

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Aldermen Meeting*  
October 20, 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 September 15th meeting
7. Welcome Visitors
8. Public Hearings
  - a. **Ordinance 16-18:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *Second Reading*
  - b. **Ordinance 16-19:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *Second Reading*
  - c. City of White House Annual Municipal Separate Storm Sewer System (MS4) Annual Report
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 16-13:** A resolution authorizing participation in The Pool's "Driver Safety" Loss Control Matching Grant Program.
  - b. **Resolution 16-14:** A resolution updating the Records Management Policies and Procedures Policy.
  - c. **Resolution 16-15:** A resolution approving certain amendments and revisions to the Purchasing Procedures Manual.
12. Consideration of the Following Ordinances:
  - a. **Ordinance 16-18:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *Second Reading*
  - b. **Ordinance 16-19:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *Second Reading*

- c. **Ordinance 16-20:** An ordinance amending the Municipal Code Title 5, Chapter 1 Miscellaneous, by adding sections 5-103 and 5-104. *First Reading.*
- d. **Ordinance 16-21:** An ordinance amending the Zoning Ordinance Article IV by adding section 4.300. *First Reading.*

13. Purchasing

- a. To approve or reject subdivision and street acceptance for Cambria Phase Two including Artesa Drive and Cuvee Court, with a one-year \$15,000 maintenance bond that expired in August 2016. The Planning and Codes Director recommends approval.

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

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

17. Adjournment

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Aldermen Meeting*  
September 15, 2016  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

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

3. Pledge by Alderman

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the August 18<sup>th</sup> meeting

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **August 18<sup>th</sup> minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

Mayor Arnold presented the Sumner and Robertson County chapters of the Daughters of the American Revolution with a proclamation declaring September 17<sup>th</sup> – 23<sup>rd</sup> Constitution Week.

8. Public Hearings

- a. **Ordinance 16-16:** An ordinance amending the fiscal budget for the period ending June 30, 2017.  
*Second Reading*

No one spoke for or against.

- b. **Ordinance 16-17:** An ordinance to annex certain territories and incorporate same within the corporate boundaries. *Second Reading*

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Decker mentioned that an AT&T contractor is working in a neighborhood and has caused some damage to citizens' property while working within their easements. The Board discussed that the damage that took place is a civil issue between the homeowner and contractor.

City Administrator Gerald Herman provided an update on the Love's Travel Center construction.

City Administrator Gerald Herman provided an update on the Special Census response progress.

City Administrator Gerald Herman stated that new sidewalks are being installed along Hester Drive. The improvements should be finished in October.

City Administrator Gerald Herman provide an update on the Museum/Visitor Center renovation progress.

City Administrator Gerald Herman mentioned that the Leisure Service Board Chairperson Fran Hutson is organizing a committee to update a master development plan for future parks and services. She plans to have recommendations ready to present to the Board next summer.

City Administrator Gerald Herman noted that multiple recognitions the City has received this week: 1.) Police Department recognized as number one in traffic safety programs in our population division by the Governor's Highway Safety Program 2.) Kerry Harville was recognized by Tennessee Association of Municipal Clerks and Recorders as the Municipal Clerk of the Year for the State of Tennessee 3.) Elizabeth Kozlowski received an award for our library given by the Greater Nashville Regional Council.

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 16-12:** A resolution authorizing participation in year two of Tristar Health's Wellness Portal.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 16-12 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 16-16:** An ordinance amending the fiscal budget for the period ending June 30, 2017. *Second Reading*

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

- b. **Ordinance 16-17:** An ordinance to annex certain territories and incorporate same within the corporate boundaries. *Second Reading*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 16-17 was approved on Second Reading.**

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 16-18 passed on First Reading.**

- d. **Ordinance 16-19:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *First Reading*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 16-19 passed on First Reading.**

### 13. Purchasing

- a. To approve or reject Jones Bros. Contractors' bid of \$61,615.50 for milling services. The Public Services Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - abstain. Motion was approved. **Motion passed.**

- b. To approve or reject authorizing the City Administrator, Gerald Herman, to enter into a contract with Kennon Calhoun Workshop for \$17,500.00 for architecture services for Phase II of the White House Inn Museum and Chamber of Commerce office renovation project. The City Administrator recommends approval.

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

### 14. Other Business

- a. Construction Board of Appeals Appointment

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Motion passed to approve Mr. Rob Dorris joining the Construction Board of Appeals.**

### 15. Discussion Items

- a. None

### 16. Other Information

- a. None

17. Adjournment

Meeting was adjourned at 7:36 pm.

ATTEST:

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

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

REF

REPORTS....

**General Government Department  
September 2016**

**Administration**

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

- September 01: Leisure Services Board Meeting
- September 06: Citizen Meeting: Drainage Issues on Christian Drive
- September 07: LPRG Grant Workshop
- September 08:
  - Developer Meeting for Potential New Business
  - Ribbon Cutting: Middle Tennessee Youth Ballet
  - Citizen Meeting: Drainage Issues on Sunnybrooke Drive
  - Library Board Meeting
- September 12:
  - Meeting with Leisure Services Board Chairman
  - Stormwater Advisory Board Meeting
  - Planning Commission Meeting
- September 14: TAMCAR Conference Award Banquet
- September 15: Board of Mayor and Aldermen Meeting
- September 20: White House Chamber of Commerce Luncheon
- September 21:
  - Metropolitan Planning Organization – Executive Board Meeting
  - Sumner County Council of Governments Annual Awards Dinner
- September 27: Site Visit: Sage Road – Tate Building (Under Construction)
- September 29:
  - Sumner County Hazard Mitigation Plan Meeting
  - Leisure Services Board Special Called Meeting

**Performance Measurements**

**Finance Update**

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2016-2017.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$10,639,480	\$2,861,902	↑1.48
Industrial Development	\$134,500	\$33,385	↓1.06
State Street Aid	\$326,500	\$306,676	↑68.93
Parks Sales Tax	\$516,774	\$301,040	↑31.56
Solid Waste	\$855,481	\$275,191	↑6.08
Impact Fees	\$25,000	\$0	↓25.00
Police Drug Fund	\$5,830	\$2,300	↑14.45
Debt Services	\$869,656	\$0	↓25.00
Wastewater	\$3,983,375	\$1,959,030	↑16.17
Healthcare	\$68,500	\$9,328	↓11.38
Stormwater Fund	\$596,005	\$190,372	↑6.41
Cemetery Fund	\$28,275	\$21,553	↑39.39

\*Expended/Encumbered amounts reflect charges from July 1, 2016 – June 30, 2017.

**General Government Department  
September 2016**

**Purchasing**

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The September 2016 error rate was 3.3%.

**Total Purchase Orders**

	FY 2017	FY 2016	FY 2015	FY 2014
July	327	279	231	212
August	175	166	170	140
September	120	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		134	147	157
May		175	129	149
June		103	122	156
<b>Total</b>	<b>622</b>	<b>1,903</b>	<b>1,655</b>	<b>1,733</b>

**Purchase Order Errors by Department**

	Aug 2016	FY 2017	FY 2016	FY 2015*
Admin.	1	1	1	0
Bldg. Maint.	0	0	0	0
Cemetery	1	1	0	0
Codes	0	0	0	0
Court	0	0	0	0
Finance	0	0	0	0
Fire	0	0	1	2
HR	0	2	3	0
Library	0	2	5	8
Parks	0	3	4	3
Police	0	2	2	2
Public Works	0	0	0	2
Sanitation	1	1	1	0
Stormwater	0	0	4	-
Wastewater	1	1	12	3
<b>Total</b>	<b>4</b>	<b>13</b>	<b>33</b>	<b>20</b>

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

Purchase Orders by Dollars	Sept 2016	FY 2017	FY 2016	FY 2015	Total for FY17	Total for FY16	Total for FY15
Purchase Orders \$0-\$1,999			574	1,392		\$257,274.67	\$708,133.51
Purchase Orders \$2,000-\$9,999			97	172		\$438,374.77	\$718,011.83
Purchase Orders over \$10,000			47	91		\$5,446,055.10	\$11,854,322.55
<b>Total</b>			<b>718</b>	<b>1,655</b>		<b>\$6,141,704.54</b>	<b>\$13,280,467.89</b>
Purchase Orders \$0-\$9,999	115	578	1,144		\$722,478.81	\$1,059,976.01	
Purchase Orders \$10,000-\$24,999	2	18	19		\$274,675.08	\$263,458.18	
Purchase Orders over \$25,000	3	26	22		\$2,876,838.43	\$2,243,981.85	
<b>Total</b>	<b>120</b>	<b>622</b>	<b>1,185</b>		<b>\$3,873,992.32</b>	<b>\$3,567,416.04</b>	
<b>Total</b>	<b>120</b>	<b>622</b>	<b>1,903</b>	<b>1,655</b>	<b>\$3,873,992.32</b>	<b>\$9,709,120.58</b>	<b>\$13,280,467.89</b>

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

**General Government Department  
September 2016**

**Website Management**

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

	2016-2017 Update Requests	2015-2016 Update Requests	2014-2015 Update Requests	2016-2017 Page Visits	2015-2016 Page Visits	2014-2015 Page Visits
<b>July</b>	62	112	102	1,067,000	266,304	562,455
<b>August</b>	117	79	83	831,878	401,773	265,548
<b>September</b>	72	154	107	688,733	287,363	352,406
<b>October</b>		64	93		331,565	328,241
<b>November</b>		92	67		281,096	361,124
<b>December</b>		123	96		293,316	393,777
<b>January</b>		94	89		363,641	246,658
<b>February</b>		111	116		509,454	389,805
<b>March</b>		107	98		433,454	355,975
<b>April</b>		127	82		516,718	549,670
<b>May</b>		79	76		441,943	387,210
<b>June</b>		91	91		461,822	320,233
<b>Total</b>	<b>251</b>	<b>1,233</b>	<b>1,100</b>	<b>2,587,611</b>	<b>4,588,449</b>	<b>4,513,102</b>

**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.

	2016-2017 New Likes	2015 - 2016 New Likes	2014 - 2015 New Likes	2016-2017 # of Posts	2015 - 2016 # of Posts	2014 - 2015 # of Posts
<b>July</b>	96	70	29	20	26	49
<b>August</b>	30	19	23	25	23	30
<b>September</b>	39	24	26	20	21	37
<b>October</b>		95	57		34	47
<b>November</b>		18	25		24	21
<b>December</b>		78	39		24	34
<b>January</b>		137	34		38	25
<b>February</b>		63	69		26	36
<b>March</b>		78	40		24	40
<b>April</b>		20	192		16	30
<b>May</b>		130	45		31	33
<b>June</b>		239	44		34	40
<b>Total</b>	<b>165</b>	<b>971</b>	<b>623</b>	<b>65</b>	<b>321</b>	<b>422</b>

**General Government Department  
September 2016**

**Twitter Management**

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

	2016 – 2017 Total Followers	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2015 – 2016 # of Tweets	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets
<b>July</b>	657	539	418	13	12	42
<b>August</b>	667	548	422	27	15	30
<b>September</b>	675	553	432	16	17	32
<b>October</b>		576	439		21	33
<b>November</b>		583	446		13	22
<b>December</b>		593	451		14	28
<b>January</b>		615	462		28	20
<b>February</b>		621	478		25	28
<b>March</b>		632	481		17	31
<b>April</b>		635	498		13	26
<b>May</b>		640	502		26	23
<b>June</b>		653	507		23	25
<b>Total</b>	N/A	N/A	N/A	56	224	340

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

The Administration Department's goal is to increase the number of downloads and attempt to complete all requests within one week.

	FY17 New Downloads	FY16 New Downloads
<b>July</b>	39	N/A
<b>August</b>	38	N/A
<b>September</b>	37	N/A
<b>October</b>		N/A
<b>November</b>		25
<b>December</b>		40
<b>January</b>		1,236
<b>February</b>		103
<b>March</b>		72
<b>April</b>		47
<b>May</b>		44
<b>June</b>		48
<b>Total</b>	114	1,615

	FY17 # of Request	FY16 # of Requests
<b>July</b>	57	N/A
<b>August</b>	44	N/A
<b>September</b>	40	N/A
<b>October</b>		N/A
<b>November</b>		N/A
<b>December</b>		N/A
<b>January</b>		95
<b>February</b>		33
<b>March</b>		68
<b>April</b>		46
<b>May</b>		37
<b>June</b>		41
<b>FY Total</b>	141	320

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

**General Government Department  
September 2016**

**White House Farmers Market**

The White House Farmers Market is closed for the season.

	<b>2016 New Facebook Likes</b>	<b>2016 Facebook Posts</b>
<b>May</b>	185	17
<b>June</b>	239	5
<b>July</b>	103	8
<b>August</b>	88	12
<b>September</b>	24	1
<b>Total</b>	<b>639</b>	<b>43</b>

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- As needed landscape maintenance
- Monitor progress on the Museum/Visitor Center renovation project

	<b>2016 – 2017 Work Order Requests</b>	<b>2015 - 2016 Work Order Requests</b>	<b>2014 - 2015 Work Order Requests</b>	<b>2013 - 2014 Work Order Requests</b>
<b>July</b>	27	22	25	N/A
<b>August</b>	28	33	10	N/A
<b>September</b>	13	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>		20	22	15
<b>May</b>		33	13	31
<b>June</b>		17	25	20
<b>Total</b>	<b>68</b>	<b>302</b>	<b>249</b>	<b>141</b>

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

**Finance Department  
September 2016**

**Finance Section**

On September 6<sup>th</sup> the Utility Billing Specialist, Public Services Director, City Administrator, and Finance Director met to discuss utility non-payment cutoff and billing procedures. On September 7<sup>th</sup> the Parks Director, the City Administrator, and the Finance Director attended a LPRF Grant Workshop meeting in Murfreesboro, TN. On September 12<sup>th</sup> the Finance Director attended the Stormwater Advisory Board Meeting. On September 20<sup>th</sup> the Utility Billing Specialist and Finance Director met with Michael Winters, President/CEO of National Payment Systems, to discuss options for the city to accept card payments in city offices. This meeting and plan were approved by The Credit Union of Robertson County to be a solution for the previously agreed upon ATM contract that disallowed in-person card payments. On September 26<sup>th</sup> & 27<sup>th</sup> the Finance Director attended NIMS ICS 300 training in Hendersonville, TN. During September, KraftCPAs started the annual audit fieldwork and the Finance Office associates worked several hours on audit tasks. Also during September, the City Tax Clerk and Accounting Specialist trained on the upgraded property tax system.

**Performance Measures**

**Utility Billing**

	September 2016	YTD FY 2017	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
New Builds (#)	12	16	96	62	55	28
Move Ins (#)	50	143	539	488	506	481
Move Outs (#)	56	157	543	514	516	479
Late Payments (\$)	6,614	21,612	71,170	68,103	69,241	65,074
Late Payments (#)	1,075	3,391	12,692	15,641	12,840	12,685
Non-payment disconnects (occupied) (#)	31	84	348	442	514	258*
Non-payment disconnects (vacant) (#)	7	18	11*	n/a	n/a	n/a
New Customer Signup Via Email (#)	11	28	12*	n/a	n/a	n/a
New Customer Signup Via Email (%)	18%	18%	n/a*	n/a	n/a	n/a

\*Less than 12 months of data available

**Business License Activity**

	September 2016	FY 2017 YTD	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
Opened	5	29	97	105	74	80
Closed (notified by business)	0	1	2	5	13	11
Closed (uncollectable)	14	14	0	0	0	129

**Accounts Payable**

	Sept 2016	Aug 2016	July 2016	June 2016
Total # of Invoices Processed	350	471	360	529

**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	2 checks 216 direct deposits	0 Retro adjustments	0 Voids

**Finance Department  
September 2016**

**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	8,442,841	2,532,852	2,824,679	33%
Cemetery Fund			154,163	
Debt Services			174,278	
Healthcare			258,512	
Impact Fees			121,007	
Industrial Development			125,153	
Park Sales Tax			275,085	
Police Drug Fund			11,947	
Solid Waste			468,171	
State Street Aid			233,945	
Stormwater Fund			187,584	
Wastewater			3,080,625	

*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 2016-2017.

Operating Fund	FY2017 Est. Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,442,841	959,712	↓13.63%
Cemetery Fund	35,916	4,048	↓13.73%
Debt Services	904,128	227,506	↑0.16%
Healthcare	69,300	20,134	↑4.05%
Impact Fees	22,150	5,798	↑1.18%
Industrial Development	97,150	23,650	↓0.66%
Park Sales Tax	551,248	139,852	↑0.37%
Police Drug Fund	3,224	897	↑2.82%
Solid Waste	804,600	207,233	↑0.76%
State Street Aid	284,606	74,927	↑1.33%
Stormwater Fund	606,262	152,118	↑0.09%
Wastewater	4,849,022	1,579,113	↑7.57%

\*Realized amounts reflect revenues realized from July 1, 2016—September 30, 2016

**Human Resources Department  
September 2016**

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

- September 20: Monthly Chamber of Commerce Luncheon  
Wellness Program Presentation for Departments
- September 21: Biggest Loser Weigh In  
Wellness Program Presentation for Departments  
Part Time Library Clerk Interviews
- September 28: Biggest Loser Weigh In

**Biggest Loser Program:**

	<b># of Participants</b>	<b>Total Pounds Lost</b>	<b>Total Percentage Lost</b>
September 07	20	N/A	N/A
September 14	20	40.6 lbs	0.9 %
September 21	20	78.0 lbs	1.8 %
September 28	20	79.4 lbs	1.8 %

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

	<b>2016 - 2017</b>	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013-2014</b>
July	0	0	0	2
August	2	1	0	0
September	0	0	3	1
October		0	1	1
November		0	1	0
December		1	0	0
January		2	0	1
February		2	1	1
March		0	1	0
April		0	1	2
May		1	3	1
June		1	3	0
<b>Total</b>	<b>2</b>	<b>8</b>	<b>13</b>	<b>9</b>

Three-year average as of June 30, 2016: 10.00 incidents per year

**Human Resources Department  
September 2016**

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013-2014
July	0	0	0	2
August	0	3	1	0
September	0	0	1	1
October		0	1	2
November		1	2	0
December		0	1	1
January		0	1	2
February		0	2	2
March		0	1	0
April		1	0	2
May		0	0	0
June		1	1	2
<b>Total</b>	<b>0</b>	<b>6</b>	<b>11</b>	<b>14</b>

Three-year average as of June 30, 2016: 10.33 incidents per year

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013 - 2014
July	1	1	0	1
August	0	1	0	0
September	0	2	1	0
October		0	0	1
November		0	1	2
December		1	1	1
January		1	0	0
February		2	1	0
March		2	0	0
April		0	0	0
May		1	1	1
June		0	0	0
<b>Total</b>	<b>1</b>	<b>11</b>	<b>5</b>	<b>6</b>
<b>Percentage</b>	<b>1.03%</b>	<b>11.70%</b>	<b>5.49%</b>	<b>7.14%</b>

Three-year average as of June 30, 2016:  
8.11% per year

**Human Resources Department  
September 2016**

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

	<b>2016 - 2017</b>	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013-2014</b>
July	1 (T)	1 (T)	0	0
August	0	0	1 (D)	0
September	1 (S)	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
February		0	1 (S)	0
March		0	0	0
April		0	0	0
May		1 (T)	0	0
June		0	0	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>

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

Three-year average as of June 30, 2016:  
3.33 incidents per year

**Police Department  
September 2016**

**Highlights**



Officer J.C. White and Officer Michael Thomas graduated from the Tennessee Law Enforcement Training Academy on September 30<sup>th</sup>.

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in September:** Robertson County Chief's meeting (Sept. 13<sup>th</sup>), 911 User Group (Sept. 14<sup>th</sup>), Department Head Meeting (Sept. 19<sup>th</sup>), 911 Board Meeting (Sept. 20<sup>th</sup>), Sumner County Awards Dinner (Sept. 21<sup>st</sup>), and Sumner County Hazard Mitigation Plan (Sept. 29<sup>th</sup>).

**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 September, 108 proofs have been completed for 2016. Susan Johnson is hoping to meet with Sgt. Collins (accessor) on October 3<sup>rd</sup>.
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
April	0	330	0	330
May	0	264	24	288
June	0	136	0	136
July	28	240	0	268
August	0	360	0	360
September	40	468	24	532
<b>Grand Total</b>	<b>68</b>	<b>1,878</b>	<b>100</b>	<b>2,046</b>

**Police Department  
September 2016**

**Patrol Division Performance Measurements**

- 1. Maintain or reduce the number of patrol shifts staffed by only three officers at the two year average of 543 shifts during the Fiscal Year 2016-2017. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.*

Number of Officers on Shift	September	FY 2016-2017
Three (3) Officers per Shift	43	118
Four (4) Officers per Shift	2	2

- 2. Acquire and place into service two Police Patrol Vehicles.* The White House Police Department has ordered two 2016 Ford Police Utility AWD Vehicles from Tt of Ford Murfreesboro, Inc.
- 3. Conduct two underage alcohol compliance checks during the Fiscal Year 2016-2017.* Fall compliance checks will be conducted in November.
- 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.*

Group A Offenses	September	Per 1,000 Pop.	Total 2016	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	11	1	116	10
Crimes Against Property	40	4	331	29
Crimes Against Society	3	<1	94	8
<b>Total</b>	54	5	541	48
<b>Arrests</b>	32		318	

*\*U.S. Census Estimate 2015-11,226*

- 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.*

	September 2016	TOTAL 2016
<b>Traffic Crashes Reported</b>	39	304
<b>Enforce Traffic Laws:</b>		
Written Citations	101	1,166
Written Warnings	70	696
Verbal Warnings	132	1,377

**Police Department  
September 2016**

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>				
<b>2016</b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>September</b>	39	11	28%	12%

**Traffic School:** There was no Traffic School in September.

**Staffing**

- Ofc. J.C. White and Ofc. Michael Thomas graduated from the Tennessee Law Enforcement Academy on September 30<sup>th</sup>. Both officers will be in field training until released by training officer.
  - Ofc. Darryl Manlove returned to active duty from light duty mid-September.
  - Ofc. Kia Towers returned from FMLA to active duty mid-September.
  - Ofc. David Segerson is on Military Leave. He is expected to return in November.
- K-9:** Nike retired on Safety Day (September 5<sup>th</sup>).  
Ofc. Jason Ghee has a new Drug Task Force dog. Her name is Kailee.



**Sumner County Emergency Response Team:** The ERT had 2 High Risk Search Warrants in the month of September.

**Volunteer Reserve Officers:** The Reserves did Firearms on September 26<sup>th</sup>.

**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.*

<b>2016 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<i>September</i>	75%	79%

**Police Department  
September 2016**

**Communications Section**

	<b>September</b>	<b>Total 2016</b>
Calls for Service	890	9,313
Alarm Calls	28	365

**Request for Reports**

	<b>September 2016</b>	<b>FY 2016-2017</b>
Requests for Reports	22	85
Amount taken in	\$33.85	\$95.90
Tow Bills	\$0.00	\$0.00
Emailed at no charge	35	115
Storage Fees	\$0.00	\$0.00

***Tennessee Highway Safety Office (THSO):***

The Tennessee Lifesavers Conference was held in September. We received a State of Tennessee, 11-25 officer category 1<sup>st</sup> place award for our Bicycle & Pedestrian Safety Programs. The Police Department also received \$300.00 in equipment.

***Volunteer Police Explorers:*** In September, the Explorers helped with Safety Day. They also went over vehicle searches and emergency vehicle operation.

***Item(s) sold on Govdeals:*** Nothing at this time.

**Crime Prevention/Community Relations Performance Measurements**

1. ***Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***  
D.A.R.E. classes began at White House Heritage Elementary on August 29<sup>th</sup>. Sgt. Enck has 7 classes (147 students).
2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.***  
Safety Day was held on Labor Day. Approximately, forty kids participated in the Bike parade.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** We are currently accepting applications for the Citizen's Police Academy 2017.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - Sgt. Enck and Officer Manlove handed out over 100 frozen pops at the splash pad in the month of September.
  - Sgt. Enck instructed Defensive Tactics at Gallatin on September 21<sup>st</sup>.
  - Sgt. Enck instructed a Civilian Active Shooter class at the White House Health Care Facility.
  - Sgt. Enck and Officer Manlove participated in the Sumner County Sheriff's Officer Safety Day in Gallatin. They took the D.A.R.E. car and a patrol car, along with setting up a booth.
  - Sgt. Enck instructed Defensive Tactics at Tennessee Law Enforcement Training academy September 6<sup>th</sup>, 7<sup>th</sup>, and 28<sup>th</sup>.

**Police Department  
September 2016**

**Special Events:** *WHPD Officers participated in the following events during September:*  
White House Football games, September 9<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>  
White House High School Homecoming Parade – September 23<sup>rd</sup>.

**Upcoming Events:**  
Trail of Treats (October)

<i>2016 Participation in Joint Community Events</i>		
	<u>September 2016</u>	<u>Year to Date</u>
<b>Community Activities</b>	11	56

**Fire Department  
September 2016**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 86 requests for service during the month with 66 responses being medical emergencies. The Department responded to 5 vehicle accidents with reported injuries with five patients transported to area hospitals.

**Sept. 5<sup>th</sup> 11:15pm** – The Department was dispatched a reported vehicle fire on I-65, when fire units arrived on scene the tires of a semi-trailer was on fire. The Semi-truck had been removed from the trailer prior to our arrival. Fire crews utilized a hose-line to extinguish the fire, the damage was confined to the tires and axles of the trailer. There were no injuries reported with this incident.

**Sept. 21<sup>st</sup> 11:02am** – The Department was dispatched to a reported structure fire on Skyline Dr. located in the kitchen of the home. When fire units arrived on scene the fire was extinguished however there was some damage to an electrical outlet and the area around it. Fire crews checked the surrounding area around the outlet for fire extension with minor damage reported.

**Sept. 23<sup>rd</sup> 6:35pm** – The Department was dispatched to a reported grease fire located at a concession stand in the City Park. When fire units arrived on scene the fire had been extinguished prior to our arrival with a fire extinguisher on site. It was determined the fire was caused by cooking with the oil being overheated. The fire was confined to the area of origin although there was some blackening to the wall of the structure. There were no injuries reported with this incident.

**Fire Administration**

**Sept. 5<sup>th</sup>** – Asst. Chief Sisk and Fire Department staff attended and managed the annual Safety Day event with over 100 children participating in the Fire Safety Challenge.

**Sept. 17<sup>th</sup>** – Asst. Chief Sisk assisted the Hendersonville Fire Department with their recruit firefighter testing hosted at our training facility.

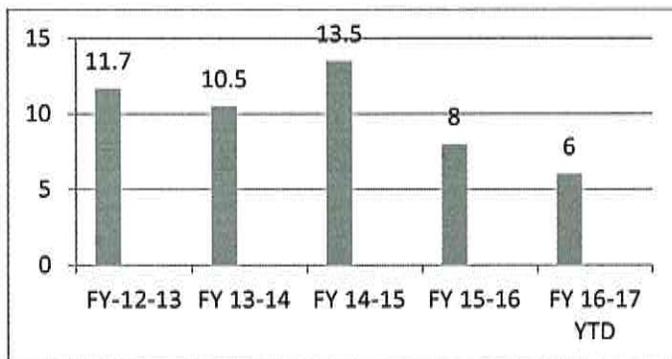
**Sept. 20<sup>th</sup>** – Chief Palmer and Asst. Chief Sisk attended the monthly Robertson County 911 meeting in Springfield.

**Sept. 27<sup>th</sup>** – Chief Palmer attended and chaired the monthly Safety Committee Meeting at fire station 2. Chief Palmer and Fire Department staff worked throughout the month of September to install equipment on the new fire engine to get it ready for service.

**Monthly Performance Indicators**

**Personnel Responding to Structure Fires**

The Department goal in this area would be to exceed our current four year average of 11.2 firefighters for each structure fire response within our city limits.



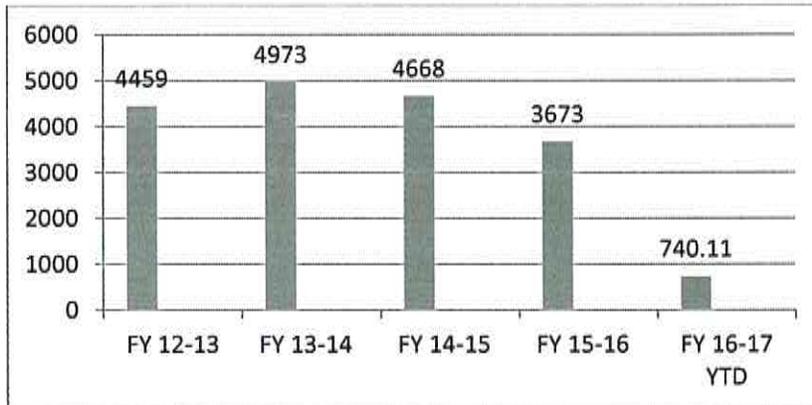
## Fire Department September 2016

### Incident Responses

Structure Fires	1	Vehicle Accidents(general cleanup)	0
Other Fires	1	Vehicle Accidents(With injuries)	5
Vehicle Fires	1	Rescue	1
Grass, Brush, Trash, Fires	1	False Alarms/Calls	2
Hazmat	0	Assist other Governmental Agency	0
Other Calls	8	Total Responses for the Month	86
Emergency Medical Responses	66	Total Responses Year to Date	292

### Fire Fighter Training

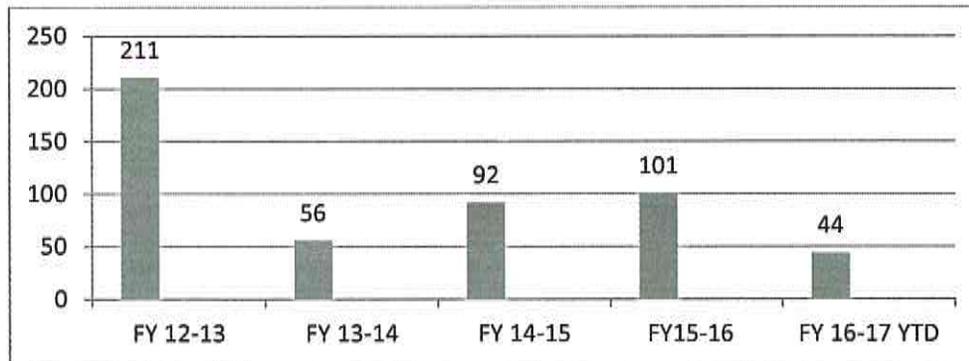
The Department goal is to complete the annual firefighter training of 228 hours for career and 72 hours for Part-time and Volunteer Firefighters. The total hours of 4140 hours of training per year is based on fifteen career firefighters and ten part-time/volunteer firefighters.



Total Training Man-hours for the Month	523.76	Total Training Man-hours Year to Date	740.11
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### Fire Inspection

It is part of our fire prevention goals to complete a fire inspection at each business annually. We are currently updating our inspection data base and implementing a new software program to improve the quality of the data collected and improve our inspection program.

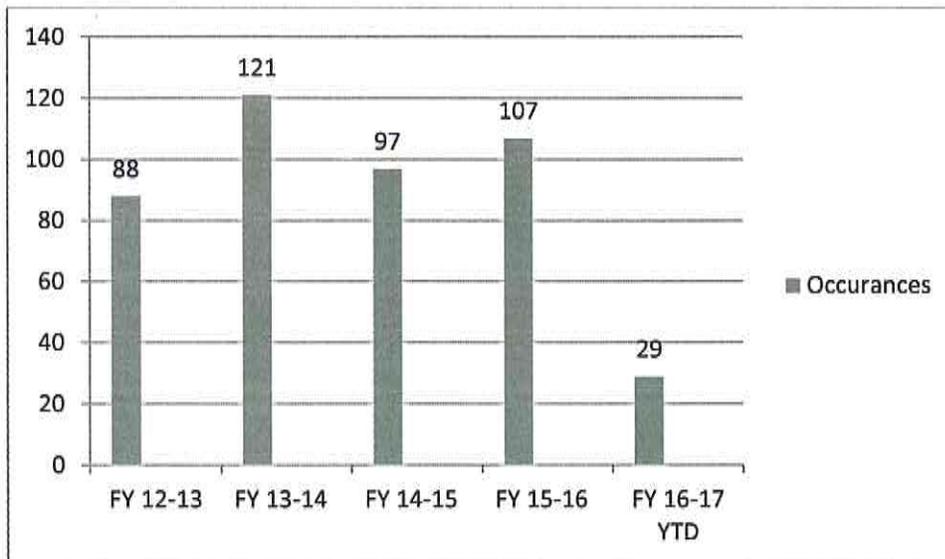
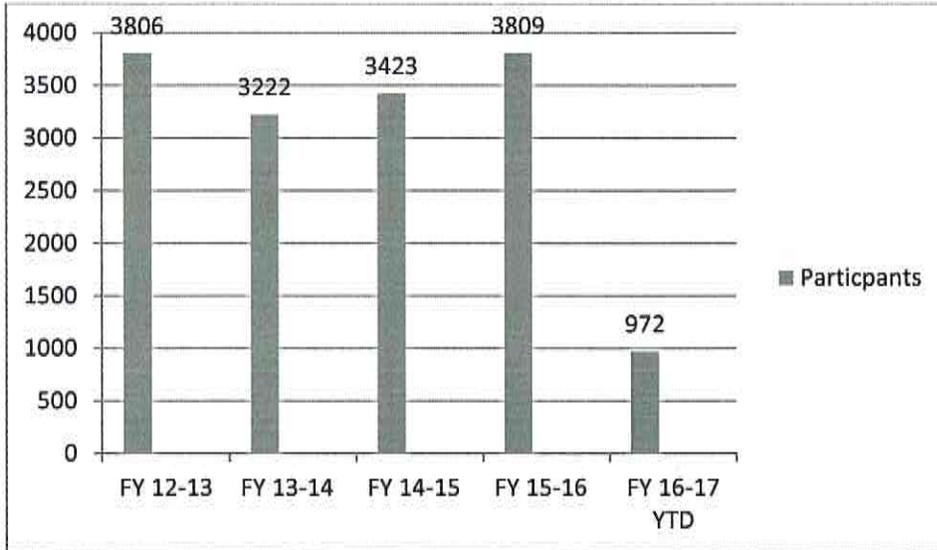


Fire Inspections	17	Year to Date	44	Plat / Plan Reviews	5	Year to Date	10
Fire Investigations	1	Year to Date	2	Fire Preplans	2	Year to Date	5

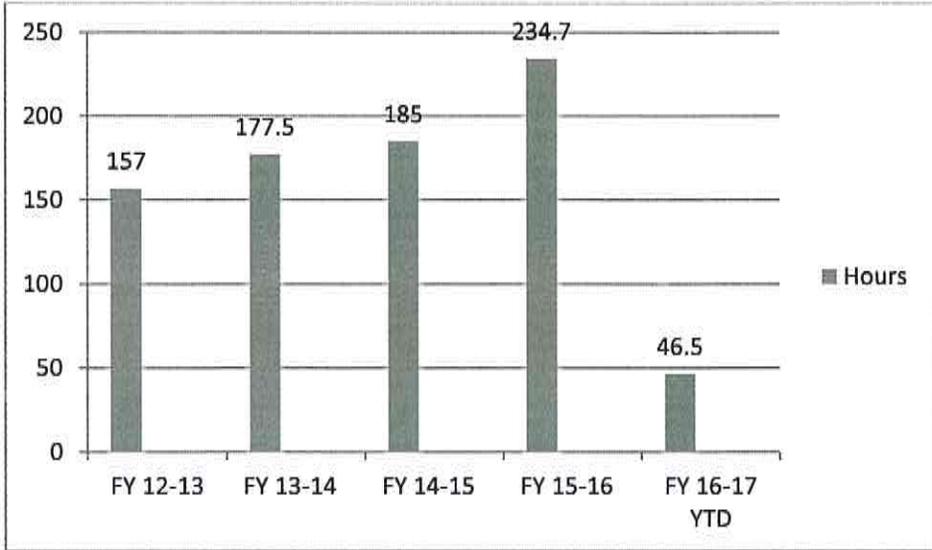
**Fire Department  
September 2016**

**Public Fire Education**

It is a Department goal to exceed our last three years averages in Participates (3485) Occurrences (108) and Contact Hours (199). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training and Safety Day.



**Fire Department  
September 2016**



Participants	654	Education Hours	13.5
Participants Year to Date	972	Education Hours Year to Date	46.5
Number of Occurrences	8	Number of Occurrences Year to Date	29

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

**Staffing:** The public works department is authorized 10 full time employees.

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

**PUBLIC WORKS/STREETS & ROADS DIVISION**

Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16		AUG-16	SEPT-16	YTD 16/17
Street	3,765	4,485	4,040	8,134		1143	794	2,294
Facility Maintenance	124	839	2,049	3,494		236	106	497
Fleet Maintenance	445	857	1,157	1,034		123	53	212
Meeting/Training	332	653	572	502		140	28	191
Leave	1,005	1022	807	1,253		45	53	212
Holiday	650	730	850	795		0	30	110
Overtime	70	166	263	508.5		38	5.5	120
Administrative	0	496	781	385		55	33	131
Drainage Work (feet)	0	0	0	0		0	0	0
Drainage Man Hours	0	0	0	0		71	93	620
Debris Removed Load	0	0	0	0		4	6	10
Sweeping Man Hours	0	0	0	0		0	0	0
Mowing Hours	0	0	0	0		12	0	12
Curb Repair	0	0	0	0		0	0	0
Shoulder LF	0	0	0	0		0	0	0
Shoulder Hours	0	0	0	0		0	0	0
# of Potholes	0	0	0	0		45	15	60
Pothole Hours	0	0	0	0		63	86	186
R-O-W Hours	0	0	0	0		468	298	820
Sign/Repaired	0	0	0	0		14	3	23
Sign Work Hours	0	0	0	0		8	3	31
Salt Hours	0	0	0	0		0	0	0
Salt Tons	0	0	0	0		0	0	0
Decorative Street Light Hours	0	0	0	0		3	11	28

**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 - Public Works Division  
September 2016**

**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.

**SANITATION DIVISION**

Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16		AUG-16	SEPT-16	YTD 16/17
Sanitation	5,975	3,138	2,914	2,685		277	320	555
Facility Maintenance	124	839	2,049	3,494		236	2	391
Fleet Maintenance	445	857	1,157	1,034		123	15	159
Meeting/Training	332	653	572	502		140	2	163
Leave	1,005	1022	807	1,253		45	40	160
Holiday	650	730	850	795		0	20	80
Overtime	70	166	263	508.5		38	0	116
Administrative	0	496	781	385		55	0	98
Sweeping Man Hours	0	0	0	0		1	0	1
R-O-W Hours	0	0	0	0		54	20	109
Salt Hours	0	0	0	0		0	0	0
Salt Tons	0	0	0	0		0	0	0

**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 12/13	FY 13/14	FY 14/15	FY 15/16		AUG-16	SEPT-16	YTD 16/17
Brush Collection Stops	2,787	5,394	5,915	5,944		646	543	1,936
Brush Truck Loads	302	644	503	459		48	47	172
Leaves Pickup Bags	519	4,324	4,016	3,741		130	384	766
Brush/Leaves Hours	585	2,119	1,634	1,366		140	110	443
Litter Pickup Bags	168	535	309	334		54	37	131
Litter Pickup Hours	443	829	1,147	1,318		137	111	333

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

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The September 2016 work order report shows that staff made **56** requests on the WI web portal system, of which only **18** 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 12/13	FY 13/14	FY 14/15	FY 15/16	AUG-16	SEPT-16	YTD 16/17
Tons	3,458	3,315	3,081	3,276	261	215	745
Disposal Fee	\$85,077.60	\$82,869.34	\$86,098.70	\$81,583	\$7,377	\$6,004	\$20,782

SW Accounting	FY 12/13	FY 13/14	FY 14/15	FY 15/16	AUG-6	SEPT-16	YTD 16/17
Units Billed	44,244	44,953.00	45,763	47,155	3,967	3,947	11,891
Receivables	\$690,098.50	\$692,727.50	\$795,325.12	\$813,518	\$68,510	\$68,884	\$205,921
Revenue	\$684,487.53	\$705,287.91	\$781,004.41	\$823,428	\$71,375	64,846	\$196,878

**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 12/13	FY 13/14	FY 14/15	YTD 15/16	AUG-16	SEPT-16	YTD 16/17
Participants	809	525	712	602	52	39	139
Tons	141	168	166	139	13	9	36
Disposal Fee	\$15,473.00	\$16,913.54	\$13,208.16	\$11,124	\$1,068	\$792	\$2,974

**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 12/13	FY 13/14	FY 14/15	FY 15/16	AUG-16	SEPT-16	YTD 16/17
Curbside Tons	393	456	408	463	39	49	143
Recycling Rate	13%	14.3%	13.5%	14%	15%	19%	17%
Revenue (curbside)	\$4,749.94	\$3,469.56	\$2,472.91	\$19.08	\$0	\$0	\$0
Fee (new program)	-	-	-	(\$4,565)	(\$587.25)	(\$735.45)	(\$2,151.30)
<i>Metal (drop-off) Tons</i>	62	42	33	42	0	4	10
Metal Revenue	\$10,555.50	\$6,240.40	\$4,333.90	\$3,098	\$0	\$269	\$763

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

**STORMWATER DIVISION**

<b>Total Hours Worked</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>AUG-16</b>	<b>SEPT-16</b>	<b>YTD 16/17</b>
Stormwater	0	0	0	5,744	206	480	680
Facility Maintenance	124	839	2,049	3,494	236	12.5	391
Fleet Maintenance	445	857	1,157	1,034	123	22.5	159
Meeting/Training	332	653	572	502	140	37.5	163
Leave	1,005	1022	807	1,253	45	42	160
Holiday	650	730	850	795	0	20	80
Overtime	70	166	263	508.5	38	0	116
Administrative	0	496	781	385	55	160	98
Drainage Work (feet)	0	0	0	0	90	800	1,240
Drainage Man Hours	0	0	0	0	71	70	597
Debris Removed Load	0	0	0	0	2	4	6
Sweeping Man Hours	0	0	0	0	10	5.5	22.5
Mowing Hours	0	0	0	0	90	0	102
Curb Repair	0	0	0	0	0	0	0
Shoulder LF	0	0	0	0	0	0	0

<b>Total Hours Worked</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>AUG-16</b>	<b>SEPT-16</b>	<b>YTD 16/17</b>
Shoulder Hours	0	0	0	0	0	0	0
# of Potholes	0	0	0	0	0	0	0
Pothole Hours	0	0	0	0	0	0	0
R-O-W Hours	0	0	0	0	468	110	632

**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.

<b>Stormwater Accounting</b>	<b>FY 14-15</b>	<b>FY 15/16</b>	<b>AUG-16</b>	<b>SEPT-16</b>	<b>YTD 16/17</b>
Units Billed	24,410.00	45,476	4,165	4,144	12,485
Receivables (Billed)	\$107,249.28	\$395,818	\$50,672	\$50,792	\$152,156
Revenue (Received)	\$105,118.28	\$364,022	\$52,711	\$48,979	\$150,233

**Public Services Department - Public Works Division**

**September 2016**

**STORMWATER WORK SEPTEMBER 2016**

- ✔ Hester Drive drainage and sidewalk project has taken up all of the man-hours in stormwater.
- ✔ Twice-weekly inspections and stormwater plans review for the existing and potential new sites.

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

**Collection System Activities**

**Employee Recognition:**

Derek McMillin and Curtis Earls were chosen by a vote of their peers to attend this year's WEFTEC show held in New Orleans, which is the wastewater industry's largest international event.

**WWTP Headworks Project: Cumberland Valley Constructors**

August 25<sup>th</sup> is the official start-up date for the headworks project. TDEC will be scheduling a final inspection in accordance with our loan requirements within the first two (2) weeks of September. We're still having issues with the VT SCADA system. C21, the integration contractor, is scheduled to be here on the 6<sup>th</sup> of October to resolve these issues. The flow meter for the spray irrigation pump station failed. A new one has been ordered and will be installed by CVC when it arrives. The other punch list items are in the process of being completed. (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, May 31, 2016, and a 270-day final completion date, June 30, 2016.)

**Calista Lift Station Rehabilitation Project: W&O Construction**

This project is completed but we've encountered a couple of issues that we're working through with the contractor. We've had a few minor issues with the grinders at North Palmers and Calista, but the issue has been resolved. The AirVac control panel at Calista had an issue as well but it also has been resolved. The GRUNDFOS SCADA is scheduled to be installed at N. Palmers and Calista on October 24<sup>th</sup>. (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, March 2, 2016, and a 180 day final completion date, April 3, 2016.)

**Northern Force Main Project: Dynamic Construction**

This project is completed and functioning as designed. The line passed hydrostatic pressure test and flow was turned on the 17<sup>th</sup>. However, the contractor will have to complete some restoration (seed and straw) for some of the properties which will be done in October. (The project has a 90-day substantial completion date, start date was May 9, 2016 and final completion of 90-days, August 6, 2016.)

**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 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>AUG -16</u>	<u>SEP-16</u>	<u>YTD</u>
Late Payments	12,857	12,685	12,068	12,692	1,188	1,075	3,391
Disconnects for non-pay	N/A	258	442	372	28	31	89
Revenue Late Payments	\$67,810	\$65,074	\$61,350	\$5,472	\$7,474	\$6,614	\$21,612

**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 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>AUG -16</u>	<u>SEP -16</u>	<u>YTD</u>
Tennessee 811	866	1,306	1,416	1,691	215	185	619

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

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

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

<u>Lift Station Location</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>AUG -16</u>	<u>SEP-16</u>	<u>YTD</u>
North Palmers Chapel	1,736	3,559	483	35	2	0	7
Calista Road	1,058	2,014	418	24	10	3	23
Wilkinson Lane	231	219	101	0	1	0	2
Portland Road	25	36	13	1	1	0	1
Cope's Crossing	445	208	72	4	2	1	5
Union Road	149	93	45	91	1	0	3
Meadowlark Drive	40		33	1	1	0	5
Highway 76	9	6	2	0	0	0	0
Cambria Drive	16	9	0	1	0	0	0
Sage Road					1	0	1
<b>Heritage High School</b>					<b>15</b>	1	16
Treatment Plant	359	333	122	0	1	0	1

- The 15 calls at Heritage High School were due to a bad pressure transducer (pump controller) which has been repaired.

**Work Order Maintenance Response Goal:**

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 4,009 utility customers. Dispatched and managed through *our GIS Cloud-Based work order system*, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 2,800+ *mini-lift stations* (grinder pumps) in our system using a proactive, programmatic approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus, we have a large number of "change-outs" (C/O) as listed below.

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

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

<u>Work Orders</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>AUG -15</u>	<u>SEP-16</u>	<u>YTD</u>
“Grinder Project”	229	3	0	0	0	0	0
PD to Centrifugal Converts		4	10	3	2	1	3
2000 to Extreme C/O	85	86	60	53	7	4	14
2000 to 2000 C/O	19	13	23	7	0	0	0
Extreme to 2000 C/O	33	14	28	15	2	0	1
Extreme to Extreme C/O	157	110	117	137	23	13	43
Centrifugal to Centrifugal C/O	-	-	5	2	0	2	2
2000 Conversions	26	3	0	2	0	0	0
Extreme Converts	43	83	74	44	8	5	13
<b>Total Pumps Replaced</b>	<b>363</b>	<b>313</b>	<b>321</b>	<b>313</b>	<b>42</b>	<b>40</b>	<b>103</b>
Low Pressure Service Request	977		723	530	83	44	181
Vacuum System Service	127	102	58	87	17	14	53
Gravity Service Request			14	5	0	0	1
Inspection for New Service	0	27	51	36	3	0	7
Final Inspection for New	0	47	66	37	3	2	11
Sanitary Sewer Overflow (SSO)	4	2	3	6	1	1	3
Odor Complaints	0	11	14	16	2	1	4

**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.

<u>Repairs</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>AUG-15</u>	<u>SEP-16</u>	<u>YTD</u>
Major Lift Stations	5	5	18	26	57	4	3	13
Mainline	1	7	18	14	14	1	0	2
Service Line	52	65	136	49	42	2	1	4

**Major Lift Stations Repairs:**

**WILKINSON LANE:**

The BMA has approved the purchase of the new control panel and the PO has been given to WASCON. The VAPEX unit has been relocated to protect it against H2S corrosion.

**CALISTA:**

We are awaiting the GRUNDFOS SCADA installation at this station, which will be done in October.

**COPE’S CROSSING:**

We’ve received the new VAPEX unit and it’s scheduled for an October 3<sup>rd</sup> installation. Staff has poured the concrete base and relocated the electric and water lines that will feed the new unit.

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

**Wastewater Treatment Plant Goal:**

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

	<u>JUL- 2016</u>	<u>AUG - 2016</u>	<u>SEP - 2016</u>	
<b>Flow</b>	<b>0.538MGD</b>	<b>0.616 MGD</b>	<b>0.692 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>38.4%</b>	<b>44%</b>	<b>49%</b>	<b>(0.692 MGD) / (1.40 MGD)</b>
<b>Actual Capacity</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>(1.4 MGD x 80%)</b>
<b>% of Allocated Capacity</b>	<b>64.8%</b>	<b>55.0%</b>	<b>61%</b>	<b>(0.692 MGD) / (1.12 MGD)</b>
<b>Rainfall</b>	<b>4.83"</b>	<b>5.99"</b>	<b>1.78"</b>	

<u>Effluent</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY14/15</u>	<u>FY15/16</u>	<u>JUL-15</u>	<u>AUG-16</u>	<u>YTD</u>
<b>Violations</b>	4	6	2	1	7	0	0	0

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 17 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

The #1 orbital drive motor is down and being repaired.

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.

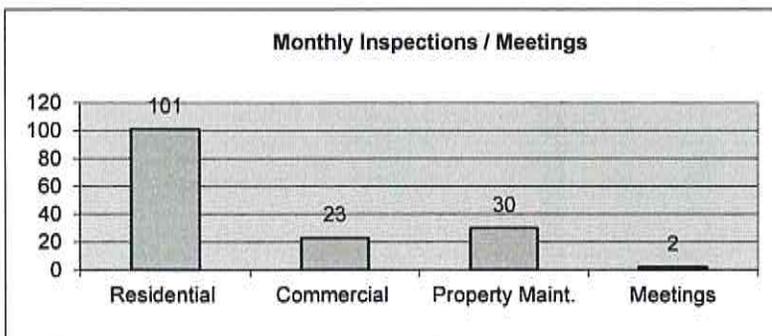
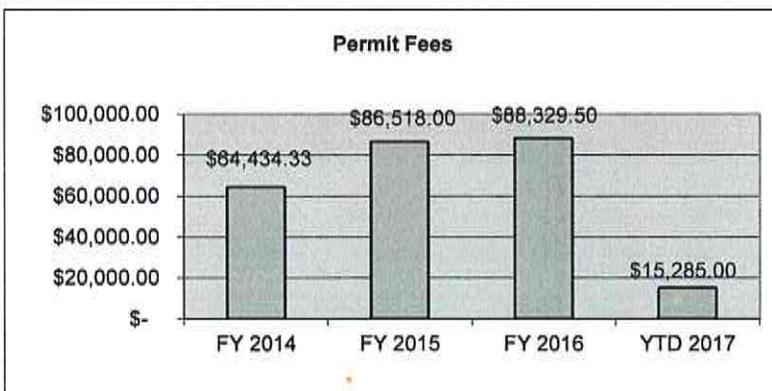
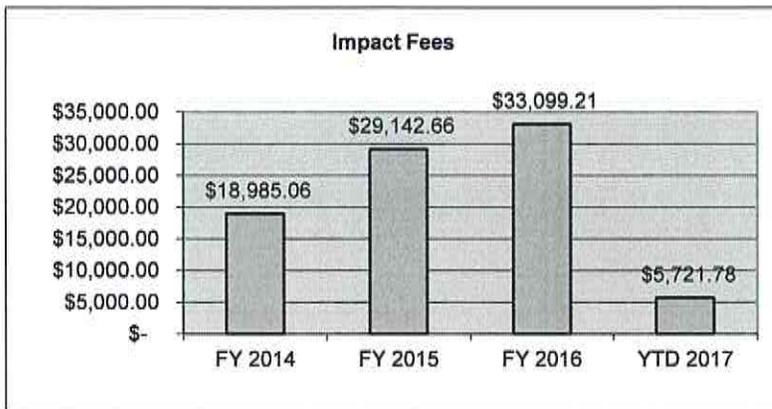
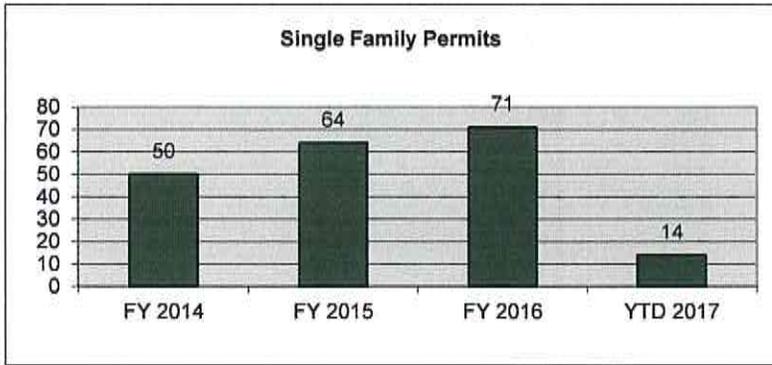
*TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.*

The PAA feed rate is now operating at a constant 1.72 parts per million (ppm) which is still well below the expected usage levels. *August was 1.72 ppm.*

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

Our E Coli testing for the month was an average of 55.9 CFU's which is well below the limit. *August was 32.0 CFU's.*

**Planning and Codes Department  
SEPTEMBER 2016**



**Planning and Codes Department  
SEPTEMBER 2016**

	Month	YTD 17	FY2016	FY2015	FY2014
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	2	11	54	50	38
Construction Appeals	0	0	2	1	0
Zoning Appeals	0	0	13	8	9
Tech. Review/Study Session	0	0	0	1	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	9	14	71	64	50
Multi-Family Residential	3	3	8	3	123
Other Residential	26	41	235	367	132
New Commercial	0	1	6	7	2
New Industrial	0	0	1	1	0
Other Com/Ind	1	12	33	51	26
State Electrical	76	235	635	657	478
Sign	1	3	16	17	16
Occupancy Permits	1	2	47	54	59
Commercial Certificate of Occupancy-					
Nature's Market-2408 Highway 31W					
Other	0	2	5	1	71
<b>BUILDING INSPECTIONS</b>					
Residential	101	254	1244	1194	519
Hours	22.42	81.08	284.16	295.61	175.59
Commercial /Industrial	23	70	152	360	189
Hours	11.33	30.49	68.07	127.41	79.33
<b>CODE ENFORCEMENT</b>					
Total Cases	30	108	437	612	531
Hours	6.75	15.92	68.17	70.49	83.42
Complaints Received	6	32	120	145	141
<b>MEETINGS</b>					
Administration	0	3	27	29	39
Hours	0	3.83	61.58	56.92	67.95
Planning	1	4	33.5	23	31
Hours	0.5	2.33	51.75	56.8	101.25
Codes	1	5	36	34	50
Hours	6	12.75	29.41	28.74	58.25
<b>FEES</b>					
Permit Fees	\$8,331.00	\$ 15,285.00	\$ 88,329.50	\$ 86,518.00	\$ 64,434.33
Board Review Fees	\$100.00	\$ 400.00	\$ 8,200.00	\$ 17,244.50	\$ 7,297.90
City Impact Fee	\$2,980.18	\$ 5,721.78	\$ 33,099.21	\$ 29,142.66	\$ 18,985.06
Roads	\$874.66	\$ 2,835.98	\$ 16,316.07	\$ 12,820.88	\$ 5,405.07
Parks	\$429.90	\$ 627.90	\$ 4,477.60	\$ 5,943.60	\$ 4,993.50
Police	\$1,008.98	\$ 1,359.78	\$ 7,411.58	\$ 6,155.15	\$ 4,494.28
Fire	\$666.64	\$ 898.12	\$ 4,893.96	\$ 4,067.80	\$ 2,976.51
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	51	0	0
Commercial/Ind. Sq Ft	0	0	20,630	61,486	3,936
Multi-Family Units	0	0	0	144	123
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$573,840.00	\$ 573,840.00	\$592,040.00	\$632,150.00	\$ 693,270.00
Builders Bonds	45,366.43	\$ 45,366.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43
Workings Days in Month	16	15	16	16	16

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

**Summary of Month's Activities**

The splash pad was closed on September 21<sup>st</sup>. The features for Phase II should be shipping out in late October, so we should still be on track for it to be done sometime in November.

We still haven't completely closed out the splash pad restroom/pavilion project or the restroom renovation at Municipal Park. There are still a few punch list items they are lacking. It should be resolved soon so we can close it out.

The disc golf people should be working to finish the course this fall. They have decided to take the money they had for the tee pads and put it towards finishing the course with mulch and bridges that are still needed. They hope to have a tournament sometime in October as well.

The trash receptacles have been placed in the park for our new trash collection process. We still have some barrels we need to put out. Once that is done we will be completely setup for the new process.

A committee was formed with all of the members of the Leisure Service Board with the objective to find future park land. The first Special Called Meeting to discuss this was held September 29<sup>th</sup>. The next discussion will take place at our regularly scheduled Leisure Service Board Meeting on November 3<sup>rd</sup>.

Jerry, Jason Barnes and I attended the LPRF Grant Workshop in Murfreesboro this month to go over all of the requirements for executing the LPRF Grant that we received for the amphitheater and playground. We are currently in the process of trying to solve a deed issue and working on the environmental review. Once those are completed we can enter into contract with Lose & Associates and they can start the design phase.

An order was put in for a brand new utility vehicle out at the park. This will replace the old one we currently have and will be able to better serve our needs and should last much longer. We are very excited to get it in and start using it.

CSR Engineering is currently putting together specs for the lighting project on Field 1 at the Municipal Park. The hope is to get that in soon so we can get it out to bid at the earliest possible time so the lights can be in before baseball season starts in the spring. Once Field 1 is lit, all fields in our parks system will have lights.

Recreation

Fall Baseball wrapped up its season on October 3<sup>rd</sup>. We had 13 total teams this season, across 3 different age groups (4-5-6: 6 teams, 7-8: 4 teams, 9-10: 3 teams). The season went very smoothly, as we only had to make up one set of games due to weather. Once again, Hendersonville Officials Association provided all of our umpires for the season.

Our Fall Girls Volleyball league finished up their tournament on Oct. 1<sup>st</sup>, here at the Civic Center. We had a total of 8 teams registered for the fall season (3<sup>rd</sup>-5<sup>th</sup>: 5 & 6<sup>th</sup>-8<sup>th</sup>: 3). Our season champs are pictured below:

3<sup>rd</sup>-5<sup>th</sup> Champions:



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

6th-8th Champions: The "Savage Unicorns"



Our Men's Fall Open Softball league kicked off September 1st. We ended up reaching the league maximum of 9 teams, this fall. Teams are playing double headers on either Tuesday or Thursday nights. All games take place on Field 6 at the Municipal Park. The season is slated to end on October 25th. Jr. Pro Football kicked their season off a couple of weeks ago. They have been utilizing the Municipal Park to run their practices and play games. All of their games are played on Saturdays at the Jr. Pro field.

CCS Girls' Volleyball season is starting to come to an end. They have been utilizing the Civic Center for all of their (Home) Middle School, Junior Varsity and Varsity games. They are planning to utilize the gymnasium for the front end of their basketball practices (Months of October and potentially November), until their gymnasium is complete.

Youth Basketball sign-ups are currently going on. The sign-ups will last through October 19th. Our league is open to girls and boys, 1st-8th grade. Currently, we have approximately 60 participants registered. Practices will begin in November and games will start in December. All practices will be held in the Civic Center. Games for our younger divisions will be held in the Civic Center. We will be partnering with WH Heritage HS to utilize their gym for our older divisions.

We are currently accepting vendors for our 2016 Trail of Treats. All vendor registration information can be picked up at the Parks office. We have 17 spaces (out of 45 total) available and all availabilities are first come first serve.

Upcoming Events include:

- Trail of Treats on October 27th
- Christmas Parade on December 3rd (Themed: "A Wonderful Life")
- Possibly more...

Park Maintenance

For the month of September:

Fall sports have continued to keep us busy with mowing and getting fields ready for play.

- We put in 100 hours of mowing this month. With no rain and changing of the weather, grass cutting is starting to slow down.
- We had a tractor go down but got it fixed and it is up and running again.
- We did some clean-up around the cemetery as well as a few foundations for headstones and footstones.
- We received playground mulch and have already started putting it out in places. We will continue this process throughout next month. All mulched playground areas should be fully replenished by the end of next month.

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

- We put out 400 lbs. of fertilizer on the high school football field this month.

Lastly, we have been rotating the old green cans out and replacing with the new cans. It should all be done by early October.

Seniors

In September the Seniors enjoyed trips to: Jack & Jameson Smokehouse (15), Goodwill Shopping (6). The movies (13), Pfunky Griddle for Breakfast (10) and Miniature Golf at Opry Mills (10).

At the center the Seniors: played Bunco (13), enjoyed birthday potluck (20), a Bible Study (4), and a movie at the center (13).

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

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Aug-16	Sept. 16	YTD 2016-17
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**Maintenance**

Mowing Hours	1,346	1,276	1,134	887	977	100	100	320
Pounds of Grass Seed Sown	2,275	3,280	2,560	2,265	3,885	0	0	0
Pounds of Fertilizer Applied	2,540	5,525	1,620	3,050	3,520	500	200	1,200
Number of Trees/Shrubs Planted	39	3	23	15	0	0	0	0

**Recreation**

Number of Youth Program Participants	448	818	762	767	644	155	70	295
Number of Adult Program Participants	2,471	1,726	855	537	231	90	21	111
Number of Special Event Attendees	3,970	2,796	4,145	2,643	2,680	0	31	161
Total Number of Special Events Offered	17	19	12	11	14	0	2	3
Total Number of Programs Offered	78	51	46	43	37	3	2	10
Youth Program Revenue	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37	\$45,979.00	\$150.00	\$3,728.00	\$ 18,964.00
Adult Program Revenue	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00	\$ 6,852.00	\$3,270.00	\$0.00	\$ 3,720.00
Special Event Revenue	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00	\$ 4,620.00	\$0.00	\$220.00	\$ 2,090.00

**Administration**

Number of Shelter Reservations	112	110	103	112	85	18	21	56
Hours of Shelter Reservations			130	311	291	48	62	167
Shelter Reservation Revenue	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50	\$3,280.50	\$681.00	\$424.00	\$ 1,545.00
Number of Facilities Reservations	136	261	207	191	296	23	25	65
Hours of Facility Reservations			145	584	894	71	95	230
Facility Reservation Revenue	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62	\$31,037.52	\$2,312.50	\$2,294.69	\$ 7,047.82
Field Rental Revenue			\$4,498.33	\$3,248.00	\$3,453.00	\$590.00	\$830.00	\$ 2,050.00
Misc. Revenue	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18	\$27,861.34	\$315.00	\$300.00	\$ 1,362.79

**Senior Center**

Senior Center Participants	3,269	3,586	3,478	3,770	8,919	821	742	2,235
Number of Trip Participants	387	477	507	538	527	44	57	131
Number of Meals Participants	3,315	2,867	2,910	2,932	3,416	354	293	951
Number of Program Participants	4,486	4,030	3,419	4,618	4,939	423	392	1,153
Number of Trips Offered	31	34	38	45	39	4	5	12
Number of Meals Served	49	49	49	50	50	5	4	13
Number of Programs Offered	90	87	81	74	109	11	8	29

**White House Library**  
**September 2016**

**Summary of Activities**

The library board met on September 8<sup>th</sup>. The board selected committee members, discussed the new Saturday hours, and voted on a new loaning program between the library and nursing homes in the city.

The children's librarian went to a children's librarian roundtable on September 13<sup>th</sup>. This meeting was held at the Portland Public Library and included children's librarians from libraries in the Red River Region area. The purpose of the meeting was for the children's librarians to collaborate and share ideas, resources, etc.

The library director attended the Greater Nashville Regional Council's 49<sup>th</sup> Annual Dinner and Awards Ceremony on September 15<sup>th</sup>. The White House Library received an Award of Excellence for its library building project and youth and recreation programs.

The library director and vice chair of the library board attended the Trustee's Workshop in Clarksville, TN on September 26<sup>th</sup>. This workshop helped to train library board trustees on different state requirements for libraries and ways to help improve the library in their community.

The library hired an additional part time library clerk to help fill in the extra part time floater hours that was budgeted.

The library director attended a Tenn-Share board meeting on September 28<sup>th</sup>. The library director is on the Tenn-Share board and serves as their marketing committee chair. The director's term ends on December 31<sup>st</sup> and she is working on having everything in order when her position is filled both on the board and marketing committee.

The library director attended Tenn-Share's Fall Conference on September 30<sup>th</sup>. This conference allowed librarians to listen to both vendor and librarian presentations. The director learned about a free genealogy website that patrons can use for family research that she will add to the library's website.

The library director has been working with HFR and PBG to get the remaining items on the library building punch list completed. Almost all of the items have been corrected and only a few more remain.

The catalog librarian has been working on getting the library's website completely redesigned. The layout has been changed and the library director and catalog librarian are now working on getting all the information up to date.

**Department Highlights**

The highlight for the month was receiving the Greater Nashville Regional Award. The library staff was pleased that their efforts to improve library resources since moving into the new library was recognized.

**White House Library & Museum  
September 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	13,714

**September Membership**

Year	September Membership			Cumulative Members
	New Members	Updated Members	Total Members	% of Population with Membership
2013	42	0	11,034	83
2014	63	216	9,060	67
2015	273	671	10,171	74
2016	101	458	11,612	84

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 and we have passed our numbers from 2013 when we did the purge.

**Total Material Available:** 30,079

**Estimated Value of Total Materials:** \$751,975      **Last Month:** \$749,800

**Total Materials Available Per Capita:** 2.19      **Last Month:** 2.18

**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 thanks to additional room at the new library.

**Materials Added In September**

2011	2012	2013	2014	2015	2016
147	114	414	298	303	365

**Yearly Material Added**

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	2736

The library's goal is to add material that meets the current and future needs of city patrons. This past month, we added 266 ebooks for check out.

**Physical Items Checked Out in September**

2011	2012	2013	2014	2015	2016
5,465	4,071	4,307	4,852	5,583	6,237

**Cumulative Physical Items Check Out**

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	54,245

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library did not reach this goal in 2015. However, we hope to meet that goal this year since we already have checked out more in 2016 than we did in 2015 and there are still three more months before 2017.

**September Users**

	2015	2016
<b>Technology Devices</b>	0	17
<b>Kids Tech Devices</b>	0	21
<b>Study Rooms</b>	0	81
<b>Lego Table</b>	0	275
<b>Board Games</b>	0	42
<b>Puzzles</b>	0	20
<b>Seeds</b>	0	3
<b>Comics Plus</b>	0	17
<b>Test Proctoring</b>	*	4

**Yearly Users**

2015	2016
48	118
33	63
300	593
145	1597
0	260
0	122
0	51
0	74
*	8

The library added video games for check out in addition to 4 more hot spots which is why there is an increase in checkout for adult and children tech devices. Additionally, the library purchased a comics plus database which allows patrons to check e-graphic novels on their devices. The library is also keeping track of the number of seeds that check out and tests that we proctor.

**Volunteers:** 17    **Hours:** 110 hours and 15 minutes

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

**September Computer Users**

	2011	2012	2013	2014	2015	2016
<b>Wireless</b>	***	***	96	146	597	742
<b>Internet Computers</b>	469	383	380	432	414	419
<b>Kids</b>	293	150	182	173	182	195

**Yearly Computer Users**

2011	2012	2013	2014	2015	2016
***	***	1,071	1,315	3,704	5,961
5,983	4,282	3,791	3,743	3,882	3,618
3,244	2,874	1,691	1,478	1,857	1,683

The library's goal is to stay current with technology 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**

September	Kids Sessions	Kids Attendance
2011	9	227
2012	6	184
2013	7	121
2014	8	149
2015	15	280
2016	18	235

**Yearly Totals**

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
96	1,743
136	2,482

The library held 18 children programs which consisted of our regular toddler and preschool story times, our homeschool group, our Saturday Kidz Korner, and our Monday Movie/Maker.

September	Teen Sessions	Teen Attendance
2011	0	0
2012	1	16
2013	0	0
2014	0	0
2015	3	22
2016	6	13

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
16	87
60	126

The library had a total of 6 teen events which included: 2 DIY comic book related programs, a poetry club, an art night, 2 movie nights, and a game night.

September Totals	Adult Sessions	Adult Attendance
2011	1	9
2012	1	9
2013	1	9
2014	4	23
2015	7	58
2016	9	33

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
25	294
37	205

The library held 3 computer sessions, 3 ESL classes, 2 book clubs, and 1 jewelry making class for adults.

**Services Provided by Contracting with State**

**September Interlibrary Loan Services**

	2011	2012	2013	2014	2015	2016
<b>Borrowed</b>	36	37	24	23	42	51
<b>Loaned</b>	8	9	17	18	31	20

**Yearly Interlibrary Loan Services**

2011	2012	2013	2014	2015	2016
337	362	136	271	303	543
64	100	165	411	253	213

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

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<b>eBooks</b>	792	2,010	3,688	5,664	6,209	2,079
<b>Audios</b>	1,717	2,501	2,521	3,308	4,466	1,690

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

**CITY COURT REPORT**  
**SEPTEMBER 2016**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$6,032.95  
**TOTAL MONIES COLLECTED YTD \$20,115.95**

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$1,064.94  
**TOTAL MONIES COLLECTED YTD \$3,637.53**

**TOTAL REVENUE FOR MONTH \$7,097.89**  
**TOTAL REVENUE YTD \$23,753.48**

**DISBURSEMENTS**

LITIGATION TAX \$466.00  
 DOS/DOH FINES & FEES \$253.65  
 DOS TITLE & REGISTRATION \$52.25  
 RESTITUTION/REFUNDS \$0.00  
 TBI-EXPUNGEMENT/FEES \$0.00  
 CASH BOND \$0.00  
 WORTHLESS CHECKS \$0.00  
**TOTAL DISBURSEMENTS FOR MONTH \$771.90**  
**TOTAL DISBURSEMENTS YTD \$2,755.64**

**ADJUSTED REVENUE FOR MONTH \$6,325.99**  
**TOTAL ADJUSTED REVENUE YTD \$20,997.84**

**DRUG FUND**

**DRUG FUND DONATIONS FOR MONTH \$138.94**  
**DRUG FUND DONATIONS YTD \$792.06**

<b>Disposition</b>	<b>Sep-16</b>	<b>Aug-16</b>	<b>Jul-16</b>
Ticket Paid in Full – Prior to Court	26	36	33
Guilty as Charged	9	3	3
Dismissal	2	7	4
Dismissed upon presentation of insurance	14	16	19
Not Guilty	0	0	0
Dismissed to Traffic School	0	9	0
Dismissed with Costs and Fines	16	22	26
Dismissed with Costs	16	13	11
Dismissed with Fine	0	1	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
<b>Total</b>	<b>83</b>	<b>107</b>	<b>96</b>

**DRAFT**

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City of White House  
Summary Financial Statement  
September 2016

User: Jason Barnes  
Date/Time: 10/11/2016 7:59 AM  
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110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
31100		Property Taxes (Summer To Distribute)		0.00	(404.55)	0.00	0.00	0.00 %
31110		Real & Personal Property Tax(Current)		2,846,206.00	(32.48)	237,183.83	0.00	0.00 %
31120		Public Utilities Property Tax (Current)		95,254.00	0.00	7,937.83	0.00	0.00 %
31211		Property Tax Delinquent 1st Year		24,000.00	(8,639.90)	2,000.00	(934.92)	46.75 %
31212		Property Tax Delinquent 2nd Year		6,000.00	(1,422.29)	500.00	(100.27)	20.05 %
31213		Property Tax Delinquent 3rd Year		3,000.00	(1,540.00)	250.00	(7.00)	2.80 %
31214		Property Tax Delinquent 4th Year		3,000.00	(1,069.00)	250.00	(6.00)	2.40 %
31215		Property Tax Delinquent 5th Year		1,500.00	0.00	125.00	0.00	0.00 %
31216		Property Tax Delinquent 6th Year		1,000.00	0.00	83.33	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior		1,000.00	(13.00)	83.33	(13.00)	15.60 %
31300		Int, Penalty, And Court Cost On Prop		16,300.00	(2,435.88)	1,358.33	(162.46)	11.96 %
31513		Payment In Lieu Of Tax -Sewer		131,248.00	(32,811.96)	10,937.33	(10,937.32)	100.00 %
31520		Payments From Industry		15,289.00	0.00	1,274.08	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee		1,410,852.00	(355,793.07)	117,571.00	(118,856.14)	101.09 %
31709		Beer And Liquor Local Priv Tax		6,000.00	(49.46)	500.00	0.00	0.00 %
31710		Wholesale Beer Tax		292,000.00	(91,396.79)	24,333.33	(31,100.34)	127.81 %
31720		Wholesale Liquor Tax		45,700.00	(25,808.82)	3,808.33	(9,143.69)	240.10 %
31800		Business Taxes		146,500.00	(12,989.74)	12,208.33	(2,111.02)	17.29 %
31911		Natural Gas Franchise Tax		140,000.00	0.00	11,666.67	0.00	0.00 %
31912		Cable TV Franchise Tax		135,000.00	(36,469.70)	11,250.00	0.00	0.00 %
31960		Special Assessment - Liens		200.00	(80.00)	16.67	(80.00)	480.00 %
31980		Mixed Drink Taxes		11,950.00	(3,841.75)	995.83	(1,328.25)	133.38 %
32209		Beer And Liquor License Application		500.00	0.00	41.67	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
				55,000.00	(14,885.50)	27.06 %	4,583.33	(8,118.50)	177.13 %
32610		Building Permits							
32690		Other Permits		500.00	(1,204.75)	240.95 %	41.67	0.00	0.00 %
32710		Sign Permits		1,250.00	(100.00)	8.00 %	104.17	0.00	0.00 %
33100		Federal Grants		1,736,000.00	(45,183.92)	2.60 %	144,666.67	(43,993.92)	30.41 %
33320		Tva Payments In Lieu Of Taxes		120,496.00	0.00	0.00 %	10,041.33	0.00	0.00 %
33410		State Law Enforcement Education		10,200.00	(228.00)	2.24 %	850.00	0.00	0.00 %
33460		State Grant-Library Technology		500.00	0.00	0.00 %	41.67	0.00	0.00 %
33510		State Sales Tax		830,655.00	(207,121.89)	24.93 %	69,221.25	(62,616.33)	90.46 %
33520		State Income Tax		33,750.00	(34,595.12)	102.50 %	2,812.50	(79.07)	2.81 %
33530		State Beer Tax		5,127.00	0.00	0.00 %	427.25	0.00	0.00 %
33553		State Gasoline Inspection Fee		21,023.00	(5,203.33)	24.75 %	1,751.92	(1,726.11)	98.53 %
33593		Corporate Excise Tax		5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
33710		County Grant - Senior Nutrition		9,500.00	(4,750.00)	50.00 %	791.67	0.00	0.00 %
34120		Fees And Commissions		9,425.00	(747.79)	7.93 %	785.42	(125.00)	15.92 %
34740		Parks And Rec League Fees		73,000.00	(22,182.75)	30.39 %	6,083.33	(3,948.00)	64.90 %
34741		Field Maintenance Fees		8,250.00	0.00	0.00 %	687.50	0.00	0.00 %
34760		Library Fines, Fees, And Other		8,000.00	(2,900.68)	36.26 %	666.67	(926.18)	138.93 %
34793		Community Center Fees		38,500.00	(9,557.82)	24.83 %	3,208.33	(3,188.69)	99.39 %
34900		Other Charges For Services		8,000.00	(2,490.00)	31.13 %	666.67	(766.50)	114.98 %
35110		City Court Fines And Costs		100,000.00	(21,207.84)	21.21 %	8,333.33	(6,325.99)	75.91 %
35130		Impoundment Charges		200.00	0.00	0.00 %	16.67	0.00	0.00 %
36000		Other Revenues		5,000.00	(819.64)	16.39 %	416.67	(83.85)	20.12 %
36100		Interest Earnings		6,500.00	(2,772.26)	42.65 %	541.67	(795.20)	146.81 %
36210		Rent		9,966.00	(1,880.67)	18.87 %	830.50	(194.67)	23.44 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
36330		Sale Of Equipment		6,000.00	(5,651.75)	94.20 %	500.00	0.00	0.00 %
36430		Tax Refunds (Overpayments)		0.00	(0.04)	0.00 %	0.00	0.00	0.00 %
36450		Parks Concessions		1,500.00	(350.00)	23.33 %	125.00	0.00	0.00 %
36700		Contri And Donation From Private		7,000.00	(1,080.00)	15.43 %	583.33	0.00	0.00 %
		<b>Total Revenues</b>		<b>8,442,841.00</b>	<b>(959,712.14)</b>	<b>11.37 %</b>	<b>703,570.08</b>	<b>(307,668.42)</b>	<b>43.73 %</b>
		<b>Expenditures</b>							
41000		General Government		(563,332.00)	157,469.85	27.95 %	(46,944.33)	35,722.28	76.09 %
41210		City Court		(82,514.00)	23,031.78	27.91 %	(6,876.17)	5,933.70	86.29 %
41500		Financial Administration		(402,478.00)	128,359.06	31.89 %	(33,539.83)	47,351.47	141.18 %
41650		Human Resources		(166,180.00)	49,678.73	29.89 %	(13,848.33)	11,107.02	80.20 %
41670		Engineering		(2,496,000.00)	96,081.80	3.85 %	(208,000.00)	942.06	0.45 %
41700		Planning And Zoning		(316,821.00)	75,802.87	23.93 %	(26,401.75)	21,583.28	81.75 %
41800		General Government Buildings		(133,955.00)	61,144.92	45.65 %	(11,162.92)	(1,082.44)	-9.70 %
41921		Special Events		(15,000.00)	14,613.74	97.42 %	(1,250.00)	0.00	0.00 %
42100		Police Patrol		(1,226,768.00)	353,137.92	28.79 %	(102,230.67)	76,124.13	74.46 %
42120		Police Support Services		(373,372.00)	95,796.25	25.66 %	(31,114.33)	26,099.29	83.88 %
42150		Police Administration		(375,162.00)	101,567.86	27.07 %	(31,263.50)	33,380.68	106.77 %
42151		Communications Services		(163,393.00)	81,696.43	50.00 %	(13,616.08)	40,848.21	300.00 %
42200		Fire Protection And Control		(1,535,289.00)	724,567.83	47.19 %	(127,940.75)	72,193.89	56.43 %
42210		Fire Administration And Inspection		(344,158.00)	104,381.83	30.33 %	(28,679.83)	21,911.13	76.40 %
43000		Public Works		(741,702.00)	275,914.03	37.20 %	(61,808.50)	169,664.54	274.50 %
44310		Senior Citizen Activities		(42,448.00)	13,850.58	32.63 %	(3,537.33)	963.87	27.25 %
44520		Museum Services		(219,139.00)	155,039.64	70.75 %	(18,261.58)	1,667.92	9.13 %
44700		Parks		(348,344.00)	88,295.63	25.35 %	(29,028.67)	22,575.91	77.77 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
44740			Park Maintenance	(540,266.00)	170,536.77	31.57 %	(45,022.17)	43,941.15	97.60 %
44800			Libraries	(325,360.00)	83,410.23	25.64 %	(27,113.33)	22,558.99	83.20 %
44880			Children's Library Services	(40,474.00)	9,936.33	24.55 %	(3,372.83)	2,846.15	84.38 %
51000			Misc Exp	(355,000.00)	(2,416.14)	-0.68 %	(29,583.33)	(2,644.00)	-8.94 %
<b>Total</b>	<b>110</b>	<b>General Fund</b>	<b>Total Expenditures</b>	<b>(10,807,155.00)</b>	<b>2,861,897.94</b>	<b>26.48 %</b>	<b>(900,596.25)</b>	<b>653,689.23</b>	<b>72.58 %</b>
				<b>(2,364,314.00)</b>	<b>1,902,185.80</b>	<b>80.45 %</b>	<b>(197,026.17)</b>	<b>346,020.81</b>	<b>175.62 %</b>

120	Industrial Development Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>Revenues</b>								
33800			Local Revenue Allocations	97,000.00	(23,598.41)	24.33 %	8,083.33	0.00 %
36100			Interest Earnings	150.00	(51.50)	34.33 %	12.50	120.96 %
			<b>Total Revenues</b>	<b>97,150.00</b>	<b>(23,649.91)</b>	<b>24.34 %</b>	<b>8,095.83</b>	<b>0.19 %</b>
<b>Expenditures</b>								
48000			Economic Opportunity	(139,425.00)	33,385.09	23.94 %	(11,618.75)	190.94 %
			<b>Total Expenditures</b>	<b>(139,425.00)</b>	<b>33,385.09</b>	<b>23.94 %</b>	<b>(11,618.75)</b>	<b>190.94 %</b>
<b>Total 120</b>	Industrial Development Fund			<b>(42,275.00)</b>	<b>9,735.18</b>	<b>23.03 %</b>	<b>(3,522.92)</b>	<b>629.29 %</b>

121	State Street Aid Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>Revenues</b>								
33551		State Gasoline And Motor Fuel Tax	284,431.00	(74,847.35)	26.31 %	23,702.58	(23,545.64)	99.34 %
36100		Interest Earnings	175.00	(79.66)	45.52 %	14.58	(28.90)	198.17 %
		<b>Total Revenues</b>	<b>284,606.00</b>	<b>(74,927.01)</b>	<b>26.33 %</b>	<b>23,717.17</b>	<b>(23,574.54)</b>	<b>99.40 %</b>
<b>Expenditures</b>								
43100		Highways And Streets	(326,500.00)	306,675.77	93.93 %	(27,208.33)	63,357.00	232.86 %
		<b>Total Expenditures</b>	<b>(326,500.00)</b>	<b>306,675.77</b>	<b>93.93 %</b>	<b>(27,208.33)</b>	<b>63,357.00</b>	<b>232.86 %</b>
<b>Total</b>	<b>121</b>	State Street Aid Fund	<b>(41,894.00)</b>	<b>231,748.76</b>	<b>553.18 %</b>	<b>(3,491.17)</b>	<b>39,782.46</b>	<b>1,139.52</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
122	Parks Sales Tax Fund					25.00%
<b>Revenues</b>						
36100	Interest Earnings	200.00	(108.44)	16.67	(37.36)	224.16 %
36425	Parks Sales Tax Receipts	551,048.00	(139,744.00)	45,920.67	(45,964.27)	100.09 %
	<b>Total Revenues</b>	<b>551,248.00</b>	<b>(139,852.44)</b>	<b>45,937.33</b>	<b>(46,001.63)</b>	<b>100.14 %</b>
<b>Expenditures</b>						
44400	Recreation	(417,441.00)	301,040.14	(34,786.75)	21,697.09	62.37 %
49000	Debt Service	(114,774.00)	0.00	(9,564.50)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(532,215.00)</b>	<b>301,040.14</b>	<b>(44,351.25)</b>	<b>21,697.09</b>	<b>48.92 %</b>
<b>Total</b>	<b>122 Parks Sales Tax Fund</b>	<b>19,033.00</b>	<b>161,187.70</b>	<b>1,586.08</b>	<b>(24,304.54)</b>	<b>1,532.36</b>

123	Solid Waste Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
34400	Sanitation - User Fees	800,000.00	(205,666.00)	25.71 %	66,666.67	(68,833.00)	103.25 %
36100	Interest Earnings	600.00	(310.68)	51.78 %	50.00	(103.59)	207.18 %
37794	Sale Of Materials	4,000.00	(1,256.80)	31.42 %	333.33	(267.20)	80.16 %
<b>Total Revenues</b>		<b>804,600.00</b>	<b>(207,233.48)</b>	<b>25.76 %</b>	<b>67,050.00</b>	<b>(69,203.79)</b>	<b>103.21 %</b>
<b>Expenditures</b>							
43200	Sanitation	(885,421.00)	275,191.46	31.08 %	(73,785.08)	12,709.75	17.23 %
49000	Debt Service	(60.00)	0.00	0.00 %	(5.00)	0.00	0.00 %
<b>Total Expenditures</b>		<b>(885,481.00)</b>	<b>275,191.46</b>	<b>31.08 %</b>	<b>(73,790.08)</b>	<b>12,709.75</b>	<b>17.22 %</b>
<b>Total</b>	<b>123 Solid Waste Fund</b>	<b>(80,881.00)</b>	<b>67,957.98</b>	<b>84.02 %</b>	<b>(6,740.08)</b>	<b>(56,494.04)</b>	<b>-838.18</b>

124	Impact Fees	Account	Description	Year-To-Date		Monthly Comparative:			25.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
<b>Revenues</b>									
36100		Interest Earnings		150.00	(76.32)	50.88 %	12.50	(25.17)	201.36 %
36421		Roads Impact Fees		7,500.00	(2,835.98)	37.81 %	625.00	(874.66)	139.95 %
36422		Parks Impact Fees		1,500.00	(627.90)	41.86 %	125.00	(429.90)	343.92 %
36423		Police Impact Fees		3,500.00	(1,359.78)	38.85 %	291.67	(1,008.98)	345.94 %
36424		Fire Impact Fees		9,500.00	(898.12)	9.45 %	791.67	(666.64)	84.21 %
		<b>Total Revenues</b>		<b>22,150.00</b>	<b>(5,798.10)</b>	<b>26.18 %</b>	<b>1,845.83</b>	<b>(3,005.35)</b>	<b>162.82 %</b>
<b>Expenditures</b>									
51010		Roads Impact Fees		(25,000.00)	0.00	0.00 %	(2,083.33)	0.00	0.00 %
		<b>Total Expenditures</b>		<b>(25,000.00)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>(2,083.33)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>124</b>	<b>Impact Fees</b>		<b>(2,850.00)</b>	<b>(5,798.10)</b>	<b>-203.44 %</b>	<b>(237.50)</b>	<b>(3,005.35)</b>	<b>-1,265.41</b>

140	Police Drug Fund	Monthly Comparative:					25.00%
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
31610	Substance Abuse Tax	500.00	(100.00)	20.00 %	41.67	0.00	0.00 %
35140	Drug Related Fines	2,700.00	(792.06)	29.34 %	225.00	(138.94)	61.75 %
36100	Interest Earnings	24.00	(4.91)	20.46 %	2.00	(1.50)	75.00 %
<b>Total</b>	<b>Revenues</b>	<b>3,224.00</b>	<b>(896.97)</b>	<b>27.82 %</b>	<b>268.67</b>	<b>(140.44)</b>	<b>52.27 %</b>
<b>Expenditures</b>							
42129	Drug Investigation And Control	(5,830.00)	2,299.94	39.45 %	(485.83)	0.00	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(5,830.00)</b>	<b>2,299.94</b>	<b>39.45 %</b>	<b>(485.83)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>140 Police Drug Fund</b>	<b>(2,606.00)</b>	<b>1,402.97</b>	<b>53.84 %</b>	<b>(217.17)</b>	<b>(140.44)</b>	<b>-64.67 %</b>

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
<b>Revenues</b>									
31610			Local Sales Tax - Co. Trustee	904,056.00	(227,474.26)	25.16 %	75,338.00	(75,989.99)	100.87 %
36100			Interest Earnings	72.00	(31.36)	43.56 %	6.00	(19.09)	318.17 %
			<b>Total Revenues</b>	<b>904,128.00</b>	<b>(227,505.62)</b>	<b>25.16 %</b>	<b>75,344.00</b>	<b>(76,009.08)</b>	<b>100.88 %</b>
<b>Expenditures</b>									
49000			Debt Service	(869,656.00)	0.00	0.00 %	(72,471.33)	0.00	0.00 %
			<b>Total Expenditures</b>	<b>(869,656.00)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>(72,471.33)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>200</b>		Debt Service Fund (General)	<b>34,472.00</b>	<b>(227,505.62)</b>	<b>659.97 %</b>	<b>2,872.67</b>	<b>(76,009.08)</b>	<b>2,645.94</b>

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
412	Sewer Fund						25.00%
<b>Revenues</b>							
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	3,500.00	(2,212.06)	63.20 %	291.67	(758.91)	260.20 %
36920	Sale Of Bonds	1,000,000.00	(680,787.00)	68.08 %	83,333.33	(221,494.00)	265.79 %
37210	Application Fees	25,000.00	(8,625.00)	34.50 %	2,083.33	(3,170.00)	152.16 %
37220	Administrative Fees	7,800.00	(2,400.00)	30.77 %	650.00	(350.00)	53.85 %
37230	Sewer User Fees	3,303,822.00	(846,639.40)	25.63 %	275,318.50	(291,942.35)	106.04 %
37290	Wastewater Availability Fee	1,500.00	(500.00)	33.33 %	125.00	0.00	0.00 %
37298	Capacity Fees	490,000.00	(34,500.00)	7.04 %	40,833.33	(25,200.00)	61.71 %
37490	Wastewater Plans Review Fee	1,500.00	(500.00)	33.33 %	125.00	0.00	0.00 %
37496	Inspection Fee	900.00	(400.00)	44.44 %	75.00	0.00	0.00 %
37995	Connection Fees	15,000.00	(2,550.00)	17.00 %	1,250.00	(1,800.00)	144.00 %
	<b>Total Revenues</b>	<b>4,849,022.00</b>	<b>(1,579,113.46)</b>	<b>32.57 %</b>	<b>404,085.17</b>	<b>(544,715.26)</b>	<b>134.80 %</b>
<b>Expenditures</b>							
49000	Debt Service	(774,076.00)	86,533.52	11.18 %	(64,506.33)	29,060.54	45.05 %
52117	Administration And General Expenses	(625,513.00)	172,091.57	27.51 %	(52,126.08)	36,554.88	70.13 %
52210	Collection	(1,622,061.00)	950,331.14	58.59 %	(135,171.75)	53,735.58	39.75 %
52213	Sewer Treatment And Disposal	(961,725.00)	564,973.98	58.75 %	(80,143.75)	19,151.37	23.90 %
52223	Depreciation	(775,000.00)	185,064.75	23.88 %	(64,583.33)	61,688.25	95.52 %
	<b>Total Expenditures</b>	<b>(4,758,375.00)</b>	<b>1,958,994.96</b>	<b>41.17 %</b>	<b>(396,531.25)</b>	<b>200,190.62</b>	<b>50.49 %</b>
<b>Total</b>	<b>412 Sewer Fund</b>	<b>90,647.00</b>	<b>379,881.50</b>	<b>-419.08 %</b>	<b>7,553.92</b>	<b>(344,524.64)</b>	<b>4,560.87</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>416</b>	Healthcare Fund					25.00%
<b>Revenues</b>						
36100	Interest Earnings	300.00	(216.20)	25.00	(71.48)	285.92 %
36960	Operating Transfer In From Other	69,000.00	(19,917.43)	5,750.00	(5,450.97)	94.80 %
	<b>Total Revenues</b>	<b>69,300.00</b>	<b>(20,133.63)</b>	<b>5,775.00</b>	<b>(5,522.45)</b>	<b>95.63 %</b>
<b>Expenditures</b>						
51520	Insurance Employers Share	(68,500.00)	9,328.29	(5,708.33)	812.25	14.23 %
	<b>Total Expenditures</b>	<b>(68,500.00)</b>	<b>9,328.29</b>	<b>(5,708.33)</b>	<b>812.25</b>	<b>14.23 %</b>
<b>Total 416</b>	Healthcare Fund	<b>800.00</b>	<b>(10,805.34)</b>	<b>66.67</b>	<b>(4,710.20)</b>	<b>7,065.30</b>

Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
417	Stormwater Utility						25.00%
<b>Revenues</b>							
34124	Stormwater Utility Fee	606,062.00	(152,056.01)	25.09 %	50,505.17	(50,772.04)	100.53 %
36100	Interest Earnings	200.00	(61.88)	30.94 %	16.67	(23.50)	141.00 %
	<b>Total Revenues</b>	<b>606,262.00</b>	<b>(152,117.89)</b>	<b>25.09 %</b>	<b>50,521.83</b>	<b>(50,795.54)</b>	<b>100.54 %</b>
<b>Expenditures</b>							
51530	Stormwater Administration	(606,005.00)	190,372.44	31.41 %	(50,500.42)	23,001.49	45.55 %
	<b>Total Expenditures</b>	<b>(606,005.00)</b>	<b>190,372.44</b>	<b>31.41 %</b>	<b>(50,500.42)</b>	<b>23,001.49</b>	<b>45.55 %</b>
<b>Total</b>	<b>417 Stormwater Utility</b>	<b>257.00</b>	<b>38,254.55</b>	<b>-14,885.04</b>	<b>21.42</b>	<b>(27,794.05)</b>	<b>129,777.</b>

433	Hillcrest City Cemetery	Year-To-Date			Monthly Comparative:			25.00%
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
<b>Revenues</b>								
34110	General Services	2,717.00	(570.00)	20.98 %	226.42	(192.00)	84.80 %	
34321	Cemetery Burial Charges	1,533.00	0.00	0.00 %	127.75	0.00	0.00 %	
34323	Grave - Opening And Closing Fees	18,216.00	(1,100.00)	6.04 %	1,518.00	(650.00)	42.82 %	
36100	Interest Earnings	200.00	(127.57)	63.79 %	16.67	(41.76)	250.56 %	
36340	Sale Of Cemetery Lots	13,250.00	(2,250.00)	16.98 %	1,104.17	(750.00)	67.92 %	
<b>Total Revenues</b>		<b>35,916.00</b>	<b>(4,047.57)</b>	<b>11.27 %</b>	<b>2,993.00</b>	<b>(1,633.76)</b>	<b>54.59 %</b>	
<b>Expenditures</b>								
43400	Cemeteries	(33,475.00)	21,548.07	64.37 %	(2,789.58)	4,010.89	143.78 %	
<b>Total Expenditures</b>		<b>(33,475.00)</b>	<b>21,548.07</b>	<b>64.37 %</b>	<b>(2,789.58)</b>	<b>4,010.89</b>	<b>143.78 %</b>	
<b>Total</b>	<b>433 Hillcrest City Cemetery</b>	<b>2,441.00</b>	<b>17,500.50</b>	<b>-716.94 %</b>	<b>203.42</b>	<b>2,377.13</b>	<b>-1,168.60</b>	

RESOLUTIONS....

September 20, 2016

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Amanda Brewton, Human Resources Director  
**Re:** TML Pool's Driver Safety Loss Control Matching Grant Program

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This resolution will allow the City to participate in the Pool's Driver Safety Loss Control Matching Grant Program. If we are awarded the grant, we will receive funding for our Target Solutions training system which is used to facilitate much of the City's required training.

If you have any questions, please contact me at 615-672-4350, ext. 2108.

**RESOLUTION 16-13**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION IN THE POOL'S "DRIVER SAFETY" LOSS CONTROL MATCHING GRANT PROGRAM**

**WHEREAS**, the safety and well being of the employees of the City of White House is of the greatest importance; and

**WHEREAS**, all efforts shall be made to provide a safe and hazard-free workplace and increase safe driving practices for the City of White House employees; and

**WHEREAS**, the Pool seeks to encourage the safe operation of motor vehicles by offering the "Driver Safety" Loss Control Matching Grant Program; and

**WHEREAS**, the City of White House now seeks to participate in this important program.

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

Section 1. That the City of White House is hereby authorized to submit application for the "Driver Safety" Loss Control Matching Grant through the Loss Control Department of The Pool.

Section 2. That the City of White House is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this 20<sup>th</sup> day of October 2016.

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

ATTEST:

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

**RESOLUTION 16-14**

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, UPDATING THE RECORDS MANAGEMENT POLICIES AND PROCEDURES POLICY.**

**WHEREAS**, Tennessee Code Annotated 10-7-701 authorizes the disposal of public records in accordance with established record retention schedules provided by the Municipal Technical Advisory Services; and

**WHEREAS**, the City of White House desires to purge records that are not required to be kept by law and that no longer have value; and

**WHEREAS**, in 2016 and effective July 1, 2017, the Tennessee General Assembly enacted Chapter No. 722 (HB2082/SB2033) which amends Tennessee Code Annotated 10-7-503 and requires local governments to establish a written public records policy; and

**WHEREAS**, the City of White House's policy needed to be updated to include specific requirements as described in Tennessee Code Annotated 10-7-503.

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

**Section 1.** The records management policies and procedures attached hereto and made a part hereof are hereby adopted.

**Section 2.** The attached records management policies and procedures attached hereto and made a part hereof replace all previous resolutions regarding records management.

**Section 3.** Changes or revisions to the procedures hereby adopted shall be made only by resolution of the Board of Mayor and Aldermen of the City of White House.

Adopted this 20<sup>th</sup> day of October 2016.

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

ATTEST:

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

# **RECORDS MANAGEMENT POLICIES AND PROCEDURES**

## Records Management Program

### Policy

The City of White House has an important responsibility to preserve public records. Proper records management will ensure that these records are preserved and can be found when needed. Public records will be stored, made available for viewing and copying, and disposed according to the procedures in this policy.

### Definitions

"Confidential public record" means any public record which has been designated confidential by statute and includes information or matters or records considered to be privileged and any aspect of which access by the general public has been generally denied;

"Disposition" means preservation of the original records in whole or in part, preservation by photographic or other reproduction processes, or outright destruction of the records;

"Essential records" means any public records essential to the resumption or continuation of operations, to the re-creation of the legal and financial status of government in the city or to the protection and fulfillment of obligations to citizens of the city;

"Permanent records" means those records which have permanent administrative, fiscal, historical or legal value;

"Public record or records" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business; It does not include the device or equipment, including, but not limited to, a cell phone, computer or other electronic or mechanical device or equipment, that may have been used to create or store a public record T.C.A. 10-7-503 (a), (1), (A), (B);

"Records creation" means the recording of information on paper, printed forms, punched cards, tape, disk, or any information transmitting media. "Records creation" includes preparation of forms, reports, state publications, and correspondence;

"Records Custodian" the department head or designee of each department and is responsible for the direct custody and care of a public record and is not necessarily the original preparer or producer of the record;

"Records disposition authorization" means the official document utilized by a department head to request authority for the disposition of records. The Records Custodian, the City Recorder, and the City Administrator shall determine and order the proper disposition of city records through the approval of records disposition authorizations;

"Records management" means the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records in order to reduce costs and improve efficiency of recordkeeping. "Records management" includes records retention schedule development, essential records protection, files management and information retrieval systems, microfilm information systems, correspondence and word processing management, records center, forms management, analysis, and design, and reports and publications management;

"Records of archival value" means any public record which may promote or contribute toward the preservation and understanding of historical, cultural, or natural resources of the city;

"Records officer" means an individual designated by a department head to assist the Records Custodian or assume responsibility for implementation of the department's records management program;

"Redacted Record" a public record otherwise open for public inspection from which protected information has been removed or made obscured prior to release or inspection.

"Requestor" a Tennessee citizen requesting access to or a copy of a public record.

"Temporary records" means material which can be disposed of in a short period of time as being without value in documenting the functions of an agency. Temporary records will be scheduled for disposal by requesting approval from the Records Custodian, City Recorder, and the City Administrator utilizing a records disposition authorization; and

"Working papers" means those records created to serve as input for final reporting documents, including electronic data processed records, and/or computer output microfilm, and those records which become obsolete immediately after agency use or publication.

#### Storage of Records

Working papers should only be stored in the office environment as long as administratively necessary. These records generally become obsolete immediately after receiving and reviewing and have no temporary or permanent value. These records include paper and electronic mailings both from internal and external sources; notes from meetings; rough drafts of reports; and records that come and go in the course of the day.

Temporary and Permanent records may be stored in office files until they become inactive. Inactive files should be moved to an area that is approved as an archived storage space. This space is approved by the Records Custodian of each department and should meet as nearly as possible the environmental recommendations from the most current "Records Management for Municipal Governments" manual by the Municipal Technical Advisory Service.

Paper is not the only medium in which records can be stored. Records can be stored or maintained on a computer or removable computer storage media, including CD Rom disks T.C.A. 10-7-121 (a), (1). Record Custodians should consider space needs and are encouraged to store inactive records that are more than five years old in one of these alternative storage formats.

All daily data generated and stored within the computer system shall be copied to computer storage media daily, and the newly created computer storage media more than (1) week old shall be stored at a location other than at the building where the original is maintained T.C.A. 10-7-121 (a), (1), (C).

Most office environments have conditions that are acceptable for storage of records in most formats. Unless conditions are very severe, temperature and humidity are not factors affecting records scheduled for destruction in a few years. Wide fluctuations in temperature and high humidity can result in severe damage to these records. Ideally, the temperature should be 65 to 75 degrees Fahrenheit, and the humidity should be kept at 45 to 55 percent. It is important that the Records Custodian ensure that records that are permanent according to the records retention schedule are kept in an environment suitable for long term storage.

Record Custodians should consider having a disaster plan that would protect important and vital records in the event of a disaster. This would include making sure that there are off-site archival quality copies of the city's most important records.

#### Requests for Public Records

In Tenn. Code Ann. Section 10-7-505(d), the Tennessee General Assembly declares that the Tennessee Public Records Act (hereinafter "TPRA") "shall be broadly construed so as to give the fullest possible access to public records." Courts in Tennessee have opined that unless there is a clear exception provided in law, all records of a governmental entity are to be open to citizens for inspection and/or copying. However, these Courts have also acknowledged the ability of Records Custodians to adopt reasonable rules governing the manner in which records request are to be made and fulfilled.

The Records Custodian and/or the Records Officer in each department shall be the public records Request Custodian. Pursuant to the TPRA this person(s) will ensure that full access and assistance is given in a timely and

efficient manner to **Tennessee residents** who request access to public documents in accords with the public records retention schedule as provided in the most current MTAS publication *Records Management for Municipal Government*. (The only time a non-Tennessee resident's request for a public record shall be granted is if the requestor was involved in a traffic crash or was a victim of a crime in which a City of White House Police Officer took a report.)

The City of White House maintains a public web site and uses various methods of social media to provide some public records. Records Custodians are encouraged to use these means to post often requested records and to direct requestors to these records. However, Records Custodians are cautioned not to disclose matters protected by state law as confidential. Also, a requestor may still exercise the right to inspect the public record following the procedures below.

All municipal records shall, at all times during normal business hours, as set by the City Administrator, be open for personal inspection by any citizen of this State, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. City employees shall direct all requests of public records to the Records Custodian/Records Officer of their department.

Requests for personnel records shall be made to the Human Resources Director. If the personnel record requested is for a police officer, the Human Resources Director will promptly notify the Police Chief, as well as the officer whose record was requested. The Police Chief shall make the final determination as to the release of the information requested. In the event that the Police Chief refuses to release the information, he/she shall provide a written explanation of the reasons for not releasing the information.

#### Records Custodians and Contact Information

1. General Information
  - a. City Recorder – 615-672-4350, ext. 2111
2. Human Resources
  - a. Human Resources Director – 615-672-4350, ext. 2108
3. Police Department
  - a. Records Clerk – 615-672-4350, ext. 1177

#### **Requests for Viewing**

The Records Custodian/Records Officer may not require a written request or assess a charge to view in person a public record unless otherwise required by law. The Records Custodian/Records Officer shall require any citizen making a request to view a public record to present photo identification, if the person possesses photo identification, issued by a governmental entity that includes the person's address. If a person does not possess photo identification, the Records Custodian/Records Officer shall require another acceptable form of identification T.C.A. 10-7-503 (a), (7), (A).

The Records Custodian and/or Records Officer shall promptly make available for inspection any public record not specifically exempt from disclosure. Any request for inspection or copying of a public record shall be sufficiently detailed to enable the Records Custodian/Records Officer to identify the specific records to be located or copied T.C.A. 10-7-503 (a), (7), (B).

All inspections of public records must be performed under the supervision of the Records Custodian or designee. Confidential information or exempt information should be redacted prior to inspection or copying.

In the event it is not practical for the record(s) to be promptly available for inspection, the Records Custodian/Records Officer shall within seven (7) business days:

Make the information available to the requestor – for inspection only the Records Custodian/Records Officer will use the *Inspection/Duplication of Records Request* and follow the instructions listed at the top for "Custodian Instructions."

Deny the request in writing using the *Records Request Denial Letter* – the Records Custodian/Records Officer shall include the basis for the denial. If the request is denied because the Records Custodian/Records Officer is not the holder of the records requested then the Records Custodian/Records Officer should make the requestor aware of the appropriate Records Custodian (if known) whenever possible. The statutory time frame is not triggered until the request is made by the requestor to the appropriate Records Custodian.

Furnish the requestor a *Records Production Letter* stating the time reasonably necessary to produce the record or information T.C.A. 10-7-503 (a), (2), (B).

### **Requests for Copies or Duplication**

If the requestor is requesting a copy(s) of public records the *Inspection/Duplication of Records Request* form shall be given to each requestor of public records by the Records Custodian/Records Officer. The requestor is to follow the instructions at the top of the form "Requestor Instructions." This would include filling in their name; presenting photo identification issued by a governmental entity, to verify Tennessee residency; address and contact information; indicating what type of request; and identifying the record's requested.

The Records Custodian/Records Officer should follow the instructions listed at the top of the *Inspection/Duplication of Records Request* form "Custodian Instructions" in reference to copies and duplications.

The Records Custodian/Records Officer should make every effort in large-volume requests to provide electronically to utilize the most cost effective method of producing records.

It is the responsibility of the Records Custodian to redact all personally identifying information prior to releasing the records to the requestor. The only information permitted for redaction is provided in T.C.A. 10-7-504. Whenever a record is redacted, the requestor should be provided the basis for the redaction.

After providing what is thought to be all records responsive to a public records request a Records eCustodian discovers that records were omitted, the requestor should be made aware of the omission and the records produced.

If after requesting clarification on a records request and the Records Custodian is still unable to determine what is being requested, the request should be denied.

If the public records requested are frail due to age or other conditions and copying of the records would cause damage to the original records, the requesting party may be required to make an appointment for inspection.

### **Fees**

A Records eCustodian must provide requestors with an estimate of the charges to be assessed for copies and labor. Whenever possible, the Records eCustodian should provide the estimate prior to producing the requested copies of records and should itemize the estimate. This can be documented on the *Inspection/Duplication of Records Request* form.

Records Custodians should require and receive either full or partial payment of the estimated charges prior to production of copies of the requested records. Payment must be in cash, money order, or check.

Charges for physical copies of records, in accordance with the Office of Open Records Counsel schedule of reasonable charges, are as follow:

\$0.15 per page copied for black and white copies.

\$0.50 per page copied for colored copies.

\$0.15 per page copied for traffic crash reports.

Maps, plans electronic data, audio discs, video discs, and all other materials shall be duplicated at actual costs to the city.

Labor in excess of one hour may be charged by the city, in addition to the cost per page copied. The city may require payment in advance of producing voluminous records. Requests for copies of records may not be broken down into multiple requests for the same information in order to qualify for the first free hour. For a request requiring more than one employee to complete, labor charges will be assessed based on the following formula: In calculating the charge for labor, a department head shall determine the number of hours each employee spent producing a request. The department head shall then subtract the one (1) hour threshold from the number of hours the highest paid employee(s) spent producing the request. The department head will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the department head will add together the totals for all employees involved in the request and that will be the total amount of labor that can be charged.

### Public Records Disposal

Prior to disposal of any public record an employee must first decide what type of record is being considered for destruction. For disposition purposes, records will fall into one of three classes. The procedure for disposing of each of these classes is different.

### **Working Papers**

Working papers become obsolete immediately after agency use or the information contained therein gets documented in a publication such as a monthly or annual report. These are the day to day papers that come in by mail, email, notes from a meeting, rough drafts for a report, informal papers, etc. Any public record defined as a working paper may be destroyed without retaining the originals of the record and without review by records disposition authorization personnel. These records should be destroyed by employees immediately or as soon thereafter so that they do not become burdensome.

### **Temporary Records**

If a record must be kept for some reason after its initial use, then it becomes a temporary record. Financial and payroll records are a good example to consider. Payroll records have fulfilled their immediate purpose once an employee receives their check. But to comply with federal statutes and regulations these records are needed in the case of an audit. The State legislature has authorized the Municipal Technical Advisory Service, a unit of the Institute for Public Service of the University of Tennessee, to compile and print, in cooperation with the state library and archives, a records retention manual which can be used to guide municipal employees T.C.A. 10-7-702. It is the responsibility of each Records Custodian/Records Officer to follow the guidelines of the most current MTAS *Records Management for Municipal Government* manual. In this manual you will find record retention lists for each area of responsibility in municipal government.

Records Custodians should review the list in the retention schedule for their specific area of responsibility. The general administration schedule should be checked to give guidance for an administrative record that may also fall under their area of responsibility.

Records that have a retention period may be destroyed after the recommended period of time in the retention schedule. Before proceeding with destruction the Records Custodian must complete a *Records Disposition Request and Authorization* form. Approval from the City Recorder and the City Administrator is required prior to destruction of temporary records.

### **Permanent Records**

Permanent records have permanent administrative, fiscal, historical or legal value. These records require the utmost care in storing and protecting from decay, loss, or destruction. These records need to be stored in an environment suitable for long term storage. This policy approved by resolution of the Board of Mayor and Alderman, notwithstanding any law provision of law contrary, authorizes the disposal of any permanent **paper** record of this municipality only when the permanent record has been photocopied, photostated, filmed, microfilmed, preserved by

microphotographic process, or reproduced onto computer media, including CD-ROM disks, in accordance with T.C.A. 10-7-121. Reference T.C.A. 10-7-702.

**RECORDS DISPOSITION REQUEST  
AND AUTHORIZATION FORM**

Name of person requesting disposition authority: \_\_\_\_\_

Title: \_\_\_\_\_

Action requested:  One-time records disposition authority  
 Continuous records disposition authority based upon retention schedule  
 Other disposition authority (explain) \_\_\_\_\_

\_\_\_\_\_

For one-time authority, describe records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Record group and series title: \_\_\_\_\_

Date span of records: \_\_\_\_\_ Volume: \_\_\_\_\_

Proposed disposition (cite pertinent guidance in MTAS Retention Schedule: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person making request: \_\_\_\_\_

Approved  Not approved

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date



## INSPECTION/DUPLICATION OF RECORDS REQUEST

**Requestor Instructions:** To make a request for copies of public records fill in sections 1-5, and sign and date section 9 at the time the request is made. Requestors who are retrieving the requested records from the office of the records custodian in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to him/her are not required to sign and date section 11 of the form.

**Custodian Instructions:** For requests to inspect, the **records custodian** is to fill in sections 1-6,8, and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the requestor inspects the records. For requests for copies or duplicates, the records custodian is to fill in sections 6-8 and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the records are retrieved by or delivered to the requestor.

**Note:** Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

(FRONT)

1. Name of requestor: \_\_\_\_\_  
(Print or Type; Initials of requestor are required for copy requests)

2. (If required) Form of identification provided:

Photo ID issued by governmental entity including requestor's address

Other: \_\_\_\_\_

3. Requestor's address and contact information: \_\_\_\_\_  
\_\_\_\_\_

4. Request for:  inspection/access  copy/duplicate [previously inspected on \_\_\_\_\_ (date) or  
 inspection waived]

5. Record(s) requested:

a. Type of record:  Minutes  Annual Report  Annual Financial Statements  
 Budget  Employee file  Other

b. Detailed Description of the record(s) including relevant date(s) and subject matter:  
\_\_\_\_\_  
\_\_\_\_\_

6. Request submitted to: \_\_\_\_\_  
(Name of Governmental Entity, Office or Agency)

a. Employee receiving request: \_\_\_\_\_  
(Print or Type and Initial)

b. Date and time request received: \_\_\_\_\_

c. Response:  Same day  Other \_\_\_\_\_

7. Costs (if assessed):

a. Number of pages to be copied: \_\_\_\_\_  Estimated

b. Cost

(1) per page letter or legal sized:  \$\_\_\_\_\_ (justification required if more than \$0.15) per black and white  \$\_\_\_\_\_ (justification required if more than \$0.50) per color;

(2) per page other sized or other medium \_\_\_\_\_:  \$\_\_\_\_\_ (justification required)

Costs continued:

- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): \_\_\_\_\_  
 Labor at \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).  
 Labor at \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).  
 Labor at \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).
- d. Programming cost to extract information requested: \_\_\_\_\_
- e. Method of delivery and cost: \_\_\_\_\_  Estimated  
 On-site pick-up  U.S. Postal Service  Other: \_\_\_\_\_
- f. Estimate of total cost to produce request: \_\_\_\_\_
- g. Estimate provided to requestor:  in person  by U.S.P.S.  by phone  Other: \_\_\_\_\_

8. Payment:

- a. Form of payment:  Cash  Check  Other \_\_\_\_\_
- b. Amount of payment: \_\_\_\_\_
- c. Date of payment: \_\_\_\_\_
- d. Actual cost (and adjustment if prepaid): \_\_\_\_\_

9. \_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_ Date Records Requested

10. \_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_ Date of Receipt of Request

Delivery/Retrieval of Records

11. \_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_ Date Records Retrieved

12. \_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_ Date Records Retrieved/Delivered  
Or

\_\_\_\_\_ Date Records Inspected by the Requestor



RECORDS REQUEST DENIAL LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

On \_\_\_\_\_, \_\_\_\_\_ received  
your open records request to inspect/receive copies of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

After reviewing the request, this Office is unable to provide you with either all or part of the  
requested record(s). The basis for this denial is:

- No such record(s) exists.
- This office does not maintain record(s) responsive to your request.
- Additional information is needed to identify the requested record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The following law (citation and brief description why access denied):
  - Tenn. Code Ann. Section: \_\_\_\_\_
  - Court Rule: \_\_\_\_\_
  - Common Law Provision: \_\_\_\_\_
  - Federal Law (HIPAA, FERPA, etc.): \_\_\_\_\_

If you have any additional questions please contact \_\_\_\_\_

Sincerely,  
\_\_\_\_\_  
\_\_\_\_\_



RECORDS PRODUCTION LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir or Madam:

On \_\_\_\_\_, \_\_\_\_\_ received  
your open records request to inspect/receive copies of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tennessee Code Annotated § 10-7-503(a) provides the following:

(2)(B) The custodian of a public record or the custodian's designee shall promptly make available for inspection any public record not specifically exempt from disclosure. In the event it is not practicable for the record to be promptly available for inspection, the custodian shall within seven

(7) business days:

- (i) Make such information available to the requestor;
- (ii) Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or
- (iii) Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce such record or information. [emphasis added]**

This Office is currently in the process of retrieving, reviewing, and/or redacting the requested records. In accordance with the above-cited law, this letter is being sent to inform you that by \_\_\_\_\_ either the records you have requested to inspect/receive copies of will be available or a determination of accessibility and availability will be made regarding the requested records.

If you have any additional questions please contact \_\_\_\_\_

Sincerely,  
\_\_\_\_\_  
\_\_\_\_\_

Records Production Letter  
Tenn. Code Ann. § 10-7-503(a)(2)(B)(iii)

**RESOLUTION 16-15**

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 20<sup>th</sup> day of October 2016.

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

ATTEST:

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

# City of White House



## Purchasing Manual

Manual Revised October ~~15~~20, 201~~6~~5

**CITY OF WHITE HOUSE  
MUNICIPAL CODE**

**CHAPTER 5  
PURCHASING**

**SECTION**

5-501. City administrator or his designee is purchasing agent.

5-502. General powers and duties of purchasing agent.

5-503. Purchasing procedures.

5-504--5-510. [Deleted.]

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

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

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

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

**RESOLUTION 15-11**

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 15<sup>th</sup> day of October 2015.

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

ATTEST:

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

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**Foreword**

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

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

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

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

---

MAYOR  
CITY OF WHITE HOUSE

## **PURCHASING PROCEDURES**

### **CITY OF WHITE HOUSE, TENNESSEE**

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

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

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

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

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

- Purchases of fuels, fuel products, or perishable commodities
- Purchases for resale of natural gas and propane gas

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

## **RELATIONS OF OTHER DEPARTMENTS WITH THE PURCHASING AGENT**

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

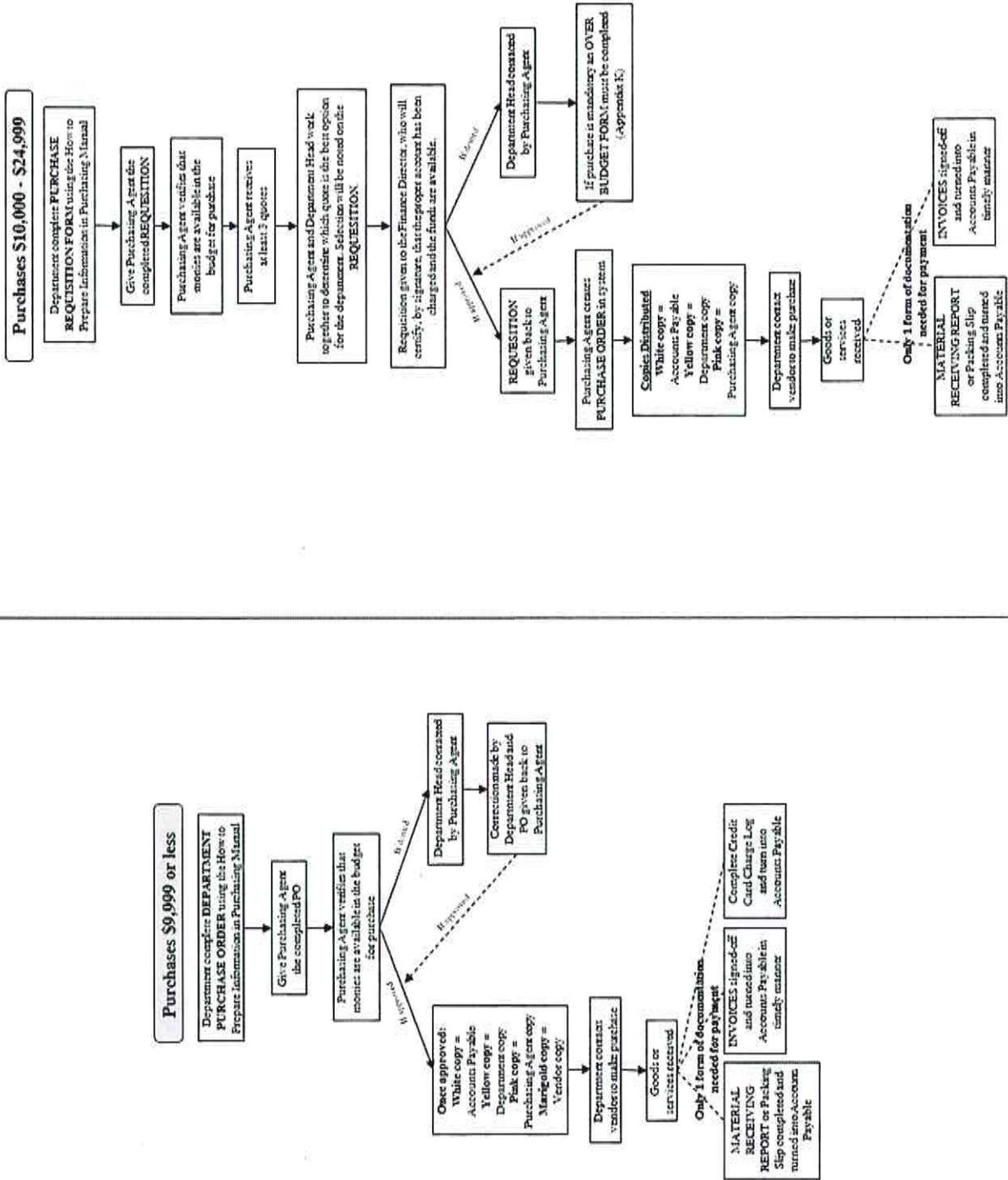
### **Purchasing Agent's Responsibility**

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

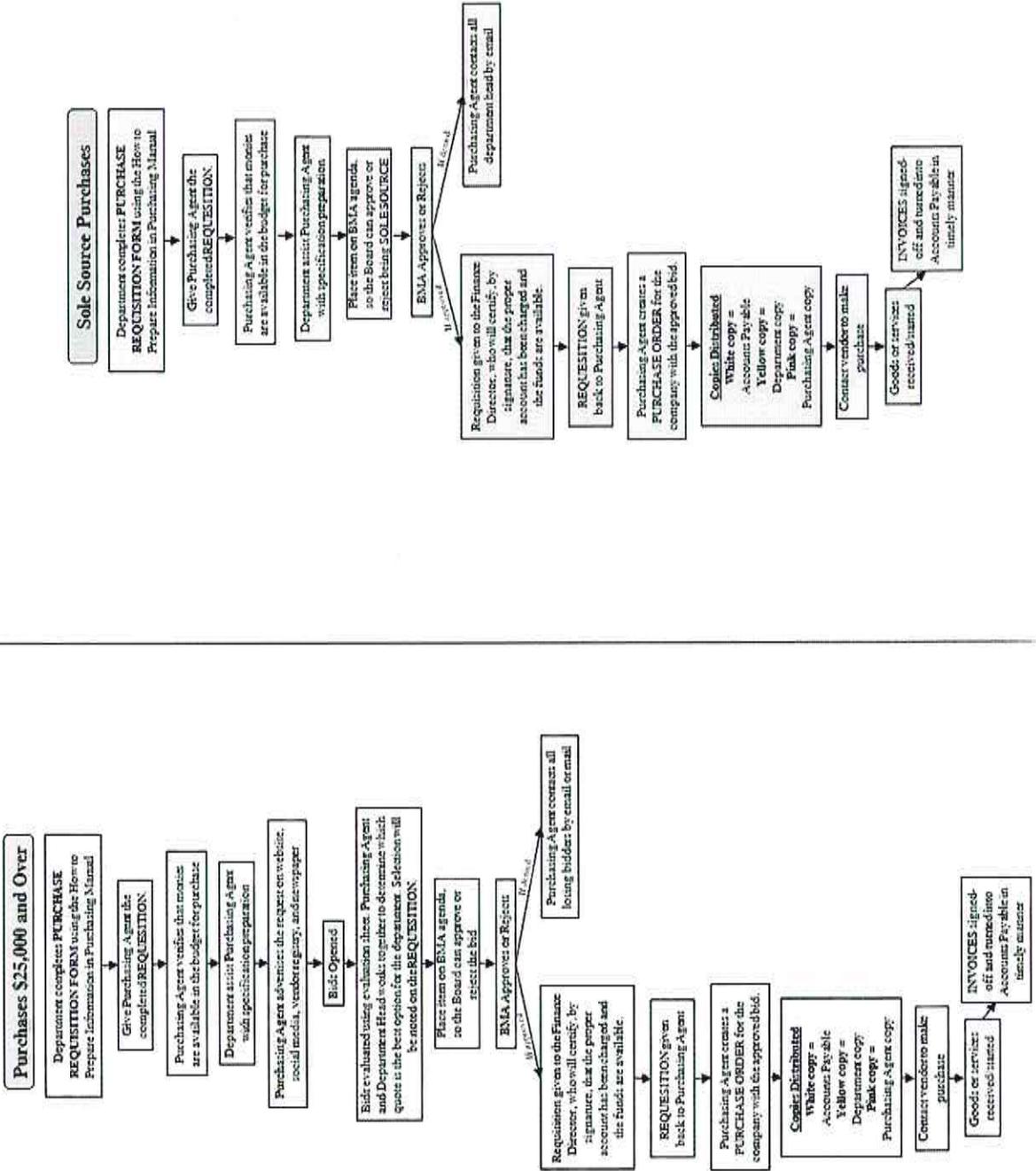
### **Using Department's Responsibility**

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

# PURCHASING PROCESS



# PURCHASING PROCESS



## PURCHASING FORMS

### Purchase Requisition Form

#### **Purpose**

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

#### **When Prepared**

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

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

#### **Who Prepares the Requisition**

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

#### **How to Prepare**

A properly processed purchase requisition must contain the following information:

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

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

## **Purchase Orders**

### **Purpose**

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

### **When Prepared**

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

### **Who Issues the Purchase Orders**

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

### **How Purchase Orders are Handled**

The purchase order is made from the approved requisition and is prepared in three (3) copies.

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

### **Cancellations**

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

## Departmental Purchase Orders

### Purpose

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

### When Used

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

### Who Prepares the Departmental Orders

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

### How to Prepare

A completed departmental purchase order will contain the following information:

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

### Routing

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

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

## Material Receiving Report

### Purpose

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

### When Prepared

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

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

### Who Prepares

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

### How to Prepare

A proper material receiving report must contain the following information:

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

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

~~SEALED BIDS OR PROPOSALS~~ Sealed bids or Proposals **SEALED BIDS OR PROPOSALS**

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

**Purchasing Agent's Responsibility**

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

**Using Department's Responsibility**

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

## General Information about Sealed Bids or Proposals

The following policies shall apply to sealed bids:

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

When a brand name and/or model is designated, it signifies the minimum quality acceptable. If an alternate is offered, the bidder must include the brand name or model to be furnished, along with complete specifications and descriptive literature and, if requested, a sample for testing.

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

16. **Tie Bids:** A tie bid is one in which two or more vendors bid identical items at the same unit cost. Tie bids may be determined by one of the following factors:
  - (a) Discount allowed
  - (b) Delivery schedule
  - (c) Previous vendor performance
  - (d) Vendor location
  - (e) Trade-in value offered
17. **Public Advertisement:** In addition to publication in a newspaper of general circulation as required by law, the Purchasing Agent may make any other efforts to let all prospective bidders know about the invitation to bid. This may be accomplished by delivery, verbally, mail, or by posting the invitation to bid in a public place. It is not required that specifications be included in the invitation to bid. However, this notice should state clearly the purchase to be made.
18. **Mistakes in Bids:** Mistakes in bids detected prior to bid opening may be corrected by the bidder withdrawing the original bid and submitting a revised bid prior to the bid opening date and time. Bidder mistakes detected by the bidder after the bids have been opened based on miscalculation may be withdrawn only with the approval of the Purchasing Agent. The Purchasing Agent shall determine if all or a portion of any bid bond shall be surrendered to the City as liquidated damages for any costs associated with the bid withdrawal.
19. **Bid Bond:** The Purchasing Agent may require that bidders submit a bid bond or other acceptable guarantee equal to 5% of the bid to ensure that the lowest responsible bidder selected by the Board enters into a contract with the City. All or a portion of the bid bond shall be surrendered to the City as liquidated damages should the successful bidder fail to enter into a contract awarded by the Board. If a bidder does not comply with the bid specifications, the bid bond could be pulled by contacting the bid bond surety.
20. **Performance Bond:** The Purchasing Agent may require and then include in the bid documents a requirement for the successful bidder to post a performance bond or other guarantee satisfactory to the City Attorney which shall ensure the faithful performance of all of the terms and conditions of the purchase contract.
21. **Sealed Bids and Sealed Proposals:** The Board of Mayor and Aldermen must approve the Competitive Sealed Proposals method of purchasing before each proposal request is sent out. The following is taken from *The Model Procurement Code for State and Local Governments*. American Bar Association, February, 1979. Pages 21-22.
  - (a) "Competitive sealed bidding as defined in this Code, is the preferred method of procurement. Although the formal sealed bid process should remain a standard in public purchasing, there is a place for competitive negotiation' (State and Local Government Purchasing, The Council of State Governments (1975) at 2.2). The competitive sealed proposal method (similar to competitive negotiation) is available for use when competitive sealed bidding is either not practicable or not advantageous.
  - (b) Both methods assure price and product competition. The use of functional or performance specifications is allowed under both methods to facilitate consideration of alternative means of meeting [state] needs (with evaluation and where appropriate) on the basis of total or life cycle costs. The criteria to be used in the evaluation process under either method must be fully disclosed in the solicitation. Only criteria disclosed in the solicitation may be used to evaluate the items bid or proposed.
  - (c) These two methods of source selection differ in the following ways:
    - Under competitive sealed bidding, judgmental factors may be used only to determine if the supply, service, or construction item bid meets the purchase description. Under competitive sealed proposals, judgmental factors may be used to determine not only if the items being offered meet the purchase description, but may also be used to evaluate competing proposals. The effect of this different use of judgmental evaluation is that under competitive sealed bidding, once the judgmental evaluation is completed, award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, the quality of competing products or services may be compared and trade-offs made between price and quality of the products or services offered (all as set forth in the solicitation). Award under competitive sealed proposals is then made to the responsible offer or whose proposal is most advantageous to the City.

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

#### **Other Aspects to Consider in Bid Awards**

In addition to price, the following points should be considered when awarding a bid:

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

#### **Non-Performance Policy**

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

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

#### **Delinquent Delivery**

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

## SOLE SOURCE PURCHASES

### Purpose

Sole Source purchases are to be made only when no other vendor can supply the services needed. The department needs to provide proof that the sole source vendor is in fact classified as a single source.

### Who Makes Them

Sole Source purchases may be made by the using department without competitive bids, provided sufficient due diligence was done to identify the vendor as a sole source vendor. Department will determine if funds are available and the Board of Mayor and Aldermen approvals have been secured.

### Who Authorizes

Board of Mayor and Aldermen may authorize a Sole Source purchase.

### How to Prepare

After the due diligence in determining a true Sole Source purchase exists, the following procedure should be used:

1. The using department will notify the Purchasing Agent of the need and nature of the Sole Source purchase with a Requisition Form.
2. Once the Requisition Form is submitted, the Purchasing Agent will make sure there are funds available for the Sole Source purchase.
3. The department head will submit a memo to the Board of Mayor and Aldermen requesting the purchase be deemed as Sole Source.
4. After the Board of Mayor and Aldermen approves the Sole Source purchase, the Purchasing Agent follows the proper purchasing procedures to approve the Requisition Form and make a purchase order.
5. Once a purchase order has been made, the using department will contact the Sole Source vendor in ordering the goods or services needed.
6. Suppliers shall furnish sales tickets, delivery slips, invoices, etc., for the supplies or services rendered. Terms of the transactions, indicating price and other data, shall be shown.
7. As soon as the buy is complete, on the same or following business day, the using department must submit to Accounts Payable the sales ticket, delivery slips, invoices, and material receiving report confirming the purchase.

## EMERGENCY PURCHASES

### **Purpose**

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

### **Who Makes Them**

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

### **Who Authorizes**

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

### **How to Prepare**

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

1. Notify the Purchasing Agent of the need and nature of the emergency. The department will give verbal approval and issue a purchase order number. On purchases of more than \$10,000, this number will be put on the requisition referred to in number four below.
2. Using department must use sound judgment about prices when making emergency purchases of materials and supplies and for labor on equipment. Orders should be placed with vendors who have a good track record with the department.
3. Suppliers shall furnish sales tickets, delivery slips, invoices, etc., for the supplies or services rendered. Terms of the transactions, indicating price and other data, shall be shown.
4. As soon as the buy is complete, on the same or following business day, the using department must:
  - Give the Purchasing Agent a complete requisition with a description of the emergency and approval by the department head
  - "Confirming Emergency Purchase" must be marked plainly on the requisition along with the purchase order number
  - The sales ticket, delivery slips, invoices, and material receiving report confirming the purchase must be attached to the emergency requisition form
  - The Purchasing Agent will issue the vendor a purchase order marked "Confirmation"
5. If an emergency should occur outside normal City hall business hours, the using department will follow the above procedure with the exception of the first step. The evidence of purchase, such as sales slip, counter receipt, delivery slip, invoice, etc., which the supplier normally furnishes, shall be attached to the completed and approved requisition form and be forwarded to the Purchasing Agent, along with a material receiving report.
6. On purchases more than \$25,000, the Finance Director will include a report in the next agenda packet to the Board of Mayor and Aldermen specifying the amount paid, from whom purchase was made, and nature of emergency for all emergency purchases occurring during the month.
7. The Purchasing Agent should keep a file for all emergency expenditures. A sample of the Emergency Expenditure Listing form can be found in Appendix H.

## DISPOSAL OF SURPLUS PROPERTY

### Purpose

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

### Policy

#### I. General Rules

- A. Surplus property is either usable property, which shall be transferred or sold, or unusable property, which may be destroyed, as hereinafter provided:
  1. Surplus property which is perishable food may be destroyed without delay or notification.
  2. Surplus property which is determined to not be usable by the City, has little or no salvage or other economic value, and is not on the City asset list, as recorded in the Finance Department, may be destroyed or disposed of by the department head by an appropriate method.
  3. Surplus property which is determined to not be usable by the City, has little or no salvage or other economic value, and is on the City asset list may only be disposed by the department upon approval of the Purchasing Agent in writing. The Purchasing Agent will notify the Finance Department to remove such property from the asset list and notify the department head to destroy or dispose of such unusable surplus property.
- B. Usable surplus property may only be disposed of as described in Section II of this policy.
- C. Surplus property in which the Federal or State Government or other entity has a legal interest should be transferred to such entity when no longer needed.
- D. Possession of surplus property sold to the general public under any method prescribed under Section II shall not pass until payment is made by cash, personal check, cashier's check or certified check, or money order.
- E. Possession shall pass to other governmental agencies or non-profit organizations upon receipt of responsibility a purchase voucher (order) from that governmental agency or non-profit organization.

#### II. General Disposal Procedures

- A. When a department has usable property that is deemed surplus the department head shall notify the Purchasing Agent in writing:
  1. A brief description of the item proposed for sale, including manufacturer, model number, serial number, age, legal description, and condition
  2. The department to which the property is assigned
  3. An explanation of why the property is no longer needed by the department
  4. An approximate value for each item listed
- B. The Purchasing Agent will be the responsible authority for the disposal of surplus property and the communications and procedures concerning the disposal of surplus property.
- C. The Purchasing Agent shall request approval by the governing body on any surplus property with a value of more than \$25,000.
- E. No article of usable property may be disposed of as surplus except by one of the following methods:
  1. Trade-in, when due to the nature of the property or equipment;
  2. Transfer to other department within the City
  3. Transfer to other governmental agency or non-profit
  4. Public auction, publicly advertised and held
  5. Sale under sealed bids, publicly advertised, opened and recorded
  6. Sale by Internet Auction such as GovDeals
- F. The Purchasing Agent shall maintain written documentation for the selection of method of disposal.
- G. The Purchasing Agent, upon disposal of surplus property or transfer of surplus property to another department, shall notify the Finance Department, in writing, to remove the surplus property from the City's asset list or to transfer it to another department.

### III. Trade-In on Replacement

- A. Items that must be replaced such as weapons, equipment, vehicles, etc. may, subject to the requirements of this section, be traded in on replacement property.
- B. Weapons may only be traded-in to licensed firearms dealers for additional weapons or ammunition.
- C. The Purchasing Agent shall perform the following functions in connection with the trade-in method of disposal:
  - 1. Issue invitations to bid asking for bids with trade-in and without trade-in and receive and review bids
  - 2. Make an evaluation of the condition and fair market value of the property to be disposed of; through comparisons of bids and the evaluation prepared, make a determination whether it is in the best interests of the City to dispose of the property by trade-in or by one of the other methods of disposal

### IV. Transfer to other Department within the City

- A. The Purchasing Agent shall notify department heads by email the availability of usable surplus property with the following information:
  - 1. The name of the individual in the department to contact for additional information
  - 2. The location of the property for inspection
  - 3. The condition of the property
  - 4. A photograph of the property
  - 5. The original cost and fair market value of the property
- B. The first department which makes a written request to the Purchasing Agent for the surplus property shall be entitled to receive such property.
- C. In the event that no department requests transfer of available surplus property within ten (10) business days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.

### V. Transfer to another Governmental Agency or Non-Profit Organizations

- A. The department head shall notify the Purchasing Agent by email the availability of usable surplus property with the following information:
  - 1. The name of the individual in the department to contact for additional information
  - 2. The location of the property for inspection
  - 3. The condition of the property
  - 4. A photograph of the property
  - 5. The original cost and fair market value of the property
- B. The department may suggest a governmental agency, or non-profit, to donate the surplus asset to.
- C. The property may be donated and transferred once receipt of responsibility from the governmental agency, or non-profit organization, is received.

### VI. Public Auctions and Sales Under Sealed Bids

- A. Public auctions and sales under sealed bids, as provided in this policy, shall be publicly advertised and publicly held.
  - 1. Notice of intended disposal by auction or sale under sealed bid shall be entered by the Purchasing Agent in at least one (1) newspaper of general circulation in the City describing the property and specifying the date, time, place, manner, and conditions of the disposal.
  - 2. The advertisement shall be entered in the public notice or equivalent section of the newspaper and shall run not less than three (3) days in the case of a daily paper and not less than twice in the case of a weekly.
  - 3. The disposal shall not be held sooner than ten (10) business days after the last publication nor later than fifteen (15) business days after the last day of publication of the required notice.
  - 4. Prominent notice shall also be conspicuously posted for ten (10) business days prior to the date of disposal.
- B. The Purchasing Agent should attempt to include as many items in each sale as is practical and feasible.
- C. All notices of sales of such property shall provide that the property is to be sold "as is" with transportation costs assumed by the purchaser.
- D. All sales by bid or auction shall be with reserve, and when bids received are unreasonably below the

fair market value as determined by the Purchasing Agent, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.

**VII. Disposal of Waste Products**

- A. Marketable waste products such as paper and paper products, used lumber, bottles and glass, rags, and similar materials of nominal value classified as scrap may be sold directly to dealers at the going market rate without soliciting bids. Each department shall keep a record of the volume and unit price of such materials sold on the scrap market.
- B. Waste products which are subject to storage and are normally accumulated until such quantities are available to make a sale economically feasible shall be sold under sealed bids as follows:
  - 1. Invitations to bid shall be mailed to known buyers of the particular item
  - 2. Three firm bids shall be secured when possible
  - 3. Sealed bids shall be publicly opened and recorded ten (10) business days, after the invitations to bid are mailed
  - 4. The highest bidder shall be awarded the contract and shall be notified of the date for removal of the property and the method of payment which will be acceptable
  - 5. A file shall be maintained for each disposal for the purpose documenting the sale and should include all documents and information pertinent to the disposal

**VIII. Sale by Internet**

- A. Notice of intended disposal by internet auction shall be posted by the Purchasing Agent. Such notice shall specify and reasonably describe the property to be disposed of, the date, time, manner and conditions of disposal. The highest bidder shall be awarded the surplus property.
- B. All sales by internet auction shall be with reserve, and when bids received are unreasonably below the fair market value as determined by the Purchasing Agent, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.

**VIII.X. Sale of Dangerous Property**

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

**IX.X. Unauthorized Sales**

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

**XI. Unauthorized Purchases or Bidding**

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

## OTHER PURCHASING AGENT RELATED RESPONSIBILITIES

### Cardholder Responsibility and Purchasing Guidelines

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

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

Cardholder privileges and procedures are contingent upon the following:

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

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

### Purchasing Card (P-Card) Policy and Procedures

Purchasing Cards (P-Cards) are used just like normal credit cards, but with more financial controls and security. All the same rules and regulations from the Cardholder Responsibility and Purchasing Guidelines are applied to the P-Card Program.

Each department will be issued as many P-Cards as the department sees fit for their needs with department head approval. The credit limits for each P-Card could be issued in amounts from \$0-\$10,000.

The Citywide P-Card Program Administrators will be the Purchasing Agent and Finance Director. The Administrators have the authority to oversee administration of the P-Card program including, but not limited to, issuing, closing, and increasing/decreasing limits for each P-Card in State Agency Name. Accounts Payable has access to view all cards for monthly invoice payment purposes only.

Purchase orders are still required to be approved by the Purchasing Agent before each purchase on a P-Card is to be made.

These State Agency Purchasing Card Procedures ("State Agency Procedures") govern aspects of the State Agency's P-Card program that are not addressed by the Statewide Policy.

Each department will have access to their card(s) transactions via an individualized online web portal. It is the responsibility of each department to file and track their department's P-Cards and the receipts from the purchases. Each month, departments are required to reconcile their receipts with their department's individual P-Card statement. ALL receipts must be obtained and preserved. If a receipt is missing, a Missing Receipt Affidavit is required to be filled out. Once the receipts total match the monthly statement total, the department head is required to sign the statement and send to the Finance department to process for payment.

The P-Card Administrators may audit any department's P-Card transaction at any given time for any reason. The Administrators may temporarily, or permanently, close a department's P-Card access if records are not kept properly.

### **Petty Cash**

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

Legitimate purposes for petty cash include, but not limited to, vehicle registration, tags, emission testing, parking, and shipping/postage. This fund should be used only if other purchasing methods are not applicable.

### **Credit Application/Account Set-ups**

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

### **Contractual Purchases**

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

### **Items Covered by Warranty or Guarantee**

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

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

### **Signatures**

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

### **Inspection and Testing**

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

### **Other Information**

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

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

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

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

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

## **DEFINITIONS**

1. **Accept:** To receive with approval or satisfaction.
2. **Acknowledgment:** Written confirmation from the vendor to the purchaser of an order implying obligation or incurring responsibility.
3. **Agreement:** A coming together in opinion or determination; understanding and agreement between two or more parties.
4. **All or none:** In procurement, the City reserves the right to award each item individually or to award all items on an "all or none" basis.
5. **Annual:** Recurring, done, or performed every year.
6. **Appropriations:** Public funds set aside for a specific purpose or purposes.
7. **Approved:** To be satisfied with; admit the propriety or excellence of; to be pleased with; to confirm or ratify.

8. **Approved equal**: Alike; uniform; on the same plane or level with respect to efficiency, worth, value, amount or rights.
9. **Architect or engineer required**: Plans, specifications and estimates for any public works project exceeding \$25,000 must be prepared by a registered architect or engineer as required by T.C.A. 62-2-107.
10. **Attest**: To certify to the verity of a public document formally by signature; to affirm to be true or genuine.
11. **Award**: The presentation of a contract to a vendor; to grant; to enter into with all required legal formalities.
12. **Awarded bidder**: Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the City.
13. **Back order**: The portion of a customer's order undelivered due to temporary unavailability of a particular product or material.
14. **Bid/quote**: A vendor's response to an Invitation for Bids or Request for Proposal; the information concerning the price or cost of materials or services offered by a vendor.
15. **Bidder**: Any individual, company, firm, corporation, partnership or other organization or entity bidding on solicitations issued by the City and offering to enter into contracts with the City.
16. **Bid Bond**: An insurance agreement in which a third party agrees to be liable to pay a certain amount of money should a specific vendor's bid be accepted and the vendor fails to sign the contract as bid. Bid bonds may be determined by the purchasing agent or the governing body.
17. **Bid file**: A folder containing all of the documentation concerning a particular bid. This documentation includes the names of all vendors to whom the invitation to bid was mailed, the responses of the vendors, the bid tabulation forms and any other information as may be necessary.
18. **Bid opening**: The opening and reading of the bids, conducted at the time and place specified in the invitation for bids and in the presence of anyone who wishes to attend.
19. **Bid solicitation**: Invitations for bids.
20. **Blanket bid order**: A type of bid used by buyers to purchase repetitive products. The City establishes its need for a product for a specified period of time. The vendor is then informed of the City's expected usage during the duration of the proposed contract. The City may then order small quantities of these items from the vendor, at the bid price, over the term of the contract.
21. **Business**: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or legal entity through which business is conducted.
22. **Cancel**: To revoke a contract or bid.
23. **Capital items**: Equipment which has a life expectancy of one year longer and a value in excess of \$5,000. Additionally, real estate shall be considered a capital item.
24. **Cash discount**: A discount from the purchase price allowed to the purchaser if payment is made within a specified period of time.
25. **Caveat emptor**: Let the buyer beware; used in proposals or contracts to caution a buyer to avoid misrepresentation.
26. **Certify**: To testify in writing; to make known or establish as a fact.
27. **City**: The City of White House, Tennessee.
28. **Competitive Bidding**: Bidding on the same undertaking or material items by more than one vendor.
29. **Conspicuously**: To be prominent or obvious; located, positioned, or designed to be noticed.
30. **Construction**: The building, alteration, demolition, or repair of public buildings, structures, highways and other improvements or additions to real property.
31. **Contract**: An agreement, grant, or order for the procurement, use, or disposal of supplies, services, construction, insurance, real property or any other item.
32. **Customarily Purchased**: Items that are regularly purchased under specific circumstances considered reasonable and appropriate. (Example: After two consecutive years; then, not required after two consecutive years of not attaining the total amount of \$10,000).
33. **Date**: Recorded information, regardless of form or characteristic.
34. **Delivery schedule**: The required or agreed upon rate of delivery of goods or services.
35. **Designee**: When a position such as Purchasing Agent, Finance Director, or department head is mentioned, their assistants or designees are acceptable substitutes if they have written permission.
36. **Discount for prompt payment**: A predetermined discount offered by a vendor for prompt payment.
37. **Encumber**: To reserve funds against a budgeted line item; to charge against an account.
38. **Evaluation of bid**: The process of examining a bid to determine a bidder's responsibility, responsiveness to requirements, qualifications, or other characteristics of the bid that determine the eventual selection of a winning bid.

39. **Fiscal year:** An accounting period of 12 months, July 1 through June 30.
40. **F.O.B. destination:** An abbreviation for "free on board" that refers to the point of delivery of goods. The seller absorbs the transportation charges and retains title to and responsibility for the goods until the City of White House, Tennessee has received and signed for the goods.
41. **Goods:** All materials, equipment, supplies, and printing.
42. **Invitation for bid:** All documents utilized for soliciting bids.
43. **Invoice:** A written account of merchandise and process, delivered to the purchaser; a bill.
44. **Lead time:** The period of time from the date of ordering to the date of delivery which the buyer must reasonably allow the vendor to prepare goods for shipment.
45. **Life cycle costing:** A procurement technique that considers the total cost of purchasing, maintaining, operating, and disposal of a piece of equipment when determining the low bid.
46. **Like Items:** Items that are similar and may be bought at the lowest common denominator, such as size, color, etc.
47. **Local bidder:** A bidder who has and maintains a business office located within the City limits of White House, Tennessee.
48. **Lot:** A single grouping of like items to be purchased at one time.
49. **Material receiving report:** A form used by the department head or supervisor to inform others of the receipt of good purchased.
50. **Performance bond:** A bond given to the purchaser by a vendor or contractor guaranteeing the performance of certain services or delivery of goods within a specified period of time. The purpose is to protect the purchaser against a cash loss which might result if the vendor did not deliver as promised. Performance bonds may be determined by the purchasing agent or the governing body.
51. **Pre-bid conference:** A meeting held with potential vendors a few days after an invitation for bids has been issued to promote uniform interpretation of work statements and specifications by all prospective contractors.
52. **Procurement or purchasing:** Buying, renting, leasing, or otherwise obtaining supplies, services, construction, insurance or any other item. It also includes functions that pertain to the acquisition of such supplies, services, construction, insurance and other items, including descriptions of requirements, selection and solicitation of sources, preparation and award of contracts, contract administration, and all phases of warehousing and disposal.
53. **Proprietary product:** A brand-name product made and marketed by one having the exclusive right to manufacture and sell.
54. **Public:** Open to all.
55. **Public purchasing unit:** Means the State of Tennessee, any county, city, town, governmental entity and other subdivision of the State of Tennessee, or any public agency, or any other public authority.
- 55-56. **Purchasing Card (P-Card):** A credit/debit card that is assigned to an entire department or individual employee to make purchases without creating vendor accounts and prolonging a single purchase or travel.
- 56-57. **Purchase order:** A legal document used to authorize a purchase from a vendor. A purchase order, when given to a vendor, should contain statements about the quantity, description, and price of goods or services ordered, agreed terms of payment, discounts, date of performance, transportation terms, and all other agreements pertinent to the purchase and its execution by the vendor.
- 57-58. **Reject:** Refuse to accept, recognize, or make use of; repudiate, to refuse to consider or grant.
- 58-59. **Responsive bidder:** One who has submitted a bid which conforms in all materials respects to the invitation for bids.
- 59-60. **Sealed:** Secured in any manner so as to be closed against the inspection of contents.
- 60-61. **Single source of supply:** When only one vendor is available for a product or service within a reasonable marketable distance of the city.
- 61-62. **Sole source procurement:** An award for a commodity which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
- 62-63. **Specifications:** Any description of the physical or functional characteristics of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.
- 63-64. **Standardization:** The making, causing, or adapting of items to conform to recognized qualifications.
- 64-65. **Surplus property:** Property which has been determined to be obsolete, outmoded, unusable or no longer usable by the City, or property for which future needs do not justify the cost of maintenance and/or storage.

- ~~65-66.~~ **Telephone bids:** Contacting at least three vendors to obtain verbal quotes with email confirmation for items of a value of less than \$10,000.00.
- ~~66-67.~~ **Using department:** The City Department seeking to purchase goods and services or which will be the ultimate user of the purchased goods and services.
- ~~67-68.~~ **Vendor:** The person who transfers property, goods, or services by sale.
- ~~68-69.~~ **Within the limits of the approved budget:** Purchases must stay within appropriation limits in funds requiring budgets either by law, regulation, or policy. Appropriation limits don't apply to nonexpendable funds not requiring budgets, such as enterprise funds, intergovernmental service funds, and nonexpendable trust fund.

**APPENDIX A**

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

Date Issued \_\_\_\_\_ Req. No. \_\_\_\_\_

Date Wanted \_\_\_\_\_

Department \_\_\_\_\_

To be purchased from:

Requisitioner \_\_\_\_\_

\_\_\_\_\_

Department Head \_\_\_\_\_

Suggested Vendors

To be delivered to:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

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

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

Approved:

1. \_\_\_\_\_

\_\_\_\_\_

Finance

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Purchasing Agent

7021 013041 WHITE HOUSE PRINTING LLC

## APPENDIX B



### CITY OF WHITE HOUSE Budget Code Sheet

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







# APPENDIX E



## Material Receiving Report

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

Purchase Order No: \_\_\_\_\_

From: \_\_\_\_\_

QUANTITY	DESCRIPTION	PRICE	PER	AMOUNT

Freight Charge \_\_\_\_\_

TOTALS \$ \_\_\_\_\_

Materials Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

**APPENDIX F**

**CITY OF WHITE HOUSE**

REQUEST FOR QUOTES

PROJECT NAME

PURCHASING DEPARTMENT

105 COLLEGE STREET

WHITE HOUSE, TN 37188

PHONE: 615-672-4350 Extension \_\_\_\_ FAX: 615-672-2939

**BID NUMBER**

DATE:

**QUOTES WILL BE RECEIVED UNTIL**  
\_\_\_\_\_ **ON** \_\_\_\_\_

**TO BIDDER:**

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

FIRM'S NAME:

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

GRAND TOTAL OF QUOTE: \_\_\_\_\_

DELIVERY TIME/PROJECT DATE IF APPLICABLE: \_\_\_\_\_

## APPENDIX G



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

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



ORDINANCES....

ORDINANCE 16-18

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, SECTION 18-302.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Sewer Rates, Fees and Charges;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES, AND CHARGES, Sections 18-301 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS  
CHAPTER 3: SEWER RATES, FEES, AND CHARGES  
SECTIONS: 18-302  
SUBSECTIONS: 4 and 10

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

Section 18-302. Fees and charges.

- (4) Delinquent payments. Wastewater usage charges shall be paid by the due date. Usage charges that are not paid by the due date shall be assessed a penalty in the amount of ten percent (10%) of the amount due. Should wastewater usage charges and related penalties remain unpaid for fifteen (15) days *or more* following the due date, the water meter may be locked off from service or a request will be sent to the White House Utility District to have the meter removed from service, unless there are extenuating circumstances in the opinion of the city. It shall be the responsibility of the person to whom the wastewater usage charges are assessed to pay all charges and past due amounts before reconnection of service.
- (10) Reconnection charge. A charge of fifty dollars (\$50.00) will be applied to any user that *has not paid the outstanding bill amount before the disconnection date printed on the monthly bill.* ~~has been disconnected for non-payment before reinstatement will be issued.~~

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

First Reading: September 15, 2016 PASSED

Second Reading: October 20, 2016

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

ATTEST:

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

ORDINANCE 16-19

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

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

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

TITLE 18: WATER AND SEWERS  
CHAPTER 2: SEWER USE ORDINANCE  
SECTION: 18-201. Definitions.  
*\*Amends are made in bold, italics, and underlined text.*

Section 18-201. Definitions.

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

*(18) "Delinquent account." Delinquency occurs when a full payment for services that has been provided by the City of White House is not made before the due date. Past due accounts incur additional charges and may result in disrupted services until the account balance is paid in full.*

*(52) "Reconnection charge." A charge to restore service on any account that is on the disconnect list or has been disconnected for non-payment.*

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

First Reading: September 15, 2016 PASSED  
Second Reading: October 20, 2016

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

ATTEST:

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

ORDINANCE 16-20

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 5, CHAPTER 1 MISCELLANEOUS, BY ADDING SECTIONS 5-103 AND 5-104.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding municipal finance and taxation;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 5, Chapter 1 MISCELLANEOUS, Sections 5-103 and 5-104 be added to the Municipal Code as follows:

TITLE 5: MUNICIPAL FINANCE AND TAXATION  
CHAPTER 1: MISCELLANEOUS  
SECTION: 5-103. Returned payment fee.  
5-104. Processing fee for credit and debit cards.  
*\*New sections are made in bold, italics, and underlined text.*

**Section 5-103**

**5-103. Returned payment fee.** A processing fee of twenty dollars (\$20.00) plus bank service charges relating to the returned payment (not to exceed \$30.00 total) or the amount of the payment, whichever is lesser, will be applied to any payment from customers given to the City by written check and the check is returned for insufficient funds. If any form of payment is returned for any other reason, the charging of this fee will be determined by the City's Finance Director.

**Section 5-104**

**5-104. Processing fee for credit and debit cards.** A processing fee of two and three quarter percent (2.75%) will be applied to any payment from customers given to the City by a credit or debit card. In the event that the credit or debit card company issuing the card does not honor payment of the charge, the City shall collect the same fee that it normally charges for returned checks for insufficient funds, and this fee shall be in addition to the normal fee for using a credit or debit card for payment.

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: October 20, 2016

Second Reading: November 17, 2016

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

ATTEST:

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

*October 12, 2016*

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

**To: Board of Mayor and Aldermen**  
**CC: Gerald Herman, City Administrator**  
**From: Reed Hillen, Planning and Codes Director**  
**Re: ADA Coordinator**

---

At the October 11, 2016 meeting of the White House Planning Commission, the commission recommended an amendment to the zoning ordinance. This amendment would create a section to place any applicable ADA regulations and policies as well as establishing the Planning and Codes Director as the City's ADA Coordinator.

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....



Tennessee Department of Environment and Conservation  
 Division of Water Resources  
 William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243  
 1-888-891-8332 (TDEC)

**Municipal Separate Storm Sewer System (MS4) Annual Report**

**1. MS4 INFORMATION**

City of White House TNS088293

---

Name of MS4 MS4 Permit Number

---

Joe Phillips, Stormwater Coordinator jphillips@cityofwhitehouse.com

---

Name of Contact Person Email Address

---

615-672-3654

---

Telephone (including area code)

---

105 College Street

---

Mailing Address

---

White House TN 37188

---

City State ZIP code

---

What is the current population of your MS4? 10,752 (2013 Census Bureau Estimate)

What is the reporting period for this annual report? From July 1, 2015 to June 30, 2016

**2. WATER QUALITY PRIORITIES (SECTION 3.1)**

- A. Does your MS4 discharge into waters listed as impaired on TN's most current 303(d) list and/or according to the on-line GIS mapping tool?  Yes  No
- B. If yes, please attach a list all impaired waters within your jurisdictional area.
- C. Does your MS4's jurisdictional area contain any waterbodies where a TMDL has been approved for parameters other than pathogens, siltation and habitat alterations? If yes, please attach a list.
- D. Does your MS4 discharge to any Exceptional TN Waters (ETWs) or Outstanding National Resource Waters (ONRWs)? If yes, please attach a list.  Yes  No
- E. Are you implementing additional specific provisions to ensure the continued integrity of ETWs or ONRWS located within your jurisdiction?  Yes  No

**3. PROTECTION OF STATE OR FEDERALLY LISTED SPECIES (SECTION 3.2.1 General Permit for Phase II MS4s)**

- A. Are there any state or federally listed species within the MS4's jurisdiction?  Yes  No
- B. Are any of the MS4 discharges or discharge-related activities likely to jeopardize any state or federally listed species?  Yes  No
- C. Please attach any authorizations or determinations by U.S. Fish & Wildlife Service on the effect of the MS4 discharges on state or federally listed species.

**4. PUBLIC EDUCATION AND PUBLIC PARTICIPATION (SECTION 4.2.1 AND 4.2.2)**

- A. Have you developed a Public Information and Education plan (PIE)?  Yes  No
- B. Is your public education program targeting specific pollutants and sources of those pollutants, such as Hot Spots?  Yes  No

## Municipal Separate Storm Sewer System (MS4) Annual Report

C. If yes, what are the specific causes, sources and/or pollutants addressed by your public education program?

Construction, redevelopment, illicit discharge, homeowner's habits.

D. Note specific successful outcome(s) (NOT tasks, events, publications) fully or partially attributable to your public education program during this reporting period. The City's website has a dedicated stormwater education section targeting all ages. The City continues its education effort by information dissemination using the quarterly newsletter delivered to all residents and commercial accounts. The City also held a tree giveaway to advise residents the benefit that trees can provide in stormwater BMPs (buffer zones, streambank stabilization, etc.).

E. Do you have an advisory committee or other body comprised of the public and other stakeholders that provides regular input on your stormwater program?  Yes  No

F. How do you facilitate, advertise, and publicize public involvement and participation opportunities? The City has a Stormwater Advisory Board that meets quarterly. We advertise these meetings in the local newspaper and on the City's website.

G. Do you have a webpage dedicated to your stormwater program?  Yes  No  
If so, what is the link/URL: <http://www.cityofwhitehouse.com/government/stormwater-management>

H. Are you tracking and maintaining records of public education, outreach, involvement and participation activities? Please attach a summary of these activities.  Yes  No

### 5. ILLICIT DISCHARGE DETECTION AND ELIMINATION (SECTION 4.2.3)

A. Have you completed a map of all outfalls and receiving waters of your storm sewer system?  Yes  No

B. Have you completed a map of all storm drain pipes of storm sewer system?  Yes  No

C. How many outfalls have you identified in your system? 0

D. Have any of these outfalls been screened for dry weather discharges?  Yes  No

F. What is your frequency for screening outfalls for illicit discharges? N/A

G. Do you have an ordinance that effectively prohibits illicit discharges?  Yes  No

H. During this reporting period, how many illicit discharges/illegal connections have you discovered (or been reported to you)? 0

I. Of those illicit discharges/illegal connections that have been discovered or reported, how many have been eliminated? N/A

### 6. CONSTRUCTION SITE STORMWATER RUNOFF (SECTION 4.2.4)

A. Do you have an ordinance or adopted policies stipulating:

Erosion and sediment control requirements?  Yes  No

Other construction waste control requirements?  Yes  No

Requirement to submit construction plans for review?  Yes  No

MS4 enforcement authority?  Yes  No

B. How many active construction sites disturbing at least one acre were there in your jurisdiction this reporting period? 14

C. How many of these active sites did you inspect this reporting period? 14

## Municipal Separate Storm Sewer System (MS4) Annual Report

- D. On average, how many times each, or with what frequency, were these sites inspected (e.g., weekly, monthly, etc.)? 2X/Week
- E. Do you prioritize certain construction sites for more frequent inspections?  Yes  No  
 If Yes, based on what criteria? Proximity to streams/general topography

### 7. PERMANENT STORMWATER CONTROLS (SECTION 4.2.5)

- A. Do you have an ordinance or other mechanism to require:
- |   |   |  |
|---|---|--|
| Site plan reviews of all new and re-development projects?     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Maintenance of stormwater management controls?                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Retrofitting of existing BMPs with green infrastructure BMPs? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
- B. What is the threshold for new/redevelopment stormwater plan review? (e.g., all projects, projects disturbing greater than one acre, etc.) All Projects
- C. Have you implemented and enforced performance standards for permanent stormwater controls?  Yes  No
- D. Do these performance standards go beyond the requirements found in Section 4.2.5.2 and require that pre-development hydrology be met for:
- |                      |                              |  |
|----------------------|------------------------------|--|
| Flow volumes         | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Peak discharge rates | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Discharge frequency  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Flow duration        | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
- E. Please provide the URL/reference where all permanent stormwater management standards can be found.  
<http://www.cityofwhitehouse.com/government/stormwater-management>
- F. How many development and redevelopment project plans were reviewed for this reporting period? 10
- G. How many development and redevelopment project plans were approved? 10
- H. How many permanent stormwater management practices/facilities were inspected? 10
- I. How many were found to have inadequate maintenance? 1
- J. Of those, how many were notified and remedied within 30 days? (If window is different than 30 days, please specify) 1
- K. How many enforcement actions were taken that address inadequate maintenance? 1
- L. Do you use an electronic tool (e.g., GIS, database, spreadsheet) to track post-construction BMPs, inspections and maintenance?  Yes  No
- M. Do all municipal departments and/or staff (as relevant) have access to this tracking system?  Yes  No
- N. Has the MS4 developed a program to allow for incentive standards for redeveloped sites?  Yes  No
- O. How many maintenance agreements has the MS4 approved during the reporting period? N/A

### 8. CODES AND ORDINANCES REVIEW AND UPDATE (SECTION 4.2.5.3)

- A. Is a completed copy of the EPA Water Quality Scorecard submitted with this report?  Yes  No

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- B. Include status of implementation of code, ordinance and/or policy revisions associated with permanent stormwater management. The City has implemented a Stormwater Ordinance for permanent stormwater management.

### 9. STORMWATER MANAGEMENT FOR MUNICIPAL OPERATIONS (SECTION 4.2.6)

- A. Have stormwater pollution prevention plans (or an equivalent plan) been developed for:
- |   |                              |  |
|---|------------------------------|--|
| All parks, ball fields and other recreational facilities            | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| All municipal turf grass/landscape management activities            | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| All municipal vehicle fueling, operation and maintenance activities | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| All municipal maintenance yards                                     | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| All municipal waste handling and disposal areas                     | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
- B. Are stormwater inspections conducted at these facilities?  Yes  No
1. If Yes, at what frequency are inspections conducted? \_\_\_\_\_
- C. Have standard operating procedures or BMPs been developed for all MS4 field activities? (e.g., road repairs, catch basin cleaning, landscape management, etc.)  Yes  No
- D. Do you have a prioritization system for storm sewer system and permanent BMP inspections?  Yes  No
- E. On average, how frequently are catch basins and other inline treatment systems inspected? Annually
- F. On average, how frequently are catch basins and other inline treatment systems cleaned out/maintained? As needed.
- G. Do municipal employees in all relevant positions and departments receive comprehensive training on stormwater management?  Yes  No
- H. If yes, do you also provide regular updates and refreshers?  Yes  No
- If so, how frequently and/or under what circumstances? Re-certification, conferences, meetings, etc.

### 10. STORMWATER MANAGEMENT PROGRAM UPDATE (SECTION 4.4)

- A. Describe any changes to the MS4 program during the reporting period including but not limited to:
- Changes adding (but not subtracting or replacing) components, controls or other requirements (Section 4.4.2.a). N/A
- Changes to replace an ineffective or unfeasible BMP (Section 4.4.2.b). N/A
- Information (e.g. additional acreage, outfalls, BMPs) on program area expansion based on annexation or newly urbanized areas. N/A
- Changes to the program as required by the division (Section 4.4.3). N/A

### 11. EVALUATING/MEASURING PROGRESS

- A. What indicators do you use to evaluate the overall effectiveness of your Stormwater Management Program, how long have you been tracking them, and at what frequency? Note that these are not measurable goals for individual BMPs or tasks, but large-scale or long-term metrics for the overall program, such as in-stream macroinvertebrate community indices, measures of effective impervious cover in the watershed, indicators of in-stream hydrologic stability, etc.

Indicator	Began Tracking (year)	Frequency	Number of Locations
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## Municipal Separate Storm Sewer System (MS4) Annual Report

<i>Example: E. coli</i>	2003	Weekly April–September	20
E. COLI	1984	Daily	1

B. Provide a summary of data (e.g., water quality information, performance data, modeling) collected in order to evaluate the performance of permanent stormwater controls installed throughout the system. This evaluation may include a comparison of current and past permanent stormwater control practices. The water quality and daily E. Coli CFU information as it pertains to the Frey Branch receiving waters can be found in the City's WWTP MOR's that are submitted to TDEC.

### 12. ENFORCEMENT (SECTION 4.5)

A. Identify which of the following types of enforcement actions you used during the reporting period, indicate the number of actions, the minimum measure (e.g., construction, illicit discharge, permanent stormwater control) or note those for which you do not have authority:

Action	Construction	Permanent Stormwater Controls	Illicit Discharge	Authority?	
Notice of violation	# <u>1</u>	#_____	#_____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Administrative fines	#_____	#_____	#_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stop Work Orders	# <u>1</u>	#_____	#_____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Civil penalties	#_____	#_____	#_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Criminal actions	#_____	#_____	#_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Administrative orders	#_____	#_____	#_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other _____	#_____	#_____	#_____		

B. Do you use an electronic tool (e.g., GIS, data base, spreadsheet) to track the locations, inspection results, and enforcement actions in your jurisdiction?  Yes  No

C. What are the 3 most common types of violations documented during this reporting period? EPSC failures

### 13. PROGRAM RESOURCES (OPTIONAL)

A. What was your annual expenditure to implement the requirements of your MS4 NPDES permit and SWMP this past reporting period? \$319,490.00

B. What is next year's budget for implementing the requirements of your MS4 NPDES permit and SWMP? \$606,005.00

C. Do you have an independent financing mechanism for your stormwater program?  Yes  No

D. If so, what is it/are they (e.g., stormwater fees), and what is the annual revenue derived from this mechanism?

Source: Stormwater Utility Fee Amount \$6.67/ERU

Source: Amount \$

E. How many full time employees does your municipality devote to the stormwater program (specifically for implementing the stormwater program vs. municipal employees with other primary responsibilities that dovetail with stormwater issues)? 3

## Municipal Separate Storm Sewer System (MS4) Annual Report

F. Do you share program implementation responsibilities with any other entities?  Yes  No

Entity	Activity/Task/Responsibility	Your Oversight/Accountability Mechanism
N/A	N/A	N/A

G. Please attach a copy of your Organizational Chart

### 14. CERTIFICATION

**This report must be signed by a ranking elected official or by a duly authorized representative of that person. See signatory requirements in sub-part 6.7.2 of the permit.**

*"I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury."*

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annual reports must be submitted in accordance with the requirements of Section 5.4. (Reporting) of the permit. Annual reports must be submitted to the appropriate Environmental Field Office (EFO) by September 30 of each calendar year, as shown in the table below:**

EFO	Street Address	City	Zip Code	Telephone
Chattanooga	1301 Riverfront Pkwy, Suite 206	Chattanooga	37402	(423) 634-5745
Columbia	1421 Hampshire Pike	Columbia	38401	(931) 380-3371
Cookeville	1221 South Willow Ave.	Cookeville	38506	(931) 432-4015
Jackson	1625 Hollywood Drive	Jackson	38305	(731) 512-1300
Johnson City	2305 Silverdale Road	Johnson City	37601	(423) 854-5400
Knoxville	3711 Middlebrook Pike	Knoxville	37921	(865) 594-6035
Memphis	8383 Wolf Lake Drive	Bartlett	38133	(901) 371-3000
Nashville	711 R S Gass Boulevard	Nashville	37216	(615) 687-7000

