interpretation or validity, the parties will first seek to agree on a forum for mediation to be held in a mutually agreeable site. If the parties are unable to resolve the dispute through mediation, then any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Pittsburgh, Pennsylvania before three arbitrators who are lawyers experienced in the discipline that is the subject of the dispute and shall be jointly selected by Seller and Buyer. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. The Arbitrators shall issue a reasoned decision of a majority of the arbitrators, which shall be the decision of the panel. Judgment may be entered upon the arbitrators' decision in any court of competent jurisdiction. The substantially prevailing party as determined by the arbitrators shall be reimbursed by the other party for all costs, expenses and charges, including without limitation reasonable attorneys' fees, incurred by the prevailing party in connection with the arbitration. For any order shipped outside of the United States, any dispute shall be referred to and finally determined by the International Center for Dispute Resolution in accordance with the provisions of its International Arbitration Rules, enforceable under the New York Convention (Convention on the Recognition and Enforcement of Foreign Arbitral Awards) and the governing language shall be English.
12. **Export Compliance.** Buyer acknowledges that Seller is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the Work provided under this Agreement, including any export license requirements. Buyer agrees that such Work shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by Seller of its obligations hereunder that compliance with such export laws and regulations be maintained at all times. BUYER AGREES TO INDEMNIFY AND HOLD SELLER HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.
13. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING ELSE TO THE CONTRARY, SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER INDIRECT DAMAGES, AND SELLER'S TOTAL LIABILITY ARISING AT ANY TIME FROM THE SALE OR USE OF THE WORK, INCLUDING WITHOUT LIMITATION ANY LIABILITY FOR ALL WARRANTY CLAIMS OR FOR ANY BREACH OR FAILURE TO PERFORM ANY OBLIGATION UNDER THE CONTRACT, SHALL NOT EXCEED THE PURCHASE PRICE PAID FOR THE WORK. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER THEORY.
14. **Rental Equipment / Services.** Any leased or rented equipment ("Leased Equipment") provided by Seller shall at all times be the property of Seller with the exception of certain miscellaneous installation materials purchased by the Buyer, and no right or property interest is transferred to the Buyer, except the right to use any such Leased Equipment as provided herein. Buyer agrees that it shall not pledge, lend, or create a security interest in, part with possession of, or relocate the Leased Equipment. Buyer shall be responsible to maintain the Leased Equipment in good and efficient working order. At the end of the initial term specified in the order, the terms shall automatically renew for the identical period unless canceled in writing by Buyer or Seller not sooner than three (3) months nor later than one (1) month from termination of the initial order or any renewal terms. Upon any renewal, Seller shall have the right to issue notice of increased pricing which shall be effective for any renewed terms unless Buyer objects in writing within fifteen (15) days of issuance of said notice. If Buyer timely cancels service in writing prior to the end of the initial or any renewal term this shall not relieve Buyer of its obligations under the order for the monthly rental service charge which shall continue to be due and owing. Upon the expiration or termination of this Agreement, Buyer shall promptly make any Leased Equipment available to Seller for removal. Buyer hereby agrees that it shall grant Seller access to the Leased Equipment location and shall permit Seller to take possession of and remove the Leased Equipment without resort to legal process and hereby releases Seller from any claim or right of action for trespass or damages caused by reason of such entry and removal.
15. **Miscellaneous.** These terms, together with any Contract Documents issued or signed by the Seller, comprise the complete and exclusive statement of the agreement between the parties (the "Agreement") and supersede any terms contained in Buyer's documents, unless separately signed by Seller. No part of the Agreement may be changed or cancelled except by a written document signed by Seller and Buyer. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. To the extent the Agreement is considered a subcontract under Buyer's prime contract with an agency of the United States government, in case of Federal Acquisition Regulations (FARs) flow down terms, Seller will be in compliance with Section 44.403 of the FAR relating to commercial items and those additional clauses as specifically listed in 52.244-6, Subcontracts for Commercial Items (OCT 2014). If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable, and all other terms shall remain in full force and effect. The Agreement shall be governed by the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws provisions. Both Buyer and Seller reject the applicability of the United Nations Convention on Contracts for the international sales of goods to the relationship between the parties and to all transactions arising from said relationship.

## Supplier Information

### Overview / Experience



**Transforming Water.  
Enriching Life.**

**The world's first choice in  
water solutions has a new look.**

### Transforming Water - Enriching Life

We are the global leader in helping municipalities and industrial customers protect and improve the world's most fundamental natural resource: water. We have a more than 100-year heritage of innovation and industry firsts, market-leading expertise, and unmatched customer service. Our cost-effective and reliable treatment systems and services ensure uninterrupted quantity and quality of water, enable regulatory and environmental compliance, increase efficiency through water reuse, and prepare customers for next-generation demands.

Evoqua's unparalleled portfolio of proven brands, advanced technologies, mobile and emergency water supply solutions and service helps cities across the world provide and discharge clean water, and enable leisure and commercial industry to maximize productivity and profitability.

Every day, millions of people and thousands of companies rely on Evoqua Water Technologies to help them meet their needs for clean water.

#### **Purpose, Vision & Values**

Evoqua's Purpose, Vision and Values guide everything we do. And reinforce our unwavering commitment to customer service.

**Our Purpose** -- Transforming water. Enriching life.

**Our Vision** -- The world's first choice for water solutions



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## Our Values

### **Integrity:** Do what's right

We work safely  
We are honest and keep our word  
We lead by example and are good corporate citizens  
We respect our employees, business partners and environment

### **Customers:** The foundation of our success

We are responsive and reliable  
We provide high quality solutions  
We add value as a trusted partner

### **Performance:** Deliver on promises

We will be even better tomorrow than today  
We collaborate to win together  
We meet or exceed expectations

## Global Business Activity

Evoqua Water Technologies has experienced water specialists and offices in Australia, Canada, Germany, Italy, Singapore, the United Kingdom and the United States. Eighty-five percent of the U.S. population (and most of the U.S. industrial base) is located less than a 2-hour drive from an Evoqua Water Technologies service branch.

## Applications

Customers and communities have counted on our applications for decades.

### Our Applications Include:

- Wastewater treatment for industries and municipalities
- Clean water for reuse and recycling
- Process water treatment for industry
- Water disinfection and management for pools and aquatic applications and municipal drinking water
- High-purity water for sensitive medical or scientific applications
- Safe drinking water for cities and towns

## Research and development

Evoqua Water Technologies has R&D locations throughout the world, focusing on:

- Waste Reduction
- Energy and Process Efficiency



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WATER TECHNOLOGIES

- Desalination
- Water Reuse
- Water and Wastewater Treatment Products.

#### Who We serve

With more than 200,000 installations across the world, serving the water needs of hundreds of millions of people, as well as tens of thousands of businesses across the globe, it might be easier to say who we don't serve.

A few facts help sum-up why Evoqua is the world's first choice for water solutions

- Evoqua solutions treat more than 70% of the U.S. municipal wastewater capacity – that serves, on average, more than 225 million people.
- Evoqua works with 20 of the 20 largest Food & Beverage companies in the U.S. to ensure pure water and top-quality products.
- All of the 20 largest Power Generation companies in the U.S. partner with Evoqua.
- Pharmaceutical companies need the purest water available which is why more than 85% of them rely on Evoqua.
- 18 of the 20 largest Petroleum refiners in the U.S. look to Evoqua for their water solutions.
- 90% of the biggest Chemical companies in the U.S. call on Evoqua.
- Need service? With the largest U.S. service network an Evoqua technician is never more than a 2 hour drive time from 85% of the US population.

Evoqua Water Technologies Municipal Services segment is a recognized leader in the development of innovative products for the control of odors in wastewater collection and treatment systems. Evoqua's Municipal Services segment established a revolutionary hydrogen sulfide control product in 1978 with the development of Odophos®. With the introduction of Bioxide®, the Poly-Stage™ Air Scrubber Systems, Odophos® Plus and various other products and services, Municipal Services has developed the only complete selection of "in house" odor control solutions for sewer systems and industry. These products offer best available technology approaches to the total odor control problem. Evoqua Water Technologies Municipal Services segment is the company that can provide a solution for every odor control application.

Davis Water and Waste Industries, Inc. was founded in 1938 and became an industry leader in the design, manufacture and distribution of products that help to meet the world demand for clean water. USFilter acquired Davis and all its Divisions in 1996, and offered the world's most comprehensive range of technologies, products and services for water treatment, wastewater treatment, filtration and special separations, water management and resource recovery. In 2004 USFilter became part of Siemens, a global provider of power, control and consumer



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products and services. In 2014 Siemens Water Technologies was acquired by AEA Investors LP and rebranded as Evoqua Water Technologies LLC. The size, strength, and stellar reputation of Davis Process, USFilter, and Evoqua represent the guarantee to provide thorough service, ethical business practice, effective products, and service after the sale. For more information, please refer to the Evoqua website at [www.evoqua.com](http://www.evoqua.com). Evoqua represents that it has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. Evoqua does not share financial information but can provide customer references and/or trade references for review.

Currently, Municipal Services provides odor/corrosion control services to over 700 municipal and industrial accounts nationwide from seven strategically located service centers. Evoqua employs over 115 engineers, chemists, technicians, transportation personnel and managerial/support staff to meet the odor/corrosion control needs of our customers.

Evoqua provides complete technical support (including odor data collection, treatment demonstrations, analytical testing, investigation of odor complaints, and ongoing service of treatment equipment) in evaluating and treating odor/corrosion problems.

In order to ensure customers are serviced in a timely and professional manner, Evoqua has invested substantially in modern manufacturing and distribution systems that include:

- A. Regional warehousing, production, and distribution facilities to insure quality products and timely deliveries for all customers,
- B. State of the art production facilities capable of producing all Evoqua chemical feed and scrubber systems to insure customers receive quality treatment equipment customized for their particular needs.
- C. A control panel manufacturing facility that has been certified by Underwriters Laboratories to produce "UL Listed" panels, ensuring the highest level of quality and safety for electrical controls associated with Evoqua systems.
- D. An integrated SAP based equipment/parts inventory that insures Evoqua can supply customers with repair/replacement parts or equipment within hours.

Also, Evoqua employs substantial technical resources to evaluate odor/corrosion problems and design/install/service treatment systems that include:

- A. Engineering and Product Development departments comprised of engineers, chemists, service managers and technicians with over 200 years combined wastewater and odor/corrosion control experience to insure effective solutions are achieved for all types of odor/corrosion problems.



- B. An experienced team of equipment installation and service personnel to ensure each treatment system is installed and operated to Evoqua high standards.
- C. Experienced engineering and technical sales support to assist City of White House in pre-engineering odor control solutions in future collection system development.

Evoqua Water Technologies Municipal Services segment currently does business with City Of White House for Odophos® Plus iron salt supply.

**Management Team Members**

Name	Title	Responsibility	Location
Jennifer Miller	VP/General Mgr	Overall Contract Mgmt	Sarasota, FL
Mark Germer	Director of Sales	Sales Director	St. Louis, MO
Gary Snyder	Director Field Service	Overall Service Coordination.	Sarasota, FL

# ODOPHOS® Plus Blended Iron Salt Solution for Odor Control

## Description

ODOPHOS® Plus iron salt solution is a proprietary blend of trivalent and divalent inorganic iron salts supplied as a reddish brown liquid.

ODOPHOS® Plus solution was developed specifically as a superior iron salt product for hydrogen sulfide removal for odor and corrosion control in municipal and industrial wastewater treatment applications. ODOPHOS® Plus, being a blend of both ferrous and ferric iron, has been documented to provide hydrogen sulfide control via two mechanisms; oxidation, and precipitation of dissolved hydrogen sulfide. Due to the "double-duty" action of this blend of ferrous and ferric iron, ODOPHOS® Plus solution maximizes sulfide removal capacity per pound of iron supplied. This results in fewer gallons used per application, which in turn reduces truck traffic and freight costs while increasing days of storage capacity at existing iron feed sites.

## Typical Application

- Force mains
- Lift stations/wetwells
- Ponds to lagoons
- Solids processing
- Gravity mains

## Typical Feed Requirements

ODOPHOS® Plus solution can be added directly to the system creating the odors and is generally applied using custom designed feed systems. Dose rates will vary with the application.

Typically, 1.1 gallons of ODOPHOS® Plus solution is required to effectively remove 1 lb. of sulfide.

For additional treatment information, including dosage specific to your application, please contact your Evoqua representative.

Typical Physical Properties	
Specific gravity	1.37 – 1.44
Total Iron	10 – 10.5% (1.1 – 1.2 lb/gal)
Ferric Iron (Fe <sup>3+</sup> )	6.2 – 7.5%
Ferrous Iron (Fe <sup>2+</sup> )	3.0 – 3.8%
Free Acidity	<0.25 %
pH	<2
Insolubles	<0.1%
Freezing Point	<32° F

Typical properties are listed for information only, and are not to be considered as specification requirements. These items are not analyzed on a routine basis.



**evoqua**

WATER TECHNOLOGIES

*April 14, 2016*

## **M E M O R A N D U M**

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Jason Barnes, Finance Director  
**Re:** Purchasing Card Resolution (First Tennessee Bank)

---

The following resolution will give the City Administrator authorization on behalf of the City to sign an agreement with First Tennessee Bank to start a purchasing card program. The purpose of this purchasing credit card is to supplement the existing credit card and eventually replace the existing credit card as the primary card. We have had several instances when our existing credit card has been unavailable when needed because of either lack of cards or the cards where all canceled by the bank's extremely sensitivity fraud detection. With this purchasing card system, we have more control on what types of items are purchased, we can change card limits in real time via the internet, and if the bank detects fraud on a card, they will only cancel the suspect card not all the cards like our current credit card. With the addition of this purchasing card, we will no longer be stranded if one of the cards is not working. We plan to have an implementation and learning period with this purchasing card system that could last up to one year. We randomly chose two departments to "pilot" this program (Police & Public Services). These two departments will each receive one card and will begin using this card instead of the existing credit card, unless there is a problem with the new card. By the end of the implementation period we should have all departments trained and using this purchasing card system. It is our intent to maintain our current purchasing policies and credit card limits with this new system during the implementation period and we will notify the Board of Mayor and Aldermen of any material changes to this system that occur during the implementation period.

Thank you,  
Jason Barnes  
Finance Director  
615-672-4350 x 2103  
jbarnes@cityofwhitehouse.com

# Purchasing Credit Card Account Agreement



This Purchasing Credit Card Account Agreement, exhibits and amendments hereto and notices of such amendments, each folder containing a card, and all documents bearing the signature of a Cardholder or Client (such as but not limited to an application or a sales slip or other evidence of indebtedness) constitute the "Agreement" by and between City of White House and First Tennessee Bank National Association and is entered into on \_\_\_\_\_ (the "Effective Date"). The Agreement governs the Purchasing Credit Card Account ("Account") established hereby and the use of each "Card" (as defined below) issued pursuant hereto. In the Agreement, the word "Bank" means First Tennessee Bank National Association, Memphis, Tennessee; the word "Card" means one or more VISA purchasing credit cards or any other access device issued by the Bank in connection with the Account; the word "Client" means City of White House; And the word "Cardholder" means each individual designated by the Client who is issued a Card by the Bank. References to cash advances are applicable if Client selects cash advance option.

- 1. Agreement.** An Account will be opened only in the name of the Client. The Client and each Cardholder agree that each transaction made on the Account will be solely for a legal business or commercial purpose. Cards will be sent to the Client for distribution to each Cardholder. Each Cardholder must sign the Card in order to use it. The Client and each Cardholder promise to follow the terms and conditions of this Agreement covering the use of the Account. Subject to the terms and conditions of this Agreement, each Cardholder may use his or her Card to purchase goods and services and, if and as requested by Client, to obtain cash advances.
- 2. Client Representative.** The Client shall designate one person to represent the Client in the administration of the Account (the "Client Representative"). The Client Representative shall: (i) be familiar with all aspects of the Account; (ii) handle all Client and Cardholder inquiries and billing disputes, Client's credit limit increase or decrease requests, and other requests and notices under this Agreement; (iii) upon request, provide the Bank with such information and documentation that the Bank may deem necessary to protect its interest in the Account and with respect to each Card issued in connection therewith; (iv) promptly advise the Bank of the termination of a Cardholder's relationship with the Client; and (v) upon such termination, close such Cardholder's card using the online card management tool, and if able, collect, and destroy the card.
- 3. Promise to Pay.** In accordance with the terms of this Agreement, the Client promises to pay the Bank the total amount owed for any goods and services purchased or cash advances under each Account. In accordance with the terms of this Agreement, the Client also promises to pay the Bank any and all fees or other charges on the Account and/or pursuant to this Agreement.
- 4. Credit Limit.** The Bank will establish an initial credit limit for the Client based solely on the Company's creditworthiness, and will inform the Client of that credit limit. Notwithstanding any other language in this Agreement to the contrary, the Bank in its sole discretion, may change the credit limit of the Client. The Bank will, or the Bank will provide the ability to the Client to, assign a portion of the Client's credit limit to each Cardholder in an amount designated by the Client to the Bank. The Client may reduce a Cardholder's credit limit by giving prior written notice to the Bank by electronic mail or facsimile or the Client may change individual credit limits via the online card management tool. The Client promises that the total balance of purchases and cash advances will not exceed its credit limit.

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5. **Billing Statements.** The Bank will send the Client a "Corporate Billing Statement" each billing period in which a balance is due the Bank on one or more Cards or in which a balance is otherwise due the Bank under the Account. The Corporate Billing Statement will show the "Amount Due", the "Current Balance" (or "New Balance"), and "Payment Due Date". The New Balance is the aggregate amount of all Cardholders' unpaid amounts from any previous billing period; plus new purchases and cash advances; plus interest charges, fees and other adjustments; less payments and credits. Cardholders will have the option to receive memo statements itemizing transactions and other activity related to their respective cards. The Amount Due shown on each Corporate Billing Statement will be the total Current Balance (i.e., the full balance of all amounts owing under the Account).
6. **Visa Information Tools.** Visa has developed and maintains user-friendly web-based reporting tools that offer scheduled and interactive reports, cost allocation tools, and accounting system integration reporting. These systems provide data the Client can use for supplier analysis, program management, and cost allocation. The Bank offers access to the Client to certain of these tools pursuant to this Agreement. In the event the Client opts to access a Visa reporting tool, the Client has the option to produce any or all of the standard reports or create the Client's own custom reports. During the initial and any renewal term of this Agreement, Bank may elect to augment or replace such Visa tools as are offered as of the Effective Date of this Agreement and to replace them with other web-based reporting tools offering similar features and functionality.
7. **Payments.** The Client agrees to pay the Amount Due in full shown on each Corporate Billing Statement by the Payment Due Date. If the Client makes an overpayment, the Bank will credit the excess to the Client Account. Notwithstanding the foregoing, if the Client requests, and provided there are no defaults under this Agreement or under any other agreement between the Bank and the Client, the Bank, in its discretion, may send the Client a check for the amount of the overpayment.
8. **Method of Computing the Balances for Purchases and Cash Advances.** For purposes of calculating the FINANCE CHARGE on purchases and cash advances, the Bank uses the average-daily-balance (including new transactions) method. The Bank computes each Cardholder's "average daily balance subject to finance charge" separately for purchases and for cash advances by dividing the sum of the daily balances outstanding for purchases and cash advances by the number of days in the monthly billing cycle. The daily purchase balance and cash advance balance outstanding for each day of the cycle is determined by subtracting from the beginning balances each day any payments and credits applied to those balances, and adding any new purchases and cash advances. Any unpaid fees and FINANCE CHARGES are excluded in determining the daily balance.
9. **Finance Charge Calculation on Purchases.** The Client and/or Cardholder shall pay interest on all purchases, except that the Bank will not add an interest charge if the Amount Due (the Current Balance) is paid in full by the Payment Due Date each billing period. To avoid additional FINANCE CHARGES on transactions included in the purchase balance, the Client and/or Cardholder must pay the entire new purchase balance and cash advance balance by the Payment Due Date each billing period. If the Client and/or Cardholder do not pay the Current Balance in full by the Payment Due Date, the Bank will calculate the finance charge on the Cardholder's purchase balance by multiplying the Cardholder's "average daily balance subject to FINANCE CHARGE" for purchases by the periodic rate that applies to purchases.

# Purchasing Credit Card Account Agreement



10. **Finance Charge Calculation on Cash Advances.** There is no grace period (free-ride period) for cash advances and therefore the Client and/or Cardholder shall pay interest for cash advances from the day the cash advance is taken until the day the Bank receives payment in full. The Bank will calculate the FINANCE CHARGE on the Cardholder's cash advance balance by multiplying the Cardholder's "average daily balance subject to FINANCE CHARGE" for cash advances by the periodic rate that applies to cash advances.
11. **Visa Benefits.** The Client will be entitled to the VISA Purchasing Card Benefits Package. Benefits may include, but not be limited to, Auto Rental Insurance and Travel & Accident Insurance. The details and limitations of the Benefits Package will be provided to each Cardholder. The VISA Purchasing Card Benefits Package is subject to change without prior notice.
12. **Visa Liability Waiver Program.** The Bank agrees to waive the Client's liability for waivable charges up to the limit of coverage as provided in the VISA Commercial Liability Waiver Program (hereinafter referred to as "Waiver Program") according to the terms, subject to the exclusions, and on the conditions of the Waiver Program as established from time to time by the underwriters of the Waiver Program, including, but not limited to, the condition that the Client meets all of its obligations under the Waiver Program as currently, and from time to time established and set forth in the VISA Commercial Liability Waiver policy issued to VISA U.S.A., Inc. Notice of any changes to the Commercial Liability Waiver policy will be given to Client on record at the time of the change. Terms of the Waiver program for commercial cards may be requested by Bank.
13. **Rates.** Except as otherwise stated in this "Rates" provision or upon amendment of this Agreement, on purchases and cash advances, the ANNUAL PERCENTAGE RATES and monthly periodic rates are variable rates which may increase or decrease for each new billing cycle based on changes in the U.S. Prime Rate published in The Wall Street Journal ("Prime"). The corresponding Annual Percentage Rate on purchases and cash advances will equal the sum of Prime plus 3.9%. The corresponding Annual Percentage Rate, divided by 12 and rounded to the next lowest ten thousandth percentage point, will be the monthly periodic rate. However, the rate on the Account will not exceed the maximum the Bank is allowed to charge under applicable law. The Bank will use the value of Prime published on the last business day of each calendar month (the "Determination Date") in order to calculate the Annual Percentage Rate in effect from the first day through the last day of the monthly billing cycle ending in the calendar month following the Determination Date. If more than one Prime rate is published on the Determination Date, the Bank will use the highest. An increase in the rates will increase the finance charges. If a cash advance transaction fee is imposed during a billing cycle, this will cause the Annual Percentage Rate shown on the billing statement to exceed the corresponding Annual Percentage Rate disclosed.
14. **Annual Fees.** First Tennessee will waive the annual card fee for the first year after the Effective Date of this Agreement and will not charge an annual fee for purchasing cards issued in conjunction with the program offered under this Agreement as long as the Client's annual net purchase volume exceeds \$1,000,000. For annual net purchase volume below \$1,000,000 the following schedule is applicable:

<u>Annual Purchase Volume</u>	<u>Annual Fee Per Card</u>
\$1 million or greater	No fee
\$999,999 or less	\$35

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15. **Returned Check Fee.** The Bank will charge the Cardholder account and the Client or the Cardholder will pay the Bank a \$29.00 fee for each check payment or similar payment instrument written by the Client or the Cardholder that is not honored or that is returned to the Bank because the payment cannot be processed.
16. **Set Up Fee.** Client will pay the Bank a one-time setup fee of \$250 when the Account is established.
17. **Late Collection Charge.** If the Amount Due in full is not received by the Payment Due Date shown on the Corporate Billing Statement, the Bank will charge the Cardholder a \$15.00 late/collection charge. The Client will not be required to pay a late/collection charge more than once on the same late amount even if that amount remains past due for more than one billing period.
18. **Overlimit Fee.** An Overlimit Fee of \$15 will be charged if an Account exceeds its specified credit limit.
19. **Security Interest.** If the Bank now or hereafter holds any title, pledge or security interest in any of the Client's property to secure any other obligation owing from the Client to the Bank, such property will also secure the Client's obligations under this Agreement to the extent provided for in the instrument creating such title, pledge or security interest and/or permitted by applicable law.
20. **Ownership of Cards.** Any Card, credit card or other credit instrument or device which the Bank supplies to the Client or any Cardholder pursuant to this Agreement is the property of the Bank and must be returned to the Bank or the Bank's agent immediately upon demand. Upon the Bank's request, the Client and/or any Cardholder will destroy any Card by cutting it in half, and will surrender it to the Bank or the Bank's agent, mail it to the Bank, or drop it off at any of the Bank's offices that the Bank directs.
21. **Client Liability.** The Client will pay the Bank all amounts charged to the Account, whether or not they exceed the Client's or the Cardholder's credit limits, whether or not they were for a business purpose, whether or not they were for a legal purpose, and whether or not the Bank authorized such transactions, plus interest charges and all other charges or fees as provided for in this Agreement.
22. **Card Use by Others.** Each transaction made with any Card or otherwise under the Account shall be solely for a lawful business or commercial purpose. Neither the Client nor any Cardholder shall authorize any person to use a Card for something other than a lawful business or commercial transaction or for a purpose that would otherwise conflict with this Agreement. If a Cardholder authorizes another person to use a Card to obtain credit on the Account and entrusts a Card to him or her for that purpose, the Client and such Cardholder agree that such authorization shall continue in effect for as long as that person has the Card or possesses information with respect to the Card that enables such person to use the Card for purposes of obtaining credit, and further agree that the Client and such Cardholder, if applicable, will be liable for all charges to the Account arising from use of such Card by such person during that time. No revocation of such authorization by the Client and/or such Cardholder, as appropriate, will be effective or binding on the Bank until the Client or such Cardholder, as appropriate, recovers possession of the Card and provides written notice to the Bank of such revocation of authorization.
23. **Event of Default.** The Client will be in default if the full Amount Due (the total Current Balance) on each Corporate Billing Statement is not paid by the Payment Due Date (unless there is a valid dispute over an alleged billing error); if the Client fails to meet any of its obligations in this Agreement, or any other agreement between

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Bank and Client; exceeds its credit limit without the Bank's permission, or fails to meet the Bank's credit guidelines or its customary credit practices and principles relating to this type of account. The Client will also be in default if any one or more of the following events or conditions occur or exist: (i) the Client applies for or consents to the appointment of a receiver, trustee, custodian or liquidator of the Client or its assets, (ii) the Client files a voluntary petition in bankruptcy, (iii) the Client makes a general assignment for the benefit of creditors, (iv) an involuntary petition or complaint is filed against the Client seeking bankruptcy or reorganization of the Client or the appointment of a receiver, trustee, custodian or liquidator of the Client or its assets, or (v) the Bank deems that a material adverse change has occurred in the Client's financial condition or believes that the prospect of Client's payment or other performance under this Agreement is impaired. Upon a default, the Bank may suspend and/or terminate credit privileges associated with any or all Cardholder Cards and this Account and demand immediate payment of the full balance from the Client. The Bank may also suspend and/or terminate credit privileges associated with any or all Cardholder Cards and this Account and demand immediate payment of the full balance if the Client or any Cardholder made any false or misleading statements on the Credit Card Application. The Cardholder will be in default upon his or her failure to meet the applicable terms of this Agreement. The filing of bankruptcy by the Client or a Cardholder or their subsequent discharge shall not relieve the remaining parties of their obligations under this Agreement.

24. **Financial Reports.** As soon as available, but not later than 120 days after the end of each fiscal year of the Client, the Client agrees to provide the Bank financial statements of the Client which shall include an income statement for such fiscal year and a balance sheet as of the last day of such fiscal year, each prepared in accordance with generally accepted accounting principles, consistently applied. In addition, the Client agrees to provide the Bank with such other periodic financial reports that the Bank may deem necessary to protect its interests under this Agreement.
25. **Representations and Warranties.** Client makes the following representations and warranties to the Bank, which shall survive the execution and delivery of this Agreement:
- a. **Due Organization Etc.** The Client has been duly organized and validly exists as a \_\_\_\_\_ . The Client has all requisite power and authority to conduct its business as presently conducted, to own its assets and properties, and to execute and deliver, and to perform all of its obligations under this Agreement. Accordingly, Client has executed a Certificate and Resolution evidencing its consent to this Agreement.
  - b. **Due Authorization, Etc.** The execution, delivery and performance by the Client of this Agreement have been duly authorized by all necessary action and do not and will not (a) require any registration with, consent or approval of, notice to, or action by, any person which has not been obtained, (b) violate any provision of any law, rule, regulation, order, writ, judgment, injunction, decree, determination or award presently in effect applicable to the Client, (c) result in a breach of or constitute a default under any loan or credit agreement or any other agreement, lease or instrument to which the Client is a party or by which the Client or its assets or properties may be bound or affected.
  - c. **Approvals.** No consent, approval or other action by or any notice to or filing with any court or administrative or governmental body is or will be necessary for the valid execution, delivery or performance by the Client of this Agreement other than such consents and approvals which have been obtained in a timely manner in the future if not currently required.
  - d. **Enforceability.** This Agreement when executed and delivered will constitute a legal, valid and binding obligation of the Client, enforceable against it in accordance with its terms.

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- e. **Financial Statements.** The Client has caused to be furnished to the Bank its balance sheet dated as of \_\_\_\_\_ (the "Statement Date") for the fiscal year then ended. Such financial statements (including any related schedules and/or notes) are complete and correct in all material respects, have been prepared in accordance with generally accepted accounting principles consistently applied throughout the period involved and show all liabilities (except as heretofore disclosed to the Bank in writing), direct and contingent, as of the date thereof, and fairly present the financial condition of the Client as of such dates and the results of operations for the periods indicated, subject only to normal year-end audit adjustments with respect to such un-audited statements. There has been no material adverse change in the business, properties or condition (financial or otherwise) of the Client since the Statement Date. There is no contingent liabilities which, if determined adversely, would have a material adverse effect on the Client other than as heretofore disclosed in writing to the Bank.
- f. **Litigation.** There are no actions, suits or proceedings pending or, to the knowledge of the Client after due inquiry, threatened against or affecting the Client or any of its assets, properties or rights, at law or in equity, by or before any court, arbitrator, administrative or governmental body or person which, if determined adversely, would have a material adverse effect on the business, condition (financial or otherwise) or operations of the Client.
- g. **Title to Property.** The Client has good and marketable fee title to all of its properties and assets (other than those which are leased), including the properties and assets reflected in its balance sheet furnished hereunder (other than properties and assets disposed of in the ordinary course of business), subject to no liens of any kind, except as reflected on said balance sheet.
- h. **Compliance with Laws and Contracts.** The Client is not, to the best of its knowledge, in violation or default with respect to any applicable law and/or regulation which materially affects the business, properties or condition (financial or otherwise) of the Client nor, to the best of its knowledge, is it in violation or default with respect to any order, writ, injunction, demand or decree of any court, indenture, agreement or other instrument under which it is bound or may be bound, default under or violation of which might have a material and adverse effect on the business, condition or operations (financial or otherwise) of the Client or might result in the acceleration of the maturity of any of its other indebtednesses.
26. **Collection Costs.** The Client promises to pay all costs, incurred by the Bank in proceedings to collect and enforce the debts under this Agreement.
27. **Notices.** If the Bank has to notify the Client or any Cardholder of anything concerning this Account or a Card issued to a Cardholder, the Bank will use the Client's and/or Cardholder's name and address and/or electronic mail address as it appears in the Bank's records. If the Bank does this, the notice shall be effective upon the earlier of actual receipt or three days after such notice is placed in the U.S. mail. If the Client or any Cardholder has to contact the Bank for any reason other than to make a payment or to report a lost or stolen card, contact the Bank via electronic mail at [pcard@firsttennessee.com](mailto:pcard@firsttennessee.com) or write the Bank at: BankCard Center, P.O. Box 1545, Memphis, Tennessee 38101-1545.
28. **Incentive Rebate.** During the Initial Term and each Renewal Term, if any, of this Agreement, and provided Client is not in default under this Agreement, and the Agreement has not been terminated prior to the expiration of the Initial or any Renewal Term, the Bank will pay to the Client a rebate percentage of annual net purchases as set forth with more particularity in Exhibit A which is attached hereto and incorporated herein by this reference. Such payment to be made at the times and in the amounts indicated on Exhibit A. Notwithstanding the foregoing,

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Bank reserves the right to offset the amount of any delinquency under this Agreement against any rebate it chooses to pay to Client. In order to allow Bank sufficient time to process any refunds and calculate the rebate, the rebate shall be paid not more than sixty (60) days following each anniversary date of this Agreement. Notwithstanding the foregoing or any other provision of this Agreement, the parties expressly acknowledge and agree that this Agreement (including Exhibit A, as the same may be amended from time to time) is entered into contemplating the commercial card interchange rates established by Visa (the "Visa Rates") and the federal, state, and local laws, regulations, ordinances and codes (the "Applicable Laws") as they exist and apply as of the Effective Date of this Agreement or any amendment to Exhibit A. The parties further expressly acknowledge and agree that changes may occur in the Visa Rates and the Applicable Laws that may decrease the normal and customary revenue that may be produced by the Visa Rates. In the event there is a decrease in the normal and customary amounts of revenue that may be produced by the Visa Rates due to a change in the Visa Rates or Applicable Laws, the parties agree to renegotiate, in good faith, and in a manner that produces a commercially reasonable result for both parties, the rebate percentages set forth in Exhibit A and any provisions of the Agreement that may be materially affected by such changes. In the event the parties are unable to renegotiate the rebate percentages set forth on Exhibit A despite their good faith efforts to do so as described in this Incentive Rebate section, the Bank may terminate this Agreement by giving Client at least one hundred twenty (120) days' prior written notice.

29. **Term.** This agreement shall be effective for one (1) year from the Effective Date, (the "Initial Term"), and, provided the Client is not in default and the Agreement has not otherwise been terminated, shall be automatically renewed thereafter for renewal terms of one (1) year each (individually a "Renewal Term"). This Agreement may be terminated by either party hereto by giving written notice to the other party at least thirty (30) days prior to the end of the Initial Term or any Renewal Term, such termination to be effective as of the end of such Initial Term or Renewal Term. Notwithstanding the foregoing, the Bank may terminate this Agreement at any time and without prior notice after an event of default (as described in the paragraph hereof headed "Event of Default") occurs or exists and the Bank may declare the full balance immediately due and payable. Termination of this Agreement shall not terminate or impair the Bank's rights to collect any unpaid balance, plus accrual of finance charges on any unpaid balance and any fees provided for hereunder until such time as the Bank receives payment in full.
30. **Transfer of Account or Card.** Neither the Client nor any Cardholder may transfer this Account or a Cardholder's Card to any other person or entity.
31. **Honoring of Card.** The Cardholder may use the Card for purchases and, if requested by Client, for cash advances, wherever the Card is honored, up to the amount of the Cardholder's credit limit. The Bank will not be responsible for the failure or refusal of anyone to honor the Card or any other credit instrument or device the Bank supplies to the Client or any Cardholder. Client and Cardholder agree not to make or permit to be made any illegal transactions on the Account through the use of the Card, or in any other manner. The Bank may, but is not required to, deny authorization for any internet gambling transactions, any internet purchase of tobacco products, or any other illegal transactions. Client and Cardholder agree that illegal use of the Card or Account will be deemed an action of default and/or breach of contract and the Account, any and/or all Cards, and other related services may be suspended or terminated at the Bank's discretion. Client and Cardholder further agree, should illegal use occur, to waive any right to sue the Bank for such illegal use or any activity directly or indirectly related to it, and additionally Client agrees to indemnify and hold the Bank harmless from any suits or legal action or liability directly resulting from such illegal use.

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32.

32. **Accepting Payments.** The Bank may (but is not required to) accept late payments or partial payments, or checks or money orders marked "payment in full" or that have other restrictive endorsements without losing any other rights under this Agreement. The Bank may disregard Client's request to allocate a payment among Cardholder balances if the payment is received after the Payment Due Date. All payments shall be made in U.S. Dollars and all checks or other payment instruments must be drawn on funds on deposit in the United States. By its payment of the Bank's billing statement for any amounts charged on a Cardholder's Card or otherwise on the Account, the Client (i) ratifies the original Application for each Cardholder's Card and the authority of all persons signing such Application, and (ii) authorizes the continued use of the Cards, under the terms herein, by all Cardholders who are issued Cards under this Agreement.
33. **Currency Conversion.** If transactions on the Account are in a currency other than U.S. Dollars, Visa will convert the charge to U.S. Dollars as provided by Visa rules then in effect. Currently, Visa rules provide that the exchange rate between the transaction currency and the billing currency used for processing international transactions will be a rate selected by Visa from the range of rates available in wholesale currency markets for the applicable central processing date (which rate may vary from the rate Visa itself receives) or the government mandated rate in effect for the applicable central processing date. The Bank increases the amount calculated by Visa by three percent (3%) and keeps this increase. For credits, the dollar amount the Account will be credited will be decreased by a total of three percent (3%). Client agrees to accept the converted amount.
34. **Delay in Enforcement.** The Bank may fully or partially waive or delay enforcing its rights under this Agreement without losing them.
35. **Amendment.** Upon such notice and acceptance by the Client, if any, as may be required by the terms of this Agreement, the terms and conditions set forth herein may be amended by the Bank at any time. Such amendment(s) shall govern any transaction occurring prior to the effective date of such amendment(s), as to which there is any unpaid balance owing to the Bank on the effective date of such amendment(s), and such amendment(s) shall also govern any transaction occurring after such effective date. The Client agrees to promptly notify all Cardholders of any change to this Agreement. Use of the Cards after the effective date of the amendment shall be deemed ratification of the new terms by the Client and each Cardholder.
36. **Returns and Refunds.** Cash refunds are not allowed for the returned purchases made on any Cardholder's Account. Instead each Cardholder will receive a credit to amounts charged on his or her Card for the amount of the return. This credit will be filled out by the seller of the goods and services who will give the Cardholder a copy. It is the seller's responsibility to promptly mail or deliver the credit so the Bank can credit the Cardholder's Account. The Bank is not responsible for the seller's failure to mail or deliver the credit promptly.
37. **Severability.** If any provision of this Agreement is held invalid, all valid provisions that are severable from the invalid provision remain in effect.
38. **Captions and Catch lines for Reference only.** Captions and catch lines are intended solely as aids to convenient reference, and no inference as to intent with respect to this Agreement may be drawn from them.
39. **Governing Law.** This Agreement is governed by federal laws and the laws of Tennessee (except conflicts-of-law rules or other principles that might require the application of the laws of another jurisdiction) as they each apply.

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40. **Assignment.** The Bank has the right to assign any amounts the Client and/or any Cardholder owes the Bank. The Bank can also assign and transfer its rights under this Agreement.
41. **Confidentiality.** Bank acknowledges that in connection with the performance of this Agreement, Bank, and its employees and agents may have access to certain customer lists and Client and customer financial information which represents confidential information to Client and over which Client asserts a proprietary interest and trade secret protection (such customer lists and customer financial information being hereinafter collectively referred to as "Confidential Information"). Bank agrees on behalf of itself, its officers, agents, directors, employees, affiliate and subsidiary corporations to treat all Confidential Information coming into its possession or knowledge as confidential and further agrees not to disclose such information to any person or entity without the prior written consent of Client; provided, however, that such consent will not be required in order to respond to regulatory agencies, subpoenas, or administrative rulings. Bank shall take such steps as may be reasonably necessary to protect the Confidential Information. The obligations of Bank as set out in the preceding sentences shall be continuing obligations of Bank during the term of this Agreement and shall, in addition, survive the termination of this Agreement.

Client acknowledges that in connection with the performance of this Agreement, Client, and its employees and agents may have access to certain data, manuals, specifications and other information, which represents confidential information to Bank and over which Bank asserts a proprietary interest and trade secret protection (such data, manuals, specifications and other information being hereinafter collectively referred to as "Confidential Information"). Client agrees on behalf of itself, its officers, agents, directors, employees, affiliate and subsidiary corporations to treat all Confidential Information coming into its possession or knowledge as confidential and further agrees not to disclose such information to any person or entity without the prior written consent of Bank; provided, however, that such consent will not be required in order to respond to regulatory agencies, subpoenas, or administrative rulings. Client shall take such steps as may be reasonably necessary to protect the Confidential Information. The obligations of Client as set out in the preceding sentences shall be continuing obligations of Client during the term of this Agreement and shall, in addition, survive the termination of this Agreement.

42. **Fraudulent Transactions.** The Client, or any Cardholder, should notify the Bank immediately if a Card is lost or stolen, or any other fraudulent use occurs on the Account or by use of any Card. The Bank may be called 6:00 AM until 12:00 AM, 7 days a week at (800) 234-2840. The Bank will be liable for any fraudulent transactions that occur so long as it is notified within a reasonable time and has had a reasonable time to act on such notification. The Client Representative will remind individual cardholders that Bank may contact them about the card in person or by autodialer or recorded voice, using any number provided by the cardholder even if the phone number may be charged for such contact.
43. **Disputed Billings and Account Inquiries.** If the Client or a Cardholder thinks a periodic statement is wrong, needs more information about a transaction, or has received a credit slip for a reversed or adjusted transaction, the Client Representative or Cardholder should contact the Bank via electronic mail at [pcard@firsttennessee.com](mailto:pcard@firsttennessee.com) or write to the Bank on a separate sheet at BankCard Center, P.O. Box 1545, Memphis, Tennessee 38101-1545. Attention: Card Claim Center. Communications must include the Client name, Cardholder name, Account number, the dollar amount of any disputed transaction or suspected error, the transaction and posting dates, a detailed description of the matter, and, if applicable, a copy of the credit slip for any return for which the Account has not been credited. The Bank must hear from the Client Representative or Cardholder no later than 60 days after the

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Bank sent the Client or Cardholder the first bill on which the error or problem appeared or first made such bill available to Client or Cardholder. The Client Representative or Cardholder may telephone the Bank, but doing so will not be an effective notice under this Agreement. If the inquiry involves a purchase dispute, the Client or Cardholder must first attempt to resolve the dispute with the applicable merchant or financial institution, and shall provide proof of the same to the Bank upon request. On non-disputed matters or any matter shown by the Bank not to be an error, the Bank may charge the Client a fee of \$12.00 for each copy of any document the Client requests, such as duplicate periodic statements, transaction slips, and the like.

IN WITNESS HEREOF, the parties hereto have executed this Agreement on the date set forth above.

**First Tennessee Bank National Association**

Print Name: Nicole Chauffe  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: 165 Madison ST  
Memphis, TN 38103  
Attention: \_\_\_\_\_

**Client Name:** City of White House  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: 105 College St  
White House, TN 37188  
Attention: \_\_\_\_\_

# Purchasing Card Rebate Schedule

## Exhibit A



Client Name: City of White House

Effective Date of Exhibit A:

Client must have \$500,000 in Annual Net Purchase Volume to be eligible for a rebate. The Annual Net Purchase Volume will be calculated by taking the total dollar amount of purchase transactions made during the agreement year, less the total dollar amount of returns, purchase-related credit adjustments, and charge offs.

Reduced interchange purchases, such as Visa Large Ticket, are included in Annual Net Purchase Volume for Tier Qualification.

The rebate schedule is based on monthly, bi-monthly or weekly settlement (payment in full) for those accounts in which Client receives a Corporate Billing Statement. For bi-monthly and weekly billing cycle's Auto Debit is required.

Tier	Annual Net Purchase Volume		Monthly Cycle / Grace Period (30/25)	Bi-Monthly Cycle / Grace Period (14/13)	Weekly cycle / Grace Period (7/6)
			Standard Purchase Percentage*		
1	\$ -	\$ 499,999.00	0.00%	0.00%	0.00%
2	\$ 500,000.00	\$ 999,999.00	0.50%	0.55%	0.60%
3	\$ 1,000,000.00	\$ 1,999,999.00	0.55%	0.60%	0.65%
4	\$ 2,000,000.00	\$ 2,999,999.00	0.60%	0.65%	0.70%
5	\$ 3,000,000.00	\$ 3,999,999.00	0.65%	0.70%	0.75%
6	\$ 4,000,000.00	\$ 4,999,999.00	0.70%	0.75%	0.80%
7	\$ 5,000,000.00	\$ 7,499,999.00	0.80%	0.85%	0.90%
8	\$ 7,500,000.00	\$ 9,999,999.00	0.90%	0.95%	1.00%
9	\$ 10,000,000.00	\$ 14,999,999.00	1.00%	1.05%	1.10%
10	\$ 15,000,000.00	+	1.10%	1.15%	1.20%
	Reduced Interchange Volume		Reduced Interchange Percentage*		
	\$ 1.00	+	0.50%	0.50%	0.50%

*\*Rebate percentage will be decreased by 0.04% for every full .25% increase in the Prime Rate above*

In order to allow Bank sufficient time to process any refunds and calculate the Rebate, the Rebate shall be paid not more than sixty (60) days following each Anniversary date of this Agreement. For further information concerning rebate eligibility, reference section titled **Incentive Rebate** in the Agreement.

**OTHER BUSINESS...**

*April 11, 2016*

## **MEMORANDUM**

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Jason Barnes, Finance Director  
**Re:** Filing of Form CT-0253

---

The Comptroller's Office requires the filing of Public Form CT-0253, Report on Debt Obligation with both the local governing body and with the Director of the Office of State and Local Finance no later than forty-five (45) days following the issuance or execution of a debt obligation by or on behalf of any public entity.

In compliance with the requirement, the attached form has been completed for the State Revolving Fund loan CWSRF 2016-364. The state of Tennessee approved this loan on March 15, 2016 and notified the City of March 28, 2016 of this new requirement regarding the CT-0253 Report.

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

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

Jason Barnes  
Finance Director  
615-672-4350 x 2103  
jbarnes@cityofwhitehouse.com

INSTRUCTIONS FOR PREPARATION OF  
FORM CT-0253: REPORT ON DEBT OBLIGATION ("Report")

Note: The Report must be prepared for all debt obligations issued or entered into by any public entity and filed with the Governing Body with a copy sent to the Office of State and Local Finance/Comptroller of the Treasury for the State of Tennessee ("OSLF"). The purpose for the Report is to provide clear and concise information to members of the governing or legislative body who authorized and are responsible for debt that has been issued. Conduit issuers must complete a Report even if costs and responsibilities are paid or assumed by a non-governmental borrower.

For a draw down borrowing program, including but not limited to commercial paper programs or the State Revolving Fund loan program ("Borrowing Program"), in which the maximum principal amount of the program or loan is established, but will not be drawn upon until a future date, the Governing Body may elect to file a Report at the time of establishment of the program (with disclosures as if the entire amount has been issued). In other words, the Report can be filed for a commercial paper program in the maximum amount authorized ("Initial Report") and an additional Report is not needed each time the commercial paper is issued within the maximum amount authorized by the established program. As an alternative, the Governing Body could also submit a Report for each draw on the Borrowing Program.

The Governing Body must decide what ongoing disclosures it wishes to receive regarding the Borrowing Program, such as updated payment schedules when funds are drawn. These ongoing disclosures should occur on a frequency no less than annually and should follow the same process as with a Report. Copies of these updates to the Initial Report may (but are not required to) be filed with the OSLF

This Report has been approved by the State Funding Board pursuant to TCA Section 9-21-151(c)(1) and must be used. Responses (including "Not Applicable" or NA) are required for all questions; Reports without responses to each question will be deemed non-compliant under TCA Section 9-21-151, returned to the public entity, and the public entity will be included on the discovery list. **Any entity failing to comply within 15 days will be placed on the list of nonresponsive entities and pursuant to that Section will be legally unable to enter into any additional debt obligations until compliance is achieved.** Definitions are included at the end of these Instructions.

---

**1. Public Entity**

Include the full name and address of the public entity issuing the debt (this is NOT the bank or the lending institution). Provide the name of the debt issue (such as "Police Car Three-Year Capital Outlay Notes, Series 2013"). If this is an interfund loan, indicate the borrowing fund.

If the Governing Body has elected to receive an Initial Report for a Borrowing Program, then attach a copy of a draft form the Governing Body will use for its annual updates to the Initial Report. Such form should include a schedule similar to #10 of the Report.

**2. Face Amount**

Indicate the face or par amount of debt issued and the amount of any premium or discount. When debt is issued in multiple series of bonds (for example Revenue Bonds Series 2013-A and 2013-B), the Governing Body may file a separate Report for each series or file a consolidated Report. Separate Reports should be used if consolidated reporting does not provide transparent disclosure.

**3. Interest Cost**

Indicate the interest rate percentage and method used to determine the rate and whether the debt is federally tax-exempt or taxable. If the rate is variable, indicate the first assigned rate specifying the formula for calculating (such as the index plus spread) or that the rate is established by a remarketing agent. Add-on fees should be disclosed in Item 12- Recurring Costs.

**4. Debt Obligation**

Identify the type of debt obligations being issued:

- Notes: bond anticipation note (BAN), capital outlay note (CON), tax and revenue anticipation note (TRAN), revenue anticipation note (RAN), capital revenue anticipation note (CRAN), or grant anticipation note (GAN). **If any of the notes listed above are issued pursuant to the Local Government Public Obligations Act (TCA Section 9-21-101 et seq.), enclose a copy of the executed note with the copy filed with OSLF.**
- Bonds
- Capital leases (including Certificates of Participation and Lease/purchase agreements)
- Loan agreements pursuant to a federal or state loan program or with a public building authority, such as the State Revolving Fund, the Energy Efficient Schools Initiative, or Rural Economic Development Loans and Grants (USDA REDLG).

**5. Ratings**

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

**6. Purpose**

Indicate the purpose(s) of the debt issue, the percentage of the amount of debt issued in each category, and a brief description of the project(s) or use. If final percentages have not been determined, use reasonable estimates.

**7. Security**

Indicate the security for the repayment of the debt obligation. Annual appropriations are applicable **ONLY** to capital lease/lease purchase obligations.

**8. Type of Sale**

Indicate whether the debt was sold through a competitive sale, negotiated sale, informal bid, or as an agreement under a loan program. If the debt is a loan agreement, specify the name of the loan program. If the debt is an interfund loan, specify the lending fund.

**9. Date**

The “dated date” is the date that interest begins to accrue on the obligation or the date that value begins to increase or accrete. The “issue or closing date” is the date that proceeds of the debt obligation are received by the public entity.

**10. Maturity Dates, Amounts and Interest Rates\***

Indicate each year that principal is paid, the principal amount maturing in each year and the interest rate for that maturity. **If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years or (3) debt service payments are not level throughout the retirement period, then YOU MUST PREPARE AND ATTACH a cumulative repayment schedule (grouped in 5 year increments, out to 30) including this and all other entity debt then outstanding secured by the same source. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source. The format to use follows:**

THIS ISSUE			TOTAL DEBT OUTSTANDING		
Year	Cumulative Principal	% Total	Year	Cumulative Principal	% Total
1	\$	%	1	\$	%
5			5		
10			10		
15			15		
20			20		
25			25		
30			30		

\*This section is not applicable to an Initial Report for a Borrowing Program.

**11. Costs of Issuance**

Indicate all costs incurred in the initial issuance of the debt, rounded to the nearest dollar. Related costs that may recur on a periodic basis while the debt is outstanding are reported in #12. Include with professional fees any expenses billed by the professional, such as long distance calls or printing costs. If the financial advisor fee includes any other costs such as legal, printing, or rating fees, these costs should be itemized separately. If there are fees and costs that are not identified by categories shown on the form, indicate these in the “other costs” category; this may be aggregated only if this amount is less than \$5,000. Pro-rate the issuance costs on each Report if multiple series are reported on separate forms.

**12. Recurring Costs**

List the ongoing or recurring costs involved in connection with remarketing, liquidity, and credit enhancement, specifying any periodic fees and charges that may be incurred on a per transaction basis. Indicate any sponsorship, program, or administrative fees. If the periodic fees are not based on the outstanding principal balance of debt, please specify how the fees are calculated.

**13. Disclosure Document/Official Statement**

If applicable, provide a link to the document filed with the Electronic Municipal Market Access system or "EMMA" or attach a copy of the final disclosure or official statement.

**14. Continuing Disclosure Obligations**

Indicate if the public entity previously has agreed to make any continuing disclosures and if the entity agreed to any continuing disclosure obligations in connection with this debt. Indicate the date the annual disclosure is due. Identify the individual responsible for making the disclosures.

**15. Written Debt Management Policy**

Indicate the Governing Body's approval date of the current version of the written debt management policy and whether the debt complies with the policy and is clearly authorized by the policy.

**16. Written Derivative Management Policy**

If a Derivative is related to the debt obligation, indicate the Governing Body's approval date of the current version of the written Derivative Policy, the date of the Letter of Compliance, and whether the Derivative complies with the Policy and is clearly authorized by the Policy.

**17. Submission of Report**

The Report must be filed with the Governing Body not later than forty-five (45) days after the issuance or execution of a debt obligation by or on behalf of any Public Entity and with a copy to the Director of the OSLF. The Report is to be delivered to each member of the Governing Body and presented at a public meeting of the body. If there is not a scheduled meeting within forty-five (45) days, deliver the Report to each member and list the date of the next scheduled meeting at which the Report will be presented. **Public Entities that fail to comply with the requirements of TCA Section 9-21-151 will not be allowed to enter into any further Debt Obligations or Derivatives until they have complied with the law.**

**18. Signatures**

The authorized representative is the chief executive officer of the Public Entity. If the Report is prepared by someone other than the authorized representative, indicate in the space provided. **However, the authorized representative must still sign the Report and is certifying the accuracy of the information included.**

**DEFINITIONS**

"Borrowing Program" means a draw down borrowing program, in which the maximum principal amount of the program or loan is established, but will not be drawn upon until a future date. Examples are commercial paper programs and the State Revolving Fund loan program.

"Chief Executive Officer" means County Executive, County Mayor, Mayor, President, or Chairman.

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

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

"Finance transaction" means debt obligations, derivatives, or both.

"Governing body" means the legislative body of any public entity or any other authority charged with the governing of the affairs of any public entity.

"Initial Report" means a Report filed at the time of establishment of a Borrowing Program (with disclosures as if the entire amount has been issued).

"NIC" means net interest cost and "TIC" means true interest cost.

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

**INCORRECT OR INCOMPLETE FORMS WILL BE RETURNED**  
**AND THE PUBLIC ENTITY WILL BE DEEMED NOT IN COMPLIANCE WITH TCA SECTION 9-21-151.**

THIS ISSUE			TOTAL DEBT OUTSTANDING		
Year	Cumulative Principal	% Total	Year	Cumulative Principal	% Total
1	\$ 35,928	4.5%	1	\$ 1,379,761	7.9%
5	183,708	23.0%	5	\$ 6,340,893	36.1%
10	377,880	47.2%	10	\$10,829,827	61.7%
15	583,152	72.9%	15	\$14,108,066	80.3%
20	800,000	100.0%	20	\$16,358,306	93.1%
25			25	\$17,063,306	97.2%
30			30	\$17,563,306	100.0%

April 1, 2016

Ms. Kerry Harville  
City Recorder  
City of White House  
105 College Street  
White House, Tennessee 37188

**VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

**RE: WAL-MART STORES EAST, LP  
D/B/A WALMART #4483  
222 WILKINSON LANE, WHITE HOUSE, TENNESSEE 37188**

Dear Ms. Harville:

Please find enclosed the following documents in support of the Certificate of Compliance application for a retail food store wine license for Wal-Mart Stores East, LP d/b/a Walmart #4483 located at 222 Wilkinson Lane, White House, Tennessee 37188:

- Certificate of Compliance Form;
- National Criminal Background Check for Michael S. Moore;
- National Criminal Background Check for Cynthia P. Moehring;
- National Criminal Background Check for Steven R. Zielske; and
- National Criminal Background Check for Andrea M. Lazenby.

Please send us the executed Certificate of Compliance when it is ready. If you have questions, please contact me at 615.238.6362. Thank you in advance for your assistance.

Sincerely,

*Tayo Atanda/epf*

Olatayo Atanda

OA/epf  
Enclosures

**CERTIFICATE OF BACKGROUND  
INVESTIGATION AND ZONING**

SUBMITTED PURSUANT TO T.C.A. § 57-3-806

Wal-Mart Stores East, LP d/b/a Walmart #4483  
222 Wilkinson Lane, White House, Tennessee 37188

This is to certify that Michael S. Moore, Cynthia P. Moehring, Steven R. Zielske and Andrea M. Lazenby, who are the executive officers of the above named retail food store, which store will make application for a license to sell wine for off premises consumption and which is located in the Municipality of White House, and/or or the County of Robertson, State of Tennessee are in compliance with the provisions of Tenn. Code Ann § 57-3-806(a).

- (a) The undersigned has/have made careful investigation of the said applicant's background and have found that they have not been convicted of a felony within a ten-year period preceding this application.

A N D

- (b) The location of the retail food store complies with all zoning laws adopted by the jurisdiction.

This the \_\_\_ day of April, 2016.

**If premises located outside Municipality:**

\_\_\_\_\_  
County Executive, Print Name

\_\_\_\_\_  
County Executive, Signature

OR

\_\_\_\_\_  
Chairman of County Commission, Print Name

\_\_\_\_\_  
Chairman of County Commission, Signature

**If premises located within Municipality:**

\_\_\_\_\_  
Mayor of other official head of Municipality, Print Name

\_\_\_\_\_  
Mayor of other official head of Municipality, Signature

OR

\_\_\_\_\_  
Member of Legislative Body of Municipality, Print Name

\_\_\_\_\_  
Member of Legislative Body of Municipality, Signature

\_\_\_\_\_  
Member of Legislative Body of Municipality, Print Name

\_\_\_\_\_  
Member of Legislative Body of Municipality, Signature

\_\_\_\_\_  
Member of Legislative Body of Municipality, Print Name

\_\_\_\_\_  
Member of Legislative Body of Municipality, Signature

# BACKGROUND SCREENING REPORT

Prepared for: Bone Mcallister Norton PLLC

22 N. Front St, STE 800  
Memphis, TN 38103  
(888) 616-0626

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**Subject Information:****Requestor Information:**

Subject: MOORE, MICHAEL SCOTT  
DOB: 07/23/19[REDACTED]  
Social Security Number: [REDACTED]  
Date/Time Last Update: February 9, 2016 09:05 AM  
Order Number(s): 5530077  
Package Name(s): Bone Law  
Address: 3 NEWHAVEN COURT  
ROGERS, AR 72758

Requestor Name: Geri Simmons-Curry  
Requestor Userid: bmn/gsimmons-curry  
Requestor Phone: 615-248-3729  
Requestor Email: gsimmons-curry@bonelaw.com  
Billing Identifier 1: Quickscreen stage 1  
Billing Identifier 2:  
Billing Identifier 3:

---

**Report Summary Information:****Component**

National Alias Criminal History for MICHAEL SCOTT MOORE, page 2  
SSN Address Trace for [REDACTED], page 3

**Status**

COMPLETE-clear  
COMPLETE-clear

**Last update**

2/09/16 09:05 AM Central  
2/08/16 04:02 PM Central

**Notice :** The information provided is a consumer report as defined in the federal Fair Credit Reporting Act [15 U.S.C. 1681- 1681u]. It contains confidential information on the individual named. It is submitted to the conditions contained in your Subscriber Agreement with Verified Person and may be used solely as a factor in evaluating the named individual for property renting/leasing, employment, promotion, reassignment or retention as an employee. Verified Person maintains strict procedures designed to insure that the information is complete and up to date. While the information furnished is from reliable sources, its accuracy is not guaranteed. Proper use of this report and final verification of the named individual's identity is your sole responsibility. If any adverse action is taken based in whole or in part on this consumer report, a copy of this report and a summary of the consumer's rights must be provided to the consumer prior to taking adverse action.

---

Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

**SUBJECT\_DETAILS**

Printed: 02/11/16 01:57 PM CST

[v3.vpassure.com](http://v3.vpassure.com)

MICHAEL SCOTT MOORE  
Page 1 of 4

No Records Found

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

SSN is valid.  
Issued in Missouri  
Issued between 1981 and 1984

MICHAEL SCOTT MOORE	DOB : 07/XX/19[REDACTED] 6 S TUDOR LN ROGERS, AR 72758 County: BENTON	Last Seen 02/XX/2016 First Seen 12/XX/2014
	4280 BRIDGER RD KANSAS CITY, MO 64111 County: JACKSON	Last Seen 07/XX/2015 First Seen 07/XX/2015
	3 S ROGERS, AR 72758 County: BENTON	Last Seen 01/XX/2015 First Seen 02/XX/2012
	6 TUDOR LN ROGERS, AR 72758 County: BENTON	Last Seen 11/XX/2014 First Seen 11/XX/2014
	204 DEVON GRN BENTONVILLE, AR 72712 County: BENTON	Last Seen 09/XX/2014 First Seen XX/XX/2001
	PO BOX 3 ROGERS, AR 72758 County: BENTON	Last Seen 09/XX/2014 First Seen 09/XX/2014
	2824 SW 108TH ST OKLAHOMA CITY, OK 73170 County: CLEVELAND	Last Seen 09/XX/2011 First Seen 03/XX/1997
	1715 REX AVE APT 79 JOPLIN, MO 64801 County: JASPER	Last Seen 06/XX/2005 First Seen 12/XX/2003
	5507 I AVE KEARNEY, NE 68847 County: BUFFALO	Last Seen 09/XX/2004 First Seen 02/XX/1995
	947 LYNWOOD LN SULLIVAN, MO 63080 County: CRAWFORD	Last Seen 10/XX/1999 First Seen 03/XX/1993
	PO BOX 173 WASHINGTON, MO 63090 County: FRANKLIN	Last Seen 09/XX/1996 First Seen 03/XX/1994

Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

---

MIKE SCOTT MOORE DOB : 07/XX/19[REDACTED]  
3 S  
ROGERS, AR 72758  
County: BENTON  
Last Seen 01/XX/2015  
First Seen 02/XX/2012

6 TUDOR LN  
ROGERS, AR 72758  
County: BENTON  
Last Seen 11/XX/2014  
First Seen 11/XX/2014

PO BOX 3  
ROGERS, AR 72758  
County: BENTON  
Last Seen 09/XX/2014  
First Seen 09/XX/2014

204 DEVON GRN  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen 09/XX/2014  
First Seen XX/XX/2001

2824 SW 108TH ST  
OKLAHOMA CITY, OK 73170  
County: CLEVELAND  
Last Seen 09/XX/2011  
First Seen 03/XX/1997

1715 REX AVE APT 79  
JOPLIN, MO 64801  
County: JASPER  
Last Seen 06/XX/2005  
First Seen 12/XX/2003

5507 I AVE  
KEARNEY, NE 68847  
County: BUFFALO  
Last Seen 09/XX/2004  
First Seen 02/XX/1995

947 LYNWOOD LN  
SULLIVAN, MO 63080  
County: CRAWFORD  
Last Seen 10/XX/1999  
First Seen 03/XX/1993

PO BOX 173  
WASHINGTON, MO 63090  
County: FRANKLIN  
Last Seen 09/XX/1996  
First Seen 03/XX/1994

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

# BACKGROUND SCREENING REPORT

Prepared for: Bone Mcallister Norton PLLC

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**Subject Information:****Requestor Information:**

Subject:	Moehring, Cynthia P	Requestor Name:	Geri Simmons-Curry
DOB:	07/03/19[REDACTED]	Requestor Userid:	bmn/gsimmons-curry
Social Security Number:	[REDACTED]	Requestor Phone:	615-248-3729
Date/Time Last Update:	February 8, 2016 04:08 PM	Requestor Email:	gsimmons-curry@bonelaw.com
Order Number(s):	5530107	Billing Identifier 1:	
Package Name(s):	Bone Law	Billing Identifier 2:	
Address:	2908 RED FOX RIDGE	Billing Identifier 3:	
	BENTONVILLE, AR 72712		

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**Report Summary Information:**

Component	Status	Last update
National Alias Criminal History for Cynthia P Moehring, page 2	COMPLETE-clear	2/08/16 04:08 PM Central
SSN Address Trace for SSN [REDACTED], page 3	COMPLETE-clear	2/08/16 04:07 PM Central

**Notice :** The information provided is a consumer report as defined in the federal Fair Credit Reporting Act [15 U.S.C. 1681- 1681u]. It contains confidential information on the individual named. It is submitted to the conditions contained in your Subscriber Agreement with Verified Person and may be used solely as a factor in evaluating the named individual for property renting/leasing, employment, promotion, reassignment or retention as an employee. Verified Person maintains strict procedures designed to insure that the information is complete and up to date. While the information furnished is from reliable sources, its accuracy is not guaranteed. Proper use of this report and final verification of the named individual's identity is your sole responsibility. If any adverse action is taken based in whole or in part on this consumer report, a copy of this report and a summary of the consumer's rights must be provided to the consumer prior to taking adverse action.

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

No Records Found

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

---

SSN Address Trace for SSN 491-84-4120-clear :

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SSN is valid.  
Issued in Missouri  
Issued between 1981 and 1983

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C MOEHRING DOB : 07/XX/19[REDACTED]  
2908 RED FOX RDG  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen 09/XX/2011  
First Seen 09/XX/2011

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CINDY P MOEHRING DOB : 07/XX/19[REDACTED]  
2908 RED FOX RDG  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen 02/XX/2016  
First Seen 07/XX/2011

805 FOXFIRE LN  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen 09/XX/2013  
First Seen 02/XX/1999

3912 SW RIDGEPOINTE AVE  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen 10/XX/2012  
First Seen 08/XX/2012

14156 ROLLING HILLS DR  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen 06/XX/2012  
First Seen 07/XX/1999

661 W MUIRWOOD DR  
PHOENIX, AZ 85045  
County: MARICOPA  
Last Seen 09/XX/2010  
First Seen 08/XX/1993

888 E CLINTON ST APT 2022  
PHOENIX, AZ 85020  
County: MARICOPA  
Last Seen 01/XX/2003  
First Seen 10/XX/1992

1503 NE 10TH ST  
BENTONVILLE, AR 72712  
County: BENTON  
Last Seen XX/XX/1999  
First Seen XX/XX/1999

5535 W MCDOWELL RD  
PHOENIX, AZ 85035  
County: MARICOPA  
Last Seen 06/XX/1995  
First Seen 06/XX/1995

2149 E SUNSHINE ST  
SPRINGFIELD, MO 65804  
County: GREENE  
Last Seen 06/XX/1992  
First Seen 03/XX/1991

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

1600 S EADS ST APT 227N  
ARLINGTON, VA 22202  
County: ARLINGTON

Last Seen 06/XX/1992  
First Seen 08/XX/1989

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<b>CYNTHIA P MOEHRING</b> DOB : 07/XX/19[REDACTED]	
2908 RED FOX RDG BENTONVILLE, AR 72712 County: BENTON	Last Seen 02/XX/2016 First Seen 07/XX/2011
805 FOXFIRE LN BENTONVILLE, AR 72712 County: BENTON	Last Seen 09/XX/2013 First Seen 02/XX/1999
3912 SW RIDGEPOINTE AVE BENTONVILLE, AR 72712 County: BENTON	Last Seen 10/XX/2012 First Seen 08/XX/2012
14156 ROLLING HILLS DR BENTONVILLE, AR 72712 County: BENTON	Last Seen 06/XX/2012 First Seen 07/XX/1999
661 W MUIRWOOD DR PHOENIX, AZ 85045 County: MARICOPA	Last Seen 09/XX/2010 First Seen 08/XX/1993
888 E CLINTON ST APT 2022 PHOENIX, AZ 85020 County: MARICOPA	Last Seen 01/XX/2003 First Seen 10/XX/1992
1503 NE 10TH ST BENTONVILLE, AR 72712 County: BENTON	Last Seen XX/XX/1999 First Seen XX/XX/1999
5535 W MCDOWELL RD PHOENIX, AZ 85035 County: MARICOPA	Last Seen 06/XX/1995 First Seen 06/XX/1995
2149 E SUNSHINE ST SPRINGFIELD, MO 65804 County: GREENE	Last Seen 06/XX/1992 First Seen 03/XX/1991
1600 S EADS ST APT 227N ARLINGTON, VA 22202 County: ARLINGTON	Last Seen 06/XX/1992 First Seen 08/XX/1989

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**CINDY L PETERSEN** DOB : 07/XX/19[REDACTED]

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

SUBJECT DETAILS  
Printed: 02/11/16 01:42 PM CST

[v3.vpassure.com](http://v3.vpassure.com)

Cynthia P Moehring  
Page 4 of 5

2908 RED FOX RDG BENTONVILLE, AR 72712 County: BENTON	Last Seen 02/XX/2016 First Seen 07/XX/2011
805 FOXFIRE LN BENTONVILLE, AR 72712 County: BENTON	Last Seen 09/XX/2013 First Seen 02/XX/1999
3912 SW RIDGEPOINTE AVE BENTONVILLE, AR 72712 County: BENTON	Last Seen 10/XX/2012 First Seen 08/XX/2012
14156 ROLLING HILLS DR BENTONVILLE, AR 72712 County: BENTON	Last Seen 06/XX/2012 First Seen 07/XX/1999
661 W MUIRWOOD DR PHOENIX, AZ 85045 County: MARICOPA	Last Seen 09/XX/2010 First Seen 08/XX/1993
888 E CLINTON ST APT 2022 PHOENIX, AZ 85020 County: MARICOPA	Last Seen 01/XX/2003 First Seen 10/XX/1992
1503 NE 10TH ST BENTONVILLE, AR 72712 County: BENTON	Last Seen XX/XX/1999 First Seen XX/XX/1999
5535 W MCDOWELL RD PHOENIX, AZ 85035 County: MARICOPA	Last Seen 06/XX/1995 First Seen 06/XX/1995
2149 E SUNSHINE ST SPRINGFIELD, MO 65804 County: GREENE	Last Seen 06/XX/1992 First Seen 03/XX/1991
1600 S EADS ST APT 227N ARLINGTON, VA 22202 County: ARLINGTON	Last Seen 06/XX/1992 First Seen 08/XX/1989
3101 LEVI LN BENTONVILLE, AR 72712 County: BENTON	Last Seen First Seen

Page 1 of 5

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

SUBJECT\_DETAILS  
Printed: 02/11/16 01:42 PM CST

[v3.vpassure.com](http://v3.vpassure.com)

Cynthia P Moehring  
Page 5 of 5

# BACKGROUND SCREENING REPORT

Prepared for: Bone Mcallister Norton PLLC

22 N. Front St, STE 800  
Memphis, TN 38103  
(888) 616-0626

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**Subject Information:****Requestor Information:**

Subject: ZIELSKE, STEVEN ROBERT  
DOB: 07/29/19 [REDACTED]  
Social Security Number: [REDACTED]  
Date/Time Last Update: March 8, 2016 11:17 AM  
Order Number(s): 5617620  
Package Name(s): Bone Law  
Address: 4904 S 44TH PL  
ROGERS, AR 72758

Requestor Name: Geri Simmons-Curry  
Requestor Userid: bmn/gsimmons-curry  
Requestor Phone: 615-248-3729  
Requestor Email: gsimmons-curry@bonelaw.com  
Billing Identifier 1: Quickscreen stage 1  
Billing Identifier 2:  
Billing Identifier 3:

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**Report Summary Information:**

Component	Status	Last update
National Alias Criminal History for STEVEN ROBERT ZIELSKE, page 2	COMPLETE-clear	3/08/16 11:17 AM Central
SSN Address Trace for SSN [REDACTED] page 3	COMPLETE-clear	3/08/16 11:12 AM Central

**Notice :** The information provided is a consumer report as defined in the federal Fair Credit Reporting Act [15 U.S.C. 1681- 1681u]. It contains confidential information on the individual named. It is submitted to the conditions contained in your Subscriber Agreement with Verified Person and may be used solely as a factor in evaluating the named individual for property renting/leasing, employment, promotion, reassignment or retention as an employee. Verified Person maintains strict procedures designed to insure that the information is complete and up to date. While the information furnished is from reliable sources, its accuracy is not guaranteed. Proper use of this report and final verification of the named individual's identity is your sole responsibility. If any adverse action is taken based in whole or in part on this consumer report, a copy of this report and a summary of the consumer's rights must be provided to the consumer prior to taking adverse action.

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

No Records Found

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SSN Address Trace for SSN 541-88-5337-clear :

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SSN is valid.  
Issued in Oregon  
Issued between 1974 and 1976

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STEVEN ZEILSKE DOB : 07/XX/19[REDACTED]  
4904 S 44TH PL  
ROGERS, AR 72758  
County: BENTON  
Last Seen 03/XX/2016  
First Seen 08/XX/2000

2833 WELLINGTON CIR  
ROGERS, AR 72758  
County: BENTON  
Last Seen 09/XX/2013  
First Seen 08/XX/2000

1000 VICARS LANDING WAY PH 2  
PONTE VEDRA BEACH, FL 32082  
County: SAINT JOHNS  
Last Seen 02/XX/2009  
First Seen 02/XX/2009

1000 VICARS LANDING WAY APT D210  
PONTE VEDRA BEACH, FL 32082  
County: SAINT JOHNS  
Last Seen 11/XX/2008  
First Seen 11/XX/2008

297 WATERS EDGE S DR  
PONTE VEDRA BEACH, FL 32082  
County: SAINT JOHNS  
Last Seen 01/XX/2003  
First Seen 12/XX/1995

605 PARK NE DR  
ATLANTA, GA 30306  
County: FULTON  
Last Seen 01/XX/2003  
First Seen 09/XX/1986

2833 W WELLINGTON CIR  
ROGERS, AR 72758  
County: BENTON  
Last Seen 08/XX/2000  
First Seen 08/XX/2000

3156 NORTHPLACE SE WAY  
SMYRNA, GA 30080  
County: COBB  
Last Seen 09/XX/1999  
First Seen 09/XX/1986

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ROBERT HENRY ZIELSKE DOB : 07/XX/19[REDACTED]  
4904 S 44TH PL  
ROGERS, AR 72758  
County: BENTON  
Last Seen 03/XX/2016  
First Seen 08/XX/2000

2833 WELLINGTON CIR  
ROGERS, AR 72758  
County: BENTON  
Last Seen 09/XX/2013  
First Seen 08/XX/2000

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STEVEN ROBERT ZIELSKE DOB : 07/XX/19[REDACTED]  
4904 S 44TH PL  
ROGERS, AR 72758  
County: BENTON  
Last Seen 03/XX/2016  
First Seen 08/XX/2000

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2833 WELLINGTON CIR  
ROGERS, AR 72758  
County: BENTON

Last Seen 09/XX/2013  
First Seen 08/XX/2000

1000 VICARS LANDING WAY PH 2  
PONTE VEDRA BEACH, FL 32082  
County: SAINT JOHNS

Last Seen 02/XX/2009  
First Seen 02/XX/2009

1000 VICARS LANDING WAY APT D210  
PONTE VEDRA BEACH, FL 32082  
County: SAINT JOHNS

Last Seen 11/XX/2008  
First Seen 11/XX/2008

297 WATERS EDGE S DR  
PONTE VEDRA BEACH, FL 32082  
County: SAINT JOHNS

Last Seen 01/XX/2003  
First Seen 12/XX/1995

605 PARK NE DR  
ATLANTA, GA 30306  
County: FULTON

Last Seen 01/XX/2003  
First Seen 09/XX/1986

2833 W WELLINGTON CIR  
ROGERS, AR 72758  
County: BENTON

Last Seen 08/XX/2000  
First Seen 08/XX/2000

3156 NORTHPLACE SE WAY  
SMYRNA, GA 30080  
County: COBB

Last Seen 09/XX/1999  
First Seen 09/XX/1986

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

# BACKGROUND SCREENING REPORT

Prepared for: Bone Mcallister Norton PLLC

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**Subject Information:**

Subject: LAZENBY, ANDREA MARIE  
DOB: 11/03/19[REDACTED]  
Social Security Number: [REDACTED]  
Date/Time Last Update: February 8, 2016 04:12 PM  
Order Number(s): 5530154  
Package Name(s): Bone Law  
Address: 808 IRELAN ST  
LOWELL, AR 72745

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**Requestor Information:**

Requestor Name: Geri Simmons-Curry  
Requestor Userid: bmn/gsimmons-curry  
Requestor Phone: 615-248-3729  
Requestor Email: gsimmons-curry@bonelaw.com  
Billing Identifier 1: Quickscreen stage 1  
Billing Identifier 2:  
Billing Identifier 3:

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**Report Summary Information:**

Component	Status	Last update
National Alias Criminal History for ANDREA MARIE LAZENBY, page 2	COMPLETE-clear	2/08/16 04:12 PM Central
SSN Address Trace for SSN [REDACTED], page 3	COMPLETE-clear	2/08/16 04:10 PM Central

**Notice :** The information provided is a consumer report as defined in the federal Fair Credit Reporting Act [15 U.S.C. 1681- 1681u]. It contains confidential information on the individual named. It is submitted to the conditions contained in your Subscriber Agreement with Verified Person and may be used solely as a factor in evaluating the named individual for property renting/leasing, employment, promotion, reassignment or retention as an employee. Verified Person maintains strict procedures designed to insure that the information is complete and up to date. While the information furnished is from reliable sources, its accuracy is not guaranteed. Proper use of this report and final verification of the named individual's identity is your sole responsibility. If any adverse action is taken based in whole or in part on this consumer report, a copy of this report and a summary of the consumer's rights must be provided to the consumer prior to taking adverse action.

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No Records Found

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Verified Person will accurately report all information as received. The information in this report is gathered from sources deemed by Verified Person to be reliable, however Verified Person cannot be responsible for the content of information received from an outside source.

SSN is valid.  
Issued in Oklahoma  
Issued between 1986 and 1989

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ANDREA MARIE ACKLEY	DOB : 11/XX/19[REDACTED]	
	808 IRELAN ST LOWELL, AR 72745 County: BENTON	Last Seen 02/XX/2016 First Seen 12/XX/2007
	531 N SCOTTSDALE DR APT 5 FAYETTEVILLE, AR 72701 County: WASHINGTON	Last Seen 09/XX/2013 First Seen 07/XX/2006
	2730A CARONDOLET ST SPRINGDALE, AR 72764 County: WASHINGTON	Last Seen 02/XX/2013 First Seen 05/XX/2007
	223 LINKS DR APT 202 LOWELL, AR 72745 County: BENTON	Last Seen 09/XX/2007 First Seen 08/XX/2005
	RR 1 158 OKEMAH, OK 74859 County: OKFUSKEE	Last Seen 12/XX/2005 First Seen 12/XX/2005
	155 N MCILROY AVE FAYETTEVILLE, AR 72701 County: WASHINGTON	Last Seen 09/XX/2005 First Seen 05/XX/2004
	RR 1 OKEMAH, OK 74859 County: OKFUSKEE	Last Seen 06/XX/2005 First Seen 08/XX/2001
	1733 W PRESERVATION DR APT 8 FAYETTEVILLE, AR 72703 County: WASHINGTON	Last Seen 07/XX/2004 First Seen 07/XX/2004

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ANDREA MARIE AUCLEY	DOB : 11/XX/19[REDACTED]	
	808 IRELAN ST LOWELL, AR 72745 County: BENTON	Last Seen 02/XX/2016 First Seen 12/XX/2007
	531 N SCOTTSDALE DR APT 5 FAYETTEVILLE, AR 72701 County: WASHINGTON	Last Seen 09/XX/2013 First Seen 07/XX/2006
	2730A CARONDOLET ST SPRINGDALE, AR 72764 County: WASHINGTON	Last Seen 02/XX/2013 First Seen 05/XX/2007

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223 LINKS DR APT 202  
LOWELL, AR 72745  
County: BENTON

Last Seen 09/XX/2007  
First Seen 08/XX/2005

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**ANDREA MARIE LAZENBY** DOB : 11/XX/19[REDACTED]  
808 IRELAN ST  
LOWELL, AR 72745  
County: BENTON

Last Seen 02/XX/2016  
First Seen 12/XX/2007

531 N SCOTTSDALE DR APT 5  
FAYETTEVILLE, AR 72701  
County: WASHINGTON

Last Seen 09/XX/2013  
First Seen 07/XX/2006

2730A CARONDOLET ST  
SPRINGDALE, AR 72764  
County: WASHINGTON

Last Seen 02/XX/2013  
First Seen 05/XX/2007

223 LINKS DR APT 202  
LOWELL, AR 72745  
County: BENTON

Last Seen 09/XX/2007  
First Seen 08/XX/2005

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April 12, 2016

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Dee Cee Road

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One of our greatest challenges on the west side of Interstate 65 is the Industrial Drive access from SR76. Our City Planner in his first week on the job identified this area as hazardous and a deterrent to economic development in that area. He proposed shifting the entry into the industrial park to Dee Cee Court.

With the proposed Love's project the opportunity for private investment into helping develop this new road and carry it south of SR76 into Union Road came into fruition. Love's has engineered and has committed to building a new road from SR76 to Dee Cee Court. Mr. and Mrs. Jim Brinkley has agreed to donate the land to the City with a few stipulations. This new road benefits Loves, the Brinkley's, and the City. Our investment would soon reap future tax revenues that will far exceed any of our investments in this project.

What staff is proposing in conjunction with the Brinkley requests is to provide for their concerns. The three main areas of concern are:

- 1) The property is currently in the greenbelt and has a reduced tax base. Removing this benefit will cost the Brinkley's approximately \$26,000 in roll back county and city taxes. We would propose to reimburse the Brinkley's for this cost - \$7,500 of this is city tax so our burdened is reduced.
- 2) Since this road splits the Brinkley property we propose to place a sewer line under the new road prior to construction with manholes on each side. We are proposing with additional easements to connect this line to our lift station west of the property within the next 24 months.
- 3) We also propose to connect an eight inch water line with a new hydrant from the new 12 inch line that will be at the new intersection of SR 76 and Dee Cee Road to the eight inch line that dead ends in the Dee Cee Court. Also, we propose to place a cast iron sleeve large enough to feed up to an eight inch line under the proposed road for future development on the east side of the new road.

Our City attorney is drawing up a contract that will legalize this verbal agreement we have with the Brinkley's. Staff would recommend that this board allow the City Administrator to enter a contractual agreement with the Brinkley's concerning this project so that we do not delay the building of the new road.

**DISCUSSION ITEMS...**

**OTHER INFORMATION....**