CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
November 17, 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 October 10th meeting

7. Welcome Visitors

8. Public Hearings

    a. **Ordinance 16-20**: An ordinance amending the Municipal Code Title 5, Chapter 1 Miscellaneous, by adding sections 5-103 and 5-104. *Second Reading.*

    b. **Ordinance 16-21**: An ordinance amending the Zoning Ordinance Article IV by adding section 4.300. *Second Reading.*

9. Communication from Mayor, Aldermen, and City Administrator

10. Acknowledge Reports

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

11. Consideration of the Following Resolutions:

    a. None

12. Consideration of the Following Ordinances:

    a. **Ordinance 16-20**: An ordinance amending the Municipal Code Title 5, Chapter 1 Miscellaneous, by adding sections 5-103 and 5-104. *Second Reading.*

    b. **Ordinance 16-21**: An ordinance amending the Zoning Ordinance Article IV by adding section 4.300. *Second Reading.*

    c. **Ordinance 16-22**: An ordinance amending the Municipal Code Title 1, Chapter 1 Board of Mayor and Aldermen, section 1-101. *First Reading*.

13. Purchasing

    a. To approve or reject a local project agreement with State of Tennessee Department of Transportation for miscellaneous safety improvement on SR-76 from west of Industrial Drive to East of Hester Drive. The City Administrator recommends approval.

14. Other Business

    a. None

15. Discussion Items

    a. None

16. Other Information

    a. None

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
October 20, 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

   Special guest Joe Lang Nix from Accurate Images Ministry 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. Paltzik, second by Ald. Decker to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the September 15th 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. **September 15th minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all 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*

      No one spoke for or against.

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

      No one spoke for or against.

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

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

   Ald. Hutson noted that the Trail of Treats event is on Thursday, October 27th.

Ald. Decker cited the statistics that new housing construction has dropped nationally. The Board noted that despite the news the Middle Tennessee area has not experienced the drop, and approximately 80 people move to this area every day.

City Administrator Gerald Herman provided an update on the Love's Travel Center and roadway (SR-76 and Dee Cee Road) construction. Love's Travel Center has a ribbon cutting ceremony set for November 7th.

City Administrator Gerald Herman noted that Dairy Queen has a ribbon cutting ceremony set for November 8th.

City Administrator Gerald Herman mentioned that he and the Chamber of Commerce President and CEO Mandy Christenson toured the new Tate office building that is under construction on Sage Road, and Lowe's Millworks.

City Administrator Gerald Herman stated that he met with James Massie the project manager for Deer Crossing apartments, and provided an update on the project.

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

City Administrator Gerald Herman provided an update on the Hester Drive stormwater infrastructure and sidewalk project.

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

City Administrator Gerald Herman stated that the deed restrictions on our property for the Farris H. Bibb, Jr. Municipal Recreation Complex have been resolved.

City Administrator Gerald Herman reported that the Leisure Services Board Chairperson Fran Hutson along with two staff members attended a formal ceremony with Governor Haslam and the TDEC Commissioner to receive the grant award.

Mayor Arnold mentioned that he had checked-in on the Museum/Visitor Center renovation project.

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 16-13**: A resolution authorizing participation in The Pool's "Driver Safety" Loss Control Matching Grant Program.

    Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 16-13 was approved.**

    b. **Resolution 16-14**: A resolution updating the Records Management Policies and Procedures Policy.

    Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Resolution 16-14 was approved.**

c. **Resolution 16-15**: A resolution approving certain amendments and revisions to the Purchasing Procedures Manual.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 16-15 was approved.**

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*

Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 16-18 was approved on Second Reading.**

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

Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 16-19 was approved on 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.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 16-20 passed on First Reading.**

d. **Ordinance 16-21**: An ordinance amending the Zoning Ordinance Article IV by adding section 4.300. *First Reading.*
Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 16-21 passed on 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.

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. 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

Meeting was adjourned at 7:37 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS….

General Government Department
October 2016

Administration

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

- October 04:
  - Middle Tennessee Mayor's Caucus
  - Girl Scout Troup Visit – Celebrating Community badge
- October 05:
  - Lose & Associates Meeting – Municipal Recreation Complex
  - Forward Sumner Meeting
- October 06: Robertson County Joint Economic Development Meeting
- October 11:
  - Cemetery Board Meeting
  - Planning Commission Meeting
- October 17: Economic Development Team Meeting with Potential Business
- October 18:
  - White House Chamber of Commerce Luncheon
  - Robertson County Existing Industry Meeting – Lowe's Millworks
  - Board of Zoning Appeals Meeting
- October 19:
  - Metropolitan Planning Organization – Executive Board Meeting
- October 20:
  - Hollingsworth Oil Shell Station Site Visit
  - Board of Mayor and Aldermen Meeting
- October 24:
  - Records Clerk I Interviews
  - Preconstruction Splash Pad Phase 2 Meeting
- October 25-28: Tennessee City Managers Association Fall Conference
- October 28: Public Services Department Awards Dinner

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	$3,354,545	↓2.29
Industrial Development	$134,500	$34,131	↓8.85
State Street Aid	$326,500	$307,176	↑60.75
Parks Sales Tax	$516,774	$301,243	↑23.27
Solid Waste	$855,481	$291,397	↓0.42
Impact Fees	$25,000	$0	↓33.33
Police Drug Fund	$5,830	$2,300	↑6.12
Debt Services	$869,656	$2,728	↓33.02
Wastewater	$3,983,375	$2,149,979	↑11.85
Healthcare	$68,500	$15,974	↓10.01
Stormwater Fund	$596,005	$221,380	↑3.20
Cemetery Fund	$28,275	$21,903	↑32.10

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

General Government Department
October 2016

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The October 2016 error rate was 2.2%.

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	91	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
Total	**713**	**1,903**	**1,655**	**1,733**

Purchase Order Errors by Department

	Oct 2016	FY 2017	FY 2016	FY 2015*
Admin.	0	1	1	0
Bldg. Maint.	0	0	0	0
Cemetery	0	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	1	3	5	8
Parks	1	4	4	3
Police	0	2	2	2
Public Works	0	0	0	2
Sanitation	0	1	1	0
Stormwater	0	0	4	-
Wastewater	0	1	12	3
Total	**2**	**15**	**33**	**20**

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Oct 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
Total			**718**	**1,655**		**$6,141,704.54**	**$13,280,467.89**
Purchase Orders $0-$9,999	89	667	1,144		$782,010.66	$1,059,976.01	
Purchase Orders $10,000-$24,999	2	20	19		$303,675.08	$263,458.18	
Purchase Orders over $25,000	3	26	22		$2,876,838.43	$2,243,981.85	
Total	**91**	**713**	**1,185**		**$3,962,524.17**	**$3,567,416.04**	
Total	**91**	**713**	**1,903**	**1,655**	**$3,962,524.17**	**$9,709,120.58**	**$13,280,467.89**

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

General Government Department
October 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
July	62	112	102	739,589	266,304	562,455
August	117	79	83	540,472	401,773	265,548
September	72	154	107	429,211	287,363	352,406
October	49	64	93	534,774	331,565	328,241
November		92	67		281,096	361,124
December		123	96		293,316	393,777
January		94	89		363,641	246,658
February		111	116		509,454	389,805
March		107	98		433,454	355,975
April		127	82		516,718	549,670
May		79	76		441,943	387,210
June		91	91		461,822	320,233
Total	**300**	**1,233**	**1,100**	**2,244,046**	**4,588,449**	**4,513,102**

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
July	96	70	29	20	26	49
August	30	19	23	25	23	30
September	39	24	26	20	21	37
October	52	95	57	25	34	47
November		18	25		24	21
December		78	39		24	34
January		137	34		38	25
February		63	69		26	36
March		78	40		24	40
April		20	192		16	30
May		130	45		31	33
June		239	44		34	40
Total	**217**	**971**	**623**	**65**	**321**	**422**

General Government Department
October 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
July	657	539	418	13	12	42
August	667	548	422	27	15	30
September	675	553	432	16	17	32
October	676	576	439	22	21	33
November		583	446		13	22
December		593	451		14	28
January		615	462		28	20
February		621	478		25	28
March		632	481		17	31
April		635	498		13	26
May		640	502		26	23
June		653	507		23	25
Total	**N/A**	**N/A**	**N/A**	**78**	**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
July	39	N/A
August	38	N/A
September	37	N/A
October	22	N/A
November		25
December		40
January		1,236
February		103
March		72
April		47
May		44
June		48
Total	**136**	**1,615**

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

	FY17 # of Request	FY16 # of Requests
July	57	N/A
August	44	N/A
September	40	N/A
October	30	N/A
November		N/A
December		N/A
January		95
February		33
March		68
April		46
May		37
June		41
FY Total	**171**	**320**

General Government Department
October 2016

White House Farmers Market
The White House Farmers Market is closed for the season.

	2016 New Facebook Likes	2016 Facebook Posts
May	185	17
June	239	5
July	103	8
August	88	12
September	24	1
October	17	0
Total	**659**	**43**

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

Special Maintenance Projects

- Strip Veterans Trailhead parking lot

	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	27	22	25	N/A
August	28	33	10	N/A
September	13	31	19	N/A
October	12	30	27	N/A
November		27	15	N/A
December		17	15	8
January		28	31	19
February		19	23	33
March		25	24	15
April		20	22	15
May		33	13	31
June		17	25	20
Total	**80**	**302**	**249**	**141**

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

Finance Department
October 2016

Finance Section

On October 6th the Finance Director attended the MAP class "FIRO-B Learning Your Behavior Style" presented by MTAS in Nashville, TN. On October 11th the Finance Director attended the Cemetery Board meeting, at which there was not a quorum present and therefore the board members could not vote on any matter. On October 12th the Finance Director accompanied other city representatives for the LPRF grant presentation in Nashville, TN. On October 18th the Accounting Specialist, the Assistant Finance Director, and the Finance Director attended the Nextgen refresher class at Local Government Data Processing Center headquarters in Columbia, TN. On October 19th the Utility Billing Specialist and Finance Director joined a conference call demonstration for the Online Utility Exchange Collections system. On October 20th the Finance Director attended the monthly BMA meeting. Also during October the city auditors with KraftCPAs completed the onsite portion of their fieldwork and began to finish up the annual audit. There should be no issues again this year with meeting the audit schedule and presenting the annual audit report at the December 15th BMA meeting. Once again this year the property tax bills have been delayed for the entire city because of Sumner County's data not being submitted in a complete and timely manner. The Finance Director has been diligently trying since September 28th to get a response from the state comptroller's Division of Property Assessments about what can be done to stop this annual delay in the process to mail property tax bills that is caused by Sumner County data problems, but the Division of Property Assessments has not responded to any emails.

Performance Measures

Utility Billing

	October 2016	YTD FY 2017	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
New Builds (#)	7	23	96	62	55	28
Move Ins (#)	36	179	539	488	506	481
Move Outs (#)	30	187	543	514	516	479
Late Payments ($)	4,584	26,196	71,170	68,103	69,241	65,074
Late Payments (#)	728	4,119	12,692	15,641	12,840	12,685
Non-payment disconnects (occupied) (#)	N/A**	84**	348	442	514	258*
Non-payment disconnects (vacant) (#)	N/A**	18**	11*	n/a	n/a	n/a
New Customer Signup Via Email (#)	8	36	12*	n/a	n/a	n/a
New Customer Signup Via Email (%)	19%	18%	n/a*	n/a	n/a	n/a

*Less than 12 months of data available

**Disconnect date for October bills is 11/10/16, so no non-payment disconnects in October

Business License Activity

	October 2016	FY 2017 YTD	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
Opened	8	37	97	105	74	80
Closed (notified by business)	0	1	2	5	13	11
Closed (uncollectable)	0	14	0	0	0	129

Accounts Payable

	Oct 2016	Sept 2016	Aug 2016	July 2016
Total # of Invoices Processed	317	350	471	360

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	0 checks 219 direct deposits	0 Retro adjustments	0 Voids

Finance Department
October 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	2,797,628	33%
Cemetery Fund			161,118	
Debt Services			247,567	
Healthcare			255,290	
Impact Fees			125,789	
Industrial Development			150,938	
Park Sales Tax			319,040	
Police Drug Fund			12,088	
Solid Waste			482,633	
State Street Aid			255,781	
Stormwater Fund			207,030	
Wastewater			3,295,862	

*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	1,487,228	↓15.72%
Cemetery Fund	35,916	14,472	↑6.96%
Debt Services	904,128	298,949	↓0.27%
Healthcare	69,300	22,697	↓0.58%
Impact Fees	22,150	10,580	↑14.43%
Industrial Development	97,150	50,319	↑18.46%
Park Sales Tax	551,248	183,204	↓0.10%
Police Drug Fund	3,224	1,445	↑11.49%
Solid Waste	804,600	276,388	↑1.02%
State Street Aid	284,606	99,931	↑1.78%
Stormwater Fund	606,262	202,970	↑0.15%
Wastewater	4,849,022	2,143,694	↑10.88%

*Realized amounts reflect revenues realized from July 1, 2016—October 31, 2016

Human Resources Department
October 2016

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

- October 05: Chamber of Commerce Learn at Lunch New DOL Overtime Rule
- October 11: Part Time Firefighter Testing
  Flu Shot Clinic
- October 18: Monthly Chamber of Commerce Luncheon
- October 20: ACA Outreach for State and Local Government Employers Webcast
- October 24: Records Clerk I Interviews
  Chamber of Commerce Women of White House Event
- October 26: Records Clerk I Testing
- October 31: Chamber of Commerce Discover White House Committee Meeting

Biggest Loser Program:

	# of Participants	Total Pounds Lost to Date	Total Percentage Lost to Date
October 5	18	101.8 lbs	2.33 %
October 12	18	102.3 lbs	2.34 %
October 19	18	107.4 lbs	2.46 %
October 26	18	103.0 lbs	2.36 %

Flu Shot Clinic: Twenty-five (25) employees received their flu shots.

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013-2014
July	0	0	0	2
August	2	1	0	0
September	0	0	3	1
October	0	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
Total	**2**	**8**	**13**	**9**

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

Human Resources Department
October 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	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
Total	**0**	**6**	**11**	**14**

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	2	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
Total	**3**	**11**	**5**	**6**
Percentage	**3.09%**	**11.70%**	**5.49%**	**7.14%**

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

Human Resources Department
October 2016

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013-2014
July	1 (T)	1 (T)	0	0
August	0	0	1 (D)	0
September	1 (S)	1 (T)	1 (T)	1 (S)
October	2 (T)	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
Total	**4**	**3**	**3**	**4**

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

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

Police Department
October 2016

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in October:*** Department Head Staff Meeting (Oct. 3rd), Celebrity Dinner Night for Relay for Life (Oct. 4th), TACP Nashville (Oct. 5th), Rotary Meeting (Oct. 6th, Oct. 20th & Oct. 27th), Robertson County Chief's Meeting (Oct. 12th), 911 User Group (Oct. 12th), 2016 IACP 123rd Annual Conference (Oct. 14th to 19th), Bowling Tournament for Shop with a Cop/Fireman (Oct. 21st) and Highland Rim Race – Winner (Oct. 22nd).

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 October, 113 proofs have been completed for 2016. Alice with TLEA is in the process of finding someone to check the new files that TLEA has added in the second edition.

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
October	28	102	38	168
Grand Total	**96**	**1,980**	**138**	**2,214**

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	*October*	*FY 2016-2017*
Three (3) Officers per Shift	40	158
Four (4) Officers per Shift	7	9

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.

Police Department
October 2016

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	October	Per 1,000 Pop.	Total 2016	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	11	1	127	11
Crimes Against Property	32	3	363	32
Crimes Against Society	13	1	107	10
Total	56	5	597	53
Arrests	19		337	

**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.***

	October 2016	TOTAL 2016
Traffic Crashes Reported	42	346
Enforce Traffic Laws:		
Written Citations	160	1,326
Written Warnings	102	798
Verbal Warnings	205	1,582

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.***

COLLISION RATIO				
2016	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
October	42	5	12%	12%

Traffic School: Sgt. Bagwell taught traffic school in October. There were 6 students.
Staffing

- Ofc. J.C. White and Ofc. Michael Thomas are currently in Field Training. Our goal is to have them released by mid-November.
- Ofc. David Segerson is on Military Leave. He is expected to return mid-November.

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

Sumner County Emergency Response Team: The ERT had their monthly training on October 19th.
Volunteer Reserve Officers: Nothing to report at this time.

Police Department
October 2016

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.***

2016 CLEARANCE RATE		
Month	**Group A Offenses**	**Year to Date**
October	84%	80%

Communications Section

	October 2016	Total 2016
Calls for Service	1,066	10,379
Alarm Calls	29	394

Request for Reports

	October 2016	FY 2016-2017
Requests for Reports	22	107
Amount taken in	$24.45	$120.35
Tow Bills	$0.00	$0.00
Emailed at no charge	28	143
Storage Fees	$0.00	$0.00

Tennessee Highway Safety Office (THSO): The White House Police Department Participated in a safety campaign called #Countmein. The White House Police Department made a #Countmein video and sent it to THSO.

Volunteer Police Explorers: In October, the Explorers did an Emergency Vehicle Operation driving course with the golf cart. They also were instructed in Firearms safety and Weapon concealment. The Police Explorers assisted with the Trail of Treats.

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 29th. Sgt. Enck has 7 classes (147 students). Graduation will be held in December.
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. ***Complete***
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.***

Police Department
October 2016

- On October 4th, Sgt. Enck instructed a Stranger Danger class to the entire school at Robert F. Woodall.
- On October 7th, Sgt. Enck instructed a S.P.E.A.R.E. class for a home school group. (25 participants).
- On October 22nd, Det. Sgt. Dan Hunter and Officer Danny Ward worked Drug Take Back at Kroger's. They took in 205 lbs of prescription drugs.
- On October 26th, Sgt. Enck instructed Defensive Tactics at the Gallatin Police Department.
- On October 27th, many of our officers worked security and traffic at the Trail of Treats.

Special Events: ***WHPD Officers participated in the following events during October:***

- Harvest Moon Festival
- Trail of Treats

Upcoming Events:
Shop with a Cop/Fireman (December)

2016 Participation in Joint Community Events		
	October 2016	**Year to Date**
Community Activities	6	62

Fire Department
October 2016

Summary of Month's Activities

Fire Operations

The Department responded to 100 requests for service during the month with 68 responses being medical emergencies. The Department responded to 7 vehicle accidents with reported injuries with three patients transported to area hospitals and one fatality.

Oct. 14th 6:33pm – The Department was dispatched to a reported structure fire on Hunterwood Dr. located in the kitchen of the home. When fire units arrived on scene the fire had been extinguished by the homeowner. Fire crews checked the surrounding area around the stove and microwave for fire extension with minor damage reported.

Oct. 19th 5:01pm – The Department was dispatched to a reported vehicle crash on I-65 when fire units arrived on scene the vehicle had overturned and was off the roadway. There were two occupants in the vehicle at the time of the crash the passenger was out of the vehicle and the driver was still in the vehicle when fire units arrived. It was determined by EMS on scene that the driver had expired, fire units remained on scene while an investigation was conducted. There were no other injuries reported with this incident.

Oct. 23rd 6:35pm – The Department was dispatched to a reported vehicle fire in the parking lot at Bojangles. When fire units arrived on scene the vehicle was fully involved with fire, an attack line was deployed and the fire extinguished. The vehicle was a total loss however there was not any other property damage reported nor any injuries with this incident.

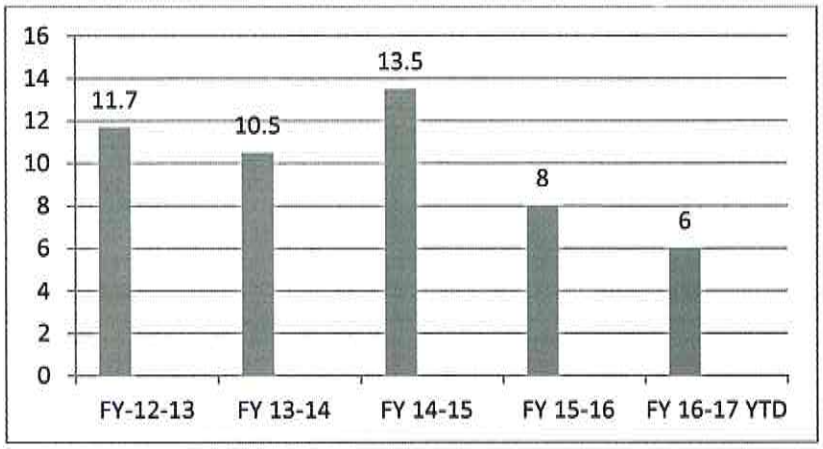
Fire Administration

Oct. 4th - 6th – Asst. Chief Sisk and Firefighter Johnson attended an online Mobile Eyes inspection software training at fire station 2.
Oct.8th – Captain Railey and A shift personnel participated in the Harvest Moon event at the city park.
Oct.11th – Captain Railey and A shift personnel assisted with the recruit firefighter testing at fire station 2.
Oct.13th – Asst. Chief Sisk along with other Fire, EMS, and Police personnel attended a Sign Language training class hosted at fire station 2.
Oct. 16th - 21st – Chief Palmer and Asst. Chief Sisk participated with the Incident Management Team along with representatives from across the state to manage the Fire House Expo conference in Nashville.
Oct. 25th – Chief Palmer attended and chaired the monthly Safety Committee Meeting at fire station 2.
Oct.25th - 28th – Chief Palmer, Asst. Chief Sisk, and Firefighter Johnson attended the Tennessee Fire Safety Inspectors Conference in Murfreesboro.

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.



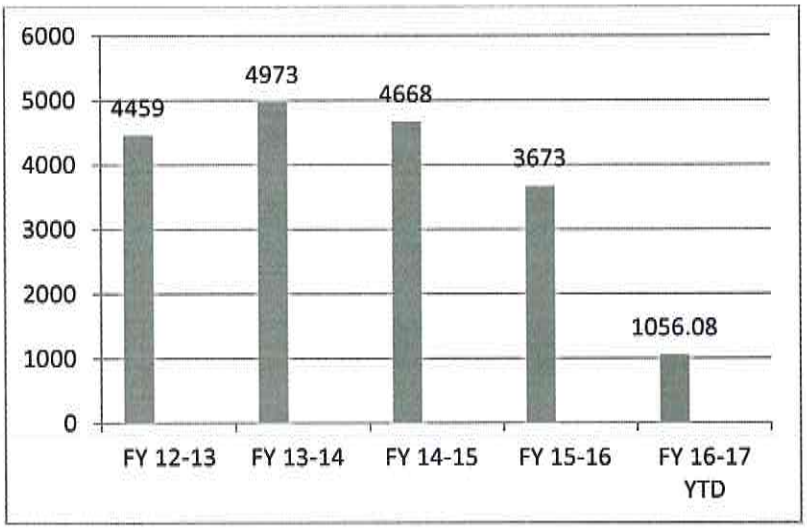
Fire Department
October 2016

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	7
Other Fires	1	Vehicle Accidents(With injuries)	7
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	5
Hazmat	0	Assist other Governmental Agency	1
Other Calls	10	Total Responses for the Month	100
Emergency Medical Responses	68	Total Responses Year to Date	392

Fire Fighter Training

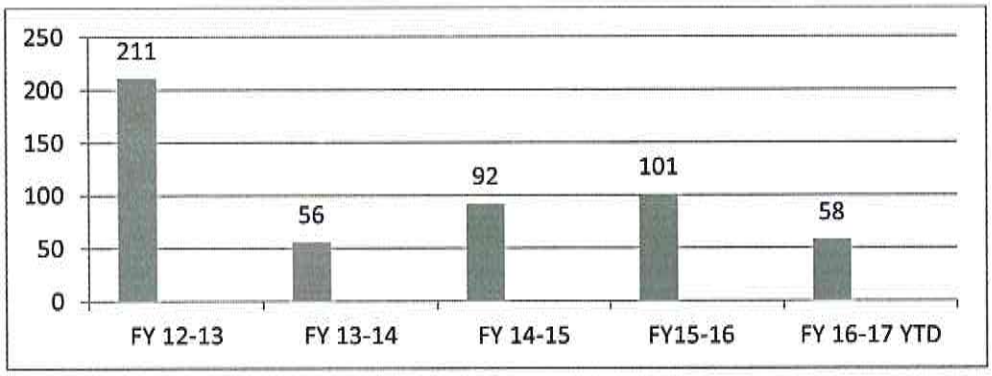
The Department goal is to complete the annual firefighter training of 228 hours for career and 72 hours for Part-time and Volunteer Firefighters. The total hours of 4140 hours of training per year is based on fifteen career firefighters and ten part-time/volunteer firefighters.



Total Training Man-hours for the Month	315.97	Total Training Man-hours Year to Date	1056.08

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.

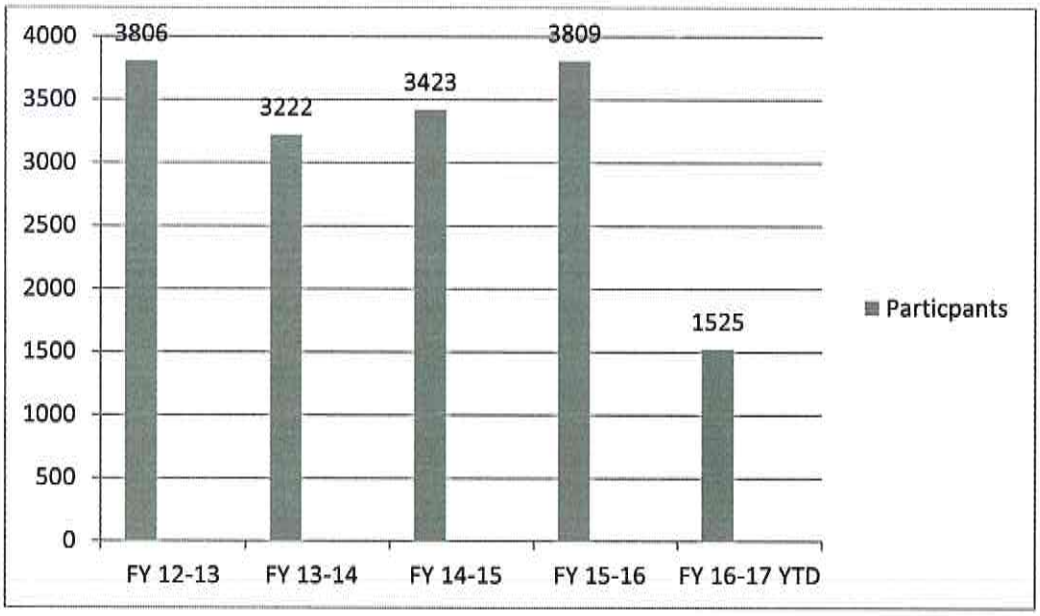


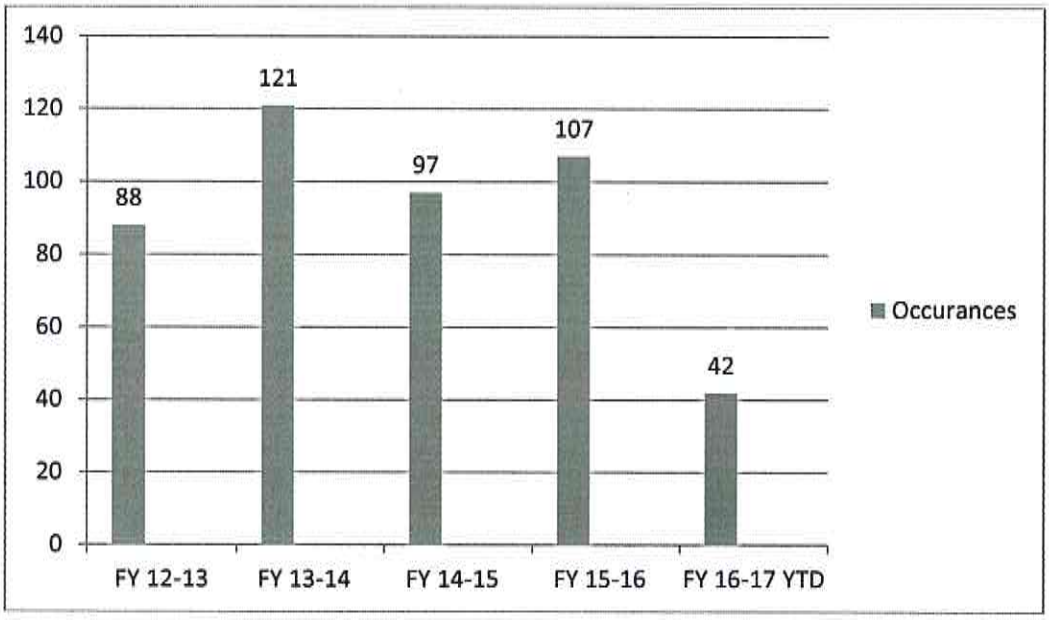
Fire Department
October 2016

Fire Inspections	14	Year to Date 58	Plat / Plan Reviews	3	Year to Date 13
Fire Investigations	1	Year to Date 2	Fire Preplans	4	Year to Date 9

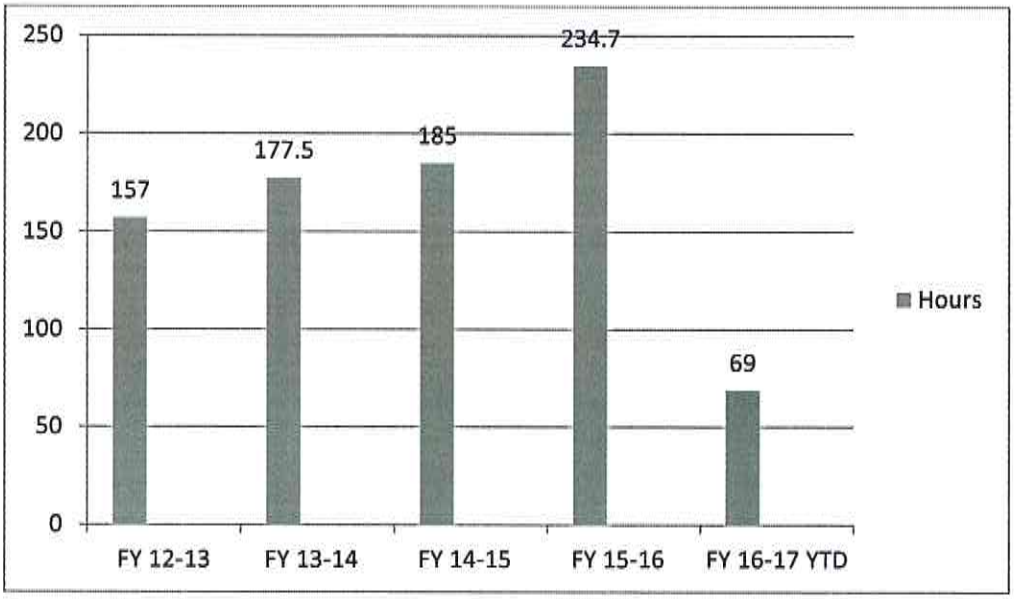
Public Fire Education

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
October 2016



Participants	553	Education Hours	22.5
Participants Year to Date	1525	Education Hours Year to Date	69
Number of Occurrences	13	Number of Occurrences Year to Date	42

Public Services Department - Public Works Division
October 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		SEPT-16	OCT-16	YTD 16/17
Street	3,765	4,485	4,040	8,134		794	728	3,022
Facility Maintenance	124	839	2,049	3,494		106	144	641
Fleet Maintenance	445	857	1,157	1,034		53	35	247
Meeting/Training	332	653	572	502		28	39	230
Leave	1,005	1022	807	1,253		53	20	232
Holiday	650	730	850	795		30	30	140
Overtime	70	166	263	508.5		5.5	19	139
Administrative	0	496	781	385		33	36	167
Drainage Work (feet)	0	0	0	0		0	280	280
Drainage Man Hours	0	0	0	0		93	4	624
Debris Removed Load	0	0	0	0		6	0	10
Sweeping Man Hours	0	0	0	0		0	0	0
Mowing Hours	0	0	0	0		0	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		15	10	70
Pothole Hours	0	0	0	0		86	57	243
R-O-W Hours	0	0	0	0		298	305	1,125
Sign/Repaired	0	0	0	0		3	15	38
Sign Work Hours	0	0	0	0		3	22	53
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		11	4	32

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
October 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		SEPT-16	OCT-16	YTD 16/17
Sanitation	5,975	3,138	2,914	2,685		320	320	875
Facility Maintenance	124	839	2,049	3,494		2	5	396
Fleet Maintenance	445	857	1,157	1,034		15	38	197
Meeting/Training	332	653	572	502		2	11	174
Leave	1,005	1022	807	1,253		40	40	200
Holiday	650	730	850	795		20	20	100
Overtime	70	166	263	508.5		0	0	116
Administrative	0	496	781	385		0	0	98
Sweeping Man Hours	0	0	0	0		0	0	1
R-O-W Hours	0	0	0	0		20	4	113
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		SEPT-16	OCT-16	YTD 16/17
Brush Collection Stops	2,787	5,394	5,915	5,944		543	497	2,433
Brush Truck Loads	302	644	503	459		47	41	213
Leaves Pickup Bags	519	4,324	4,016	3,741		384	166	932
Brush/Leaves Hours	585	2,119	1,634	1,366		110	118	561
Litter Pickup Bags	168	535	309	334		37	35	166
Litter Pickup Hours	443	829	1,147	1,318		111	84	417

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The October 2016 work order report shows that staff made 46 requests on the WI web portal system, of which only 23 were due to missed service calls

and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEPT-16	OCT-16	YTD 16/17
Tons	3,458	3,315	3,081	3,276		215	192	937
Disposal Fee	$85,077.60	$82,869.34	$86,098.70	$81,583		$6,004	$5,444	$26,226

SW Accounting	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEPT-16	OCT-16	YTD 16/17
Units Billed	44,244	44,953.00	45,763	47,155		3,947	3,979	15,870
Receivables	$690,098.50	$692,727.50	$795,325.12	$813,518		$68,884	$68,986	$274,907
Revenue	$684,487.53	$705,287.91	$781,004.41	$823,428		64,846	$66,301	$263,179

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		SEPT-16	OCT-16	YTD 16/17
Participants	809	525	712	602		39	56	195
Tons	141	168	166	139		9	16	52
Disposal Fee	$15,473.00	$16,913.54	$13,208.16	$11,124		$792	$1,284	$4,258

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		SEPT-16	OCT-16	YTD 16/17
Curbside Tons	393	456	408	463		49	43	186
Recycling Rate	13%	14.3%	13.5%	14%		19%	17%	17%
Revenue (curbside)	$4,749.94	$3,469.56	$2,472.91	$19.08		$0	$0	$0
Fee (new program)	-	-	-	($4,565)		($735.45)	($640.35)	($2,791.65)
Metal (drop-off) Tons	62	42	33	42		4	4	14
Metal Revenue	$10,555.50	$6,240.40	$4,333.90	$3,098		$269	$147	$910

Public Services Department - Public Works Division
October 2016
STORMWATER DIVISION

Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEPT-16	OCT-16	YTD 16/17
Stormwater	0	0	0	5,744		480	526	1,206
Facility Maintenance	124	839	2,049	3,494		12.5	54	445
Fleet Maintenance	445	857	1,157	1,034		22.5	19	178
Meeting/Training	332	653	572	502		37.5	15	178
Leave	1,005	1022	807	1,253		42	1	161
Holiday	650	730	850	795		20	20	100
Overtime	70	166	263	508.5		0	46	162
Administrative	0	496	781	385		160	105	203
Drainage Work (feet)	0	0	0	0		800	280	1,520
Drainage Man Hours	0	0	0	0		70	87	684
Debris Removed Load	0	0	0	0		4	4	10
Sweeping Man Hours	0	0	0	0		5.5	10	33
Mowing Hours	0	0	0	0		0	0	102
Curb Repair	0	0	0	0		0	0	0
Shoulder LF	0	0	0	0		0	0	0

Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEPT-16	OCT-16	YTD 16/17
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	2	2
R-O-W Hours	0	0	0	0		110	213	845

Stormwater Improvement Projects:
The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

Stormwater Accounting	FY 14-15	FY 15/16		SEPT-16	OCT-16	YTD 16/17
Units Billed	24,410.00	45,476		4,144	4,174	16,659
Receivables (Billed)	$107,249.28	$395,818		$50,792	$50,825	$202,981
Revenue (Received)	$105,118.28	$364,022		$48,979	$50,044	$200,277

Public Services Department - Public Works Division
October 2016
STORMWATER OCTOBER 2016

Monday 10-3-16

- Hester Drive Sidewalk Prep/Site Restoration

Tuesday 10-4-16

- Hester Drive Sidewalk Prep/Site Restoration

Wednesday 10-5-16

- Hester Drive Sidewalk Prep/Site Restoration
- Street Sweeping

Thursday 10-6-16

- Hester Drive Sidewalk Prep/Site Restoration
- Street Sweeping

Friday 10-7-16

- Hester Drive Sidewalk Prep/Site Restoration

Monday 10-10-16

- Aztec & Apache Headwall Repair
- Peachtree Basin Repair

Tuesday 10-11-16

- Hester Drive Sidewalk Prep/Site Restoration
- Cardinal Drive Re-seed/straw

Wednesday 10-12-16

- Hester Drive Sidewalk Prep/Site Restoration

Thursday 10-13-16

- Hester Drive Sidewalk Prep/Site Restoration

Friday 10-14-16

- Hester Drive Sidewalk Prep/Site Restoration

Monday 10-17-16

- Hester Drive Sidewalk Prep/Site Restoration

Tuesday 10-18-16

- Hester Drive Sidewalk Prep/Site Restoration
- Forest Lane Swale Rehab

Wednesday 10-19-16

- Hester Drive Sidewalk Prep/Site Restoration
- Forest Lane Swale Rehab

Thursday 10-20-16

- Hester Drive Sidewalk Prep/Site Restoration

Monday 10-24-16

- Hester Drive Sidewalk Prep/Site Restoration

Tuesday 10-25-16

- Hester Drive Sidewalk Prep/Site Restoration

Wednesday 10-26-16

- Hester Drive Sidewalk Prep/Site Restoration
- 31W Sidewalk Repair

Thursday 10-27-16

- Hester Drive Sidewalk Prep/Site Restoration
- 31W Sidewalk Repair

Friday 10-28-16

- Hester Drive Sidewalk Prep/Site Restoration

Public Services Department - Public Works Division
October 2016

Monday 10-31-16

- Hester Drive Sidewalk Prep/Site Restoration
- 31W Sidewalk Repair

Public Services Department - Wastewater Division
October 2016

Collection System Activities

Employee Recognition:
The PS Department held its annual employee appreciation dinner this month. This year's recipients were Shelia White and Bobby Tidwell. Kudos to them for doing a great job and to be recognized by their peers!

WWTP Headworks Project: Cumberland Valley Constructors
August 25th is the official start-up date for the headworks project. TDEC completed the final inspection in accordance with our loan requirements on October 17, 2016. The issues we were having with the SCADA system have been resolved and the system is operational. The flow meter at the irrigation pump station has been replaced and we are now able to irrigate the fields as needed. There are a few warranty issues that need fixing, but for the most part the punch list has been completed and plant is operating as designed. **(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 **Grundfos SCADA has been installed and operating as designed. The grinder issues we were having were corrected by W&O and all is well at the station. North Palmers Chapel, the PLC that controls number 1 grinder has gone out, we are currently awaiting a replacement. W&O will install the PLC as soon as they receive it. NPC is operating on 1 sewerage pump at the current time due to shaft failure. (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.)**

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.

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	SEP -16	OCT-16	YTD
Late Payments	12,857	12,685	12,068	12,692	1,075	728	4,119
Disconnects for non-pay	N/A	258	442	372	31	0	89
Revenue Late Payments	$67,810	$65,074	$61,350	$5,472	$6,614	$4,584	$26,196

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

Line Marking	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEP-16	OCT -16	YTD
Tennessee 811	866	1,306	1,416	1,691		185	120	739

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

Public Services Department - Wastewater Division
October 2016

Lift Station Location	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEP -16	OCT-16	YTD
North Palmers Chapel	1,736	3,559	483	35		0	0	7
Calista Road	1,058	2,014	418	24		3	3	26
Wilkinson Lane	231	219	101	0		0	2	4
Portland Road	25	36	13	1		0	0	1
Cope's Crossing	445	208	72	4		1	1	6
Union Road	149	93	45	91		0	0	3
Meadowlark Drive	40		33	1		0	0	5
Highway 76	9	6	2	0		0	0	0
Cambria Drive	16	9	0	1		0	0	0
Sage Road						0	1	2
Heritage High School						1	0	16
Treatment Plant	359	333	122	0		0	0	1

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.

Work Orders	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEP -15	OCT-16	YTD
Grinder Tank PM Program	N/A	N/A	NA/	NA/		**27**	**20**	**47**
PD to Centrifugal Converts		4	10	3		**1**	**1**	**4**
2000 to Extreme C/O	85	86	60	53		**4**	**5**	**19**
2000 to 2000 C/O	19	13	23	7		**0**	**0**	**0**
Extreme to 2000 C/O	33	14	28	15		**0**	**0**	**1**
Extreme to Extreme C/O	**157**	**110**	**117**	**137**		**13**	**21**	**64**
Centrifugal to Centrifugal C/O	-	-	5	2		**2**	**0**	**2**
2000 Conversions	26	3	0	2		**0**	**0**	**0**
Extreme Converts	43	83	74	44		**5**	**4**	**17**
Total Pumps Replaced	**363**	**313**	**321**	**313**		**40**	**32**	**135**
Low Pressure Service Request	**977**		**723**	**530**		**44**	**52**	**233**
Vacuum System Service	127	102	58	87		**14**	**24**	**77**
Gravity Service Request			14	5		**0**	**0**	**1**
Inspection for New Service	0	27	51	36		**0**	**3**	**10**
Final Inspection for New	0	47	66	37		**2**	**7**	**18**
Sanitary Sewer Overflow (SSO)	4	2	3	6		**1**	**0**	**3**
Odor Complaints	0	11	14	16		**1**	**4**	8

Public Services Department - Wastewater Division
October 2016

System Repairs Goal:

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains and the air vacuum systems. We've been training key personnel over the last two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

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

Repairs	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16		SEP-15	OCT-16	YTD
Major Lift Stations	5	5	18	26	57		**3**	**4**	**17**
Mainline	1	7	18	14	14		**0**	**0**	**2**
Service Line	52	65	136	49	42		**1**	**4**	**8**

Major Lift Stations Repairs:

Lift Station repairs were as follows:

1. Copes Crossing had a motor fault, the soft start on the pump 1 tripped. Curtis reset the control and pump has given no further problem.
2. Heritage sent out a phase loss alarm, meaning there was a loss of power, CEMC had power up before we arrived.
3. Wilkinson Lane had a runtime alarm, meaning the pumps were running too long and not pumping efficiently. Could not discover the issue, most likely a minor clog that cleared itself.
4. Sage road sent out a runtime fault. Found the VFD had lost the program causing the pump to turn on and off too quickly. WASCON and Grundfos had to reprogram the VFD.

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. Piping inside the station was replaced with 401 coated ductile to prevent decay and pipe failure. Pump 1 has been pulled and taken to WASCON for repair. Testing on the motor shows the windings are wet.

CALISTA:
We are awaiting the GRUNDFOS SCADA installation at this station, which will be done in October. Grundfos SCADA has been installed at Calista and N. Palmers and is working well. There are a few "bugs" to be worked out with the vacuum scaling but we are able to monitor and receive alarms.

COPE'S CROSSING:
The new VAPEX unit has been installed and is smelling perfect. **We've ordered 401 coated pipe for this lift station to prevent pipe failure and decay. It is scheduled to be installed before Thanksgiving.**

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.

	AUG - 2016	SEP - 2016	OCT - 2016	
Flow	**0.616MGD**	**0.692 MGD**	**0.632 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**44%**	**49%**	**45%**	(0.632 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**64.8%**	**55.0%**	**56%**	(0.632 MGD) / (1.12 MGD
Rainfall	**5.99"**	**1.78"**	**0.45**	

Public Services Department - Wastewater Division
October 2016

Effluent	FY 11/12	FY 12/13	FY 13/14	FY14/15	FY15/16		SEP-16	OCT-16	YTD
Violations	4	6	2	1	7		0	5	0

Violations were due to weather and mechanical issues.

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:**
   Running as designed, no issues.

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. ***September was 1.72 ppm.***

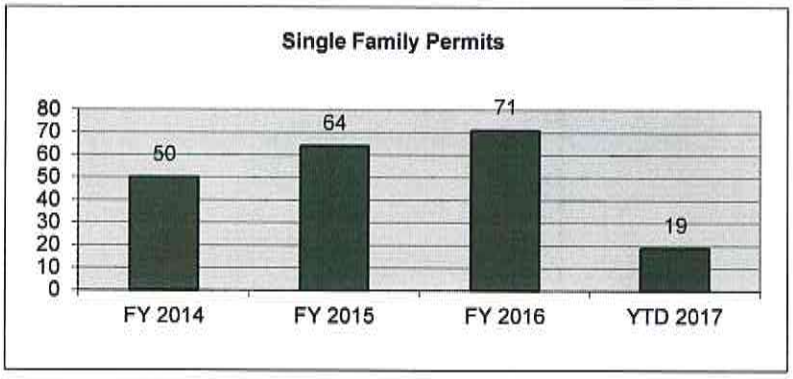
   Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed ***126 CFU's*** (colony forming units) per 100 ml." Additionally, our ***daily maximum*** concentration limit is ***941/100ml.***

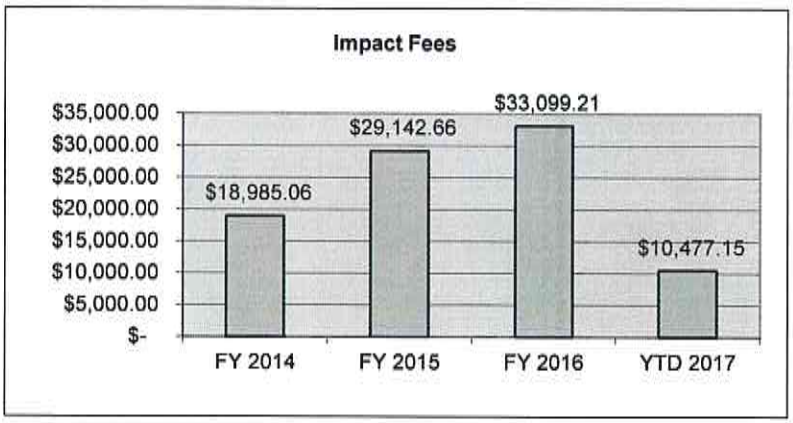
   Our E Coli testing for the month was an average of ***61.6 CFU's*** which is well below the limit. ***September was 55.9 CFU's.***

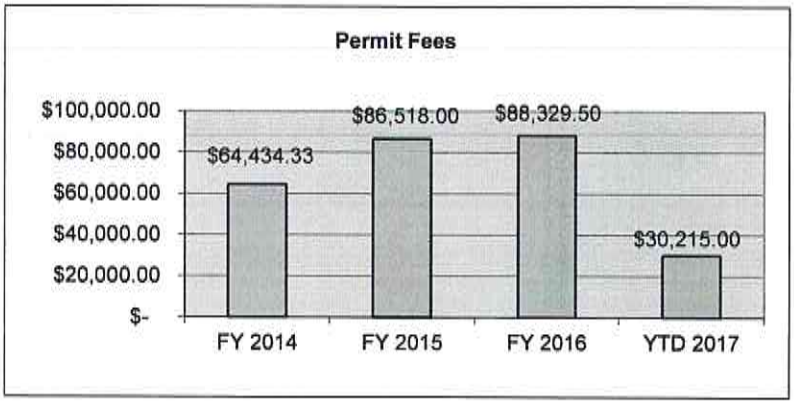
Planning and Codes Department
OCTOBER 2016

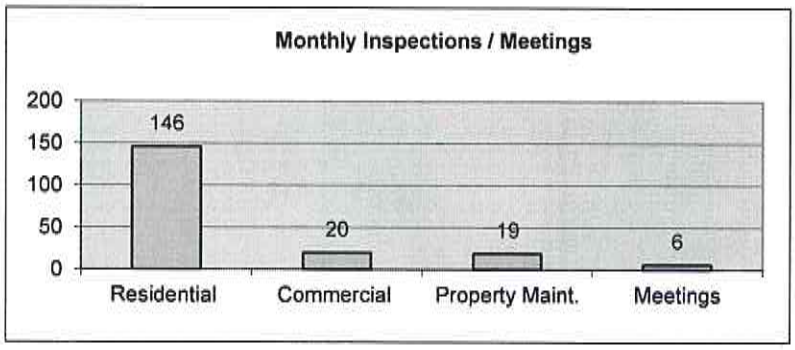
	Month	YTD 17	FY2016	FY2015	FY2014
MEETING AGENDA ITEMS#					
Planning Commission	8	19	54	50	38
Construction Appeals	0	0	2	1	0
Zoning Appeals	1	1	13	8	9
Tech. Review/Study Session	0	0	0	1	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	5	19	71	64	50
Multi-Family Residential	2	5	8	3	123
Other Residential	21	62	235	367	132
New Commercial	1	2	6	7	2
New Industrial	0	0	1	1	0
Other Com/Ind	3	15	33	51	26
State Electrical	82	317	635	657	478
Sign	1	4	16	17	16
Occupancy Permits	1	3	47	54	59
Commercial Certificate of Occupancy-					
JoAnn's Thrift Store-2830 Hwy 31W					
Love's Travel Stop-					
Other	0	2	5	1	71
BUILDING INSPECTIONS					
Residential	196	450	1244	1194	519
Hours	25.17	106.25	284.16	295.61	175.59
Commercial /Industrial	20	90	152	360	189
Hours	11	30.49	68.07	127.41	79.33
CODE ENFORCEMENT					
Total Cases	19	127	437	612	531
Hours	3.42	19.34	68.17	70.49	83.42
Complaints Received	11	43	120	145	141
MEETINGS					
Administration	2	5	27	29	39
Hours	4	7.83	61.58	56.92	67.95
Planning	1	5	33.5	23	31
Hours	1.5	3.83	51.75	56.8	101.25
Codes	3	8	36	34	50
Hours	6.25	19	29.41	28.74	58.25
FEES					
Permit Fees	$14,930.00	$ 30,215.00	$ 88,329.50	$ 86,518.00	$ 64,434.33
Board Review Fees	$418.00	$ 818.00	$ 8,200.00	$ 17,244.50	$ 7,297.90
City Impact Fee	**$4,755.37**	**$ 10,477.15**	**$ 33,099.21**	**$ 29,142.66**	**$ 18,985.06**
Roads	$1,486.44	$ 4,322.42	$ 16,316.07	$ 12,820.88	$ 5,405.07
Parks	$982.00	$ 1,609.90	$ 4,477.60	$ 5,943.60	$ 4,993.50
Police	$1,376.94	$ 2,736.72	$ 7,411.58	$ 6,155.15	$ 4,494.28
Fire	$909.99	$ 1,808.11	$ 4,893.96	$ 4,067.80	$ 2,976.51
OTHER ITEMS					
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	$558,840.00	$ 573,840.00	$592,040.00	$632,150.00	$ 693,270.00
Builders Bonds	44,866.43	$ 45,366.43	$ 43,866.43	$ 43,366.43	$ 43,366.43
Workings Days in Month	16	15	16	16	16

Planning and Codes Department
OCTOBER 2016









Parks, Recreation, & Cultural Arts Department
October 2016

Summary of Month's Activities
I wanted to start off this report by giving my appreciation for all of the people who helped with the Trail of Treats. It is our largest Special Event of the year (we had over 2,000 people once again this year) and it wouldn't have been a success without all of the hard work from our administrative and maintenance staff as well as the many police officers on hand to help with a crowd of its magnitude. Thank you to everyone who helped in any way!

Phase II of the Splash Pad is slated to start around the beginning of November. The features have shipped and now we are just waiting on them to arrive and construction will begin. The hope is to have it done before Thanksgiving. They will show us how to winterize it before they leave the site as well.

The splash pad restroom and pavilion project still hasn't been completely closed out. Every time they come to fix something that was wrong, another problem comes up or one of the items they were supposed to fix gets left out. These things are supposed to be resolved within the next week or so. The same applies to the restroom renovation at the park. There isn't much left to fix there but it just hasn't gotten done.

The disc golf course has seen some incremental improvements over the past month. They have done some clearing and put some mulch around some of the holes but not along the entire path. They hoped to have a tournament sometime in October but we never heard of anything actually taking place.

We have completed our trash collection process conversion. All receptacles have been placed in their respective locations, so we can now start that new process. We also received the receptacles that we dump the trash into, so everything is in place now.

Our first capital project of the year was to purchase a new utility vehicle. An order was put in at the beginning of the month and we went and picked it up the day before Trail of Treats. 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 have it.

The next capital project is to add lighting to Field 1 at the Municipal Park. CSR Engineering is putting together the specs for this project and I should have those back soon. Once Field 1 is lit, all fields in our parks system will have lights.

Leisure Service Board Chair Fran Hutson, Recreation Superintendent Josh Atkins, and Finance Director Jason Barnes attended the Grant Check Presentation/Photo Op on October 12th on behalf of the City. A ceremonial check was presented and they got to take a photo with the Governor. We are still thrilled about receiving the grant and really appreciate these three for going and representing our city.

Recreation
Men's Softball games wrapped up on Tuesday, October 25th. This season's League Champions ended up being SSB, coached by Nathan Tate.

Youth Basketball sign-ups are currently closed. Our league was open to girls and boys, 1st-8th grade. We have 283 children registered. Practices will begin in November and games will start in December. Most games will be held in the Civic Center Gymnasium. For our older divisions, we will be utilizing WH Heritage HS Gymnasium again this year.

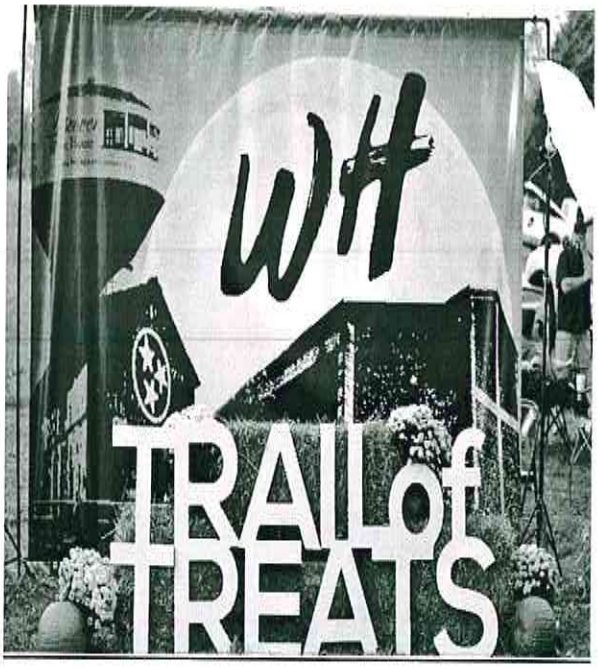
October 27th was our 2016 Trail of Treats. It was held on the Greenway, beginning at the trailhead by WHHS. This year, we had 43 booths that registered to set up. All vendor booths decorated their designated spaces and handed out an assortment of candy to the children in attendance. This year's booth decorating winner was Grace Park Church. They were awarded our Trail of Treats trophy and will get to display it at their church leading up to next year's event. There were 2,000+ in attendance this year.

Parks, Recreation, & Cultural Arts Department
October 2016

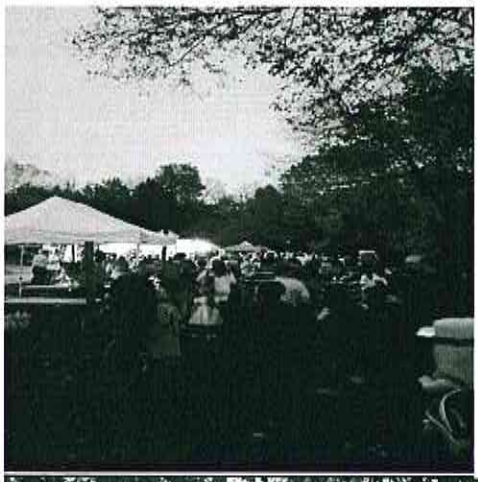
Upcoming events:

- Christmas Parade: December 3rd, 2016. This year's theme will be "A Wonderful Life". More information to come soon.
- Possibly an Adult Winter Basketball or Dodgeball Tournament (Tentative)

Additional Trail of Treats Pictures:



Parks, Recreation, & Cultural Arts Department
October 2016



Parks, Recreation, & Cultural Arts Department
October 2016

Park Maintenance

We have put in about 80 hours of mowing a month since the last time we met. This is due to the grass slowing down as well as the drought we have been having.

Most of our time this month has been spent getting sport fields ready as it is our busiest time of the year for that. Football, fall baseball and soccer seasons as well as several big tournaments have taken place this fall.

We have gone over to the soccer complex and over seeded with (38) 50lb. bags of ryegrass seed on the sport fields.

Right now we are spending lot of time blowing off the Greenway as well as the trail at the park and park itself. We are currently doing this two or three times a week.

We had two big special events this month. The first was the Harvest Moon Festival. We had to set some things up for them and get the park ready as well. The next event we had was Trail of Treats. The guys spent two full days setting up, cleaning and tearing down for that event.

We have done two foundations for monuments at the cemetery this month as well.

Seniors

This month the Seniors enjoyed trips to:
TN State Capitol in Nashville (9) and a visit to Franklin, KY to the Octagon Hall (9).

At the center we had: a craft day (6), bunco (11), a health care seminar (16), flu shots by Walgreens (11), AARP safe driving course (9), book club (7), bible study (6), movie at the center (11), and Halloween costume contest (6).

Also, the Robertson County Community Band performed this month with 40 attending.

Parks, Recreation, Cultural Arts Department
OCTOBER
2016

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Sept. 16	Oct. 16	YTD 2016-17
Maintenance								
Mowing Hours	1,346	1,276	1,134	887	977	100	80	400
Pounds of Grass Seed Sown	2,275	3,280	2,560	2,265	3,885	0	1,900	1,900
Pounds of Fertilizer Applied	2,540	5,525	1,620	3,050	3,520	200	0	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	70	0	295
Number of Adult Program Participants	2,471	1,726	855	537	231	21	20	131
Number of Special Event Attendees	3,970	2,796	4,145	2,643	2,680	31	2,067	2,228
Total Number of Special Events Offered	17	19	12	11	14	2	1	4
Total Number of Programs Offered	78	51	46	43	37	2	2	12
Youth Program Revenue	$29,702.00	$ 49,676.00	$49,197.40	$53,736.37	$45,979.00	$3,728.00	$17,975.00	$ 36,939.00
Adult Program Revenue	$19,216.05	$ 16,060.90	$13,155.30	$8,855.00	$ 6,852.00	$0.00	$0.00	$ 3,720.00
Special Event Revenue	$7,355.00	$ 5,970.00	$4,965.00	$3,920.00	$ 4,620.00	$220.00	$220.00	$ 2,310.00
Administration								
Number of Shelter Reservations	112	110	103	112	85	21	17	73
Hours of Shelter Reservations			130	311	291	62	44	211
Shelter Reservation Revenue	$ 3,396.00	$ 3,270.00	$2,823.00	$3,379.50	$3,280.50	$424.00	$278.00	$ 1,823.00
Number of Facilities Reservations	136	261	207	191	296	25	30	95
Hours of Facility Reservations			145	584	894	95	95	325
Facility Reservation Revenue	$ 16,224.25	$ 36,686.43	$26,540.00	$21,028.62	$31,037.52	$2,294.69	$4,534.38	$ 11,582.20
Field Rental Revenue			$4,498.33	$3,248.00	$3,453.00	$830.00	$1,335.00	$ 3,385.00
Misc. Revenue	$ 56,423.35	$ 71,032.39	$37,420.52	$28,644.18	$27,861.34	$300.00	$2,016.05	$ 3,378.84
Senior Center								
Senior Center Participants	3,269	3,586	3,478	3,770	8,919	742	821	3,056
Number of Trip Participants	387	477	507	538	527	57	18	149
Number of Meals Participants	3,315	2,867	2,910	2,932	3,416	293	265	1,216
Number of Program Participants	4,486	4,030	3,419	4,618	4,939	392	538	1,691
Number of Trips Offered	31	34	38	45	39	5	2	14
Number of Meals Served	49	49	49	50	50	4	4	17
Number of Programs Offered	90	87	81	74	109	8	16	45

White House Library
October 2016

Summary of Activities

The Friends of the Library met on October 4th. They voted to accept a new member as the treasurer, discussed the Halloween Carnival, and voted to purchase food for the Christmas Open House instead of hiring a caterer. The Halloween Carnival was held on October 22nd, and grossed a total of $1,462.00.

The library director met with the Portland Public Library manager at the Portland Public Library to get ideas on possible new Friends fundraisers, technology improvements, advertising options, and museum layouts. This meeting was helpful as these are all areas that the White House Library is looking into expanding.

PBG came out on October 3rd and 4th and finished the final remaining punch list items on the building. They were able to fix a light fixture that was rattling, adjust one door, and remove the concrete that was covering one of the water company's valves.

The library hosted a Dairy Queen job fair multiple days during the month of October since this business is opening at the beginning of November. The event was successful as many individuals received jobs at this company.

The library created a Banned Book display in October. The display showed a map of Tennessee and had markers at locations in Tennessee that books had been banned. Next to the marker was the name of the organization that banned the book, the year it was banned, and the reason it was banned. The display's purpose was to bring awareness to the harms of censorship.

The library had its normal programs in October which included: story time, homeschool group, Kidz Korner, book clubs, Monday movie/maker, and our Tuesday Teens and Tuesday Talk programs. We had a great turn out at our Tuesday Teen escape the room challenge with a total of 32 people showing up to complete the challenge, making it our biggest teen program to date.

Aside from our regular programs, the library had a number of special programs which included a VA rep presentation and a driving class for seniors. The driving class was very helpful as it will allow those that took the class to learn updated safety rules and gave them a premium discount on auto insurance. Additionally, the library has continued to offer English as a Second Language class which has been meeting a need in our community.

Department Highlights

The highlights for the month were the success of our teen program, the library's special driving class, the Friends carnival, and that the final remaining items on the library building punch list were completed.

White House Library & Museum
October 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

October Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	42	0	8,652	65
2014	48	171	9,108	67
2015	168	481	10,346	75
2016	84	459	11,675	85

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: 30,307
Estimated Value of Total Materials: $757,675 **Last Month:** $751,975
Total Materials Available Per Capita: 2.20 **Last Month:** 2.19
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 October

2011	2012	2013	2014	2015	2016
189	180	518	147	120	265

Yearly Material Added

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	3,001

The library's goal is to add material that meets the current and future needs of city patrons. With the additional space at the new library, we are able to add more than we could in the past.

Physical Items Checked Out in October

2011	2012	2013	2014	2015	2016
5,177	4,383	3,954	4,446	4,988	5,583

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	57,828

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 two more months before the end of the year.

October Users **Yearly Users**

	2015	2016	2015	2016
Technology Devices	10	15	48	133
Kids Tech Devices	5	36	33	99
Study Rooms	48	76	300	669
Lego Table	0	185	145	1782
Board Games	0	24	0	284
Puzzles	0	19	0	141
Seeds	0	4	0	55
Comics Plus	0	26	0	100
Test Proctoring	*	1	*	9

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: 18 **Hours:** 147 hours

White House Library & Museum
October 2016
Performance Measures

October Computer Users

	2011	2012	2013	2014	2015	2016
Wireless	***	***	98	174	701	812
Internet Computers	435	449	331	362	376	389
Kids	301	225	59	186	204	151

Yearly Computer Users

2011	2012	2013	2014	2015	2016
***	***	1,071	1,315	3,704	6,773
5,983	4,282	3,791	3,743	3,882	4,007
3,244	2,874	1,691	1,478	1,857	1,834

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. The library is looking at updating some of the old computers we brought over from the old library building next year as well as other technology additions such as a charging station, 3D printer, and special scanner.

Kids Programs

October	Kids Sessions	Kids Attendance
2011	10	290
2012	11	237
2013	13	241
2014	13	236
2015	15	273
2016	17	235

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
96	1,743
153	2,709

The library held 17 children programs which consisted of our regular toddler and preschool story times, our homeschool group, our Saturday Kidz Korner, and our Monday Movie/Maker.

October	Teen Sessions	Teen Attendance
2011	0	0
2012	3	12
2013	3	15
2014	3	2
2015	3	10
2016	5	47

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
16	87
65	173

The library had a total of 6 teen events which included: a book trivia night, a movie night, a game night, craft night, and an escape the room challenge. The escape the room challenge was very successful with a total of 32 individuals participating in that one event alone.

October Totals	Adult Sessions	Adult Attendance
2011	1	11
2012	1	10
2013	1	9
2014	1	5
2015	4	13
2016	13	49

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
25	294
49	254

The library held 3 computer sessions, 4 English as a second Language class, 2 book clubs, and 1jewelry making class, and had a VA rep presentation.

Services Provided by Contracting with State

October Interlibrary Loan Services

	2011	2012	2013	2014	2015	2016
Borrowed	33	14	23	35	36	56
Loaned	6	0	19	20	19	4

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015	2016
337	362	136	271	303	599
64	100	165	411	253	217

White House Library & Museum
October 2016
Performance Measures

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
eBooks	792	2,010	3,688	5,664	6,209	2,851
Audios	1,717	2,501	2,521	3,308	4,466	2,251

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
OCTOBER 2016

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	$6,233.30	
TOTAL MONIES COLLECTED YTD		**$26,349.25**

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	$1,335.37	
TOTAL MONIES COLLECTED YTD		**$4,972.90**

TOTAL REVENUE FOR MONTH	$7,568.67	
TOTAL REVENUE YTD		**$31,322.15**

DISBURSEMENTS

LITIGATION TAX	$529.57		
DOS/DOH FINES & FEES	$308.75		
DOS TITLE & REGISTRATION	$0.00		
RESTITUTION/REFUNDS	$0.00		
TBI-EXPUNGEMENT/FEES	$0.00		
CASH BOND	$0.00		
WORTHLESS CHECKS	$0.00		
TOTAL DISBURSEMENTS FOR MONTH		$838.32	
TOTAL DISBURSEMENTS YTD			**$3,593.96**

ADJUSTED REVENUE FOR MONTH	$6,730.35	
TOTAL ADJUSTED REVENUE YTD		**$27,728.19**

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	$546.25	
DRUG FUND DONATIONS YTD		**$1,338.31**

Disposition	Oct-16	Sep-16	Aug-16
Ticket Paid in Full – Prior to Court	32	26	36
Guilty as Charged	2	9	3
Dismissal	4	2	7
Dismissed upon presentation of insurance	16	14	16
Not Guilty	0	0	0
Dismissed to Traffic School	6	0	9
Dismissed with Costs and Fines	7	16	22
Dismissed with Costs	16	16	13
Dismissed with Fine	0	0	1
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	83	83	107

110 General Fund

Monthly Comparative: 33.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	0.00	0.00 %	0.00	0.00	0.00 %
31110	Real & Personal Property Tax(Current)	2,846,206.00	(215.98)	0.01 %	237,183.83	(183.50)	0.08 %
31120	Public Utilities Property Tax (Current)	95,254.00	0.00	0.00 %	7,937.83	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	24,000.00	(11,493.17)	47.89 %	2,000.00	(2,448.72)	122.44 %
31212	Property Tax Delinquent 2nd Year	6,000.00	(2,928.29)	48.80 %	500.00	(1,506.00)	301.20 %
31213	Property Tax Delinquent 3rd Year	3,000.00	(1,653.00)	55.10 %	250.00	(113.00)	45.20 %
31214	Property Tax Delinquent 4th Year	3,000.00	(1,069.00)	35.63 %	250.00	0.00	0.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	1,000.00	(13.00)	1.30 %	83.33	0.00	0.00 %
31300	Int, Penalty, And Court Cost On Prop	16,300.00	(3,099.03)	19.01 %	1,358.33	(663.15)	48.82 %
31513	Payment In Lieu Of Tax -Sewer	131,248.00	(43,749.28)	33.33 %	10,937.33	(10,937.32)	100.00 %
31520	Payments From Industry	15,289.00	0.00	0.00 %	1,274.08	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	1,410,852.00	(467,494.45)	33.14 %	117,571.00	(111,701.38)	95.01 %
31709	Beer And Liquor Local Priv Tax	6,000.00	(49.46)	0.82 %	500.00	0.00	0.00 %
31710	Wholesale Beer Tax	292,000.00	(119,691.74)	40.99 %	24,333.33	(28,294.95)	116.28 %
31720	Wholesale Liquor Tax	45,700.00	(33,051.83)	72.32 %	3,808.33	(7,243.01)	190.19 %
31800	Business Taxes	146,500.00	(18,162.68)	12.40 %	12,208.33	(5,172.94)	42.37 %
31911	Natural Gas Franchise Tax	140,000.00	(109,785.53)	78.42 %	11,666.67	(109,785.53)	941.02 %
31912	Cable TV Franchise Tax	135,000.00	(36,469.70)	27.01 %	11,250.00	0.00	0.00 %
31960	Special Assessment - Liens	200.00	(80.00)	40.00 %	16.67	0.00	0.00 %
31980	Mixed Drink Taxes	11,950.00	(4,909.00)	41.08 %	995.83	(1,067.25)	107.17 %
32209	Beer And Liquor License Application	500.00	(250.00)	50.00 %	41.67	(250.00)	600.00 %

Monthly Comparative: 33.33%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
32610	Building Permits	55,000.00	(30,633.50)	55.70 %	4,583.33	(15,758.00)	343.81 %
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	(114,317.68)	6.59 %	144,666.67	(69,133.76)	47.79 %
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	(275,706.53)	33.19 %	69,221.25	(68,584.64)	99.08 %
33520	State Income Tax	33,750.00	(34,674.71)	102.74 %	2,812.50	(79.59)	2.83 %
33530	State Beer Tax	5,127.00	(2,639.51)	51.48 %	427.25	(2,639.51)	617.79 %
33553	State Gasoline Inspection Fee	21,023.00	(6,929.43)	32.96 %	1,751.92	(1,726.10)	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	(1,042.84)	11.06 %	785.42	(295.05)	37.57 %
34740	Parks And Rec League Fees	73,000.00	(40,996.75)	56.16 %	6,083.33	(18,814.00)	309.27 %
34741	Field Maintenance Fees	8,250.00	(550.00)	6.67 %	687.50	(550.00)	80.00 %
34760	Library Fines, Fees, And Other	8,000.00	(3,844.12)	48.05 %	666.67	(943.44)	141.52 %
34793	Community Center Fees	38,500.00	(15,587.20)	40.49 %	3,208.33	(6,029.38)	187.93 %
34900	Other Charges For Services	8,000.00	(3,181.50)	39.77 %	666.67	(691.50)	103.73 %
35110	City Court Fines And Costs	100,000.00	(28,138.19)	28.14 %	8,333.33	(6,930.35)	83.16 %
35130	Impoundment Charges	200.00	0.00	0.00 %	16.67	0.00	0.00 %
36000	Other Revenues	5,000.00	(5,778.56)	115.57 %	416.67	(4,958.92)	1,190.14 %
36100	Interest Earnings	6,500.00	(3,517.73)	54.12 %	541.67	(754.99)	139.38 %
36210	Rent	9,966.00	(3,674.70)	36.87 %	830.50	(1,794.03)	216.02 %

110 General Fund

		Year-To-Date			Monthly Comparative: 33.33% Month-To-Date		
Account	**Description**	**Budget Estimate**	**Actual**	**% of Budget**	**Estimate Avg/Mth**	**Actual**	**% of Avg**
36330	Sale Of Equipment	6,000.00	(6,088.75)	101.48 %	500.00	(437.00)	87.40 %
36350	Insurance Recoveries	0.00	(20,000.00)	0.00 %	0.00	(20,000.00)	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(0.04)	0.00 %	0.00	0.00	0.00 %
36450	Parks Concessions	1,500.00	(850.00)	56.67 %	125.00	(500.00)	400.00 %
36700	Contri And Donation From Private	7,000.00	(28,628.35)	408.98 %	583.33	(27,548.35)	4,722.57 %
	Total Revenues	**8,442,841.00**	**(1,487,227.98)**	**17.62 %**	**703,570.08**	**(527,535.36)**	**74.98 %**
Expenditures							
41000	General Government	(563,332.00)	209,363.04	37.17 %	(46,944.33)	37,235.76	79.32 %
41210	City Court	(82,514.00)	28,972.01	35.11 %	(6,876.17)	5,937.73	86.35 %
41500	Financial Administration	(402,478.00)	153,379.86	38.11 %	(33,539.83)	24,964.79	74.43 %
41650	Human Resources	(166,180.00)	60,835.35	36.61 %	(13,848.33)	10,737.36	77.54 %
41670	Engineering	(2,496,000.00)	111,123.24	4.45 %	(208,000.00)	15,041.44	7.23 %
41700	Planning And Zoning	(316,821.00)	97,517.02	30.78 %	(26,401.75)	20,095.44	76.11 %
41800	General Government Buildings	(133,955.00)	77,120.47	57.57 %	(11,162.92)	15,563.68	139.42 %
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)	425,434.32	34.68 %	(102,230.67)	72,070.95	70.50 %
42120	Police Support Services	(373,372.00)	122,750.82	32.88 %	(31,114.33)	26,295.85	84.51 %
42150	Police Administration	(375,162.00)	127,673.11	34.03 %	(31,263.50)	25,028.12	80.06 %
42151	Communications Services	(163,393.00)	81,696.43	50.00 %	(13,616.08)	0.00	0.00 %
42200	Fire Protection And Control	(1,535,289.00)	795,943.44	51.84 %	(127,940.75)	71,257.35	55.70 %
42210	Fire Administration And Inspection	(344,158.00)	129,037.97	37.49 %	(28,679.83)	24,472.85	85.33 %
43000	Public Works	(741,702.00)	315,244.19	42.50 %	(61,808.50)	38,964.24	63.04 %
44310	Senior Citizen Activities	(42,448.00)	14,626.50	34.46 %	(3,537.33)	775.92	21.94 %
44520	Museum Services	(219,139.00)	165,354.50	75.46 %	(18,261.58)	4,326.78	23.69 %

Monthly Comparative: 33.33%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
44700	Parks	(348,344.00)	108,706.74	31.21 %	(29,028.67)	20,272.34	69.84 %
44740	Park Maintenance	(540,266.00)	200,834.43	37.17 %	(45,022.17)	30,041.64	66.73 %
44800	Libraries	(325,360.00)	105,575.90	32.45 %	(27,113.33)	21,286.12	78.51 %
44880	Children's Library Services	(40,474.00)	12,783.72	31.59 %	(3,372.83)	2,846.14	84.38 %
51000	Misc Exp	(355,000.00)	(2,050.04)	-0.58 %	(29,583.33)	366.10	1.24 %
	Total Expenditures	**(10,807,155.00)**	**3,356,536.76**	**31.06 %**	**(900,596.25)**	**467,580.60**	**51.92 %**
Total 110	General Fund	**(2,364,314.00)**	**1,869,308.78**	**79.06 %**	**(197,026.17)**	**(59,954.76)**	**-30.43 %**

Monthly Comparative: 33.33%

120 Industrial Development Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	97,000.00	(50,249.76)	51.80 %	8,083.33	(26,651.35)	329.71 %
36100	Interest Earnings	150.00	(69.68)	46.45 %	12.50	(18.18)	145.44 %
	Total Revenues	**97,150.00**	**(50,319.44)**	**51.80 %**	**8,095.83**	**(26,669.53)**	**329.42 %**
Expenditures							
48000	Economic Opportunity	(139,425.00)	34,131.09	24.48 %	(11,618.75)	696.00	5.99 %
	Total Expenditures	**(139,425.00)**	**34,131.09**	**24.48 %**	**(11,618.75)**	**696.00**	**5.99 %**
Total 120	Industrial Development Fund	**(42,275.00)**	**(16,188.35)**	**-38.29 %**	**(3,522.92)**	**(25,973.53)**	**-737.27**

Monthly Comparative: 33.33%

121 State Street Aid Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	284,431.00	(99,819.89)	35.09 %	23,702.58	(24,972.54)	105.36 %
36100	Interest Earnings	175.00	(111.17)	63.53 %	14.58	(31.51)	216.07 %
	Total Revenues	**284,606.00**	**(99,931.06)**	**35.11 %**	**23,717.17**	**(25,004.05)**	**105.43 %**
Expenditures							
43100	Highways And Streets	(326,500.00)	307,175.77	94.08 %	(27,208.33)	500.00	1.84 %
	Total Expenditures	**(326,500.00)**	**307,175.77**	**94.08 %**	**(27,208.33)**	**500.00**	**1.84 %**
Total 121	State Street Aid Fund	**(41,894.00)**	**207,244.71**	**494.69 %**	**(3,491.17)**	**(24,504.05)**	**-701.89**

Monthly Comparative: 33.33%

122 Parks Sales Tax Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(157.05)	78.53 %	16.67	(48.61)	291.66 %
36425	Parks Sales Tax Receipts	551,048.00	(183,047.31)	33.22 %	45,920.67	(43,303.31)	94.30 %
	Total Revenues	**551,248.00**	**(183,204.36)**	**33.23 %**	**45,937.33**	**(43,351.92)**	**94.37 %**
Expenditures							
44400	Recreation	(417,441.00)	301,040.14	72.12 %	(34,786.75)	0.00	0.00 %
49000	Debt Service	(114,774.00)	202.67	0.18 %	(9,564.50)	202.67	2.12 %
	Total Expenditures	**(532,215.00)**	**301,242.81**	**56.60 %**	**(44,351.25)**	**202.67**	**0.46 %**
Total 122	Parks Sales Tax Fund	**19,033.00**	**118,038.45**	**-620.18 %**	**1,586.08**	**(43,149.25)**	**2,720.49**

Monthly Comparative: 33.33%

123 Solid Waste Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	800,000.00	(274,448.00)	34.31 %	66,666.67	(68,782.00)	103.17 %
36100	Interest Earnings	600.00	(414.72)	69.12 %	50.00	(104.04)	208.08 %
37794	Sale Of Materials	4,000.00	(1,525.60)	38.14 %	333.33	(268.80)	80.64 %
	Total Revenues	**804,600.00**	**(276,388.32)**	**34.35 %**	**67,050.00**	**(69,154.84)**	**103.14 %**
Expenditures							
43200	Sanitation	(885,421.00)	291,361.00	32.91 %	(73,785.08)	16,139.54	21.87 %
49000	Debt Service	(60.00)	35.31	58.85 %	(5.00)	35.31	706.20 %
	Total Expenditures	**(885,481.00)**	**291,396.31**	**32.91 %**	**(73,790.08)**	**16,174.85**	**21.92 %**
Total 123	Solid Waste Fund	**(80,881.00)**	**15,007.99**	**18.56 %**	**(6,740.08)**	**(52,979.99)**	**-786.04**

Monthly Comparative: 33.33%

124 Impact Fees

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	150.00	(102.62)	68.41 %	12.50	(26.30)	210.40 %
36421	Roads Impact Fees	7,500.00	(4,322.42)	57.63 %	625.00	(1,486.44)	237.83 %
36422	Parks Impact Fees	1,500.00	(1,609.90)	107.33 %	125.00	(982.00)	785.60 %
36423	Police Impact Fees	3,500.00	(2,736.72)	78.19 %	291.67	(1,376.94)	472.09 %
36424	Fire Impact Fees	9,500.00	(1,808.11)	19.03 %	791.67	(909.99)	114.95 %
	Total Revenues	**22,150.00**	**(10,579.77)**	**47.76 %**	**1,845.83**	**(4,781.67)**	**259.05 %**
Expenditures							
51010	Roads Impact Fees	(25,000.00)	0.00	0.00 %	(2,083.33)	0.00	0.00 %
	Total Expenditures	**(25,000.00)**	**0.00**	**0.00 %**	**(2,083.33)**	**0.00**	**0.00 %**
Total 124	Impact Fees	**(2,850.00)**	**(10,579.77)**	**-371.22 %**	**(237.50)**	**(4,781.67)**	**-2,013.33**

Monthly Comparative: 33.33%

140 Police Drug Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Substance Abuse Tax	500.00	(100.00)	20.00 %	41.67	0.00	0.00 %
35140	Drug Related Fines	2,700.00	(1,338.31)	49.57 %	225.00	(546.25)	242.78 %
36100	Interest Earnings	24.00	(6.44)	26.83 %	2.00	(1.53)	76.50 %
	Total Revenues	**3,224.00**	**(1,444.75)**	**44.81 %**	**268.67**	**(547.78)**	**203.89 %**
Expenditures							
42129	Drug Investigation And Control	(5,830.00)	2,299.94	39.45 %	(485.83)	0.00	0.00 %
	Total Expenditures	**(5,830.00)**	**2,299.94**	**39.45 %**	**(485.83)**	**0.00**	**0.00 %**
Total 140	Police Drug Fund	**(2,606.00)**	**855.19**	**32.82 %**	**(217.17)**	**(547.78)**	**-252.24**

Monthly Comparative: 33.33%

200 Debt Service Fund (General)

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	904,056.00	(298,889.89)	33.06 %	75,338.00	(71,415.63)	94.79 %
36100	Interest Earnings	72.00	(59.50)	82.64 %	6.00	(28.14)	469.00 %
	Total Revenues	**904,128.00**	**(298,949.39)**	**33.06 %**	**75,344.00**	**(71,443.77)**	**94.82 %**
Expenditures							
49000	Debt Service	(869,656.00)	2,728.46	0.31 %	(72,471.33)	2,728.46	3.76 %
	Total Expenditures	**(869,656.00)**	**2,728.46**	**0.31 %**	**(72,471.33)**	**2,728.46**	**3.76 %**
Total 200	Debt Service Fund (General)	**34,472.00**	**(296,220.93)**	**859.31 %**	**2,872.67**	**(68,715.31)**	**2,392.04**

Monthly Comparative: 33.33%

412 Sewer Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36000	Other Revenues	0.00	(4,985.40)	0.00 %	0.00	(4,985.40)	0.00 %
36100	Interest Earnings	3,500.00	(2,971.53)	84.90 %	291.67	(801.29)	274.73 %
36920	Sale Of Bonds	1,000,000.00	(900,227.00)	90.02 %	83,333.33	(219,440.00)	263.33 %
37210	Application Fees	25,000.00	(10,705.00)	42.82 %	2,083.33	(2,080.00)	99.84 %
37220	Administrative Fees	7,800.00	(3,400.00)	43.59 %	650.00	(1,000.00)	153.85 %
37230	Sewer User Fees	3,303,822.00	(1,121,704.76)	33.95 %	275,318.50	(275,065.36)	99.91 %
37290	Wastewater Availability Fee	1,500.00	(500.00)	33.33 %	125.00	0.00	0.00 %
37298	Capacity Fees	490,000.00	(95,000.00)	19.39 %	40,833.33	(60,500.00)	148.16 %
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	(3,300.00)	22.00 %	1,250.00	(750.00)	60.00 %
	Total Revenues	**4,849,022.00**	**(2,143,693.69)**	**44.21 %**	**404,085.17**	**(564,622.05)**	**139.73 %**
Expenditures							
49000	Debt Service	(774,076.00)	121,949.14	15.75 %	(64,506.33)	35,415.62	54.90 %
52117	Administration And General Expenses	(625,513.00)	206,811.50	33.06 %	(52,126.08)	29,962.14	57.48 %
52210	Collection	(1,622,061.00)	989,096.85	60.98 %	(135,171.75)	36,126.73	26.73 %
52213	Sewer Treatment And Disposal	(961,725.00)	585,368.34	60.87 %	(80,143.75)	20,146.11	25.14 %
52223	Depreciation	(775,000.00)	246,753.00	31.84 %	(64,583.33)	61,688.25	95.52 %
	Total Expenditures	**(4,758,375.00)**	**2,149,978.83**	**45.18 %**	**(396,531.25)**	**183,338.85**	**46.24 %**
Total 412	Sewer Fund	**90,647.00**	**6,285.14**	**-6.93 %**	**7,553.92**	**(381,283.20)**	**5,047.49**

Monthly Comparative: 33.33%

416 Healthcare Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	300.00	(290.23)	96.74 %	25.00	(74.03)	296.12 %
36960	Operating Transfer In From Other	69,000.00	(22,406.83)	32.47 %	5,750.00	(2,489.40)	43.29 %
	Total Revenues	**69,300.00**	**(22,697.06)**	**32.75 %**	**5,775.00**	**(2,563.43)**	**44.39 %**
Expenditures							
51520	Insurance Employers Share	(68,500.00)	15,974.11	23.32 %	(5,708.33)	860.85	15.08 %
	Total Expenditures	**(68,500.00)**	**15,974.11**	**23.32 %**	**(5,708.33)**	**860.85**	**15.08 %**
Total 416	Healthcare Fund	**800.00**	**(6,722.95)**	**840.37 %**	**66.67**	**(1,702.58)**	**2,553.87**

Monthly Comparative: 33.33%

417 Stormwater Utility

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34124	Stormwater Utility Fee	606,062.00	(202,881.41)	33.48 %	50,505.17	(50,825.40)	100.63 %
36100	Interest Earnings	200.00	(88.15)	44.08 %	16.67	(26.27)	157.62 %
	Total Revenues	**606,262.00**	**(202,969.56)**	**33.48 %**	**50,521.83**	**(50,851.67)**	**100.65 %**
Expenditures							
51530	Stormwater Administration	(606,005.00)	221,379.58	36.53 %	(50,500.42)	29,603.27	58.62 %
	Total Expenditures	**(606,005.00)**	**221,379.58**	**36.53 %**	**(50,500.42)**	**29,603.27**	**58.62 %**
Total 417	Stormwater Utility	**257.00**	**18,410.02**	**-7,163.43 %**	**21.42**	**(21,248.40)**	**99,214.32**

Monthly Comparative: 33.33%

433 Hillcrest City Cemetery

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34110	General Services	2,717.00	(1,301.00)	47.88 %	226.42	(731.00)	322.86 %
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	(4,750.00)	26.08 %	1,518.00	(3,650.00)	240.45 %
36100	Interest Earnings	200.00	(171.18)	85.59 %	16.67	(43.61)	261.66 %
36340	Sale Of Cemetery Lots	13,250.00	(8,250.00)	62.26 %	1,104.17	(6,000.00)	543.40 %
	Total Revenues	**35,916.00**	**(14,472.18)**	**40.29 %**	**2,993.00**	**(10,424.61)**	**348.30 %**
Expenditures							
43400	Cemeteries	(33,475.00)	21,903.21	65.43 %	(2,789.58)	355.14	12.73 %
	Total Expenditures	**(33,475.00)**	**21,903.21**	**65.43 %**	**(2,789.58)**	**355.14**	**12.73 %**
Total 433	Hillcrest City Cemetery	**2,441.00**	**7,431.03**	**-304.43 %**	**203.42**	**(10,069.47)**	**4,950.17**

RESOLUTIONS….

ORDINANCES….

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	PASSED
Second Reading:	November 17, 2016	

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

October 12, 2016

MEMORANDUM

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.

ORDINANCE 16-21

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE ZONING ORDINANCE ARTICLE IV BY ADDING SECTION 4.300.

WHEREAS, the White House Planning Commission recommended the following amendment to Article IV of the Zoning Ordinance at the October 11, 2016 meeting and

WHEREAS, the following amendment is needed to ensure that the city is in compliance with all ADA regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE, by the Board of Mayor and Aldermen that the following Section (4.300) is added to Article IV of the Zoning Ordinance and will be placed after Section 4.200:

Article **IV Supplementary Provisions Applying to Specific Districts**
Section: **4.300 ADA Monitoring and Compliance**
Action: **Ordinance Amendment (*Amendment listed below in italics.)***

Section 4.300 ADA Monitoring and Compliance

The City of White House is committed to ensuring that all ADA requirements and policies are in place in all public facilities, and facilities with access by the general public.

4.310 Every Jurisdiction is required by the ADA to have an ADA Coordinator. The position of ADA Coordinator will be filled by the City of White House Planning and Codes Director.

BE IT FURTHER ORDAINED 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 PASSED

Second Reading: November 17, 2016

_____
Mike Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

ORDINANCE 16-22

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 1, CHAPTER 1 BOARD OF MAYOR AND ALDERMEN, SECTION 1-101.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding when to take office for Board of Mayor and Aldermen members;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 1, Chapter 1 BOARD OF MAYOR AND ALDERMEN, Sections 1-101 be amended from the Municipal Code as follows:

TITLE 1: GENERAL ADMINISTRATION
CHAPTER 1: BOARD OF MAYOR AND ALDERMEN
SECTION: 1-101 Elections for, when to take office.
SUBSECTION: 2
Amends are made in bold, italics, and underlined text.

Section 1-101. Elections for, when to take office.

(2) All terms of members of the board of mayor and aldermen elected ***or re-elected*** in the municipal election ***shall commence their term of office and be sworn in at the regular meeting of the board of mayor and aldermen in January of the calendar year following the year in which said official is elected or re-elected.*** ~~on March 27, 1999, shall expire on the first Monday in January, 2005. All terms of members of the board of mayor and alderman set to expire on the first Monday in May, 2001, shall be extended until the first Monday in January, 2003.~~

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: November 17, 2016

Second Reading: December 15, 2016

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

PURCHASING….

Agreement Number: 160233

Project Identification Number: 120290.00

Federal Project Number: R-PHSIP-76(91)

State Project Number: 74013-3231-94

State of Tennessee Department of Transportation

LOCAL AGENCY PROJECT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20___ by and between the STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION, an agency of the State of Tennessee (hereinafter called the "Department") and the City of White House (hereinafter called the "Agency") for the purpose of providing an understanding between the parties of their respective obligations related to the management of the project described as:

"Miscellaneous Safety Improvements on SR-76 from West of Industrial Rd to East of Hester Dr"

A. PURPOSE OF AGREEMENT

A.1 Purpose:

a) The purpose of this Agreement is to provide for the Department's participation in the project as further described in Exhibit A attached hereto and by this reference made a part hereof (hereinafter called the "Project") and state the terms and conditions as to the manner in which the Project will be undertaken and completed.

A.2 Modifications and Additions:

a) Exhibit(s) are attached hereto and by this reference made a part hereof.

B. ACCOMPLISHMENT OF PROJECT

B.1 General Requirements:

a)

	Responsible Party	Funding Provided by Agency or Project.
Environmental Clearance by:	**Department**	**Project**
Preliminary Engineering by:	**Agency**	**Agency**
Right-of-Way by:	**N/A**	**N/A**
Utility Coordination by:	**Department**	**Project**
Construction by:	**Department**	**Project**

b) After receiving authorization for a phase, the Agency shall commence and complete the phases as assigned above of the Project as described in Exhibit A with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The Project will be performed in accordance with all latest applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Government Guidelines, available in electronic format, which by this reference is made a part hereof as if fully set forth herein.

c) A full time employee of the Agency shall supervise the herein described phases of the Project. Said full time employee of the Agency shall be qualified to and shall ensure that the Project will be performed in accordance with the terms of this Agreement and all latest applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Government Guidelines and this Agreement.

B.2 Completion Date:

a) The Agency agrees to complete the herein assigned phases of the Project on or before **N/A**. If the Agency does not complete the herein described phases of the Project within this time period, this Agreement will expire on the last day of scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of the Agreement. An extension of the term of this Agreement will be effected through an amendment to the Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of the Agreement will not be reimbursed by the Department.

B.3 Environmental Regulations:

a) The Department will review environmental documents and require any appropriate changes for approval as described in the Department's Local Government Guidelines.

b) In the event the Agency is made responsible for the Environmental Clearances in Section B.1(a) of this Agreement, the Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations and will reimburse the Department of any loss incurred in connection therewith to the extent permitted by Tennessee Law. The Agency will be responsible for securing any applicable permits as described in the Department's Local Government Guidelines.

c) In the event the Agency is made responsible for the Environmental Clearances in section B.1.(a) of this Agreement, then the Agency must complete environmental clearances before it begins final design and understands that a separate Notice to Proceed will be submitted for final design. Any work on final design performed ahead of this Notice to Proceed will not be reimbursable.

B.4 Plans and Specifications

a) In the event that the Agency is made responsible for the Preliminary Engineering in Section B.1.(a) of this Agreement and federal and/or state funding is providing reimbursement, except as otherwise authorized in writing by the Department, the Agency shall not execute an agreement for the Preliminary Engineering phase of the Project without the written approval of the Department. Failure to obtain such written approval shall be sufficient cause for nonpayment by the Department.

b) In the event that this Agreement involves constructing and equipping of facilities on the State Highway System and/or is a Project with Federal participation and the Agency is made responsible for Preliminary Engineering in section B.1.(a) of this Agreement, the Agency shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Agency written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate.

   1) After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Agency written approval and authorization to proceed with the next assigned phase of the Project. Failure to obtain this written approval and authorization to proceed shall be sufficient cause for nonpayment by the Department.

c) In the event that this Agreement involves the use of State Highway Right-of-Way, the Agency shall submit a set of plans to the TDOT Traffic Engineer responsible for

the land in question. These plans shall be sufficient to establish the proposed Project and its impact on the State Highway Right-of-Way.

B.5 Right-of-Way

a) The Agency shall, without cost to the Department, provide all land owned by the Agency or by any of its instrumentalities as may be required for the Project right-of-way or easement purposes.

b) The Agency understands that if it is made responsible for the Right-of-Way phase in section B.1(a) hereof and federal and/or state funds are providing the reimbursement, any activities initiated for the appraisal or the acquisition of land prior to authorization from the Department will not be reimbursed and that failure to follow applicable Federal and State law in this regard may make the Project ineligible for federal and/or state funding.

c) The Department will review the processes the Agency used for the acquisition of land and other right-of-way activities. If those processes are found to be in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Public Law 91-646, 84 Stat. 1894), the Department will certify that the acquisition phase was completed appropriately. The Agency understands that the Project cannot proceed to the Construction phase until this certification of the acquisition phase has been provided. It further understands that if the processes used for acquisition are such that certification is impossible, federal and/or state funds will be withdrawn from the Project. If such withdrawal does occur, the Agency hereby agrees to reimburse the Department for all federal and/or state funds expended at the time of such withdrawal.

d) If the Agency is responsible for the Construction phase, it agrees to correct any damage or disturbance caused by its work within the State Highway Right-of-Way, including but not limited to the replacement of any control access fence removed by the Agency or its Contractor or agent during the Construction phase of the Project.

B.6 Approval of the Construction Phase

a) In the event that the Agency is made responsible for the Construction phase in section B.1.(a) of this Agreement, except as otherwise authorized in writing by the Department, the Agency shall not execute an agreement for the Construction phase of the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department.

b) In the event that the Department is made responsible for the Construction phase in section B.1.(a) of this Agreement, when the construction phase begins, the Agency may make such periodic visits to the Project site as necessary to familiarize itself generally with the progress and quality of the work and to determine in general if

the work is proceeding in accordance with the Construction Agreement. If there is any perceived failure, the Agency shall give prompt written notification to the Department's Resident Engineer in charge.

c) If the Project includes State Highway Right-of-Way and the Agency is responsible for the Construction phase, the Agency shall follow all requirements imposed by the TDOT Traffic Engineer.

d) In the event that the Project includes State Highway Right-of-Way and the Agency is performing any construction work on this project, such work shall be performed to the satisfaction of the Department. If the Agency is being compensated for any construction work under this Agreement, any remedial work deemed necessary by the Department shall be done at the Agency's sole expense.

e) The Agency understands that all contractors allowed to bid hereunder must be included on the Department's pre-qualified contractor list. Under Federal law, however, no contractor shall be required by law, regulation, or practice to obtain a license before submitting a bid or before a bid may be considered for an award of a contract; provided, however, that this is not intended to preclude requirements for the licensing of a contractor upon or subsequent to the award of the contract if such requirements are consistent with competitive bidding.

B.7 Detours

a) If the Agency deems a detour to be necessary to maintain traffic during a road closure, then the Agency shall select, sign, and maintain the detour route in strict accordance with the Departments Final Construction Plan Notes and the Manual on Uniform Traffic Control Devices.

B.8 Utilities

a) In the event that the Department is made responsible for the Construction phase in Section B.1(a) of this Agreement, the Department shall also be responsible for the Utilities phase.

b) In the event that the Agency is made responsible for the Utilities Phase in section B.1.(a) of this Agreement, the following applies:

1) The Agency shall assist and ensure that all utility relocation plans are submitted by the utilities and received by the Regional TDOT Utility Office per TDOT's coordination instructions for approval prior to the Project advertisement for bids.

2) The Agency agrees to provide for and have accomplished all utility connections within the right-of-way and easements prior to the paving stage of the Construction phase.

B.9 Railroad

a) In the event that a railroad is involved, Project costs may be increased by federally required improvements. The Agency agrees to provide such services as necessary to realize these improvements. The Agency understands it may have to enter into additional agreements to accomplish these improvements.

C. PAYMENT TERMS AND CONDITIONS

C.1 Total Cost:

In the event that the Agency shall receive reimbursement for Project expenditures with federal and/or state funds for any portion of the herein described Project, this provision shall apply.

a) The Department agrees to reimburse the Agency for eligible and appropriate Project expenditures as detailed in the Department's Local Government Guidelines with federal and/or state funds made available and anticipated to become available to the Agency, provided that the maximum liability of the Department shall be as set forth in Exhibit A.

C.2 Eligible Costs:

In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.

a) Only Project costs incurred after the issuance of the Notice to Proceed for each phase as detailed in the Department's Local Government Guidelines are eligible for Department reimbursement.

C.3 Limits on Federal and State Participation:

a) Federal and/or state funds shall not participate in any cost which is not incurred in conformity with applicable federal and state law, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Federal Highway Administration (FHWA). Federal funds shall not be paid on account of any cost incurred prior to authorization by the FHWA to the Department to proceed with the Project or part thereof involving such cost. (23 CFR 1.9 (a)). If FHWA and/or the Department determines that any amount claimed is not eligible, federal and/or state participation may be approved in the amount determined to be adequately supported. The Department shall notify the Agency in writing citing the reasons why items and amounts are not eligible for federal and/or state participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, federal and/or state funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA and/or the Department may deny participation in Project costs in part or in total.

b) For any amounts determined to be ineligible for federal and/or state reimbursement for which the Department has made payment, the Agency shall promptly reimburse the Department for all such amounts within ninety (90) days of written notice.

c) The Agency agrees to pay all costs of any part of this project which are not eligible for federal and/or state funding. These funds shall be provided upon written request therefore by either (a) check, or (b) deposit to the Local Government Investment Pool, whenever requested.

C.4 Payment Methodology:

In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.

a) The Agency shall submit invoices, in a form outlined in the Local Government Guidelines with all necessary supporting documentation, prior to any reimbursement of allowable costs. Such invoices shall be submitted no more often than monthly but at least quarterly and indicate, at a minimum, the amount charged by allowable cost line-item for the period invoiced, the amount charged by line-item to date, the total amounts charged for the period invoiced, and the total amount charged under this agreement to date. Each invoice shall be accompanied by proof of payment in the form of a canceled check or other means acceptable to the Department.

b) The payment of an invoice by the Department shall not prejudice the Department's right to object to or question any invoice or matter in relation thereto. Such payment by the Department shall neither be construed as acceptance of any part of the work or service provided nor as final approval of any of the costs invoiced therein. The Agency's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the Department not to constitute allowable costs. Any payment may be reduced for overpayments or increased for under-payments on subsequent invoices.

c) Should a dispute arise concerning payments due and owing to the Agency under this Agreement, the Department reserves the right to withhold said disputed amounts pending final resolution of the dispute.

C.5 The Department's Obligations:

In the event that the Department is managing all phases of the Project herein described, this provision C.5 does not apply.

a) Subject to other provisions hereof, the Department will honor requests for reimbursement to the Agency in amounts and at times deemed by the Department

to be proper to ensure the carrying out of the Project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Department may elect not to make a payment if:

1) **Misrepresentation:**
The Agency shall have made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof, or in or with respect to any document or data furnished therewith or pursuant hereto;

2) **Litigation:**
There is then pending litigation with respect to the performance by the Agency of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement or payments to the Project;

3) **Approval by Department:**
The Agency shall have taken any action pertaining to the Project, which under this Agreement requires the approval of the Department or has made related expenditure or incurred related obligations without having been advised by the Department that same are approved;

4) **Conflict of Interests:**
There has been any violation of the conflict of interest provisions contained herein in D.16; or

5) **Default:**
The Agency has been determined by the Department to be in default under any of the provisions of the Agreement.

C.6 Final Invoices:

In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.

a) The Agency must submit the final invoice on the Project to the Department within one hundred twenty (120) days after the completion of the Project. Invoices submitted after the one hundred twenty (120) day time period may not be paid.

C.7 Offset:

In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.

a) If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Agency owing such amount if, upon

demand, payment of the amount is not made within sixty (60) days to the Department. Offsetting any amount pursuant to this section shall not be considered a breach of agreement by the Department.

C.8 Travel Compensation

a) If the Project provided for herein includes travel compensation, reimbursement to the Agency for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time and subject to the Agreement Budget.

D. STANDARD TERMS AND CONDITIONS

D.1 Governing Law:

a) This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee. The Agency agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Agreement. The Agency acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under Tennessee Code Annotated, Sections 9-8-101 through 9-8-407.

D.2 General Compliance with Federal, State, and Local Law:

a) The Agency is assumed to be familiar with and observe and comply with those Federal, State, and local laws, ordinances, and regulations in any manner affecting the conduct of the work and those instructions and prohibitive orders issued by the State and Federal Government regarding fortifications, military and naval establishments and other areas. The Agency shall observe and comply with those laws, ordinances, regulations, instructions, and orders in effect as of the date of this Agreement.

b) The parties hereby agree that failure of the Agency to comply with this provision shall constitute a material breach of this Agreement and subject the Agency to the repayment of all damages suffered by the State and/or the Department as a result of said breach.

D.3 State Law:

a) Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law, provided, that if any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing in order that appropriate changes and modifications may be

made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.

D.4 Submission of the Proceedings, Agreements, and Other Documents:

a) The Agency shall submit to the Department such data, reports, records, agreements, and other documents relating to the Project as the Department and the Federal Highway Administration may require.

D.5 Appropriations of Funds:

a) This Agreement is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the Department reserves the right to terminate the Agreement upon thirty (30) days written notice to the Agency. Said termination shall not be deemed a breach of agreement by the Department. Upon receipt of the written notice, the Agency shall cease all work associated with the Agreement. Should such an event occur, the Agency shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Agency shall have no right to recover from the Department any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

D.6 Rights and Remedies Not Waived:

a) In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

b) Nothing in this agreement shall be construed to limit the Department's right at any time to enter upon its highway right-of-way, including the area occupied by the Project, for the purpose of maintaining or reconstructing its highway facilities.

D.7 Department and Agency Not Obligated to Third Parties:

a) The Department and Agency shall not be obligated hereunder to any party other than the parties to this Agreement.

D.8 Independent Contractor:

a) The parties hereto, in the performance of this Agreement, shall not act as agents, employees, partners, joint ventures, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting

entities and that nothing in this Agreement shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

b) The Agency, being a political subdivision of the State, is governed by the provisions of the Tennessee Government Tort Liability Act, Tennessee Code Annotated, Sections 29-20-101, et seq, and all other applicable laws.

D.9 Maintenance:

a) Nothing contained herein shall be construed as changing the maintenance responsibility of either party for any part of the referenced project that lies on its system of highways. If the project funded hereunder results in the installation of any traffic signal, lighting or other electrically operated device(s), then the Agency shall be solely responsible for and pay all costs associated with maintenance and operation of all electrically operated devices together with the related equipment, wiring and other necessary appurtenances, and the Agency shall furnish electrical current to all such devices which may be installed as part of the project. Additionally, the Agency shall be solely responsible for and pay all costs associated with the maintenance and operation of solar-powered devices, including, but not limited to, replacement of solar panels, batteries, lights and lenses.

b) In the event that the Department is made responsible for the Construction phase in section B.1.(a) of this Agreement and to the extent that the Department is responsible for accomplishing the construction of the project, the Department will notify the Agency when Construction phase of the project has been completed; provided however, that failure to notify the Agency shall not relieve the Agency of its maintenance responsibilities.

D.10 Disadvantaged Business Enterprise (DBE) Policy and Obligation:

In the event that the herein-described project is funded with federal funds, the following shall apply:

a) **DBE Policy:**

It is the policy of the Department that Disadvantaged Business Enterprises, as defined in 49 C.F.R., Part 26, as amended, shall have the opportunity to participate in the performance of agreements financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state regulations apply to this Agreement; including but not limited to project goals and good faith effort requirements.

b) **DBE Obligation:**

The Agency and its Contractors agree to ensure that Disadvantaged Business Enterprises, as defined in applicable federal and state regulations, have the opportunity to participate in the performance of agreements and this Agreement. In this regard, all recipients and Contractors shall take all necessary and reasonable steps in accordance with applicable federal and state regulations, to ensure that the Disadvantaged Business Enterprises have the opportunity to compete for and perform agreements. The Agency shall not discriminate on the basis of race, color, national origin or sex in the award and performance of Department-assisted agreements.

D.11 Tennessee Department of Transportation Debarment and Suspension:

a) In accordance with the Tennessee Department of Transportation regulations governing Contractor Debarment and Suspension, Chapter 1680-5-1, the Agency shall not permit any suspended, debarred or excluded business organizations or individual persons appearing on the Tennessee Department of Transportation Excluded Parties List to participate or act as a principal of any participant in any covered transaction related to this Project. Covered transactions include submitting a bid or proposal, entering into an agreement, or participating at any level as a subContractor.

D.12 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (applies to federal aid projects):

a) **Instructions for Certification - Primary Covered Transactions:**

By signing and submitting this Agreement, the Agency is providing the certification set out below.

1) The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The Agency shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department's determination whether to enter into this transaction. However, failure of the Agency to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

2) The certification in this clause is a material representation of fact upon which reliance was placed when the Department determined to enter into this transaction. If it is later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may terminate this transaction for cause or default.

3) The Agency shall provide immediate written notice to the Department if at any time the Agency learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Department for assistance in obtaining a copy of those regulations.

5) The Agency agrees by entering into this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department.

6) The Agency further agrees by entering into this Agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the Department, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7) An Agency may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement portion of the "Lists of Parties Excluded From Federal Procurement or Non-procurement Programs" (Non-procurement List) which is compiled by the General Services Administration.

8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9) Except for transactions authorized under these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may terminate this transaction for cause or default.

b) **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Primary Covered Transactions:**

The prospective participant in a covered transaction certifies to the best of its knowledge and belief, that it and its principals:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency;

2) Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in this certification; and

4) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

5) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

D.13 Equal Employment Opportunity:

a) In connection with the performance of any Project, the Agency shall not discriminate against any employee or applicant for employment because of race, age, religion, color, sex, national origin, disability or marital status. The Agency will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

b) The Agency shall insert the foregoing provision in all agreements modified only to show the particular contractual relationship in all its agreements in connection with the development of operation of the Project, except agreements for the standard commercial supplies or raw materials, and shall require all such Contractors to

insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. When the Project involves installation, construction, demolition, removal, site improvement, or similar work, the Agency shall post, in conspicuous places available to employees and applicants for employment for Project work, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

D.14 Title VI – Civil Rights Act of 1964:

a) The Agency shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), 49 C.F.R., Part 21, and related statutes and regulations. The Agency shall include provisions in all agreements with third parties that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R., Part 21, and related statutes and regulations.

D.15 Americans with Disabilities Act of 1990 (ADA):

a) The Agency will comply with all the requirements as imposed by the ADA and the regulations of the federal government issued thereunder.

D.16 Conflicts of Interest:

a) The Agency warrants that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subContractor, or consultant to the Agency in connection with any work contemplated or performed relative to this Agreement.

b) The Agency shall insert in all agreements entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its Contractors to insert in each of it's subcontracts, the following provision:

1) "No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subContractor, or consultant to the Agency in connection with any work contemplated or performed relative to this Agreement."

D.17 Interest of Members of or Delegates to, Congress (applies to federal aid projects):

a) No member of or delegate to the Congress of the United States shall be admitted to any share or part of the Agreement or any benefit arising therefrom.

D.18 Restrictions on Lobbying (applies to federal aid projects):

The Agency certifies, to the best of its knowledge and belief, that:

a) No federally appropriated funds have been paid or will be paid, by or on behalf of the Agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal agreement, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal agreement, grant, loan, or cooperative agreement.

b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Agency shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c) The Agency shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and agreements under grants, loans, and cooperative agreements) and that all sub-recipients of federally appropriated funds shall certify and disclose accordingly.

D.19 Records:

a) The Agency shall maintain documentation for all charges against the Department under this Agreement. All costs charged to the Project, including any approved services contributed by the Agency or others, shall be supported by properly executed payrolls, time records, invoices, agreements or vouchers evidencing in proper detail and in a form acceptable to the Department the nature and propriety of the charges. The books, records, and documents of the Agency, insofar as they relate to work performed or money received under this Agreement, shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for at least three (3) years after final payment is made.

b) Copies of these documents and records shall be furnished to the Department, the Comptroller of the Treasury, or their duly appointed representatives, upon request. Records of costs incurred includes the Agency's general accounting records and the Project records, together with supporting documents and records, of the Agency and all subContractors performing work on the Project and all other records of the Agency and subContractors considered necessary by the Department for a proper audit of costs. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

c) The aforesaid requirements to make records available to the Department shall be a continuing obligation of the Agency and shall survive a termination of the Agreement.

D.20 Inspection:

a) The Agency shall permit, and shall require its Contractor, subContractor or materials vendor to permit, the Department's authorized representatives and authorized agents of the Federal Highway Administration to inspect all work, workmanship, materials, payrolls, records and to audit the books, records and accounts pertaining to the financing and development of the Project.

b) The Department reserves the right to terminate this Agreement for refusal by the Agency or any Contractor, subContractor or materials vendor to allow public access to all documents, papers, letters or other material made or received in conjunction with this Agreement.

D.21 Annual Report and Audit:

a) In the event that an Agency expends $500,000 or more in federal awards in its fiscal year, the Agency must have a single or program specific audit conducted in accordance with the United States Office of Management and Budget (OMB) Circular A-133.

b) All books of account and financial records shall be subject to annual audit by the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representative. When an audit is required, the Agency may, with the prior approval of the Comptroller, engage a licensed independent public accountant to perform the audit. The audit agreement between the Agency and the licensed independent public accountant shall be on an agreement form prescribed by the Tennessee Comptroller of the Treasury. Any such audit shall be performed in accordance with generally accepted government auditing standards, the provisions of OMB Circular A-133, if applicable, and the Audit Manual for Governmental Units and Recipients of Grant Funds published by the Tennessee Comptroller of the Treasury.

c) The Agency shall be responsible for reimbursement of the cost of the audit prepared by the Tennessee Comptroller of the Treasury, and payment of fees for the audit prepared by the licensed independent public accountant. Payment of the audit fees of the licensed independent public accountant by the Agency shall be subject to the provisions relating to such fees contained in the prescribed agreement form noted above. Copies of such audits shall be provided to the designated cognizant state agency, the Department, the Tennessee Comptroller of the Treasury, and the

Department of Finance and Administration and shall be made available to the public.

D.22 Termination for Convenience:

a) The Department may terminate this agreement without cause for any reason. Said termination shall not be deemed a breach of agreement by the Department. The Department shall give the Agency at least thirty (30) days written notice before the effective termination date. The Agency shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the Department be liable to the Agency for compensation for any service which has not been rendered. The final decision as to the amount for which the Department is liable shall be determined by the Department. Should the Department exercise this provision, the Agency shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

D.23 Termination for Cause:

a) If the Agency fails to properly perform its obligations under this Agreement in a timely or proper manner, or if the Agency violates any terms of this Agreement, the Department shall have the right to immediately terminate the Agreement and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Agency shall not be relieved of liability to the Department for damages sustained by virtue of any breach of this Agreement by the Agency.

b) In the event that the Project herein described includes Federal funds, the Agency understands that if the Federal Highway Administration (FHWA) determines that some or all of the cost of this project is ineligible for federal funds participation because of failure by the Agency to adhere to federal laws and regulations, the Agency shall be obligated to repay to the Department any federal funds received by the Agency under this agreement for any costs determined by the FHWA to be ineligible.

c) If the Project herein described lies on the state highway system and the Agency fails to perform any obligation under this section of this agreement, the Department shall have the right to cause the Agency, by giving written notice to the Agency, to close the Project to public use and to remove the Project at its own expense and restore the premises to the satisfaction of the Department within ninety (90) days thereafter.

D.24 How Agreement is Affected by Provisions Being Held Invalid:

a) If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

D.25 Agreement Format:

a) All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

D.26 Certification Regarding Third Party Contracts:

a) The Agency certifies by its signature hereunder that it has no understanding or contract with a third party that will conflict with or negate this Agreement in any manner whatsoever.

b) The Agency further certifies by its signature hereunder that it has disclosed and provided to the Department a copy of any and all contracts with any third party that relate to the Project or any work funded under this Agreement.

c) The Agency further certifies by its signature hereunder that it will not enter into any contract with a third party that relates to this project or to any work funded under this Agreement without prior disclosure of such proposed contract to the Department.

d) The Agency hereby agrees that failure to comply with these provisions shall be a material breach of this Agreement and may subject the Agency to the repayment of funds received from or through the Department under this Agreement and to the payment of all damages suffered by the Department as a result of said breach.

D.27 Amendment:

a) This Agreement may be modified only by a written amendment, which has been executed and approved by the appropriate parties as indicated on the signature page of this Agreement.

D.28 State Liability:

a) The Department shall have no liability except as specifically provided in this Agreement.

D.29 Force Majeure:

a) The obligations of the parties to this Agreement are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.

D.30 Required Approvals:

a) The Department is not bound by this Agreement until it is approved by the appropriate State officials in accordance with applicable Tennessee State laws and regulations.

D.31 Estimated Cost:

a) The parties recognize that the estimated costs contained herein are provided for planning purposes only. They have not been derived from any data such as actual bids, etc

b) In the event that the Department is made responsible in section B.1.(a) of this Agreement for the management of the herein described Project, the parties understand that more definite cost estimates will be produced during project development. These more reliable estimates will be provided to the Agency by the Department as they become available.

D.32 Third Party Liability:

a) The Agency shall assume all liability for third-party claims and damages arising from the construction, maintenance, existence and use of the Project to the extent provided by Tennessee Law and subject to the provisions, terms and liability limits of the Governmental Tort Liability Act, T.C.A. Section 29-20-101, et seq, and all applicable laws.

D.33 Deposits:

a) Required deposits and any other costs for which the Agency is liable shall be made available to the Department, whenever requested.

D.34 Department Activities:

a) Where the Agency is managing any phase of the project the Department shall provide various activities necessary for project development. The estimated cost for these activities are included in the funds shown herein.

D.35 Congestion Mitigation and Air Quality Requirement:

a) If the herein described project is funded with Congestion Mitigation Air Quality (CMAQ) funds, this section D.35 shall apply.

1) Whereas the Agency understands and agrees that the funding provided hereunder must be obligated with the Federal Highway Administration within three years from the date of this agreement. It is further agreed that once all requirements have been met for development of the project, the Agency will expend the funds in a manner to insure its expenditure on a continuous basis until the funds are exhausted. Failure to follow this process may result in a loss of funds.

D.36 Investment of Public Funds:

a) The facility on which this project is being developed shall remain open to the public and vehicular traffic for a sufficient time to recoup the public investment therein as shown below:

Amount		**Open to Public and Vehicular Traffic**
$1.00 - $200,000	=	5 Years
>$200,000 - $500,000	=	10 Years
>$500,000 - $1,000,000	=	20 Years

b) Projects over $1,000,000 carry a minimum 25 years open to public and vehicular traffic requirement and will be subject to individual review.

D.37 Federal Funding Accountability and Transparency Act:

a) **If the Project is funded with federal funds the following shall apply:** The Agency shall comply with the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of Public Law 110-252 ("the Transparency Act") and the regulations and requirements of the federal government issued thereunder, including, but not limited to, 2 CFR Part 170. The Agency shall submit the information needed for the Transparency Act in accordance with the forms and processes identified by the Department.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

CITY OF WHITE HOUSE		STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION	
By: _____	_____	By: _____	_____
Mike Arnold	**Date**	**John C. Schroer**	**Date**
Mayor		**Commissioner**	

APPROVED AS TO FORM AND LEGALITY		APPROVED AS TO FORM AND LEGALITY	
By: _____	_____	By: _____	_____
Valerie Webb	**Date**	**John Reinbold**	**Date**
Attorney		**General Counsel**	

EXHIBIT "A"

AGREEMENT NUMBER: 160233

PROJECT IDENTIFICATION NUMBER: 120290.00

FEDERAL PROJECT NUMBER: R-PHSIP-76(91)

PROJECT DESCRIPTION: SR-76 FROM WEST OF INDUSTRIAL RD TO EAST OF HESTER DR.

Type of Work: Miscellaneous Safety Improvements

CHANGE IN COST: Cost hereunder is controlled by the figures shown in the TIP and any amendments, adjustments or changes thereto.

PHASE	FUNDING SOURCE	FED %	STATE %	LOCAL %	ESTIMATED COST
PE-N	PHSIP	100%	0%	0%	$40,000.00
PE-D	PHSIP	0%	0%	100%	$132,000.00
CONST	PHSIP	90%	0%	10%	$1,453,800.00

INELIGIBLE COST: One hundred percent (100%) of the actual cost will be paid from Agency funds following expenditure the most recently approved TIP cost or if the use of said federal funds is ruled ineligible at any time by the Federal Highway Administration.

LEGISLATIVE AUTHORITY:
PHSIP: Section 154 of Title 23, U.S.C. Penalty Highway Safety Improvement Program
PHSIP: Section 164 of Title 23, U.S.C. Penalty Highway Safety Improvement Program

For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.

OTHER BUSINESS…

DISCUSSION ITEMS…

OTHER INFORMATION….