

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
June 16, 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 May 19th meeting
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 16-10:** An ordinance amending Zoning Ordinance Article VIII, permit issuance regarding a reduction in the impact fee assessment rate. *Second Reading.*
 - b. **Ordinance 16-11:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-301. *Second Reading.*
 - c. **Ordinance 16-12:** An ordinance amending the Municipal Code Title 18, Chapter 5 Stormwater Utility Ordinance, section 18-507. *Second Reading.*
 - d. **Ordinance 16-13:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2016 through June 30, 2017. *Second Reading.*
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library/Museum
 - J. Municipal Court
 - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
 - a. **Resolution 16-06:** A resolution approving certain amendments and revisions to the personnel manual.
 - b. **Resolution 16-07:** A resolution adopting the internal control manual.
 - c. **Resolution 16-08:** A resolution authorizing appropriations for financial aid of non-profit organizations.
12. Consideration of the Following Ordinances:
 - a. **Ordinance 16-10:** An ordinance amending Zoning Ordinance Article VIII, permit issuance regarding a reduction in the impact fee assessment rate. *Second Reading.*

- b. **Ordinance 16-11:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-301. *Second Reading.*
- c. **Ordinance 16-12:** An ordinance amending the Municipal Code Title 18, Chapter 5 Stormwater Utility Ordinance, section 18-507. *Second Reading.*
- d. **Ordinance 16-13:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2016 through June 30, 2017. *Second Reading.*

13. Purchasing

- a. To approve or reject Change Order #1 for W & O Construction Company for \$9,038.61 for the Calista Road Lift Station Project. The Public Services Director recommends approval.
- b. To approve or reject the City Administrator entering into a five-year agreement with the State of Tennessee, Department of Commerce and Insurance to issue electrical and/or building permits. The Planning and Codes Director recommends approval.
- c. To approve or reject the City Administrator entering into a one-year Interlocal E911 agreement between E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, and the City of White House for \$163,392.88 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The Police Chief recommends approval.
- d. To approve or reject the City Administrator entering into a three year agreement with Cummins Crosspoint, for planned equipment maintenance on the City's power generator systems, in the amount of \$58,119.83 (\$19,373.23 annually). The City Administrator recommends approval.
- e. To approve or reject the City Administrator entering into a three year agreement with CSR Engineering for professional engineering services, that will provide an onsite registered engineer on a weekly basis to provide professional engineering advice and consultation to City staff, in the amount of \$39,800 per year.

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
May 19, 2016
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:01 pm.

2. Prayer by community pastor

Special guest Pastor Derek Capello from Northridge Church led the prayer.

3. Pledge by Alderman

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the April 21st and May 5th meetings

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **April 21st and May 5th minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 16-08:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 16-09:** An ordinance amending the zoning map for a 1.14 acre of property relative to Robertson County Tax Map 106E, Parcel 21.00 from R-20 (Low Density Residential), to C-2 (General Commercial). *Second Reading.*

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

City Administrator Gerald Herman stated that the Economic Development Team will be leaving on Sunday for the International Shopping Center Conference in Las Vegas.

City Administrator Gerald Herman informed the Board that Mr. and Mrs. Brinkley signed the agreement for the Dee Cee Road extension.

City Administrator Gerald Herman provided an update on the LED sign/flagpole project.

City Administrator Gerald Herman provided an update on the Chamber/Visitor Center/Museum renovation project.

City Administrator Gerald Herman reminded everyone that the City will be hosting a Memorial Day Ceremony. Following we will have a ribbon cutting for the splash pad.

City Administrator Gerald Herman provided an update on the restroom facility renovation at the Municipal Park and the restroom pavilion at the Municipal Recreation Complex.

10. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Paltzik to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

11. Consideration of the Following Resolutions:

- a. **Resolution 16-05:** A resolution amending the schedule of fees for parks and recreation facility rentals.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 16-05 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 16-08:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 16-08 was approved on Second Reading.**

- b. **Ordinance 16-09:** An ordinance amending the zoning map for a 1.14 acre of property relative to Robertson County Tax Map 106E, Parcel 21.00 from R-20 (Low Density Residential), to C-2 (General Commercial). *Second Reading.*

Motion was made by Ald. Hutson, 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 16-09 was approved on Second Reading.**

- c. **Ordinance 16-10:** An ordinance amending Zoning Ordinance Article VIII, permit issuance regarding a reduction in the impact fee assessment rate. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 16-10 passed on First Reading.**

- d. **Ordinance 16-11:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-301. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 16-11 passed on First Reading.**

- e. **Ordinance 16-12:** An ordinance amending the Municipal Code Title 18, Chapter 5 Stormwater Utility Ordinance, section 18-507. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 16-12 passed on First Reading.**

- f. **Ordinance 16-13:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2016 through June 30, 2017. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 16-13 passed on First Reading.**

13. Purchasing

- a. To approve or reject Change Order #1 for Cumberland Valley Constructors for \$31,068.10 for the WWTP Improvements Headworks Project. The Public Services Director recommends approval.

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

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

Meeting was adjourned at 7:22 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS....

**General Government Department
May 2016**

Administration

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

- May 02: Recreation Superintendent Interviews
- May 03:
 - Werthan Packaging Industrial Development Board Agreement Signing
 - Rotary Club Annual Scholastic Dinner and Awards Program
- May 05:
 - Board of Mayor and Aldermen Study Session
 - Leisure Services Board Meeting
- May 09: Planning Commission
- May 11:
 - Progress Meeting: Pavilion and Restroom Renovation Projects
 - Planning Meeting for the Fire in the House BBQ Contest
- May 12: Library Board Meeting
- May 16:
 - Americana Celebration Planning Meeting
 - Police Department Award Banquet
- May 17:
 - Chamber of Commerce Luncheon
 - Board of Zoning Appeals Meeting
- May 18:
 - Metropolitan Planning Organization Executive Board Meeting
 - TCMA Regional Meeting
 - Conference Call: LED Sign/Flag Pole Progress Meeting
- May 19:
 - Sumner County Joint Economic Development Board Meeting
 - Burrus Ridge Scope Meeting
 - Public Involvement Meeting for Hwy 31W Sidewalk Phase 2 Project
 - Board of Mayor and Aldermen Meeting
- May 22 – May 26: ICSC RECon (Las Vegas, NV)
- May 30:
 - Memorial Day Ceremony
 - Ribbon Cutting: Splash Pad/Farris H. Bibb, Jr. Municipal Recreation Complex

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2015-2016.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$10,097,867	\$7,928,925	↓13.51
Industrial Development	\$118,500	\$153,759	↑38.08
State Street Aid	\$275,000	\$249,452	↓0.96
Parks Sales Tax	\$410,569	\$410,094	↑8.21
Solid Waste	\$882,617	\$779,388	↓3.37
Impact Fees	\$3,290	\$0	↓91.67
Police Drug Fund	\$35,633	\$35,041	↑6.67
Debt Services	\$751,058	\$751,140	↑8.33
Wastewater	\$7,086,888	\$6,864,533	↓4.63
Healthcare	\$68,500	\$50,240	↓18.33
Stormwater Fund	\$359,485	\$317,752	↓3.28
Cemetery Fund	\$63,300	\$47,578	↓16.51

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

**General Government Department
May 2016**

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The May 2016 error rate was 2.9%.

Total Purchase Orders

	FY 2016	FY 2015	FY 2014
July	279	231	212
August	166	170	140
September	133	107	142
October	140	149	152
November	166	113	110
December	105	130	110
January	158	124	119
February	163	88	132
March	181	145	154
April	134	147	157
May	175	129	149
June		122	156
Total	1,800	1,655	1,733

Purchase Order Errors by Department

	May 2016	FY 2016	FY 2015*
Admin.	0	1	0
Bldg. Maint.	0	0	0
Cemetery	0	0	0
Codes	0	0	0
Court	0	0	0
Finance	0	0	0
Fire	0	1	2
HR	0	3	0
Library	0	5	8
Parks	0	4	3
Police	0	2	2
Public Works	0	0	2
Sanitation	0	1	0
Stormwater	2	3	-
Wastewater	3	10	3
Total	5	30	20

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	May 2016	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders \$0-\$1,999		574	1,392	1,517	\$257,274.67	\$708,133.51	\$529,278.93
Purchase Orders \$2,000-\$9,999		97	172	154	\$438,374.77	\$718,011.83	\$551,768.46
Purchase Orders over \$10,000		47	91	62	\$5,446,055.10	\$11,854,322.55	\$6,221,273.04
Total		718	1,655	1,733	\$6,141,704.54	\$13,280,467.89	\$7,302,320.43
Purchase Orders \$0-\$9,999	167	1,044			\$980,118.84		
Purchase Orders \$10,000-\$24,999	3	16			\$221,458.18		
Purchase Orders over \$25,000	5	22			\$2,243,981.85		
Total	175	1,082			\$3,445,558.87		
Total	175	1,800	1,655	1,733	\$9,587,263.41	\$13,280,467.89	\$7,302,320.43

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

**General Government Department
May 2016**

Website Management

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

	2015-2016 Update Requests	2014-2015 Update Requests	2013-2014 Update Requests	2015-2016 Page Visits	2014-2015 Page Visits	2013-2014 Page Visits
July	112	102	162	266,304	562,455	250,487
August	79	83	186	401,773	265,548	468,840
September	154	107	126	287,363	352,406	262,563
October	64	93	86	331,565	328,241	296,397
November	92	67	92	281,096	361,124	282,249
December	123	96	137	293,316	393,777	279,207
January	94	89	126	363,641	246,658	555,161
February	111	116	137	509,454	389,805	426,376
March	107	98	127	433,454	355,975	1,191,691
April	127	82	95	516,718	549,670	262,646
May	79	76	81	441,943	387,210	238,690
June		91	67		320,233	610,113
Total	1,142	1,100	1,355	4,126,627	4,513,102	5,124,420

Facebook Management

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

	2015 - 2016 New Likes	2014 - 2015 New Likes	2013 - 2014 New Likes	2015 - 2016 # of Posts	2014 - 2015 # of Posts	2013 - 2014 # of Posts
July	70	29	34	26	49	14
August	19	23	25	23	30	22
September	24	26	10	21	37	11
October	95	57	7	34	47	18
November	18	25	21	24	21	10
December	78	39	97	24	34	17
January	137	34	36	38	25	15
February	63	69	33	26	36	27
March	78	40	16	24	40	25
April	20	192	20	16	30	22
May	130	45	21	31	33	19
June		44	40		40	19
Total	732	623	320	287	422	200

**General Government Department
May 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.

	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets
July	539	418	294	12	42	14
August	548	422	314	15	30	22
September	553	432	322	17	32	11
October	576	439	322	21	33	18
November	583	446	322	13	22	10
December	593	451	337	14	28	17
January	615	462	346	28	20	10
February	621	478	361	25	28	20
March	632	481	370	17	31	25
April	635	498	385	13	26	21
May	640	502	464	26	23	15
June		507	410		25	19
Total	N/A	N/A	N/A	201	340	162

“City of White House, TN” Mobile App Management

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

	2015 - 2016 New Downloads	# of Push Notifications	# of Requests	Percentage Complete
July	N/A	N/A	N/A	N/A
August	N/A	N/A	N/A	N/A
September	N/A	N/A	N/A	N/A
October	N/A	N/A	N/A	N/A
November	25	N/A	N/A	N/A
December	40	N/A	N/A	N/A
January	1,236	2	95	100%
February	103	1	33	100%
March	72	1	68	100%
April	47	1	46	98%
May	44	2	37	100%
June				
Total	1,567	7	279	N/A

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

White House Farmers Market

The White House Farmers Market opened on May 25, 2016. The market will be open every Wednesday from 3:30 pm – 7:00 pm, through August 31st.

Notes:

- The Farmers Market Facebook page launched on May 26th to better track activity and advertise the weekly event.
- We have some vendors that are opting to pay weekly and some vendors that paid up front for the entire summer.
- The feedback that we have received from all of the vendors and consumers is positive. We hope to continue to grow over the course of the summer.

**General Government Department
May 2016**

	2016 New Facebook Likes	2016 Facebook Posts
May	185	17
June		
July		
August		
Total	185	17

	Number of Vendors in May	Booth Payments Collected (\$)	Summer 2016 (Booth rental and application fees)
5/25/2016	14	\$750	\$960

Building Maintenance Projects

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

Special Maintenance Projects

- Municipal Recreation Complex Construction assistance
- Farmers Market set-up/tear down weekly
- As needed landscape maintenance
- Cleaning out of parks superintendent office to prepare for new employee

	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	22	25	N/A
August	33	10	N/A
September	31	19	N/A
October	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		25	20
Total	285	249	141

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

**Finance Department
May 2016**

Finance Section

On May 5th the Finance Director along with the City Recorder, Public Services Director, City Administrator, and Board of Mayor and Aldermen attended the annual budget study session. On May 17th the Software Committee met to discuss alternative software options. On May 17th the Utility Billing Specialist along with other City associates attended a meeting with Quality Resource Management call center in White House about potential future utility call services provided to the City. On May 18th the Assistant Finance Director attended the CMFO class "Government Accounting 2" in Nashville, TN. On May 19th, the Finance Director attended the regular monthly BMA meeting. In May the Finance Office associates as well as other departments worked to finalize FY 2016-2017 budget preparation work. Also in May Finance Office associates worked on formalizing internal control objectives, policies, and procedures into a written document.

Performance Measures

Utility Billing

	May 2016	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	8	86	62	55	28	15
Move Ins (#)	47	490	488	506	481	493
Move Outs (#)	51	497	514	516	479	455
Late Payments (\$)	6,206	65,698	68,103	69,241	65,074	67,810
Late Payments (#)	1,200	11,723	15,641	12,840	12,685	12,857
Non-payment disconnects (occupied) (#)	18	330	442	514	258*	n/a
Non-payment disconnects (vacant) (#)	4	8**	n/a	n/a	n/a	n/a

*Only 6 months of data available for disconnects in FY 2013
 **Split vacant and occupied non-payment disconnects in April 2016

Accounts Payable

	May 2016	Apr. 2016	Mar. 2016	Feb. 2016
Total # of Invoices Processed	394	523	254	367

Business License Activity

	May 2016	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	13	91	105	74	80	52
Closed	0	2	5	13	140*	6

*129 businesses deemed uncollectable in October 2012

**Finance Department
May 2016**

Payroll Activity – The goal is to have a 0% error rate when dealing with employee payroll, current month issues with employee records yield a 0% error rate.

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	4 checks 204 direct deposits	0 Retro adjustments	0 Voids

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

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	8,121,277	2,436,383	4,323,333	53%
Cemetery Fund			159,352	
Debt Services			10,825	
Healthcare			248,627	
Impact Fees			109,500	
Industrial Development			181,074	
Park Sales Tax			226,623	
Police Drug Fund			13,310	
Solid Waste			472,811	
State Street Aid			155,717	
Stormwater Fund			125,690	
Wastewater			3,323,388	

Balances do not reflect encumbrances not yet expended.

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2015-2016.

Operating Fund	FY2016 Est. Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,121,277	7,492,113	↑0.59%
Cemetery Fund	26,775	34,369	↑36.70%
Debt Services	750,200	733,002	↑6.04%
Healthcare	62,200	54,904	↓3.40%
Impact Fees	12,700	27,586	↑125.55%
Industrial Development	70,100	111,423	↑67.28%
Park Sales Tax	494,766	495,107	↑8.40%
Police Drug Fund	4,520	3,893	↓5.54%
Solid Waste	800,400	749,032	↑1.92%
State Street Aid	269,264	257,821	↑4.08%
Stormwater Fund	368,730	361,982	↑6.50%
Wastewater	5,722,700	5,209,459	↓0.64%

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

**Human Resources Department
May 2016**

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

- May 02: Chamber of Commerce Discover White House Debriefing
Recreation Superintendent Interviews
- May 11: Part Time Firefighter Interviews
- May 16: Part Time Parks Groundskeeper Interviews
Chamber of Commerce Women of White House Event
- May 17: Chamber of Commerce Month Luncheon

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	1	0	0	1	2
September	0	3	1	1	0
October	0	1	1	0	1
November	0	1	0	1	1
December	1	0	0	2	0
January	2	0	1	2	0
February	2	1	1	0	0
March	0	1	0	0	0
April	0	1	2	2	3
May	1	3	1	2	0
June		3	0	1	0
Total	7	13	9	12	7

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

**Human Resources Department
May 2016**

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	3	1	0	1	0
September	0	1	1	0	0
October	0	1	2	1	1
November	1	2	0	1	0
December	0	1	1	1	2
January	0	1	2	0	0
February	0	2	2	0	3
March	0	1	0	1	0
April	1	0	2	1	1
May	1	0	0	0	0
June		1	2	0	0
Total	5	11	14	6	7

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

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

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012
July	1	0	1	1	4
August	1	0	0	0	1
September	2	1	0	1	0
October	0	0	1	1	1
November	0	1	2	1	2
December	1	1	1	0	0
January	1	0	0	1	3
February	2	1	0	1	2
March	2	0	0	0	1
April	0	0	0	0	2
May	1	1	1	2	2
June		0	0	0	1
Total	11	5	6	8	19
Percentage	11.70%	5.49%	7.14%	8.99%	21.84%

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

**Human Resources Department
May 2016**

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

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

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

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

**Police Department
May 2016**

Highlights

The White House Police Department held their Annual Awards Ceremony on May 16th. Employee and Citizen Awards were announced.

Officer of the Year – Officer David D. Segerson

Police Star Awards

5 Years – Officer Danny E. Ward

5 Years – Sergeant Jason R. Shapton

5 Years – Sergeant Erinn R. Ellis

10 Years – Officer Jason S. Ghee

15 Years – Detective Sergeant Daniel S. Hunter

Distinguished Service Award

10 Years – Administrative Assistant, Elizabeth A. Scannell (Libby)

Reserve Officer of the Year – Officer Robert F. Chambers

Explorer of the Year – Kyle Tatum

Exceptional Duty Award – Sergeant Jason R. Shapton
Officer J. Darryl Manlove
Officer Andrew K. McGregor
Officer Andrew K. McGregor

Enforcement Awards

Most Criminal Arrests – Officer Tommy E. Eisenbraun

Most Citations – Officer Kevin W. Gillingham

Most DUI's – Officer Tommy E. Eisenbraun

Citizen Commendations

Richard Dorris	Morgan Bloodworth
Jason Husted	Whitney Hutson
Amber Presley	Bradley Fort
Kenny Hardaway	Mike Gaines
R.L. Douglas	Tiffany Malone
Randy Short	Sarah Berry
Stephanie Levine	Joshua Presley
Kaitlynn Logsdon	

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in May:*** Department Head Staff Meeting (May 2nd & 16th), Rotary Club Meeting (May 5th, 12th, 19th, and 26th), Robertson County Chief's Meeting (May 10th), 911 User Group Meeting (May 11th), Americana Celebration Meeting (May 16th), WHPD Annual Awards Ceremony (May 16th), 911 Board Meeting (May 17th), H. B. Williams Career Day (May 19th), White House Middle School D.A.R.E. Graduation (May 23rd), and Sumner County Drug Task Force Meeting (May 25th).

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 May, 66 proofs have been completed for 2016. Susan Johnson, Accreditation Manager, attended the LEACT (Law Enforcement Accreditation Conference Training) Conference May 17-19 in Chattanooga.
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.

**Police Department
May 2016**

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
Grand Total	0	674	76	750

Patrol Division Performance Measurements

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

Number of Officers on Shift	May	FY 2015-2016
Three (3) Officers per Shift	37	444
Four (4) Officers per Shift	0	42

- Acquire and place into service two Police Patrol Vehicles. Two new vehicles for the 2015-2016 FY have been received and placed on the road. Complete.*
- Conduct two underage alcohol compliance checks during the Fiscal Year 2015-2016. Fall compliance checks were conducted in November. Uptown Wine & Spirits failed compliance. Spring compliance Checks were conducted April 20th. Margarita Grill, De La Paz and Fuji's failed compliance. Complete.*
- 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	May	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	10	1	56	5
Crimes Against Property	30	3	152	14
Crimes Against Society	5	<1	50	5
Total	45	4	258	23
Arrests	27		173	

**U.S. Census Estimate 2014 – 11,042*

**Police Department
May 2016**

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.*

	May 2016	TOTAL 2016
Traffic Crashes Reported	43	172
Enforce Traffic Laws:		
Written Citations	121	705
Written Warnings	70	398
Verbal Warnings	151	780

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				
<u>2016</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
May	43	12	28%	13%

Traffic School: Traffic School was not taught in May.

Staffing

- Ofc. Ryan Spraggins is currently in the Tennessee Law Enforcement Training Academy. He will graduate on June 24th.
- Two candidates from the new police officer interviews were offered positions with the White House Police Department. John White started May 25th. Michael Thomas will start June 7th. They will be attending the Tennessee Law Enforcement Training Academy in July.

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

Sumner County Emergency Response Team: Sgt. Brisson and Officer Eisenbraun attended a three day ERT training in Gallatin May 18-20th. On May 18th the ERT conducted the 21 gun salute and flag detail at the Sumner County Court House in Gallatin for National Police Week. On May 30th, the ERT conducted the 21 gun salute at the White House City Hall for Memorial Day.

ERT Search Warrants in May:

- May 20th, conducted a high risk narcotic search warrant in Gallatin.
- May 25th, conducted a high risk narcotic search warrant in Gallatin.

Volunteer Reserve Officers: In May, the Reserves trained on weapon retention.

**Police Department
May 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
May	78%	77%

Communications Section

	May	Total 2016
Calls for Service	1,165	5,206
Alarm Calls	58	192

Request for Reports

	May 2016	FY 2015-2016
Requests for Reports	18	256
Amount taken in	\$10.65	\$193.45
Tow Bills	\$0.00	\$613.00
Emailed at no charge	18	277
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): Click it or Ticket started on May 23rd and goes thru June 6th. The Governor's Highway Safety Office Radar Lidar Instructor class was held at the WHPD from May 16th to May 20st.

Volunteer Police Explorers: In May, the Explorers went over DUI and Asst. Chief Ring went over traffic stops.

Item(s) sold on Govdeals: In May, the following cars were sold on Govdeals:

• 2007 Ford Crown Vic Police Interceptor (PD114)	\$ 833.00
• 2007 Ford Crown Vic Police Interceptor (PD 113)	\$1,165.99
• 2007 Ford Crown Vic Police Interceptor (PD 116)	\$ 898.99
Total	\$2,897.98

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.*
On May 23rd, 148 kids graduated from White House Middle School D.A.R.E. **Complete.**
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* Safety Day will be held on Labor Day.
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* On April 23rd, the Citizens Police Academy went to the firing range. Graduation for Citizen's Police Academy was held on April 25th. Twenty-six people graduated. **Complete.**

**Police Department
May 2016**

4. Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.

- 5/10/16 Sgt. Enck participated in Story Time at the Library (Seat Belt Safety).
- 5/11/16 Sgt. Enck participated in Story Time at the Library (Stranger Danger).
- 5/11/16 Sgt. Enck instructed combat stress at Springfield High School.
- 5/12/16 Sgt. Enck instructed Defensive Tactics at Gallatin PD.
- 5/15/16 Sgt. Enck instructed the lecture portion of SPEARE at Revolution Church (8 people in attendance).
- 5/16/16 Art Fair Judge at Robert F Woodall
- 5/19/16 Chief Brady participated in Career Day at Robert F. Woodall.
- 5/19/16 Officer David Segerson participated in Career Day at HB Williams.
- 5/20/16 Sgt. Enck trained the SWAT team on Defensive Tactics and Physical Training.
- 5/29/16 SPEARE was held at White House First United Methodist Church. (25 in attendance)

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

Upcoming Events:

Americana Celebration (July)
Safety Day (September)

<i>2016 Participation in Joint Community Events</i>		
	<u>May 2016</u>	<u>Year to Date</u>
Community Activities	10	31

**Fire Department
May 2016**

Summary of Month's Activities

Fire Operations

The Department responded to 103 requests for service during the month with 69 responses being medical emergencies. The Department responded to 8 vehicle accidents with reported injuries with six patients transported to an area hospitals.

The month of May seem to be a month for vehicle accidents the Department responded to a total of fifteen accidents eight involving injuries and seven for general cleanup. The following were some of the more serious incidents.

May 17th 11:02am – The Department was dispatched to a vehicle accident on North Palmers Chapel Road when fire units arrived on scene a truck had struck a utility pole. The Patient was out of the vehicle upon our arrival and was in need of medical care and was transported to the hospital. CEMC was called to evaluate the damage to their utility pole.

May 23rd 4:01pm – The Department was dispatched to a reported rollover vehicle crash on Hwy 76 near Elementary Drive. When fire units arrived on scene there were two vehicles involved that were severely damaged although there was no vehicle rolled over. Treatment began on each driver of the vehicles and both were transported to area hospitals.

May 24th 8:03am – The Department was dispatched to a vehicle crash on Hwy 76 at Union Road when fire units arrived on scene a motorcycle and car was involved. Robertson County EMS was already on scene providing treatment to the patient from the motorcycle, he was transported to an area hospital. Department personnel assisted with cleaning and clearing the roadway.

May 27th 9:21am – The Department was dispatched to a reported vehicle accident on Union Road when fire units arrived on scene it was found the vehicle had struck a tree head on. The driver of the vehicle was treated on scene and transported to an area hospital.

May 30th 9:58am – The Department was dispatched to a reported explosion in the area of Honeysuckle Dr. and Marlin Rd. when fire units responded to the area the incident was located on Marlin Road. The cause of the explosion and power outage was caused by a delivery truck that had struck a large phone cable causing the line to break and a power transformer to fail. There were no injuries reported with this incident however there was property damage to the utilities.

Fire Administration

May 4th– Chief Palmer met with representatives of the painting contractor who was awarded the contract to paint the interior walls of fire station 2.

May 4th – 6th – Asst. Chief Sisk and Firefighter Johnson attended the Tennessee Advisory Committee on Arson in Franklin TN.

May 11th –Chief Palmer, Asst. Chief Sisk, Human Resources, and the Fire Captains conducted interviews for part-time firefighter positions at fire station 2.

May 16th – Chief Palmer along with other city staff attended the Americana Celebration Planning Meeting at City Hall.

May 18th – Chief Palmer and Asst. Chief Sisk attended a Construction Board of Appeals hearing at city concerning a request to install fire sprinklers in a home that would be more than 600 feet from a fire hydrant.

May 19th– Fire Department staff attended the annual Career Day at H.B. Williams Elementary School.

May 23th – 26th – Fire Captain Holman, Railey, and Brewer attended week two of the Aerial Driver Operator class at the State Fire Academy and all three are now state certified aerial driver operators.

May 24th – Chief Palmer and Asst. Chief Sisk met with Kevin Lauer with MTAS to discuss the need of assistance with the statewide mutual aid plan in our area.

May 25th – Chief Palmer, Asst. Chief Sisk, and Firefighter Vradenburg attended the Tennessee 811 meeting in Springfield.

May 31st – Chief Palmer and Asst. Chief Sisk attended and chaired the monthly Safety Committee meeting held at fire station 2.

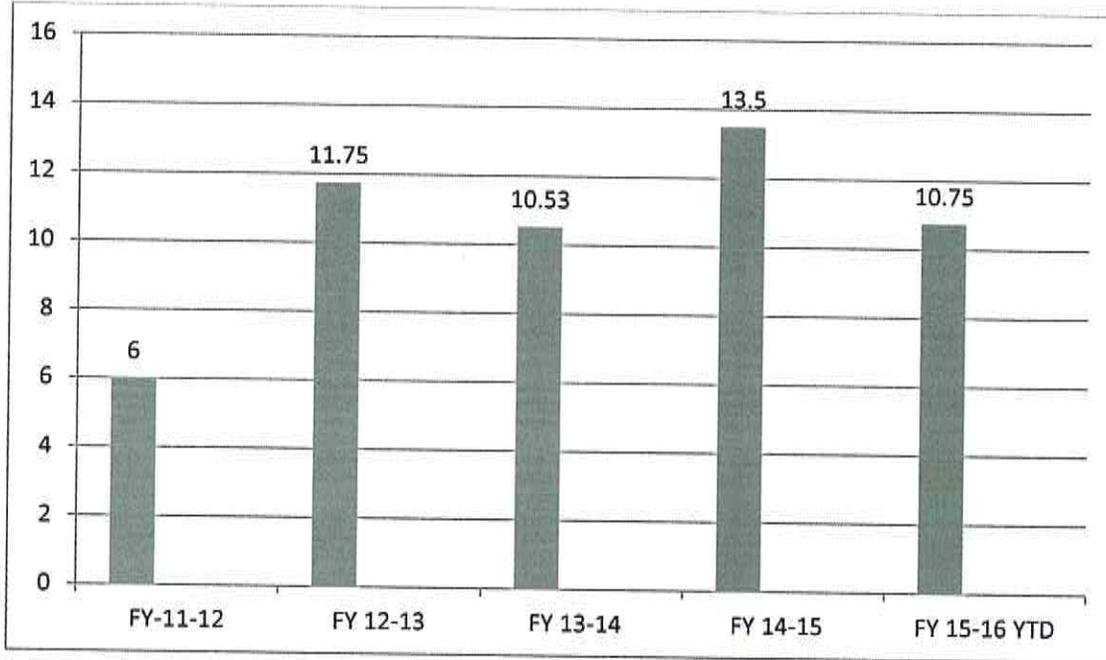
Asst. Chief Sisk attended four National Weather Service weather briefings during the month of May.

**Fire Department
May 2016**

Monthly Performance Indicators

Personnel Responding to Structure Fires

The Department goal in this area would be to exceed our current four year average of 10.4 firefighters for each structure fire response within our city limits.



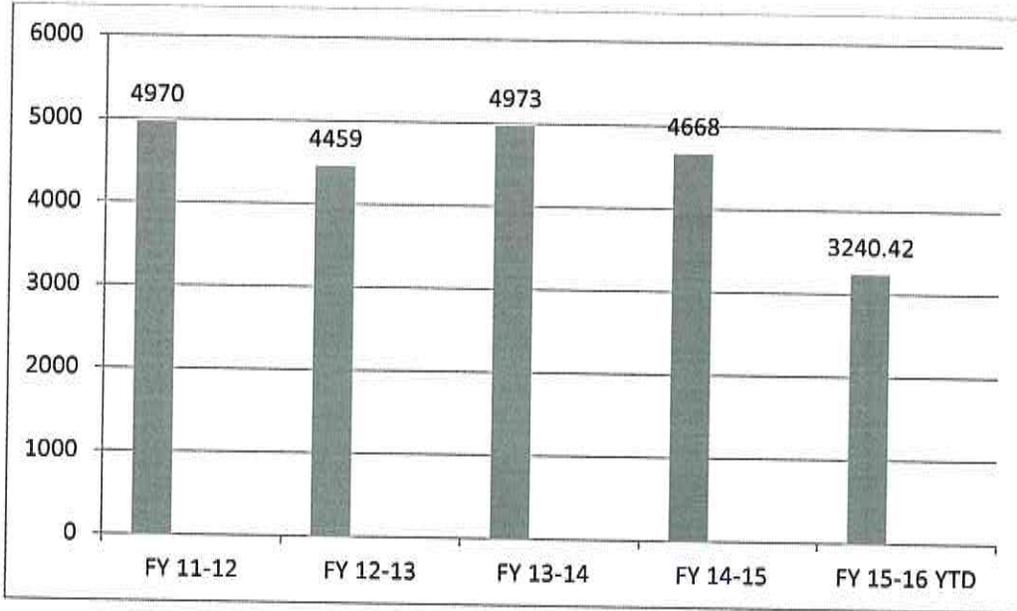
Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	7
Other Fires	0	Vehicle Accidents(With injuries)	8
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	9
Hazmat	1	Assist other Governmental Agency	0
Other Calls	9	Total Responses for the Month	103
Emergency Medical Responses	69	Total Responses Year to Date	1026

**Fire Department
May 2016**

Fire Fighter Training

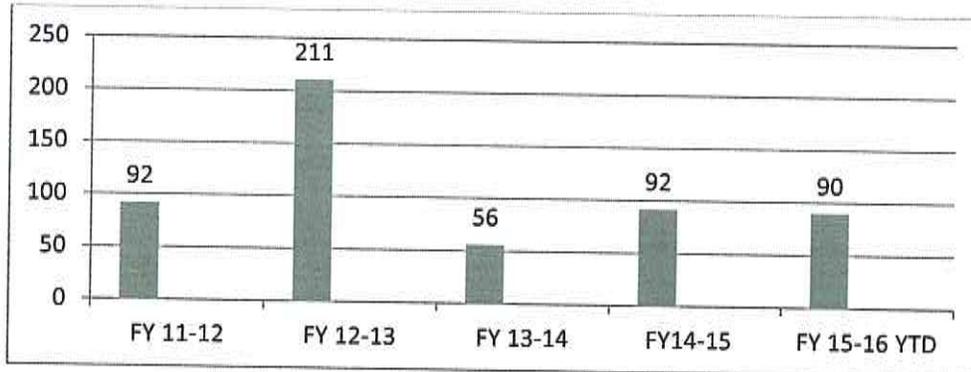
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Total Training Man-hours for the Month	301.8	Total Training Man-hours Year to Date	3240.42
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Fire Inspection

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

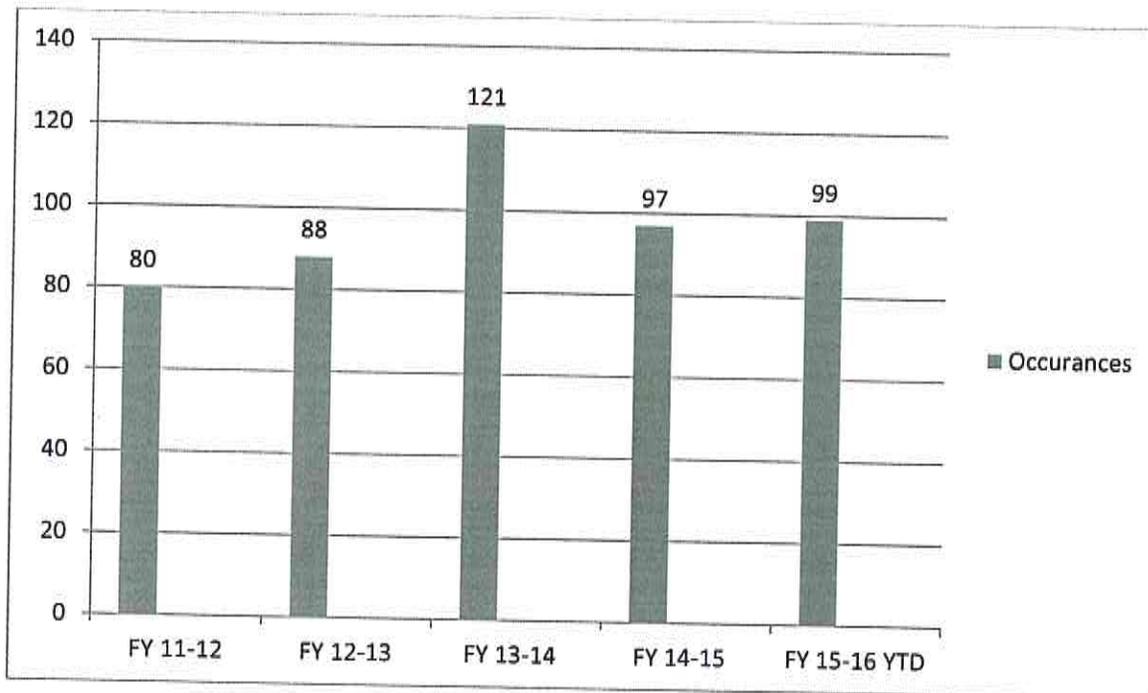
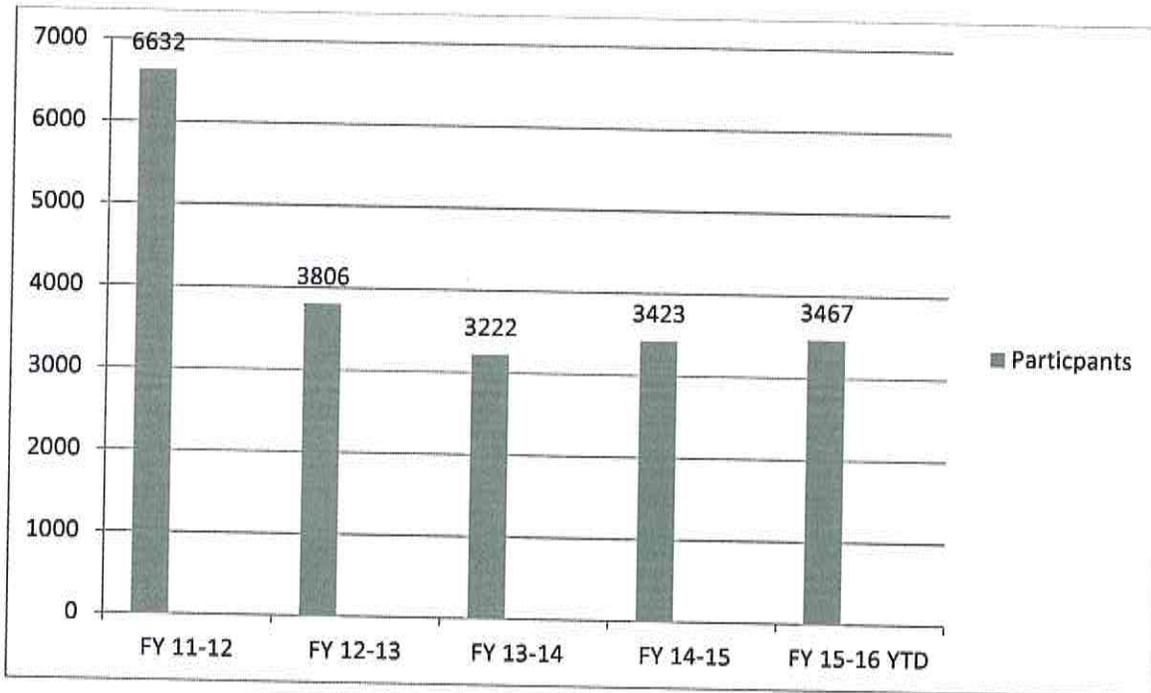


Fire Inspections	6	Year to Date	90	Plat / Plan Reviews	3	Year to Date	27
Fire Investigations	1	Year to Date	8	Fire Preplans	2	Year to Date	13

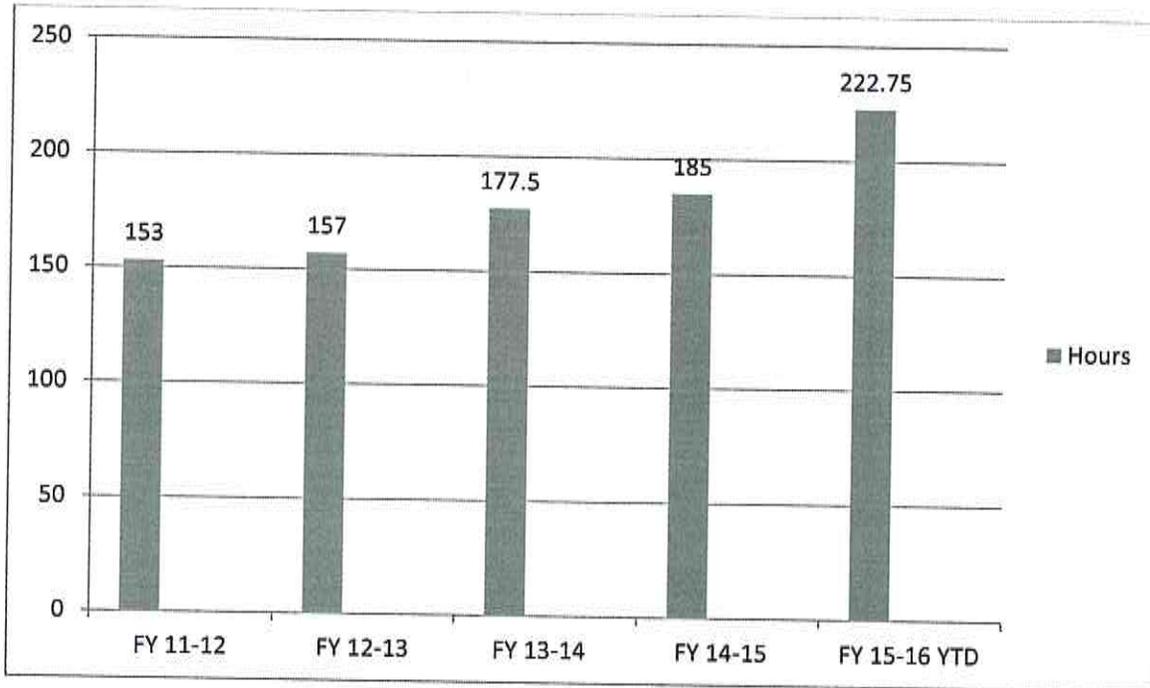
**Fire Department
May 2016**

Public Fire Education

It is a Department goal to exceed our last three years averages in Participates (3484) Occurrences (102) and Contact Hours (173). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training and Safety Day.



**Fire Department
May 2016**



Participants	812	Education Hours	19.5
Participants Year to Date	3467	Education Hours Year to Date	222.75
Number of Occurrences	9	Number of Occurrences Year to Date	99

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

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

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

Total Hours Worked	FY 11/12	FY 12/13	FY 13/14	FY 14/15		APR-16	MAY-16	YTD 15/16
Stormwater	0	0	0	0		550	410	5,215
Sanitation	8,930	5,975	3,138	2,914		262	253	2,401
Street	3,539	3,765	4,485	4,040		1,408	783	7,298
Facility Maintenance	100	124	839	2,049		835	363	3,238
Fleet Maintenance	147	445	857	1,157		38	101	975
Meeting/Training	135	332	653	572		9	104	460
Leave	915	1,005	1022	807		71	29	1,035
Holiday	1,040	650	730	850		0	0	715
Overtime	0	70	166	263		125	25	495
Administrative	0	0	496	781		26	49	336

Brush, Leaves & Litter Control Program:

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

Sanitation	FY 11/12	FY 12/13	FY 13/14	FY 14/15		APR-16	MAY-16	YTD 15/16
Brush Collection Stops	2,970	2,787	5,394	5,915		701	534	5,240
Brush Truck Loads	468	302	644	503		55	43	398
Leaves Pickup Bags	N/A	519	4,324	4,016		537	351	3,405
Brush/Leaves Hours	N/A	585	2,119	1,634		153	116	1,214
Litter Pickup Bags	0	168	535	309		62	61	286
Litter Pickup Hours	N/A	443	829	1,147		109	136	1,186

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

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The May 2016 work order report shows that staff made **36** requests on the WI web portal system, of which only **14** were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 11/12	FY 12/13	FY 13/14	FY 14/15	APR-16	MAY-16	YTD 15/16
Tons	3,634	3,458	3,315	3,081	281	273	2,975
Disposal Fee	\$88,325.03	\$85,077.60	\$82,869.34	\$86,098.70	\$6,930	\$6,777	\$74,206

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15	APR-16	MAY-16	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763	3,999	3,982	43,207
Receivables	\$683,625.00	\$690,098.50	\$692,727.50	\$795,325.12	\$68,731	\$68,544	\$744,923
Revenue	\$654,858.69	\$684,487.53	\$705,287.91	\$781,004.41	\$68,221	\$71,031	\$749,646

Citizen Solid Waste Drop-off Program:

The goal for the citizen drop-off program is to provide an effective means for residents to dispose of bulky wastes (furniture, washer appliances, clutter, etc.) or other wastes that normally wouldn't fit into their curbside container. We provide a dumpster for garbage and a dumpster for *metal recycling*. We encourage the residents to separate their items to maximize our recycling efforts. The BMA has made it a policy to allow residents two (2) free dumps per year. Anything above that number a resident would be charged \$50.00.

SW Drop-Off	FY 11/12	FY 12/13	FY 13/14	FY 14/15	APR-16	MAY-16	YTD 15/16
Participants	715	809	525	712	55	60	536
Tons	168	141	168	166	11	14	119
Disposal Fee	\$16,513.14	\$15,473.00	\$16,913.54	\$13,208.16	\$862	\$999	\$9,585

Recycling Program:

The goal for the recycling program is to achieve an overall recycling rate of **25%**. At present we are recycling approximately **16%** of our solid waste stream. I will add cardboard recycling containers to the drop-off program during the upcoming bid process as a means to increase our diversion rate of recyclable materials from the solid waste stream. The total volume of recyclables collected curbside during the month was approximately **22 tons** of material which is a savings of about **\$1,825.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately **\$353.35**. This is a net gain of **\$2,177.08**.

Recycling	FY 11/12	FY 12/13	FY 13/14	FY 14/15	APR-16	MAY-16	YTD 15/16
Curbside Tons	244	393	456	408	56	34	416
Recycling Rate	7%	13%	14.3%	13.5%	16%	11%	12%
Revenue (curbside)	-	\$4,749.94	\$3,469.56	\$2,472.91	\$0	\$0	\$19.08
Fee (new program)	\$6,736.13	-	-	-	(\$835.80)	(\$494.85)	(\$3,860)
<i>Metal (drop-off) Tons</i>	11	62	42	33	6	4	37
Metal Revenue	\$3,167.45	\$10,555.50	\$6,240.40	\$4,333.90	\$441	\$357.00	\$2,692

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

Stormwater Improvement Projects:

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

Stormwater	FY 11/12	FY 12/13	FY 13/14	FY 14/15	APR-16	MAY-16	YTD 15/16
Drainage Requests	3	27	17	23	2	4	22
Drainage Work (feet)	58	1,457	2,513	2,232	111	10	1,944
Drainage Man Hours	N/A	891	1,261	1,135	548	355	3,934
Debris Removed Loads	N/A	75	57	75	22	8	523
Sweeping Man Hours	0	0	272	460	2	5	191

Stormwater Accounting	FY 14-15	APR-16	MAY-16	YTD 15/16
Units Billed	24,410.00	4,198	4,182	41,327
Receivables (Billed)	\$107,249.28	\$34,861	\$34,770	\$344,946
Revenue (Received)	\$105,118.28	\$34,528	\$36,143	\$329,611

Road Work Program:

The goal for this program is to maintain the City's right-of-ways and drive lanes so they're free from hazards.

1. Curb - repair concrete curbs/sidewalks;
2. Shoulder - maintain shoulders with rock;
3. Potholes - repair asphalt such as base failures and pothole patching;
4. Potholes - man hours associated with potholes/asphalt work;
5. Mowing - medians, right-of-ways, and City owned property;
6. R-O-W - tree trimming and roadside vegetative management (weed spraying);
7. Signs - repair, replace and/or install signs within the City limits;
8. Salt - winter weather road clearing and salting.

Road Work	FY 11/12	FY 12/13	FY 13/14	FY 14/15	APR-16	MAY-16	YTD 15/16
Curb Repair	0	1	1	0	0	0	0
Shoulder LF	0	788	3,331	100	0	0	6,054
Shoulder Hours	0	0	88	54	0	0	61
Potholes	168	125	202	269	52	26	332
Pothole Hours	N/A	N/A	600	908	193	50	557
Mowing Hours	0	101	446	146	0	50	190
R-O-W Hours	N/A	N/A	12	299	159	41	617
Signs	119	153	106	251	78	14	161
Sign Work Hours	N/A	N/A	219	473	75	20	249
Salt Tons	55	4	79	76	0	0	221
Salt Hours	N/A	N/A	159	385	0	0	26
Decorative Streetlight Hours	0	0	0	33	2	2	36

Public Services Department - Public Works Division
May 2016

1. **SIGN REPLACEMENT:**

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals are bending the signs until they break away.

Public Works Special Projects:

The goal is to be reactive to special requests that are made from time to time either from the City Administrator or other departments.

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

Collection System Activities

Employee Recognition:

We have several employee's prepping for either the wastewater collections license exam or the wastewater operator's exam, which will take place in the first week of May. The employee's that are taking the collections exam are: Derrick McMillan, Mike Smith and Harley Watts. Joe Lemmons is taking the plant operators exam. We wish them the best of luck!

WWTP Headworks Project: Cumberland Valley Constructors

The contractor is still working on pouring concrete for the walls of the drum screen building. The second section of concrete at the drum screen building has been completed and tested. The re-pumping station wet-well has been reinforced and the Gorman Rupp suction lift pump station has been installed. We've redesigned the suction line at the EQ basin. The original design was to use the floating suction line that had a small bar screen at the end. The operator would've been required to take a dingy out to the pipe end and clean the bar screen as often as necessary. We decided to design a concrete structure that had an angle on the wing walls which tapered down to the water. A 9' bar screen would be added to catch any large objects from entering the pumps. The operator will stand on dry ground and easily rake the objects from the screen to keep the suction pipe free of objectionable material. (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

The VFD's sewer pump controls and line protection units have been installed at the North Palmers lift station. These should be ready to start the first couple of weeks of June. Calista is being held up due to delays with the new generator. Some of the delay has been that W&O wasn't able to get a new pole installed and a service release from CEMC. Additionally, there's been an issue with getting the new generator delivered and set in place. Until the new generator is operational and tested, the old unit cannot be removed, which has slowed progress. (We had the preconstruction meeting on September 15, 2015 and the official construction commencement date is October 5. The project has a 150 day substantial completion date, March 2, 2016, and a 180 day final completion date, April 3, 2016.)

Northern Force Main Project: Dynamic Construction

The force main project started on May 9th and is moving along better than we expected. The 10" existing force main has been "tapped" at Calista and Volunteer and they have installed approximately 800 LF of 12" pipe. Wilkinson Lane has been crossed and progress is going well. For most of the job, the contractor has been able to keep the spoils on the grass area and not use the road surface.

Wastewater Billing Information - monthly non-payment cut off/turn on report:

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

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>APR-16</u>	<u>MAY-16</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685	12,068	1,202	1,200	11,723
Disconnects for non-pay	N/A	N/A	258	442	20	24	349
Revenue Late Payments	\$62,880	\$67,810	\$65,074	\$61,350	\$6,128	\$6,206	\$65,698

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

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

<u>Line Marking</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>APR-16</u>	<u>MAY-16</u>	<u>YTD</u>
Tennessee 811	948	866	1,306	1,416	168	139	1,523

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

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

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

<u>Lift Station Location</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>APR-16</u>	<u>MAY-16</u>	<u>YTD</u>
North Palmers Chapel	1,483	1,736	3,559	483	0	1	34
Calista Road	985	1,058	2,014	418	0	3	21
Wilkinson Lane	417	231	219	101	0	0	0
Portland Road	13	25	36	13	0	0	1
Cope's Crossing	109	445	208	72	1	0	4
Union Road	16	149	93	45	0	0	91
Meadowlark Drive	32	40		33	0	0	0
Highway 76	20	9	6	2	0	0	0
Cambria Drive	32	16	9	0	0	0	1
Treatment Plant	439	359	333	122	0	0	0

Work Order Maintenance Response Goal:

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

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

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

<u>Work Orders</u>	<u>FY 10/11</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>APR-15</u>	<u>MAY-16</u>	<u>YTD</u>
"Grinder Project"	144	229	3	0	0	0	0
PD to Centrifugal Converts			4	10	0	0	3
2000 to Extreme C/O	0	85	86	60	10		47
2000 to 2000 C/O	271	19	13	23	0	0	7
Extreme to 2000 C/O	0	33	14	28	1	0	15
Extreme to Extreme C/O	0	157	110	117	21	15	120
Centrifugal to Centrifugal C/O	-	-	-	5	0	0	2
2000 Conversions	159	26	3	0	0	0	2
Extreme Converts	0	43	83	74	2	4	41
Total Pumps Replaced	430	363	313	321	34	25	287
Low Pressure Service Request	554	977		723	48	47	476
Vacuum System Service	96	127	102	58	9	7	79
Gravity Service Request				14	0	0	5
Inspection for New Service	0	0	27	51	0	4	28
Final Inspection for New	0	0	47	66	4	3	36
Sanitary Sewer Overflow (SSO)	0	4	2	3	0	1	6
Odor Complaints	0	0	11	14	0	2	16

System Repairs Goal:

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

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

<u>Repairs</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 12/13</u>	<u>FY 14/15</u>	<u>APR-15</u>	<u>MAY-16</u>	<u>YTD</u>
Major Lift Stations	12	5	5	18	26	2	1	50
Mainline	0	1	7	18	14	0	1	12
Service Line	82	52	65	136	49	3	5	39

Major Lift Stations Repairs:

WILKINSON LANE:

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

CALISTA:

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

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

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

COPE'S CROSSING:

The discharge 90 that pump #1 sits on developed a crack and was leaking badly. This item is not an "off the shelf" item so it is on order. The part should be made available to us in mid to late June.

UNION ROAD:

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

Wastewater Treatment Plant Goal:

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

	<u>MAR - 2016</u>	<u>APR - 2016</u>	<u>May - 2016</u>	
Flow	0.832 MGD	0.707 MGD	0.769 MGD	
Capacity	1.40 MGD	1.40 MGD	1.40 MGD	
% of Plant Throughput	55.4%	55.5%	50.6%	(0.769 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	69.6%	63%	68%	(0.769 MGD) / (1.12 MGD)
Rainfall	7.17"	1.95"	4.99"	

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

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

1. **H2S & Ferric Sulfate:**

Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. The feed rate is 19 gallons per day at the Union Road lift station and 23 gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

The #3 aerator bearing and a lovejoy coupling has been replaced.

3. **UV System:**

We have turned the UV System off in order to see the truest results possible from the Peracetic Acid. We have received the approval from TDEC to go ahead with the 90-day Peracetic acid trial which began the last week of March 2014.

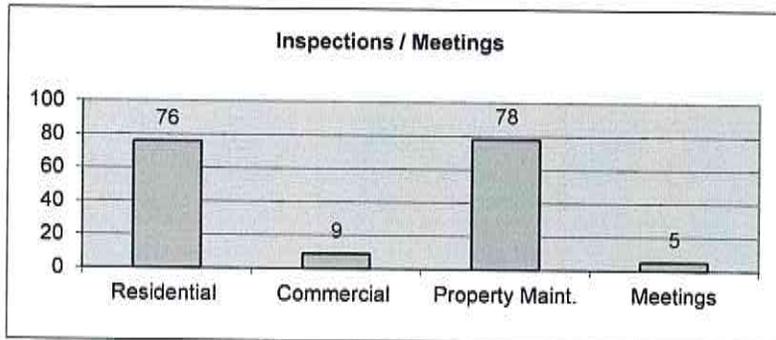
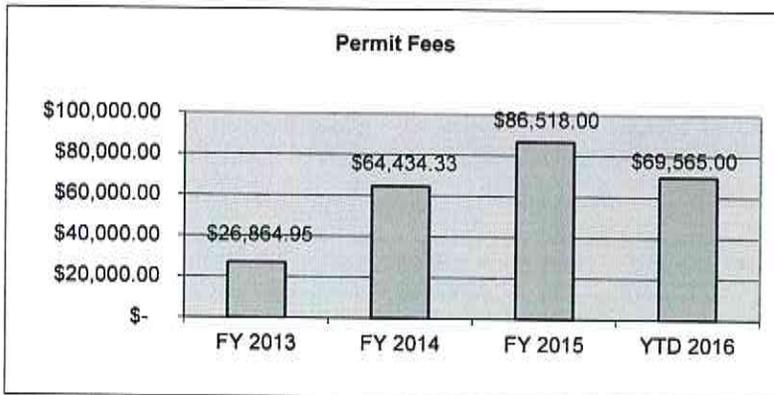
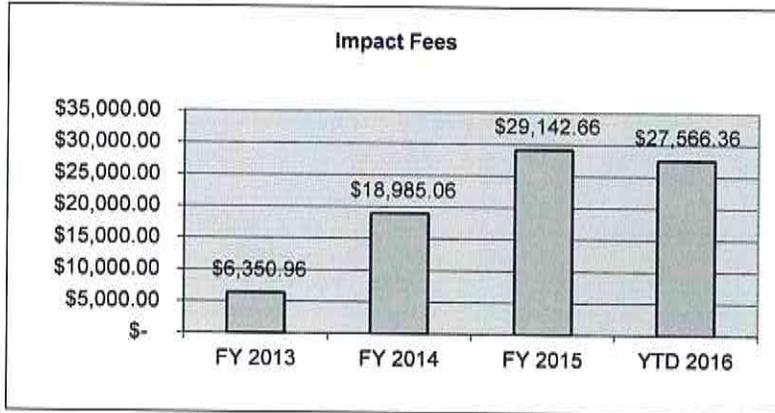
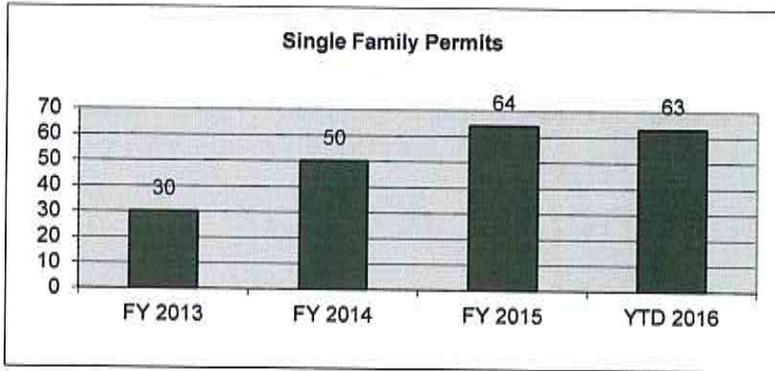
TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.

The PAA feed rate is now operating at a constant 1.89 parts per million (ppm) which is still well below the expected usage levels.

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

Our E Coli testing for the month was an average of 30.8 CFU's, which is well below the limit.

**Planning and Codes Department
MAY 2016**



**Planning and Codes Department
MAY 2016**

	Month	YTD 16	FY2015	FY2014	FY2013
MEETING AGENDA ITEMS#					
Planning Commission	3	50	50	38	39
Construction Appeals	1	2	1	0	0
Zoning Appeals	1	12	8	9	5
Tech. Review/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	3	63	64	50	30
Multi-Family Residential	3	7	3	123	2
Other Residential	17	206	367	132	133
New Commercial	1	5	7	2	1
New Industrial	0	1	1	0	0
Other Com/Ind	3	29	51	26	27
State Electrical	60	553	657	478	329
Sign	0	14	17	16	11
Occupancy Permits	0	46	54	59	62
Commercial Certificate of Occupancy-					
Other	1	5	1	71	18
BUILDING INSPECTIONS					
Residential	76	1160	1194	519	334
Hours	24.33	260.83	295.61	175.59	111.25
Commercial /Industrial	9	133	360	189	151
Hours	6.83	59.49	127.41	79.33	94.34
CODE ENFORCEMENT					
Total Cases	78	385	612	531	735
Hours	11.25	60.75	70.49	83.42	113.92
Complaints Received	13	100	145	141	126
MEETINGS					
Administration	0	24	29	39	55
Hours	0	56.33	56.92	67.95	89.06
Planning	2	31.5	23	31	40
Hours	1	50.5	56.8	101.25	51.1
Codes	3	35	34	50	53
Hours	0.83	26.91	28.74	58.25	73.5
FEES					
Permit Fees	\$12,690.50	\$ 69,565.00	\$ 86,518.00	\$ 64,434.33	\$ 26,864.95
Board Review Fees	\$300.00	\$ 7,650.00	\$ 17,244.50	\$ 7,297.90	\$ 3,150.00
City Impact Fee	\$5,798.49	\$ 27,566.36	\$ 29,142.66	\$ 18,985.06	\$ 6,350.96
Roads	\$2,546.68	\$ 13,637.35	\$ 12,820.88	\$ 5,405.07	\$ 3,056.90
Parks	\$1,294.80	\$ 3,768.80	\$ 5,943.60	\$ 4,993.50	\$ 1,197.40
Police	\$1,178.46	\$ 6,120.07	\$ 6,155.15	\$ 4,494.28	\$ 1,262.70
Fire	\$778.55	\$ 4,040.14	\$ 4,067.80	\$ 2,976.51	\$ 796.76
OTHER ITEMS					
Subdivision Lots	0	51	0	0	0
Commercial/Ind. Sq Ft	0	20,630	61,486	3,936	3,423
Multi-Family Units	0	0	144	123	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$573,840.00	\$ 592,040.00	\$632,150.00	\$693,270.00	\$ 974,300.00
Builders Bonds	45,366.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53
Workings Days in Month	17	17	16	16	16

Parks, Recreation, & Cultural Arts Department
May 2016

Summary of Month's Activities

The splash grand opening was on Memorial Day. We got the splash up and running pretty well and then we started running into problems. We aren't 100% sure why exactly we are having this problem but it definitely has to do with the pump system. It is either getting too hot and tripping the breaker, isn't setup correctly or another option could be that the chlorine level is so low that it is staying in "warning mode" which will force the system off if it is in that mode for too long.

Work has continued on the Municipal Complex pavilion and restroom building as well as the renovation of the Municipal Park restrooms in the back of the park. There still hasn't really been anything done to the renovation project in the park, mainly because they are focusing all of their attention on the pavilion and restroom facility. This month for the pavilion/restroom facility the brick has been finished, the roof has nearly been completed, the pavilion part of the facility now has a roof and columns, some work has been done to the inside of the facility, the area that will concrete around the facility and inside the pavilion has been prepared for the concrete, and they helped clean up their area for us to have the splash pad grand opening. They still seem to have quite a bit left to do but hopefully it will be done in the coming weeks.

The cemetery gate project was put on hold this month with us getting ready for the splash pad grand opening. That project will ramp up in the month of June in hopes of getting it done by the end of the month.

Recreation

Josh Atkins started working for us on May 31st. We are excited to have him and think he will be a huge asset to our department.

Girls Volleyball spring league games ended May 24th. We had 10 teams and approximately 80 girls in the league this spring.

Little League Challenger Baseball ended May 21st. We only have 6 participants this year, but we had a nice end of the year party for them after their last game.

Men's Open Softball is ongoing. We have 6 teams in the league this year. The season is set to end June 9th.

We will offer gymnastics and tumbling classes again this summer. Charles Harding will be doing that for us once again. They will be every Thursday in June and July starting June 9th. The fee is \$100 for all 8 weeks.

The 16th Annual Independence 5K will be July 2nd at 8:00am at the White House High School Trailhead. Early bird registration will begin this month and will end on June 16th. After that, regular registration will be taken up until the start of the race.

Basketball Camp will be June 13th – 16th from 9:00am-12:00pm. This is for girls and boys grades 2 – 6.

Fall Baseball and Softball sign-ups started May 24th and will end July 5th. We have decided to do things a little different this year and let the kids that played in the Dixie Youth league in the spring stay on that team in the fall if they like, but only if they aren't moving up in age group. If they are moving up then they must go into the blind draft. Practices will begin in July and games will begin in August.

Girls Volleyball sign-ups for the fall league began May 24th and will end July 5th. Practices will begin in July and games will begin in August.

Parks Maintenance

- Mowing was in full swing this month. We mowed for 100 hours this month.
- Much of this month was working on the splash pad. We (with the help of Public Works and the Fire Department) were able to clean up the area, sod, mow, weed eat, mulch, helped with the sign at the complex and clean out the splash pad system.

Parks, Recreation, & Cultural Arts Department
May 2016

Seniors

In May the Seniors enjoyed:

- a lunch cruise on the General Jackson (23)
- celebrated Mothers Day (91) at our Wednesday lunch with generous gifts from the community
- a picnic in the park (13)
- a shopping trip to the Bowling Green Mall(10)
- a trip to KY Downs (15)
- breakfast at Bottom View Farms (25).

Parks, Recreation, Cultural Arts Department
MAY
2016

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
Maintenance					
Mowing Hours	1,486	1,346	1,276	1,134	887
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050
Number of Trees/Shrubs Planted	20	39	3	23	15

	Current Year		
	Apr. 16	May-16	YTD 2015-16
	105	100	847
	0	0	3,885
	0	0	3,520
	0	0	0

	2010-11	2011-12	2012-13	2013-14	2014-15
Recreation					
Number of Youth Program Participants	354	448	818	762	767
Number of Adult Program Participants	2,353	2,471	1,726	855	537
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643
Total Number of Special Events Offered	19	17	19	12	11
Total Number of Programs Offered	68	78	51	46	43
Youth Program Revenue	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37
Adult Program Revenue	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00
Special Event Revenue	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00

	0	0	0	0	625
	100	0	0	0	231
	0	0	0	0	2,680
	1	1	1	1	13
	1	4	4	4	31
	\$0.00	\$350.00	\$ 40,808.00	\$ 40,808.00	
	\$0.00	\$0.00	\$ 6,402.00	\$ 6,402.00	
	\$0.00	\$1,395.00	\$ 3,715.00	\$ 3,715.00	

	2010-11	2011-12	2012-13	2013-14	2014-15
Administration					
Number of Shelter Reservations	116	112	110	103	112
Hours of Shelter Reservations				130	311
Shelter Reservation Revenue	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50
Number of Facilities Reservations	63	136	261	207	191
Hours of Facility Reservations				145	584
Facility Reservation Revenue	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62
Field Rental Revenue				\$4,498.33	\$3,248.00
Misc. Revenue	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18

	12	12	12	12	75
	36	45	45	45	253
	\$281.50	\$452.00	\$ 2,740.50	\$ 2,740.50	
	29	28	28	28	271
	80	91	91	91	823
	\$2,276.25	\$4,093.75	\$ 29,677.52	\$ 29,677.52	
	\$320.00	\$145.00	\$ 3,398.00	\$ 3,398.00	
	\$140.40	\$2,736.80	\$ 27,842.34	\$ 27,842.34	

	2010-11	2011-12	2012-13	2013-14	2014-15
Senior Center					
Senior Center Participants	2,860	3,269	3,586	3,478	3,770
Number of Trip Participants	473	387	477	507	538
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932
Number of Program Participants	632	4,486	4,030	3,419	4,618
Number of Trips Offered	42	31	34	38	45
Number of Meals Served	46	49	49	49	50
Number of Programs Offered	50	90	87	81	74

	736	745	745	745	8,147
	36	86	86	86	461
	316	290	290	290	3,060
	417	369	369	369	4,589
	3	5	5	5	34
	4	4	4	4	45
	8	8	8	8	100

White House Library
May 2016

Summary of Activities

Walmart donated 33 Kindles to the library at the beginning of May. These Kindles are the keyboard style; however, they are still easy to use. As a result of this donation, the library purchased a total of 266 ebooks through Amazon. The library decided to see what books in a series they were missing and to purchase those in ebook format to put on the Kindle. These Kindles will allow us to add more books to the collection without taking up more shelf space. Additionally, many of these ebooks cost less than their print version which saves the library money, are quicker to download, and since we are purchasing them through Amazon and putting them on a Kindle, the books will not have to be repurchased regardless of how many times they check out.

Due to the end of school and preparation for summer reading, the library had fewer programs in the month of May. There were a total of 3 teen events, 4 adult events, and our regular story times and Monday maker ended a week early. Still, even with these fewer programs we had a total of 10 teens, 178 children, and 18 adults come to these programs. Additionally, children, teens, and adults could start signing up for the summer reading program, which started the last week of May. During that first week, we had about 50 individuals sign up for the program, which is very successful for the first week.

The library board met on Thursday, May 12th. The board discussed the summer reading program, voted to update the technology plan and long range plan, and vote to extend the library hours to 48 a week by adding more hours to Saturday. These new hours will take effect on July 5th.

The Library Director and Library Assistant attended an in-service at the region on May 24th. This in-service was on the process that should be used to weed items from the collection that are old and outdated in order to make room for new items. After this presentation, the region had a number of vendors in house to talk with the librarians about the products they sell. The library staff spoke with both the Sprint and Verizon sales rep as the library is looking to get more hot spots this coming fiscal year. Additionally, the librarians ordered a large charging port from one of the vendors since it received a donation from Walmart of 30 more Kindles. Lastly, the library director spoke with an individual from Recorded Books about a graphic novel and comic book database which has over 18,000 plus titles that allow for more than one user at a time. The library director is going to purchase this database for the year as the graphic novels are being checked out faster than the library can purchase them.

Department Highlights

The department highlight is the large Kindle donation that the library received from Walmart and our new ebook purchases that should help the library in many ways.

White House Library & Museum
May 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	

May Membership

Year	Cumulative Members			% of Population with Membership
	New Members	Updated Members	Total Members	
2013	50	1	10,854	81
2014	48	1,532	8,815	65
2015	38	1,542	9,383	69
2016	130	397	11,141	81

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: 29,196

Estimated Value of Total Materials: \$729,900 **Last Month:** \$729,275

Total Materials Available Per Capita: 2.14 **Last Month:** 2.14

State Minimum Standard: 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items, which the library is currently meeting.

Materials Added In May

2011	2012	2013	2014	2015	2016
280	155	266	176	136	111

Yearly Material Added

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	1,250

The library's goal is to add material that meets the current and future needs of city patrons. The library just received a donation of kindles, so the library is going to order ebooks to put on these devices, which the library believes will circulate well.

Physical Items Checked Out in May

2011	2012	2013	2014	2015	2016
4,803	4,935	3,987	3,605	3,504	6,147

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	27,842

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library managed to slight increase in the number of print items it checked out in 2015 compared to 2014. Even with this increase, the library was still below the 2.5 state standards. However, we expect to be much closer to this requirement since we are seeing an increase in circulation at the new library.

May Users

	2015		2016	
	2015	2016	2015	2016
Technology Devices	0	15	48	54
Kids Tech Devices	0	3	33	20
Study Rooms	0	61	300	348
Lego Table	0	149	145	706
Board Games	0	26	0	92
Puzzles	0	12	0	49

Yearly Users

In addition to our tech devices and study rooms, the library's newly added puzzles and board games are circulating well. As of right now, our board games are checking out more than our puzzles. This is only the third month that these items have been available for checkout, so the library will continue to monitor each of these items' circulation to determine if more need to be purchased in the future.

Volunteers: 25 **Hours:** 145 hours and 25 minutes

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

May Computer Users

	2011	2012	2013	2014	2015	2016
Wireless	***	***	89	98	122	567
Internet Computers	420	311	275	280	288	412
Kids	140	332	150	151	141	162

Yearly Computer Users

2011	2012	2013	2014	2015	2016
***	***	1,071	1,315	3,704	2,653
5,983	4,282	3,791	3,743	3,882	1,907
3,244	2,874	1,691	1,478	1,857	794

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. Additionally, we are now checking out hot spots which have over a month and a half waiting list for each device due to their popularity.

Kids Programs

May	Kids Sessions	Kids Attendance
2011	10	222
2012	6	195
2013	7	109
2014	8	118
2015	7	68
2016	14	178

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
96	1,743
87	998

The library had 14 children programs in May. These programs consist of our regular toddler and, preschool story times, homeschool group, Monday after school programs, and Saturday story times. There were fewer programs in general in May due to the fact that the library is getting ready for the summer reading program.

May	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	0	0
2015	0	0
2016	3	10

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
16	87
21	68

The library had a total of three teen events in May which included a mystery game, card game night and a movie night.

May Totals	Adult Sessions	Adult Attendance
2011	0	0
2012	1	12
2013	1	7
2014	1	8
2015	1	8
2016	4	18

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
25	294
22	124

The library had four adult programs in May which included our regular book club, two computer classes and a night time book club.

Services Provided by Contracting with State

May Interlibrary Loan Services

	2011	2012	2013	2014	2015	2016
Borrowed	9	28	13	25	15	47
Loaned	0	0	21	21	11	5

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015	2016
337	362	136	271	303	286
64	100	165	411	253	113

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

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
eBooks	792	2,010	3,688	5,664	5,556
Audios	1,717	2,501	2,521	3,308	3,937

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

MAY 2016

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$7,283.75
TOTAL MONIES COLLECTED YTD \$80,381.85

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH \$1,046.21
TOTAL MONIES COLLECTED YTD \$17,652.26

TOTAL REVENUE FOR MONTH \$8,329.96
TOTAL REVENUE YTD \$98,034.11

DISBURSEMENTS

LITIGATION TAX \$597.72
DOS/DOH FINES & FEES \$337.25
DOS TITLE & REGISTRATION \$30.87
RESTITUTION/REFUNDS \$0.00
TBI-EXPUNGEMENT/FEES \$0.00
CASH BOND \$0.00
WORTHLESS CHECKS \$0.00
TOTAL DISBURSEMENTS FOR MONTH \$965.84
TOTAL DISBURSEMENTS YTD \$9,782.65

ADJUSTED REVENUE FOR MONTH \$7,364.12
TOTAL ADJUSTED REVENUE YTD \$88,251.46

DRUG FUND

DRUG FUND DONATIONS FOR MONTH \$178.12
DRUG FUND DONATIONS YTD \$2,817.16

Disposition	May-16	Apr-16	Mar-16
Ticket Paid in Full – Prior to Court	36	24	30
Guilty as Charged	5	10	10
Dismissal	3	14	8
Dismissed upon presentation of insurance	21	26	25
Not Guilty	0	0	0
Dismissed to Traffic School	0	12	0
Dismissed with Costs and Fines	29	28	35
Dismissed with Costs	10	15	20
Dismissed with Fine	0	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	104	129	128

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City of White House
Summary Financial Statement
May 2016

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Date/Time: 6/7/2016 8:26 AM
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Monthly Comparative: 91.67%

110	General Fund	Account	Description	Year-To-Date			Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
31100		Property Taxes (Summer To Distribute)		0.00	(23,411.65)	0.00 %	0.00	(23,411.65)	0.00 %
31110		Real & Personal Property Tax(Current)		2,085,719.00	(2,180,583.10)	104.55 %	173,809.92	0.00	0.00 %
31120		Public Utilities Property Tax (Current)		90,000.00	(95,254.00)	105.84 %	7,500.00	0.00	0.00 %
31211		Property Tax Delinquent 1st Year		35,000.00	(57,290.57)	163.69 %	2,916.67	(293.44)	10.06 %
31212		Property Tax Delinquent 2nd Year		7,000.00	(4,281.18)	61.16 %	583.33	(512.00)	87.77 %
31213		Property Tax Delinquent 3rd Year		2,500.00	(3,557.00)	142.28 %	208.33	(613.00)	294.24 %
31214		Property Tax Delinquent 4th Year		1,200.00	(3,058.00)	254.83 %	100.00	(613.00)	613.00 %
31215		Property Tax Delinquent 5th Year		1,500.00	(1,803.00)	120.20 %	125.00	0.00	0.00 %
31216		Property Tax Delinquent 6th Year		1,000.00	(307.00)	30.70 %	83.33	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior		1,000.00	(152.00)	15.20 %	83.33	0.00	0.00 %
31300		Int, Penalty, And Court Cost On Prop		21,000.00	(16,733.21)	79.68 %	1,750.00	(2,005.07)	114.58 %
31513		Payment In Lieu Of Tax -Sewer		136,000.00	(120,310.52)	88.46 %	11,333.33	(10,937.32)	96.51 %
31520		Payments From Industry		14,000.00	(15,289.00)	109.21 %	1,166.67	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee		2,042,287.00	(2,054,381.62)	100.59 %	170,190.58	(197,461.74)	116.02 %
31709		Beer And Liquor Local Priv Tax		6,800.00	(6,741.21)	99.14 %	566.67	0.00	0.00 %
31710		Wholesale Beer Tax		270,000.00	(295,011.92)	109.26 %	22,500.00	(28,729.79)	127.69 %
31720		Wholesale Liquor Tax		5,000.00	(48,959.08)	979.18 %	416.67	(10,070.56)	2,416.93 %
31800		Business Taxes		120,000.00	(132,717.23)	110.60 %	10,000.00	(60,356.18)	603.56 %
31911		Natural Gas Franchise Tax		135,000.00	(147,356.29)	109.15 %	11,250.00	0.00	0.00 %
31912		Cable TV Franchise Tax		120,000.00	(143,971.63)	119.98 %	10,000.00	(36,730.61)	367.31 %
31960		Special Assessment - Liens		500.00	(470.00)	94.00 %	41.67	0.00	0.00 %
31980		Mixed Drink Taxes		10,500.00	(12,994.76)	123.76 %	875.00	(1,046.75)	119.63 %
32209		Beer And Liquor License Application		2,550.00	(750.00)	29.41 %	212.50	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			91.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
32610		Building Permits		60,000.00	(70,732.00)	117.89 %	5,000.00	(11,715.00)	234.30 %	
32690		Other Permits		0.00	(1,075.00)	0.00 %	0.00	(655.00)	0.00 %	
32710		Sign Permits		1,000.00	(1,450.00)	145.00 %	83.33	0.00	0.00 %	
33100		Federal Grants		1,337,651.00	(365,081.61)	27.29 %	111,470.92	0.00	0.00 %	
33191		Fema Reimbursement		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33320		Tva Payments In Lieu Of Taxes		117,320.00	(106,835.59)	91.06 %	9,776.67	0.00	0.00 %	
33400		State Grants		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33410		State Law Enforcement Education		11,400.00	(10,200.00)	89.47 %	950.00	0.00	0.00 %	
33460		State Grant-Library Technology		1,200.00	(350.00)	29.17 %	100.00	0.00	0.00 %	
33510		State Sales Tax		760,000.00	(755,406.79)	99.40 %	63,333.33	(74,033.34)	116.89 %	
33520		State Income Tax		23,000.00	(38,982.33)	169.49 %	1,916.67	(64.66)	3.37 %	
33530		State Beer Tax		5,000.00	(5,007.32)	100.15 %	416.67	0.00	0.00 %	
33553		State Gasoline Inspection Fee		21,000.00	(19,129.90)	91.09 %	1,750.00	(1,738.61)	99.35 %	
33593		Corporate Excise Tax		11,000.00	(5,482.47)	49.84 %	916.67	0.00	0.00 %	
33710		County Grant - Senior Nutrition		9,500.00	(9,500.00)	100.00 %	791.67	0.00	0.00 %	
34120		Fees And Commissions		8,500.00	(11,918.72)	140.22 %	708.33	(2,800.00)	395.29 %	
34740		Parks And Rec League Fees		73,000.00	(55,337.77)	75.81 %	6,083.33	(781.80)	12.85 %	
34741		Field Maintenance Fees		8,100.00	(8,757.00)	108.11 %	675.00	0.00	0.00 %	
34760		Library Fines, Fees, And Other		5,500.00	(9,898.37)	179.97 %	458.33	(874.73)	190.85 %	
34762		Museum Donations		0.00	(1,000.00)	0.00 %	0.00	0.00	0.00 %	
34793		Community Center Fees		20,000.00	(32,792.77)	163.96 %	1,666.67	(4,270.75)	256.25 %	
34900		Other Charges For Services		8,000.00	(8,034.50)	100.43 %	666.67	(772.50)	115.88 %	
35110		City Court Fines And Costs		140,000.00	(90,125.12)	64.38 %	11,666.67	(7,717.46)	66.15 %	
35130		Impoundment Charges		100.00	(613.00)	613.00 %	8.33	0.00	0.00 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			91.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
36000		Other Revenues		7,500.00	(5,062.94)	67.51 %	625.00	(1,004.23)	160.68 %	
36100		Interest Earnings		4,200.00	(7,334.95)	174.64 %	350.00	(929.29)	265.51 %	
36210		Rent		17,000.00	(16,694.54)	98.20 %	1,416.67	(1,661.08)	117.25 %	
36330		Sale Of Equipment		500.00	(9,509.51)	1,901.90 %	41.67	(3,464.98)	8,315.95 %	
36350		Insurance Recoveries		0.00	(32,150.67)	0.00 %	0.00	(2,155.25)	0.00 %	
36430		Tax Refunds (Overpayments)		0.00	(5.96)	0.00 %	0.00	0.00	0.00 %	
36450		Parks Concessions		1,500.00	(258.80)	17.25 %	125.00	0.00	0.00 %	
36700		Contri And Donation From Private		9,500.00	(93,001.30)	978.96 %	791.67	(1,000.75)	126.41 %	
36930		Sale Of Notes		351,250.00	(355,000.00)	101.07 %	29,270.83	0.00	0.00 %	
36966		Operating Tran In From Capitol Proj		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
		Total Revenues		8,121,277.00	(7,492,112.90)	92.25 %	676,773.08	(488,420.54)	72.17 %	
Expenditures										
41000		General Government		(493,128.00)	435,746.66	88.36 %	(41,094.00)	30,488.92	74.19 %	
41210		City Court		(80,520.00)	73,807.93	91.66 %	(6,710.00)	7,718.43	115.03 %	
41500		Financial Administration		(356,908.00)	301,522.07	84.48 %	(29,742.33)	15,601.68	52.46 %	
41650		Human Resources		(154,078.00)	136,913.55	88.86 %	(12,839.83)	10,967.99	85.42 %	
41670		Engineering		(1,156,375.00)	256,477.36	22.18 %	(96,364.58)	7,946.51	8.25 %	
41700		Planning And Zoning		(320,025.00)	280,891.76	87.77 %	(26,668.75)	25,275.25	94.77 %	
41800		General Government Buildings		(275,104.00)	228,427.05	83.03 %	(22,925.33)	6,351.66	27.71 %	
41921		Special Events		(14,000.00)	4,946.92	35.34 %	(1,166.67)	89.00	7.63 %	
42100		Police Patrol		(1,250,054.00)	952,586.72	76.20 %	(104,171.17)	78,404.40	75.26 %	
42120		Police Support Services		(343,340.00)	311,570.10	90.75 %	(28,611.67)	29,792.87	104.13 %	
42150		Police Administration		(347,205.00)	271,536.71	78.21 %	(28,933.75)	21,359.33	73.82 %	
42151		Communications Services		(192,000.00)	187,277.64	97.54 %	(16,000.00)	0.00	0.00 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			91.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
42200		Fire Protection And Control		(1,621,888.37)	1,390,867.62	85.76 %	(135,157.36)	85,835.84	63.51 %	
42210		Fire Administration And Inspection		(324,332.63)	289,713.95	89.33 %	(27,027.72)	28,239.54	104.48 %	
43000		Public Works		(764,354.00)	623,908.04	81.63 %	(63,696.17)	27,352.57	42.94 %	
43100		Highways And Streets		0.00	(64.80)	0.00 %	0.00	(64.80)	0.00 %	
44310		Senior Citizen Activities		(43,303.00)	32,044.69	74.00 %	(3,608.58)	1,415.09	39.21 %	
44520		Museum Services		(151,940.00)	189,224.43	124.54 %	(12,661.67)	152,310.20	1,202.92 %	
44700		Parks		(321,195.00)	244,706.41	76.19 %	(26,766.25)	12,582.50	47.01 %	
44740		Park-Maintenance		(1,154,531.00)	1,023,287.44	88.63 %	(96,210.92)	31,757.92	33.01 %	
44800		Libraries		(443,542.00)	372,476.39	83.98 %	(36,961.83)	31,606.93	85.51 %	
44880		Children's Library Services		(38,377.00)	34,775.10	90.61 %	(3,198.08)	3,785.86	118.38 %	
51000		Misc Exp		(298,824.00)	286,281.01	95.80 %	(24,902.00)	2,710.61	10.89 %	
52210		Collection		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
Total	110	General Fund		(10,145,024.00)	7,928,924.75	78.16 %	(845,418.67)	611,528.30	72.33 %	
Total	110	General Fund		(2,023,747.00)	436,811.85	21.58 %	(168,645.58)	123,107.76	73.00 %	

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
120	Industrial Development Fund						91.67%
Revenues							
33800	Local Revenue Allocations	70,000.00	(111,197.61)	158.85 %	5,833.33	0.00	0.00 %
36100	Interest Earnings	100.00	(224.99)	224.99 %	8.33	(29.87)	358.44 %
	Total Revenues	70,100.00	(111,422.60)	158.95 %	5,841.67	(29.87)	0.51 %
Expenditures							
48000	Economic Opportunity	(118,500.00)	153,759.16	129.75 %	(9,875.00)	112,031.42	1,134.50 %
	Total Expenditures	(118,500.00)	153,759.16	129.75 %	(9,875.00)	112,031.42	1,134.50
Total 120	Industrial Development Fund	(48,400.00)	42,336.56	87.47 %	(4,033.33)	112,001.55	2,776.90

Account	Description	Year-To-Date		Monthly Comparative:		Estimate Avg/Mth	Month-To-Date Actual	% of Avg
		Budget Estimate	Actual	% of Budget	Actual			
121	State Street Aid Fund							91.67%
Revenues								
33551	State Gasoline And Motor Fuel Tax	269,194.00	(257,609.85)	95.70 %		22,432.83	(25,051.23)	111.67 %
36100	Interest Earnings	70.00	(211.39)	301.99 %		5.83	(21.17)	362.91 %
	Total Revenues	269,264.00	(257,821.24)	95.75 %		22,438.67	(25,072.40)	111.74 %
Expenditures								
43100	Highways And Streets	(275,000.00)	249,452.55	90.71 %		(22,916.67)	10,709.36	46.73 %
	Total Expenditures	(275,000.00)	249,452.55	90.71 %		(22,916.67)	10,709.36	46.73 %
Total	121 State Street Aid Fund	(5,736.00)	(8,368.69)	-145.90 %		(478.00)	(14,363.04)	-3,004.82

122	Parks Sales Tax Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	200.00	(316.96)	158.48 %	16.67	(39.70)	238.20 %
36425	Parks Sales Tax Receipts	494,566.00	(494,790.34)	100.05 %	41,213.83	(47,756.61)	115.88 %
	Total Revenues	494,766.00	(495,107.30)	100.07 %	41,230.50	(47,796.31)	115.92 %
Expenditures							
44400	Recreation	(300,000.00)	300,000.00	100.00 %	(25,000.00)	0.00	0.00 %
49000	Debt Service	(110,569.00)	110,093.14	99.57 %	(9,214.08)	99,000.00	1,074.44 %
	Total Expenditures	(410,569.00)	410,093.14	99.88 %	(34,214.08)	99,000.00	289.35 %
Total	122 Parks Sales Tax Fund	84,197.00	(85,014.16)	100.97 %	7,016.42	51,203.69	-729.77

123	Solid Waste Fund	Account	Description	Year-To-Date			Monthly Comparative:			91.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues										
34400		Sanitation - User Fees	790,000.00	(742,139.02)	93.94 %	65,833.33	(68,544.00)	104.12 %		
36000		Other Revenues	0.00	(2,375.00)	0.00 %	0.00	0.00	0.00 %		
36100		Interest Earnings	400.00	(795.37)	198.84 %	33.33	(89.03)	267.09 %		
36350		Insurance Recoveries	0.00	(261.20)	0.00 %	0.00	0.00	0.00 %		
37794		Sale Of Materials	10,000.00	(3,461.60)	34.62 %	833.33	(470.80)	56.50 %		
		Total Revenues	800,400.00	(749,032.19)	93.58 %	66,700.00	(69,103.83)	103.60 %		
Expenditures										
43200		Sanitation	(882,527.00)	779,353.16	88.31 %	(73,543.92)	17,830.03	24.24 %		
49000		Debt Service	(90.00)	35.31	39.23 %	(7.50)	0.00	0.00 %		
		Total Expenditures	(882,617.00)	779,388.47	88.30 %	(73,551.42)	17,830.03	24.24 %		
Total	123	Solid Waste Fund	(82,217.00)	30,356.28	36.92 %	(6,851.42)	(51,273.80)	-748.37		

124	Impact Fees	Account	Description	Year-To-Date			Monthly Comparative:			91.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues										
36100		Interest Earnings		200.00	(170.38)	85.19 %	16.67	(23.98)	143.88 %	
36421		Roads Impact Fees		4,000.00	(13,599.25)	339.98 %	333.33	(2,508.58)	752.57 %	
36422		Parks Impact Fees		2,500.00	(3,729.20)	149.17 %	208.33	(1,255.20)	602.50 %	
36423		Police Impact Fees		3,500.00	(6,066.00)	173.31 %	291.67	(1,124.37)	385.50 %	
36424		Fire Impact Fees		2,500.00	(4,021.54)	160.86 %	208.33	(759.95)	364.78 %	
		Total Revenues		12,700.00	(27,586.37)	217.22 %	1,058.33	(5,672.08)	535.94 %	
Expenditures										
51010		Roads Impact Fees		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
51020		Parks Impact Fees		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
51040		Fire Impact Fees		(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %	
		Total Expenditures		(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %	
Total	124	Impact Fees		9,410.00	(27,586.37)	293.16 %	784.17	(5,672.08)	723.33 %	

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					91.67%
Revenues						
31610	Substance Abuse Tax	350.00	(1,050.00)	29.17	0.00	0.00 %
35130	Impoundment Charges	120.00	0.00	10.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(2,817.16)	333.33	(178.12)	53.44 %
36100	Interest Earnings	50.00	(25.89)	4.17	(1.82)	43.68 %
36330	Sale Of Equipment	0.00	0.00	0.00	0.00	0.00 %
	Total Revenues	4,520.00	(3,893.05)	376.67	(179.94)	47.77 %
Expenditures						
42129	Drug Investigation And Control	(35,633.00)	35,040.96	(2,969.42)	0.00	0.00 %
	Total Expenditures	(35,633.00)	35,040.96	(2,969.42)	0.00	0.00 %
Total	140 Police Drug Fund	(31,113.00)	31,147.91	(2,592.75)	(179.94)	-6.94 %

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
31110			Real & Personal Property Tax	750,000.00	(732,713.94)	97.70 %	62,500.00	(5,852.91)	9.36 %
36000			Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100			Interest Earnings	200.00	(288.32)	144.16 %	16.67	(45.21)	271.26 %
36910			Premiums On Bonds Sold	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36920			Sale Of Bonds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
			Total Revenues	750,200.00	(733,002.26)	97.71 %	62,516.67	(5,898.12)	9.43 %
Expenditures									
49000			Debt Service	(751,141.00)	751,139.70	100.00 %	(62,595.08)	628,658.13	1,004.33 %
			Total Expenditures	(751,141.00)	751,139.70	100.00 %	(62,595.08)	628,658.13	1,004.33
Total	200		Debt Service Fund (General)	(941.00)	18,137.44	1,927.46 %	(78.42)	622,760.01	794,167.

412 Sewer Fund	Year-To-Date				Monthly Comparative:			
	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	Estimate Avg/Mth	% of Avg
Revenues								
33100 Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
36000 Other Revenues	8,000.00	(97,650.77)	1,220.63 %	666.67	(500.00)	75.00 %	666.67	75.00 %
36100 Interest Earnings	2,700.00	(6,193.54)	229.39 %	225.00	(746.81)	331.92 %	225.00	331.92 %
36330 Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
36350 Insurance Recoveries	0.00	(3,620.00)	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
36920 Sale Of Bonds	2,424,000.00	(1,663,444.00)	68.62 %	202,000.00	(354,765.00)	175.63 %	202,000.00	175.63 %
37210 Application Fees	21,000.00	(28,855.00)	137.40 %	1,750.00	(2,755.00)	157.43 %	1,750.00	157.43 %
37220 Administrative Fees	11,000.00	(10,250.00)	93.18 %	916.67	(1,000.00)	109.09 %	916.67	109.09 %
37230 Sewer User Fees	2,834,000.00	(2,903,626.08)	102.46 %	236,166.67	(250,750.41)	106.18 %	236,166.67	106.18 %
37298 Capacity Fees	414,500.00	(483,970.00)	116.76 %	34,541.67	(87,410.00)	253.06 %	34,541.67	253.06 %
37499 Commitment Fees	0.00	(450.00)	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
37995 Connection Fees	7,500.00	(11,400.00)	152.00 %	625.00	(750.00)	120.00 %	625.00	120.00 %
Total Revenues	5,722,700.00	(5,209,459.39)	91.03 %	476,891.67	(698,677.22)	146.51 %	476,891.67	146.51 %
Expenditures								
49000 Debt Service	(729,005.00)	595,017.65	81.62 %	(60,750.42)	319,443.39	525.83 %	(60,750.42)	525.83 %
52117 Administration And General Expenses	(568,679.00)	507,867.10	89.31 %	(47,389.92)	53,857.80	113.65 %	(47,389.92)	113.65 %
52210 Collection	(2,913,280.00)	2,266,424.53	77.80 %	(242,773.33)	195,761.73	80.64 %	(242,773.33)	80.64 %
52213 Sewer Treatment And Disposal	(2,958,300.00)	2,816,652.75	95.21 %	(246,525.00)	75,640.00	30.68 %	(246,525.00)	30.68 %
52223 Depreciation	(717,624.00)	678,570.75	94.56 %	(59,802.00)	61,688.25	103.15 %	(59,802.00)	103.15 %
Total Expenditures	(7,886,888.00)	6,864,532.78	87.04 %	(657,240.67)	706,391.17	107.48 %	(657,240.67)	107.48 %
Total 412 Sewer Fund	(2,164,188.00)	1,655,073.39	76.48 %	(180,349.00)	7,713.95	4.28 %	(180,349.00)	4.28 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
416	Healthcare Fund					91.67%
Revenues						
36100	Interest Earnings	200.00	(494.09)	16.67	(63.08)	378.48 %
36960	Operating Transfer In From Other	62,000.00	(54,409.55)	5,166.67	(7,848.63)	151.91 %
	Total Revenues	62,200.00	(54,903.64)	5,183.33	(7,911.71)	152.64 %
Expenditures						
51520	Insurance Employers Share	(68,500.00)	50,239.52	(5,708.33)	1,238.00	21.69 %
	Total Expenditures	(68,500.00)	50,239.52	(5,708.33)	1,238.00	21.69 %
Total 416	Healthcare Fund	(6,300.00)	(4,664.12)	(525.00)	(6,673.71)	-1,271.18

417	Stormwater Utility	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
34124	Stormwater Utility Fee	368,430.00	(361,827.35)	98.21 %	30,702.50	(34,770.00)	113.25 %
36100	Interest Earnings	300.00	(154.89)	51.63 %	25.00	(17.42)	69.68 %
	Total Revenues	368,730.00	(361,982.24)	98.17 %	30,727.50	(34,787.42)	113.21 %
Expenditures							
51520	Insurance Employers Share	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51530	Stormwater Administration	(359,482.00)	317,751.83	88.39 %	(29,956.83)	25,874.22	86.37 %
	Total Expenditures	(359,482.00)	317,751.83	88.39 %	(29,956.83)	25,874.22	86.37 %
Total	417 Stormwater Utility	9,248.00	(44,230.41)	478.27 %	770.67	(8,913.20)	1,156.56

433	Hillcrest City Cemetery	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
Revenues										
34110		General Services		2,300.00	(2,555.00)	111.09 %	191.67	(436.00)		227.48 %
34321		Cemetery Burial Charges		300.00	(2,550.00)	850.00 %	25.00	0.00		0.00 %
34323		Grave - Opening And Closing Fees		18,000.00	(14,700.00)	81.67 %	1,500.00	(850.00)		56.67 %
36100		Interest Earnings		175.00	(314.10)	179.49 %	14.58	(38.05)		260.91 %
36340		Sale Of Cemetery Lots		6,000.00	(14,250.00)	237.50 %	500.00	(750.00)		150.00 %
		Total Revenues		26,775.00	(34,369.10)	128.36 %	2,231.25	(2,074.05)		92.95 %
Expenditures										
43400		Cemeteries		(63,300.00)	47,578.14	75.16 %	(5,275.00)	3,213.36		60.92 %
		Total Expenditures		(63,300.00)	47,578.14	75.16 %	(5,275.00)	3,213.36		60.92 %
Total	433	Hillcrest City Cemetery		(36,525.00)	13,209.04	36.16 %	(3,043.75)	1,139.31		37.43 %

RESOLUTIONS....

RESOLUTION 16-06

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

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

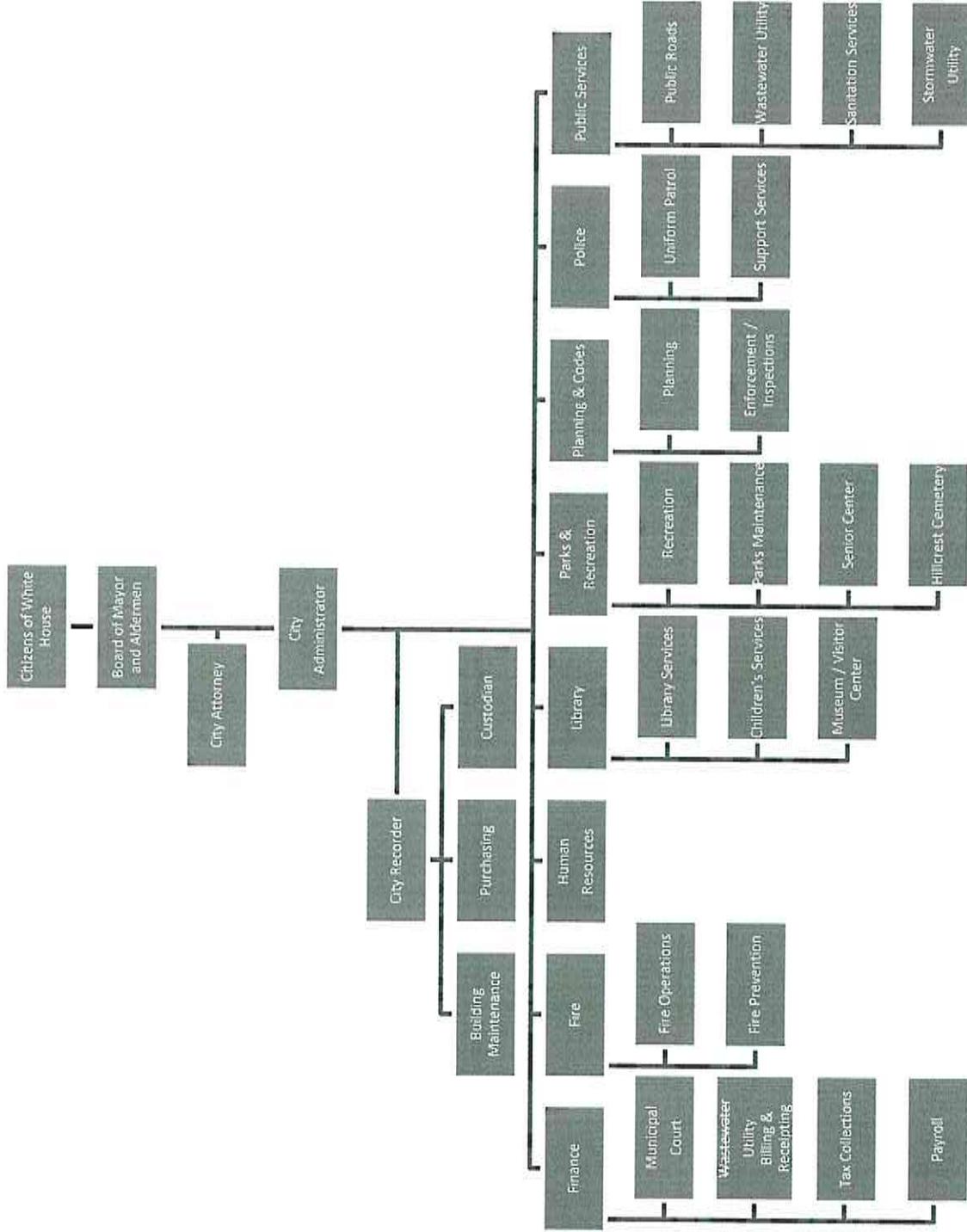
Adopted this 16th day of June 2016.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

City of White House Organizational Chart 1.5



SECTION 5 - EMPLOYMENT

5.17. TYPES OF SEPARATIONS

5.17.1. RESIGNATION

In the event an employee decides to leave the City's employ, ~~whenever possible~~, a two (2) week written notice for non-exempt employees or a thirty (30) day written notice for exempt employees shall be given to his/her supervisor. In such a case, employees must return any/or all City equipment assigned.

An unauthorized absence from work for a period of three consecutive working days will be considered a voluntary resignation. Failure to provide ~~a two (2)-week~~ the required written notice will render employee ineligible for rehire.

5.19. STAFF REDUCTION POLICY

I. Determining the Need for Staff Reduction

The decision to initiate staff reduction conversation and/or measures is a proactive stance to ensure the ongoing perpetuity of day to day business operations. By studying and assessing the viability, success and the overall performance of the city through prudent business acumen and actuarial foresight, city administration is better able to determine the critical and vital impact to the city's fiduciary standing. If determined that staff reduction measures are needed, implementation of the process will be handled exclusively through the language in said policy to ensure fairness and consistency throughout the entire process.

Department Heads are required to provide written justification to the City Administrator indicating the business necessity for staff reduction. Written justification must clearly outline the reason(s) for such action to include, but not limited to; budget, lack of work, reorganization, or reduction of staff positions beyond the city's control. The decision and/or recommendation to remove said positions or individuals will be handled in accordance to change in policy and ordinance protocol as defined in the City of White House Personnel Manual. Authority to execute staff reduction measures is deemed and/or vested by administrative privilege of the City Administrator ~~and the Board of Mayor and Aldermen.~~

SECTION 6 - BENEFITS AND LEAVE POLICIES

6.3. ANNUAL VACATION WITH PAY

Termination of Employment. An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee ~~gives at least two weeks' written notification~~ provides the required written resignation notice. ~~For notification of less than two weeks, the vacation payout shall be forfeited.~~ Failure to provide the required written notice will result in forfeiture of vacation payout. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property.

6.13. RETIREMENT BENEFITS

Description of Benefit Provisions:

1. Medical and dental insurance will be the only benefits provided.
2. Retirees will be eligible for the same level of medical and dental benefits as the City of White House's active employees.
3. Retirees must retire from the City of White House with a minimum of fifteen (15) years of service.

4. The City of White House must be the last employer.
5. For retiree only coverage or retiree / spouse coverage, the retiree will be required to pay the same percentage of the monthly medical premiums as the active employees. The City will be required to pay the remainder premium.
6. The City will be pay 100% of the dental insurance premium for retiree only coverage.
7. The retiree will pay 100% of the spousal portion and City will pay 100% of the retiree portion of the dental insurance premium for retiree / spouse coverage.
8. If the retiree returns to the workforce full-time and is eligible for employer insurance coverage, retiree coverage with the City of White House will terminate, and the retiree will not be eligible for future coverage.
9. If the retiree's spouse is eligible for coverage through his current or previous employer, he must utilize that insurance.
10. Benefits will terminate when the retiree or the retiree's spouse becomes eligible for Medicare which ever occurs later or upon the retiree's death.

6.134. 457 DEFERRED COMPENSATION PLAN

6.145. WORKERS' COMPENSATION

6.156. ELECTION DAY LEAVE

SECTION 10 – APPENDIX - PERSONNEL FORMS

CITY OF WHITE HOUSE
EMPLOYEE REQUEST

Reason: Replacement New Position
Classification: Full Time Part Time
Budgeted: Yes No
Current Job Description: Yes No
Advertise: Internal External Both

Date Needed: _____

Department: _____

Job Title: _____

Pay Grade: _____

Budget Distribution Number: _____

Employee Reports To: _____

Reason for Vacancy:

Supervisor Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

City Administrator Signature: _____

Date: _____

Original: Human Resources

**CITY OF WHITE HOUSE
EMPLOYEE REQUEST**

Reason: Replacement New Position
Classification: Full Time Part Time
Budgeted: Yes No
Current Job Description: Yes No
Advertise: Internal External Both

Date Needed: _____ **Department:** _____
Job Title: _____ **Pay Grade:** _____
Budget Distribution Number: _____
Employee Reports To: _____

Reason for Vacancy:

Department Head Signature: _____ **Date:** _____
Human Resources Signature: _____ **Date:** _____
City Administrator Signature: _____ **Date:** _____

Original: Human Resources

**City of White House
Personnel Action Form**

Effective Date: _____	
Action: _____	Details if other: _____

Employee Name: _____	
SSN: _____	Birth Date: _____
Job Title: _____	Supervisor Title: _____
Fund: _____	Pay Distribution #: _____
Current: Grade: _____ Rate: _____	New: Grade: _____ Rate: _____

Address: _____	City, State, Zip: _____
Home Phone: _____	Cell Phone: _____
Emergency Contact: _____	Contact Phone: _____

Separation Effective Date: _____	Reason: _____
Eligible for Rehire? _____	

Details of Status Change:

Employee: _____	Date: _____
Supervisor: _____	Date: _____
Department Head: _____	Date: _____
Human Resources: _____	Date: _____
City Administrator: _____	Date: _____

June 7, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Jason Barnes, Finance Director
Re: Internal Control Manual Resolution

The following resolution adopts a formal Internal Control Manual for the City. This is to comply with new State of Tennessee Comptroller requirements that changed in December 2015 (T.C.A. 9-18-102). This new law requires all local governments to establish and maintain internal controls, which shall provide reasonable assurance that:

1. Obligations and costs are in compliance with applicable law;
2. Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and
3. Revenues and expenditures are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and maintain accountability over the assets.

This manual must be adopted and in effect by June 30, 2016. Most of the objectives, policies, and procedures in this manual have already been applied to and used in City operations, however they were not in a formal written document. This process is basically formalizing our current procedures. The basics of this document were compiled by MTAS and their sources. Under the guidance of MTAS, we customized their example document to fit our city. This is considered a "living document" because while this document will be followed and is the first official Internal Control Manual, the document still must be reviewed and revised at least annually. My goal for the first review and revision of this document will be after the FYE 6/30/16 audit and continue these reviews after the annual audit every year.

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

RESOLUTION 16-07

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING THE INTERNAL CONTROL MANUAL.

WHEREAS, in 2015 and effective June 30, 2016 the Tennessee General Assembly enacted Chapter No. 112 (HB0187/SB0413) which amends *T.C.A. 9-18-102* and requires local governments to establish internal controls; and

WHEREAS, the Board of Mayor and Aldermen wishes to provide reasonable assurance that assets are safeguarded against misappropriation and unauthorized use, and that obligations are met timely and all transactions are properly recorded and accounted for, and that accurate and reliable financial reports are prepared; and

WHEREAS, the Board of Mayor and Aldermen has determined that it is in the best interest of the City of White House to adopt the revised State of Tennessee Office of the Comptroller December 2015 Internal Control and Compliance Manual; and has established its own internal control manual reference below;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve the following:

Section 1. The City of White House adopts the revised Internal Control manual as well as its own internal control manual {attached to this resolution} dated June 30, 2016.

Section 2. The revised Internal Control policy dated June 30, 2016 repeals and replaces any and all previously adopted Internal Control policies.

Section 3. This Resolution takes effect on June 30, 2016, the public welfare requiring it.

Adopted this 16th day of June 2016.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

City of White House



Internal Control Manual

Manual Effective June 30, 2016

RESOLUTION 16-07

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING THE INTERNAL CONTROL MANUAL.

WHEREAS, in 2015 and effective June 30, 2016 the Tennessee General Assembly enacted Chapter No. 112 (HB0187/SB0413) which amends *T.C.A. 9-18-102* and requires local governments to establish internal controls; and

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Adopted this 16th day of June 2016.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

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I.) INTRODUCTION

The City of White House has the responsibility to its taxpayers, ratepayers and constituents to be good stewards of public monies and property. In our efforts to serve the public as city officials or employees, the City established this Internal Control Manual using widely recognized best practices and state and federal directives.

State of Tennessee statutes require the Comptroller's Office, Department of Audit to prescribe uniform accounting systems for entities that handle public funds. Those statutes require public officials to adopt and use the system designated by the Comptroller's Office. The Tennessee Legislature amended TCA Section 9-2-102 in 2015 to require local governments to establish and maintain internal controls in accordance with guidance issued by the U.S. Government Accountability Office (GAO). The guidance is titled Standards for Internal Control in the Federal Government (Green Book). The Green Book follows the format developed by the Committee of Sponsoring Organizations (COSO) which has been the gold standard of internal control for all entities except the federal government for several years.

The internal control system consists of three objectives and 5 main components. Within the 5 components there are 17 principles that apply to certain components. The state considers the 5 elements mandatory and the 17 principles are optional. The City of White House has chosen to only address the minimum requirements of the state in this manual however the 17 principles from the Green Book are presented below for informational purposes and to help explain the 5 components.

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS THAT ARE REQUIRED TO BE ADDRESSED:

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. (The operational objective will be addressed at a later time.) The policies to achieve the objectives are derived from various financial best practices, state and federal laws, and regulations and policies may be developed to suit specific needs of city functions and resources. Detailed procedures are then developed and documented as a means for cities to comply with its established policies.

OV2.09 THE GREEN BOOK

Figure 3: The Five Components and 17 Principles of Internal Control:

CONTROL ENVIRONMENT:

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.
2. The oversight body should oversee the entity's internal control system.
3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.
4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.
5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

RISK ASSESSMENT:

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.
7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.
8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.
9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

CONTROL ACTIVITIES:

10. Management should design control activities to achieve objectives and respond to risks.
11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.
12. Management should implement control activities through policies.

INFORMATION AND COMMUNICATION:

13. Management should use quality information to achieve the entity's objectives.
14. Management should internally communicate the necessary quality information to achieve the entity's objectives.
15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

MONITORING:

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.
17. Management should remediate identified internal control deficiencies on a timely basis.

Source: GAO. GAO-14-704G

II.) CONSIDERATIONS IN DEVELOPMENT OF INTERNAL CONTROLS

Internal control is defined as a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance the city's objectives will be achieved. Before developing its Internal Control System (ICS), the city as a whole and each department should determine its mission, strategic goals and objectives, and then formulate a plan to achieve those objectives. The internal controls are policies and procedures put in place to help achieve those goals and objectives. By describing how a city/department expects to meet its various goals and objectives by using compensating controls to minimize risk, the entire city becomes more aware of expectations. Each department's internal control plan will be unique; however it must be based on polices included in this guide which incorporates or references to other comprehensive state, federal or standard setting agency polices that have been adopted. (Exhibits of excerpts from the Comptroller's Audit Manual listing TCA codes and Attorney General Opinions related to local governments are at the end of this manual).

Consistent monitoring of all components will ensure that the ICS (which must be reviewed and updated at least annually) is updated whenever changing conditions justify.

Since a city's/department's policies and procedures are the control activities for its internal control plans, it is important that they be reviewed in conjunction with the plans and referenced where appropriate. Everyone in the city has a responsibility to ensure that internal controls operate effectively.

As directed by T.C.A. 9-18-102 (a) and in accordance with the guidance issued by Tennessee Comptroller's Office, the city has adopted this internal control manual. It is critical to note that the development and operation of the internal control system involves everyone in the organization. As such, management must ensure that the manual is shared with all of its employees. The manual is a work in process and will be assessed periodically.

The following sections document the 5 components of internal control and significant financial and compliance areas that are deemed high risk.

THE GREEN BOOK STATES DOCUMENTATION IS MANAGEMENT'S RESPONSIBILITY:

3.09 Management develops and maintains documentation of its internal control system.

3.10 Effective documentation assists in management's design of internal control by establishing and communicating the who, what, when, where, and why of internal control execution to personnel. Documentation also provides a means to retain organizational knowledge and mitigate the risk of having that knowledge limited to a few personnel, as well as a means to communicate that knowledge as needed to external parties, such as external auditors.

III.) FIVE COMPONENTS OF INTERNAL CONTROL

Control Environment

Overview

The control environment is the foundation for all other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values and competence of the city's personnel; the way management assigns authority and responsibility, and organizes and develops its personnel; and the attention and direction provided by the governing body.

Objectives

- a) The governing body and management should conduct business with integrity and ethical behavior.
- b) Provide direction and oversight for city's internal control system.
- c) Hire qualified and competent management.
- d) Establish structure, authority and responsibility and hold individuals accountable for internal control responsibilities

Policies

1. A conflict of interest form is completed annually by all members of the Board of Mayor and Aldermen, City Administrator, City Recorder, Purchasing Coordinator/Risk Management Specialist, and all department heads.
2. A professional code of conduct has been adopted by the governing board and management and is reviewed annually with all employees.
3. The governing body through management has adopted a personnel manual.
4. Management has developed job descriptions with minimum job requirements.
5. The governing body also uses the budget process as a means of oversight with department heads.
6. Organizational charts are reviewed for needed changes in regards to authority and responsibility.

Procedures

Procedures of policy 1

- The Finance Director is responsible for preparing the annual conflict of interest forms for distribution.
- The forms are distributed the first working day of January and must be returned before the last working day in January.
- The Finance Director/CMFO reviews the forms when they are returned.
- If there are any conflicts documented or any conflicts suspected but not documented the cases should be discussed with the City Administrator.
- The City Administrator will schedule a meeting with the individual in question to discuss the conflict and a resolution will be made.
- The City Administrator will question the individual to determine if a suspected conflict exists that the employee was not aware was a problem and a resolution will be made.

Procedures for policies 2-4

- The Finance Director/CMFO & City Administrator review the annual audit for internal controls findings. A corrective action plan is to be developed and submitted
- The city holds annual required training where human resource topics are covered. The code of conduct and the personnel manual are always part of the training.
- Training records are reviewed to ensure all employees have successfully completed training.
- Detailed job descriptions with minimum job requirements are on file in the Human Resources Department. The minimum job requirements are based on like positions in similar governments and will meet state or federal requirements if applicable.
- Hiring procedures are detailed in the manual and prohibit hiring anyone who does not meet the minimum job requirements.

Procedures for policy 5

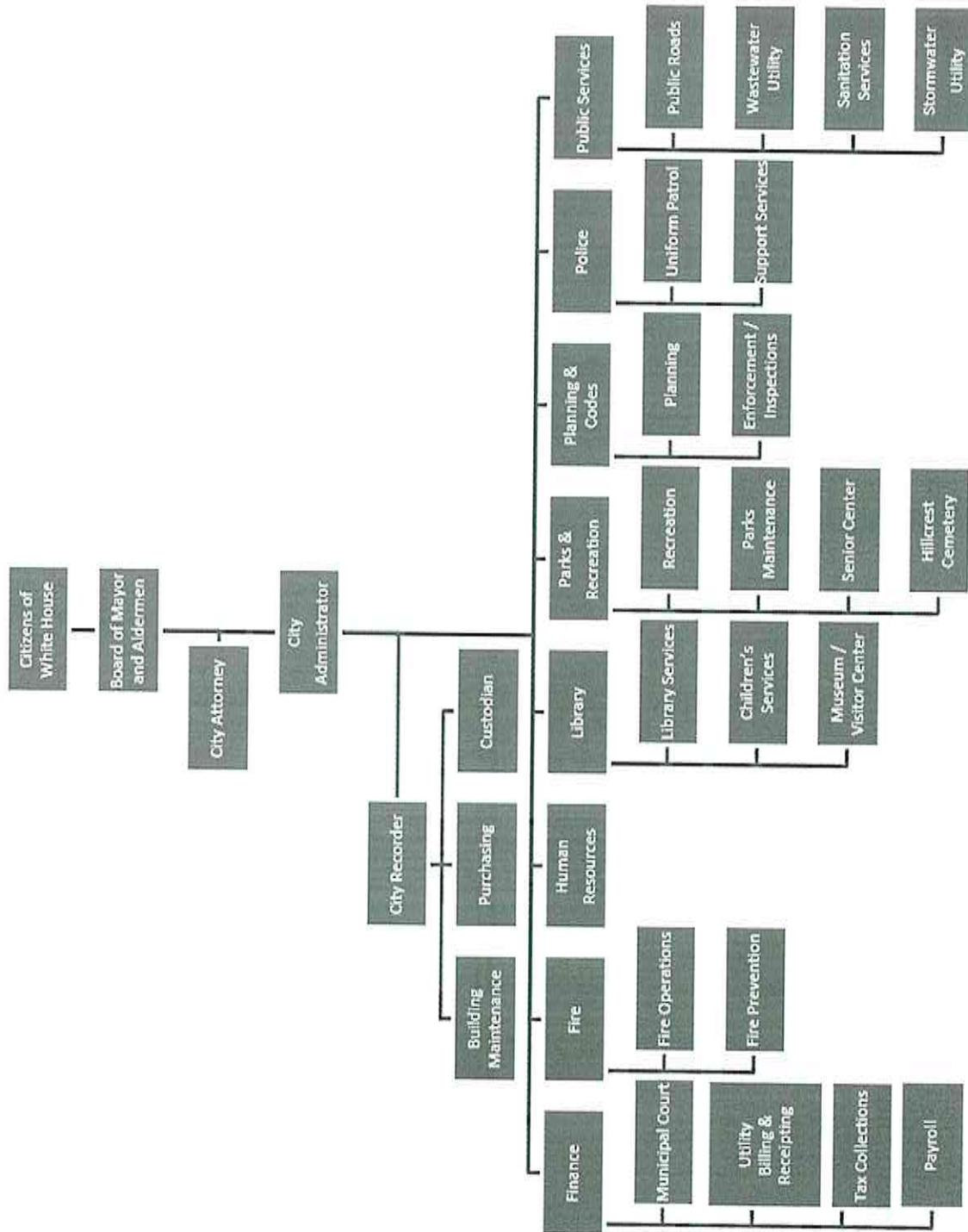
- The first budget retreat is at the end of January or beginning of February. All department heads plus the City Recorder and City Administrator are present to discuss the current year's goals and objectives, next year's capital projects and employee position request, as well as prioritize and score next year's capital projects collectively as a group.
- In February, 6-year capital improvement program (CIP) schedules are submitted to the City Recorder and the Finance Director distributes budget worksheets to all department heads and the City Administrator. The projected expenditures for the current year are due back to the Finance Director in March. After the current year projections are submitted, the Finance Director reviews the budget for potential over budget lines that might occur before the end of the fiscal year and advises the department head for that specific line item.
- At the end of February and beginning of March, the City Administrator meets individually with department heads to discuss nonstandard operating requests that do not qualify as a capital project.
- The second budget retreat is two days in March. The first day of this retreat includes everyone from the last retreat plus the Board of Mayor and Aldermen (BMA). During the first day, the results and topics of the first retreat are reviewed and presented to the BMA with more specific details. The second day of this retreat only requires the BMA, City Recorder, City Administrator, & Finance Director. During the second day, the BMA reviews the capital project presentations and prioritizes projects.
- At the end of March the Finance Director redistributes the budget worksheets to all department heads and the City Administrator's office. The proposed expenditures for the next year are due back to the Finance Director in April. At this time the Human Resources Director is also responsible for preparing all departments' personnel proposed expenditures.
- The Finance Director estimates revenues using past years' collection history and current growth indicators along with any current information relevant to the revenue streams. The Finance Director will also estimate all the appropriations not otherwise assigned to a department head.

- The BMA study session is at the beginning of May. The budget will be finalized at this meeting and the capital plan will be included in it. The Finance Director will prepare the budget ordinance for its first reading at the May board meeting and the second reading to be heard at the June meeting.
- The required public notice will be placed in the local newspaper no less than 10 days prior to second (final) reading.

Procedures for policy 6

- City organizational charts were developed based on the city structure required in the city charter.
- The charts are reviewed periodically as positions are added or changed to determine if the reporting structure, authority, and responsibility documented in the chart is still accurate.
- All positions have detailed job descriptions which identifies the immediate supervisor and explains the responsibilities of the position as required by the personnel manual.

Organizational Chart



Risk Assessment

Overview

City officials and management assess risk of operations continually. The city has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

There are risks we cannot anticipate or know about and as it relates to financial and compliance issues we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met.

Objectives

- a) Collections are complete, timely, and accurate.
- b) Disbursements are for a valid city purpose and properly recorded.
- c) Assets are properly safeguarded.
- d) City is in compliance with contractual, local, state and federal laws and regulations.

Risk

Objective "a"

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded timely.

Objective "b"

1. Disbursements could be unauthorized.
2. Disbursements could be for personal items.
3. Disbursements could be made for items never received.

Objective "c"

1. Bank balances may be inaccurate due to failure to reconcile bank accounts.
2. Capital assets or inventory items could be missing.
3. Inventory is not available when needed.

Objective "d"

1. Grant funds could be spent for unallowable items.
2. Grant rules may not be followed which could result in having to return federal funds.
3. Federal reporting requirements were not met.

The significant areas of risk are identified above and policies and procedures will be documented in the next section to explain how the city plans to put internal controls in place to help reduce some of the risks associated with these area of operations.

Control Activities

Overview

This section is where the detailed procedures will be documented. The objectives, policies and implemented procedures will be described for each of the significant areas identified in the Risk Assessment section.

General Collections/ACHs

Objectives

- a) Collections are complete, timely, and accurate.
- b) Collections are safeguarded.
- c) Collections should be recorded accurately and timely in the accounting system.

Policies

Objective "a"

1. A receipt will be issued for each collection made.
2. Each cashier will have their own cash drawer.
3. The cashier signs the cash report at the end of the day and the Assistant Finance Director verifies the cash report and signs before preparing the daily deposit.
4. No checks will be cashed from the cash drawers.
5. All cash drawers will be closed out and counted daily.
6. All funds will be deposited daily.
7. Any monies collected outside the Finance Office must be received before 1:00 pm the following business day.
8. There will be no checks or cash left out of a deposit. If there is a question as to how it should be processed, it will be deposited as miscellaneous revenue in the General Fund to be resolved later.

Procedures

Procedures for policies 1-8

- The City Finance Office has 3 clerks (AP/Court Clerk, Accounting Clerk, & Tax Clerk). The AP/Court Clerk collects court payments. The Accounting Clerk collects utility payments. The Tax Clerk collects property tax payments as well as other miscellaneous payments to the city. Each of these clerks can receipt payments for the other on a temporary "as-needed" basis determined by workload demand.
- Clerks immediately stamp all checks "For Deposit Only" and issue pre-numbered receipts for all collections. Receipt lists date, amount, payer, receipt purpose, cash or check and is signed by cashier or the system tracks cashiers receipts. A copy of the receipt is given to every customer or retained with daily cash report.
- The Assistant Finance Director will count down all Finance Office cash drawers used on the previous day every morning.
- Daily cash reports are given to the Assistant Finance Director who makes up the bank deposits.
- A police officer is notified and escorts the Tax Clerk to the bank to make the deposit.
- Daily cash reports and bank deposit records are given to the Accounting Specialist.
- The Accounting Specialist will reconcile the daily cash reports and deposit slips on weekly basis, and reconcile deposits slips and bank statements on a monthly basis. Dates will be compared to deposit records for timeliness. Miscellaneous receipts will be reviewed for accurate amounts, coding, and other required information.
- The Finance Director will periodically perform surprise cash counts to ensure there are no personal checks being held in the cash drawers and to ensure the drawers are in balance.
- To determine if receipts are being turned in daily and intact, the Assistant Finance Director will reconcile copied pages of all non-electronic receipt books to the daily deposits.

Policies

Objective "b"

9. All cash drawers are locked when unattended.
10. All cash drawers are locked in the vault while offices are closed.
11. Access to the vault is always restricted.
12. Deposit bag is secured until the police officer arrives to escort the Finance associate to the bank.
13. At no time will cash be left out in the open unattended.
14. Employees are prohibited from commingling city assets with personal assets.

Procedures

Procedures for policies 9 - 14

- The City Finance Office has 3 clerks (AP/Court Clerk, Accounting Clerk, & Tax Clerk). The AP/Court Clerk collects court payments. The Accounting Clerk collects utility payments. The Tax Clerk collects property tax payments as well as other miscellaneous payments to the city. Each of these clerks can receipt payments for the other on a temporary "as-needed" basis determined by workload demand.
- Each clerk is issued a separate cash drawer to which they have the key. The drawers are to remain locked at all times when unattended.
- The vault should be unlocked each morning, it may be left unlocked but should remain closed during the day. Once all cash drawers are counted down they should be placed in the vault and locked for the night and the weekend. Only the Assistant Finance Director, Tax Clerk, and Accounting Specialist should have access to the vault combination, which should be changed as there are changes in these three positions.
- No cash drawer counts shall be open to public view.
- All computer passwords will be changed periodically and access to collection, adjustment, voiding and other administrative functions will be restricted and checked regularly.
- The Accounting Specialist will reconcile the daily cash reports and deposit slips on a weekly basis, and reconcile deposits slips and bank statements on a monthly basis.
- The Finance Director will periodically perform surprise cash counts to ensure there are no personal checks being held in the cash drawers and to ensure the drawers are in balance.
- The Finance Director is the only person authorized to have computer software support change restrictions or change control levels.

Policies

Objective "c"

15. Chart of accounts codes will be reviewed with cashiers on a regular basis.
16. All daily collection reports are posted to the general ledger by the Assistant Finance Director.
17. All accounting system updates and changes are discussed with office staff and appropriate changes made if necessary.
18. Reconciliations are performed monthly by the Accounting Specialist.

Procedures

Procedures for polices 15-18

- All revenue codes used by the city are kept with each cashier. The Finance Director will notify the cashiers if an account code is changed or added.
- When preparing the bank deposit, the Assistant Finance Director posts the deposits to the general ledger and gives the daily cash collection reports and miscellaneous receipts to the Accounting Specialist.
- The Finance Director will notify the office staff when computer updates are scheduled. Staff is to report any problems to the Finance Director immediately.
- The Accounting Specialist will reconcile the daily cash reports and deposit slips on a weekly basis, and reconcile deposits slips and bank statements on a monthly basis.
- The Finance Director will periodically perform surprise cash counts to ensure there are not personal checks being held in the cash drawers and to ensure the drawers are in balance.

City Court

Objectives

- a) Collections are complete, timely, and accurate.
- b) Collections are safeguarded.
- c) Collections should be recorded accurately and timely in the accounting system.
- d) Tickets will be entered timely and correctly into the court system.

Policies

Objective "a"

1. A receipt will be issued for each payment for city court.
2. The Court Clerk's cash drawer will be closed out and counted daily.
3. All court funds will be deposited daily.
4. No checks will be cashed from cash drawer.

Procedures

Procedures for policies 1-4

- The Court Clerk collects court payments on a daily basis; on scheduled court dates the Tax Clerk will also assist in the collection of court payments.
- The Court Clerk keeps receipts and related software generated reports daily for all collections made.
- The Court Clerk will stamp all checks "For Deposit Only" and issue pre-numbered receipts for all collections. The receipt will contain the following: date, amount of payment, payer's name, cash or check and is signed by cashier. A copy is given to every customer.
- The Court Clerk can allow up to 5 weeks continuation to defendants after the defendant's case has been adjudicated

Policies

Objective "b"

5. The Court Clerk will have their own cash drawer.
6. Cash drawer is locked when unattended.
7. Cash drawer is locked in the vault while offices are closed.
8. Access to the vault is always restricted.
9. At no time will cash be left out and unattended.

Procedures

Procedures for policies 5-9

- The Court Clerk has their own cash drawer that is locked when unattended.
- The cash drawer is locked in the vault at the end of each business day after it has been counted.
- The court cash drawer is retrieved from the vault every morning and given to the Court Clerk to be used for the day from a secure desk location.
- Cash is not to be left unattended at any point.

Policies

Objective “c”

10. The Court Clerk will use the chart of accounts when preparing the cash report for court fines and fees.
11. Daily cash reports are given to the Assistant Finance Director along with the collections at the end of each business day.
12. Reconciliations are performed monthly by the Accounting Specialist.

Procedures

Procedures for policies 10-12

- The Court Clerk will count the drawer and prepare the daily cash report every day there is a collection. The cash report and collections will be given to the Assistant Finance Director or their designee to ensure timely deposits.
- The Assistant Finance Director will make deposit slips daily to ensure timely deposits of collections.
- The Court Clerk has revenue codes for collection of court fines and fees and enters those codes in the accounting software; if there are changes to those codes the Finance Director will notify the Court Clerk.

Policies

Objective “d”

13. The Court Clerk will accurately enter all tickets into system prior to scheduled court date.
14. Police administration keeps all voided tickets. See police administration policies for further information
15. The Court Clerk will file all tickets in order by citation number in an easily accessible location

Procedures

Procedures for policies 13-15

- The Court Clerk will enter tickets when received from police administration
- The Court Clerk will make sure all tickets are entered into system and sorted by court time prior to the beginning of the first session on the court date
- The Court Clerk will call police administration to confirm ticket information if there is a misunderstanding when entering ticket into system
- The Court Clerk will file tickets by citation number once they are disposed in a place where they can be easily retrieved

Property Tax Collections

Objectives

- a) Tax collections are complete, timely, and accurate
- b) Tax collections are safeguarded
- c) Tax collections should be recorded accurately and timely into the accounting system.
- d) Property tax bills are to be sent out in a timely manner

Policies

Objective "a" & "b"

1. The Tax Clerk will have their own cash drawer
2. The Tax Clerk will ensure correct payment amounts
3. No checks will be cashed from the cash drawer
4. The Tax Clerk will give customers a receipt in person or by mail (if requested) for all collections.
5. The cash drawer will be closed out and counted daily.
6. Daily cash reports are given to the Assistant Finance Director along with the collections at the end of each business day
7. The cash drawer is locked when unattended
8. Monies being receipted should not be left unsecured

Procedures

Procedures for policies 1-8

- The Tax Clerk will have an assigned cash drawer
- The Tax Clerk will count the cash drawer and prepare a cash report daily
- The Tax Clerk will submit daily collections intact
- The Tax Clerk will confirm the amount of taxes due to the payment amount
- The Tax Clerk will endorse all checks "For Deposit Only"
- The Tax Clerk will present a receipt to customers for each collection made and keep a copy and attach to the cash reports
- The Tax Clerk gives the collections and daily cash report to the Assistant Finance Director to make the deposit
- The Assistant Finance Director will confirm the cash report is correct, and complete a deposit slip for collections to be deposited.
- The Assistant Finance Director will give the Tax Clerk a copy of deposit slips to file with the daily receipts
- During business hours, the cash drawer will be kept locked when unattended
- The cash drawer is locked in the vault while offices are closed
- The Tax Clerk will keep all collections secured in the cash drawer until the drawer is closed

Policies

Objective "c"

9. Collections will be receipted as soon as received
10. The Tax Clerk will post daily property tax collections to the general ledger at the end of each day

Procedures

Procedures for policies 9-10

- When receipting, all transactions should be completed as soon as it can be entered into system
- Problem checks or payments should be completed as soon as the problem can be resolved
- All collections during the day will be balanced to daily cash reports
- After balancing the cash drawer, the Tax Clerk will post all property tax collections to the general ledger

Policies

Objective "d"

11. All property tax bills will be generated simultaneously as soon as tax information is available

Procedures

Procedures for policy 11

- The Tax Clerk will generate bills as soon as both Sumner and Robertson Counties make the tax information available
- The Tax Clerk will not generate any bills until both Sumner and Robertson Counties make the tax information available
- The Tax Clerk will send out bills as soon as they are generated and ready
- All property tax bills will be mailed on the same day

Utility Billings and Collections

Objectives

- a) Collections, billing, and adjustments are complete, timely, and accurate.
- b) Collections are safeguarded.
- c) Collections, billing, and adjustments should be recorded accurately and in a timely manner.
- d) Billing, account opening and closings, adjustments, and account correspondence will be conducted in a timely manner.

Policies

1. The Accounting Clerk and Utility Billing Specialist will each have an assigned cash drawer
2. A receipt will be issued for each point of sale payment made. Payments made outside of point of sale will have a system generated report.
3. Cash drawer will be closed out and counted daily.
4. All funds will be deposited within three business days.
5. No checks will be cashed from cash drawers.
6. Billing will be reconciled against reports each month.
7. Billing will be completed within the first whole business week of each month.
8. All cash drawers will be safeguarded.
9. Service orders will be completed.

Procedures

- The Accounting Clerk and Utility Billing Specialist will collect payments on a daily basis and on high volume days may be assisted by other Finance Office staff.
- Receipts and related software generated reports will be kept from all transactions, either electronic or paper format.
- All checks will be stamped "For Deposit Only" and pre-numbered receipts will be issued to point of sale payments.
- Receipts will have the following: date, payment amount, payer's name, account number, cash or check. A copy will always be given to the customer for cash collections, and if requested for check collections.
- Billing will be completed and file sent to bill printer within the first whole business week of each month.
- All billing reports will be saved electronically to the server.
- Adjustments will be made on a minimum monthly basis or more as needed.
- When necessary correspondence will be mailed out about account transactions.
- The due date for bills each month will be at least 14 days from the billing date, always between the 15th – 22nd of each month, and never on the last business day of a work week.
- The printed cut off day will be eight days after the due date each month.
- Penalties will be posted the business day following the due date after night drop and mail payments have been posted. In extenuating circumstances this may be delayed.
- On the first business day following the printed cut off day of each month, door hangers will be placed at eligible accounts' addresses for disconnection.
- On the designated day on door hangers, if accounts are still not paid, water meters will be locked off.

- Under extraordinary circumstances the Assistant Finance Director, Finance Director, or City Administrator can postpone disconnections.
- Delinquent disconnected customers will be reconnected only after the past due balance plus reconnect fees have been paid. Under extraordinary circumstances the Utility Billing Specialist, Assistant Finance Director, or Finance Director may accept a reasonable payment arrangement (not including the standard monthly bill process) to allow the customer to be reconnected.
- If a disconnection has occurred as a result of an administrative error the following people are authorized to request the reconnection: ANY Utility Billing Staff, the Public Services Director or Assistant, the Finance Director or Assistant, City Administrator, Wastewater Superintendent, or Collections Supervisor.
- There will be no after-hours reconnections unless the Assistant Finance Director, Finance Director, or City Administrator authorizes the reconnection under extraordinary circumstances or the disconnection occurred as a result of an administrative error. If an after-hours reconnection is permitted to a delinquent customer, the customer is required to pay the past due balance plus all reconnection fees before 8:00am the next business day or service is subject to be disconnected again and an additional reconnection fee will be assessed.
- All reconnection fees are assessed when the disconnection list is generated (not when the physical disconnection occurs).
- Personal checks will not be accepted as payment for any customer who is disconnected for delinquency and paying to be reconnected.
- Cash drawers will be locked when unattended, in the vault when office is closed, and cash will not be unattended at any point.
- All service orders will be completed by either Finance or Public Services department staff and entered in the system.
- New applications will be entered into the system and receipted within three business days.
- Requested account closing will be entered and completed as requested.
- Account adjustments will be reviewed and made upon approval when requests are turned in by customer, or a billing error has occurred.
- The Utility Billing Specialist will generate monthly reports and send to the Finance Director and Accounting Specialist.

General Disbursements/Drafts

Objectives

- a) Disbursements are for a valid city purpose and necessary.
- b) Disbursements are timely.
- c) Disbursements are accurately coded and recorded in the accounting system.
- d) Disbursements are legally appropriated.

Policies

Objectives "a" and "b"

1. The city has adopted purchasing policies that comply with state law.
2. Various levels of authority have been assigned.
3. Purchase orders and packing slips/invoices are matched and sent to the Accounts Payable (AP) Clerk for payment as soon as possible.
4. Checks are processed and mailed once per week to ensure invoices are paid timely.
5. All checks require two signatures.
6. No check shall be printed without appropriate documentation.

Procedures

Procedures for policies 1-3

- The city operates the purchasing function through a centralized Purchasing Coordinator.
- The city has 3 purchasing thresholds (less than \$10,000, \$10,000 - \$24,999, \$25,000 & over).
- For the "less than \$10,000" threshold: a department head (or designee) submits a purchase order to Purchasing to be approved or denied.
- For the "\$10,000 - \$24,999" threshold: a department head (or designee) submits a purchase requisition to Purchasing. Then Purchasing obtains at least 3 quotes for the product/services. They determine which quote is the most beneficial to meet the City's objectives. Purchasing and the Finance Director (or designee) approve the requisition. At this point the approved requisition becomes a PO and the order is placed.
- For the "\$25,000 & over" threshold: a department head (or designee) submits a purchase requisition to Purchasing. They develop and/or approve bid specifications. Then publish several forms of notifications of a "bid opening" process that will occur with adequate prior notice. Then they follow the "bid opening" procedures. If an acceptable bid is received, the BMA must then approve the purchase at the next public meeting. Then the requisition becomes a PO. Then Purchasing and the Finance Director approve the PO. Finally the PO is issued to the winning-bid vendor.
- For all levels of purchasing thresholds, after the PO has been approved and the order placed, the vendor will ship the goods or perform the services. When this is done to a satisfactory level the department that initiated the order will sign a document (material receiving report, packing slip, or invoice) to notify the AP Clerk that the invoice is approved to pay.
- Reference the adopted City Purchasing Manual for more specific details

Procedures for policies 4-6

- The Finance Director or Assistant Finance Director approves the weekly check run before checks are printed.
- Checks are printed every Wednesday for all invoices that are approved before the end of the day Tuesday (the checks are printed with the appropriate authorized signatures on them.)
- After checks are printed the Assistant Finance Director verifies vendor name, check number, and amount of every check with the check register report.
- Checks are mailed every Thursday.
- After checks are printed, the AP Clerk copies the checks and attaches the copies to the corresponding invoices, PO's, and any receiving documents submitted to the AP Clerk.

Policies

Objectives "c" and "d"

7. The finance office uses a computerized accounts payable system.
8. All purchase orders are coded by purchaser and verified by Purchasing and the AP clerk.
9. Invoices are entered in the accounts payable system weekly.
10. Budget availability is verified by the software when processing accounts payable invoices.

Procedures

Procedures for policies 7-10

- The city uses a computerized system for tracking purchase orders, encumbrances, and invoices.
- The purchaser receives the goods/services and approves the packing slip or invoice to be paid.
- The AP Clerk processes invoices that have been approved in the system and the system liquidates that portion (or all) of the PO and changes the amount from an encumbrance to an expense/expenditure.
- The accounting software verifies budget availability via the purchasing function and invoice processing function.

Payroll Disbursements and Payroll Liabilities

Objectives

- a) New employee information is completely and accurately acquired
- b) Payroll is accurately processed in a timely manner
- c) Minimize the risks of payroll disbursements
- d) Provide accurate annual income tax information in a timely manner

Policies

Objective "a"

1. New employee documentation shall include Personnel Action Form, W-4, and I-9
2. Withhold all applicable statutory tax deductions, all voluntary deductions, and all garnishments.

Objective "b"

3. Timesheets and Leave Request Forms are used to process payroll
4. Employees' payroll is processed every two weeks
5. Elected officials' payroll is processed once per month.

Objective "c"

6. All employees and elected officials are required to receive direct deposit
7. All checks/stubs given to Human Resources department for distribution
8. Salary/wage advances are not permissible

Objective "d"

9. Annual income tax information provided

Procedures

Procedures for policies 1-2

- When a new employee is hired the Human Resources department shall complete a Personal Action Form and obtain a completed copy of the employee's W-4 and I-9
- The Human Resources department will enter the new employee's information into the HR/Payroll software system

Procedures for policies 3-5

- Payroll is processed every two weeks
- These weeks consist of 7-day periods starting on Sunday and ending on Saturday
- Elected officials are paid a fixed amount once per month.
- Employees must submit their signed timesheet and leave request forms to their department head as soon as possible following the end of a bi-weekly pay period
- Department Heads (and Supervisors, where applicable) review timesheets and leave requests and submit approved forms to Accounting Specialist as soon as possible
- Accounting Specialist gives Department Head timesheets to the City Administrator to review and approve, the City Administrator then returns these forms to the Accounting Specialist
- Accounting Specialist processes every employee's time worked and leave request information into the software system

Procedures for policies 6-8

- Accounting Specialist prepares the ACH transaction and the Finance Director approves via the bank's online portal
- The bank calls the Accounting Specialist to verify the ACH transaction
- All employees and elected officials are required to receive direct deposit
- All checks/stubs are hand delivered to the Human Resources department for distribution
- Salary/wage advances are not permissible

Procedure for policy 9

- Wage/tax statements are issued to every person who received salaries/wages during the previous fiscal year
- W-2's are created by the software company and distributed by the Human Resources department before February 1st

Safeguarding Assets

Objectives

- a) Ensure city assets are properly valued and protected.
- b) Ensure Cash, Accounts Receivable and other asset accounts are reconciled.
- c) Ensure investments are safe and in accordance with adopted investment policy.
- d) Ensure city assets are protected against loss, misappropriation or theft.
- e) Ensure inventory items are available when needed for use.

Policies

1. All bank account statements (checking, savings, investments, etc.) are reconciled to the municipal general ledger accounts within 15 days of receipt of any statement.
2. Accounts receivable subsidiary ledgers are reconciled to original billings and amounts collected.
3. All bank accounts are appropriately collateralized.
4. All bank accounts are held in financial institutions under the name "City of White House."
5. All withdrawals, checks, liquidations, etc., from any bank account requires two signatures/electronic approvals.
6. All investments require two signatures.
7. Inventory records contain enough information to readily identify corresponding capital assets. Capital assets are tagged or otherwise identified during a physical inventory that is performed annually.
8. Proper safeguards are in place to prevent theft or loss of assets.

Procedures

Procedure for policy 1-8

- Accounting Specialist reconciles bank statements to general ledger accounts within 15 days of receipt of any statement
- Accounts receivable subsidiary ledgers are reconciled to original billings and amounts collected on a monthly basis.
- Any bank account balance that exceeds the FDIC coverage limit will be covered at 105% of the balance as per state statute. Any bank account balance maintained in a bank participating in the State Collateral Pool will be made to verify annually the accounts held are classified on the records of the bank as "Public."
- All bank accounts are held in financial institutions under the name "City of White House."
- All withdrawals, checks, liquidations, etc., from any bank account requires two signatures/electronic approvals.
- All investments require two signatures.
- The Accounting Specialist sends out a list of capital assets annually to each department to verify the accuracy of the list and make any necessary corrections.
- Capital asset records include: cost, vendor, model, serial/VIN number, date acquired, and type of capital asset.
- All inventory rooms have limited access

Compliance

Objectives

- a) Ensure that state law regarding the issuance of debt is followed.
- b) Ensure that state and federal grant regulations are understood and followed.

Policies

Objective "a"

1. The city had adopted a debt management policy in accordance with state requirements.
2. The Finance Director is well versed on the state requirements for issuing debt.

Objective "b"

3. Every department must notify the Finance Director when an application for grant funding is submitted and subsequently awarded. All grants with matching requirements must be approved by the City Administrator and Finance Director prior to submission of application.
4. Once awarded, the Finance Director is to be notified of the project budget and detailed expenditure requirements of the grantor agency.
5. The Finance Director must be provided with the grant contact information, grant or contract numbers and whether the grant is state or federal funds.

Procedures

Procedures for policies 1-2

- The city debt management policy must be followed to ensure that all debt is issued in accordance with all guidelines and laws
- The Finance Director is required to be a Certified Municipal Finance Officer (CMFO) and maintain this certification by following mandated requirements including continuing professional education training on an annual basis.
- The Finance Director will seek advice from an experienced financial advisor or consultant when issuing debt.

Procedures for policies 3-5

- Every department must notify the Finance Director when an application for grant funding is submitted and subsequently awarded. All grants with matching requirements must be approved by the City Administrator and Finance Director prior to submission of application.
- Once awarded, the Finance Director is to be notified of the project budget and detailed expenditure requirements of the grantor agency.
- The Finance Director must be provided with the grant contact information, grant or contract numbers and whether the grant is state or federal funds.

Information and Communication

Overview

Management has the responsibility to adequately communicate and provide information to both internal and external parties. It is important that employees know the objectives, policies and procedures management has established and what the expectations are for internal controls. External stakeholders also seek information regarding objectives and reliable financial information.

Objectives

- a) Necessary quality information for achieving the entity's objectives is available and used.
- b) Necessary quality information for achieving the entity's objectives is internally communicated by management.
- c) Necessary quality information for achieving the entity's objectives is externally communicated by management.

Policies

1. Information maintained in a format should be communicated in that same format. For example, if the general ledger is maintained on computer, the monthly budget to actual reports should be provided through a computer generated report from that software package.
2. Reliable and accurate quality information from municipal internal sources must be communicated to the people who need it in a timely and useful format.
3. Because the credibility of the municipality, its governing body, and its public officials is at stake whenever information is released to outside parties, management should be confident the information being released is accurate and the release is in compliance with policies and procedures.

Procedures

Procedures for policy 1

- Review and document the information requirements to achieve key objectives and address the risks of the government.
- Review and document changes that occur in the local government's objectives and the related changes in information requirements.
- Identify and evaluate the reliability and timeliness of relevant data from both internal and external sources.
- Review and evaluate whether data has been processed into quality information that allows management to make informed decisions and evaluate whether the local government is achieving its objectives

Procedures for policy 2

- Management clearly defines the lines of communication through policy manuals and organizational charts.
- Management has communicated the types of information required to achieve objectives and address risks.
- All internal control documents and related reports will be available to all staff in an appropriate method based on confidentiality and relevance to job responsibilities.
- The appropriate information delivery system has been determined (e.g. email, written memo, staff meetings, etc.) for changes and updates.
- Reports containing personally identifiable information or other protected or confidential information will be made available through communication methods that restrict internal and external access.
- Annual staff training meetings and new employee orientation, with relevant handouts and manuals, will be used to reinforce memo, email, intranet, and restricted communications.

Procedures for policy 3

- Management should develop policies and procedures for communicating with external parties.
- Management should develop policies and procedures for evaluating the reliability of information provided to and received from external parties.
- Management should develop policies and procedures for ensuring that only authorized individuals provide information to external parties.
- Management should develop policies and procedures for ensuring that restricted information is provided only to authorized external parties.
- Management should develop policies and procedures for the redacting of information when requested under the open records statutes.

Monitoring

Overview

The internal control system changes as technology, staff, objectives and policies change. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to insure the controls are being followed.

Objectives

- a) To practice activities that monitor the internal control system and evaluate the results.
- b) To address deficiencies noted in the internal control system in a timely manner.

Policies

1. To ensure that internal controls do not deteriorate and continue to work as designed over time, an annual risk assessment will be conducted by municipal management.
2. To establish more efficient and effective operations over time.
3. To ensure accurate and reliable financial information is used in decision-making.

Procedures

Procedures for policies 1-2

- Evaluate and document the current state of the internal control system and document the differences between the criteria of the design and the current condition of internal control, for purposes of establishing a baseline.
- Determine whether to change the design of internal control or implement corrective actions to improve the operating effectiveness of internal control for differences that exist.
- Monitor internal control through built in monitoring activities and periodic separate evaluations and document the results.
- Evaluate differences to determine if 1) changes in internal control have occurred but have not been documented, 2) internal control has not been properly implemented, or 3) internal control design changes are needed.

Procedures for policy 3

- A member of management will review cash drawers and deposits randomly to ensure policies are being followed, such as no cashing of personal checks, no borrowing from cash drawer and the makeup of cash vs checks is being documented.
- All accounts with financial institutions (checking, savings, investment, etc.) will be reconciled to the general ledger within 15 days of receipt of any statement from the financial institution.
- The above reconciliation will include a listing of outstanding checks and will be reviewed by management.
- Reconciling items on the above reconciliation will not be carried for more than 60 days past the date of the initial reconciliation.
- Reports comparing actual to budget amounts for revenues and expenditures (expenses) will be generated monthly and reviewed by those in a position of authority over financial operations. Those in a position of authority include, but are not limited to, Department Heads, Accounting Specialist, Assistant Finance Director, Finance Director, & City Administrator.

RESOLUTION 16-08

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING
APPROPRIATIONS FOR FINANCIAL AID OF NON-PROFIT ORGANIZATIONS**

WHEREAS, pursuant to the authority granted by Section 6-54-111 of the *Tennessee Code Annotated*, and in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities* authorizing appropriations for financial aid of the below mentioned non-profit charitable or non-profit civic organization whose services benefit the general welfare and residents of this municipality; and

WHEREAS, the below named organizations are non-profit charitable and non-profit chamber of commerce whose year-round services benefit the general welfare and economic development of this municipality; and

WHEREAS, section 6-54-111 of *Tennessee Code Annotated* authorizes appropriations of funds for financial aid of such non-profit charitable or non-profit chambers of commerce; and

WHEREAS, the *Internal Control and Compliance Manual for Tennessee Municipalities* Title 4, Chapter 3, Section 1, requires that a special resolution be adopted for each such non-profit which is to receive such funds.

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

Section 1. The Board of Mayor and Aldermen may appropriate funds from time to time, in such amount as is deemed proper, for the financial aid of Mid-Cumberland Human Resource Agency (HRA), a non-profit charitable organization whose year-round services benefit the general welfare of the residents of this municipality; the White House Area Chamber of Commerce, a non-profit business league whose year-round services benefit the economic development efforts of the municipality; Realizing Robertson's Future a non-profit organization whose focus is economic, business, and workforce development plan for Robertson County; the Tennessee Small Business Development Center at Volunteer State Community College; and The Transit Alliance of Middle Tennessee a non-profit organization that builds support for funding regional transit by mobilizing community leadership.

Section 2. A total amount of \$2,000, appropriated by the municipality for use by the Mid-Cumberland HRA, shall be spent for transportation and meals on wheels. A total amount of \$30,000 shall be appropriated by the municipality for use by the White House Area Chamber of Commerce which shall be applied towards their operating expenditures. A total amount of \$1,000 shall be appropriated by the municipality for use by Realizing Robertson's Future. A total amount of \$500 shall be appropriated by the municipality for use by the Tennessee Small Business Development Center at Volunteer State Community College. A total amount of \$250 shall be appropriated by the municipality for use by The Transit Alliance of Middle Tennessee which shall be applied towards their educational efforts about the need for a funded regional multi-modal transportation system.

Section 3. The Mid-Cumberland HRA, White House Area Chamber of Commerce, Realizing Robertson's Future, Tennessee Small Business Development Center, and The Transit Alliance of Middle Tennessee shall comply with all requirements of Section 6-54-111 of *Tennessee Code Annotated* and Title 4, Chapter 3, Section 1 of the *Internal Control and Compliance Manual for Tennessee Municipalities*, particularly with regard to submission of an annual report of its business affairs and transactions and the proposed use of municipal assistance.

Section 4. This resolution shall take effect upon its passage, the public welfare requiring it.

Adopted this 16th day of June, 2016.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

ORDINANCES....

May 10, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: An ordinance amending the Zoning Ordinance Article VII Permit Issuance, Section 8.050 Impact Fees

The City Administrator recommends approval to the Board of Mayor and Aldermen for the following amendment to the Zoning Ordinance. The ordinance proposes an amendment to Article VII Permit Issuance, Section 8.050 Impact Fees. This amendment will extend the ten (10%) calculation and assessment rate of impact fees until June 30, 2017. We will reassess the impact fees on an annual basis.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

ORDINANCE 16-10

**AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE ZONING ORDINANCE
ARTICLE VIII, PERMIT ISSUANCE REGARDING A REDUCTION IN THE IMPACT FEE
ASSESSMENT RATE.**

WHEREAS, the City of White House, Tennessee assess and collects impact fees for all new developments within the city limits of White House, Tennessee at a rate of ten percent (10%); and

WHEREAS, the impact fee assessment rate of ten percent (10%) is set to expire on June 30, 2016; as set forth in Ordinance 14-08; and

WHEREAS, on Monday, May 9, 2016, the White House Municipal Planning Commission met and voted to recommend to the Board of Mayor and Aldermen that the Zoning Ordinance of the City of White House, Tennessee, be amended as hereinafter described; and

WHEREAS, the Board of Mayor and Aldermen have reviewed such recommendation and have conducted a public hearing thereon.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE, AS FOLLOWS:

Article **VIII Permit Issuance**
Section: **8.050 Impact Fees**
Item# E **Calculation of Impact Fees Based on Fee Schedule**
Action: **Ordinance Amendment (*Amendment listed below in italics.*)**

E. Calculation of Impact Fees Based on Fee Schedule

Unless an applicant requests an administrative determination or individual assessment as set forth in the following subsections, the impact fees shall be calculated for the proposed development based on the permit allowing the use, according to the applicable use schedule. Impact fees shall be calculated and assessed at ten (10%) of the impact fee set forth in the road, police, fire, and parks impact fee schedules effective until June 30, 2017.

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: May 19, 2016 PASSED

Second Reading: June 16, 2016

Mike Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

Public Services Department

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: May 9, 2016
Re: Request to Amend Sewer Ordinance Chapter 3

On this date, May 9, 2016, I am requesting that the Mayor and Board of Alderman approve an amendment to the Sewer Ordinance Chapter 3. The amendment is the result of the University of Tennessee's MTAS Sewer Rate study, which was completed October 2014, and re-evaluated March 2016.

The effective date for this Sewer Ordinance revision would be July 1, 2016.

The requested change is as follows:

1. Chapter 3, Section 18-301 (2), entitled, "***Wastewater rates***", the MTAS consultant recommends a **3% increase** this year to keep our financials in line with the requirements of the TDEC Water and Wastewater Board. The new rate would be as follows:

Wastewater Rate Schedule Exhibit A

Fixed Rate

- a) Residential: \$17.44 to \$17.96
- b) Non-Residential: \$38.15 to \$39.30

- 1. Residential increase of **\$0.52** per unit;
- 2. Non-Residential increase of **\$1.15** per unit.

Consumption

- c) Residential: \$7.52 per 1,000 gallons to \$7.75 per 1,000 gallons
- d) Non-Residential: \$7.52 per 1,000 gallons to \$7.75 per 1,000 gallons

- 1. Residential increase of **\$0.23** per 1,000 gallons of water used.

2. Non-Residential increase of **\$0.23** per 1,000 gallons of water used.
WW Rates Continued Page 2.

**Wastewater Rate Schedule
Single Metered Multiple Units
Exhibit B**

Fixed Rate

- a) Residential: \$17.44 to \$17.96
- b) Non-Residential: \$38.15 to \$39.30

- 1. Residential increase of **\$0.52** per unit;
- 2. Non-Residential increase of **\$1.15** per unit.

Consumption

- c) Residential: \$7.52 per 1,000 gallons to \$7.75 per 1,000 gallons
- d) Non-Residential: \$7.52 per 1,000 gallons to \$7.75 per 1,000 gallons

- 1. Residential increase of **\$0.23** per 1,000 gallons of water used.
- 2. Non-Residential increase of **\$0.23** per 1,000 gallons of water used.

If you have any questions, please call me at 615-406-0177

W. Joe Moss
Director of Public Services

ORDINANCE 16-11

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, SECTION 18-301.

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

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

TITLE 18: WATER AND SEWERS
 CHAPTER 3: SEWER RATES, FEES, AND CHARGES
 SECTIONS: 18-301

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

Section 18-301. Rates.

- (2) Wastewater rates. Wastewater service shall be charged at rates established by the City of White House. Users will be charged a fixed amount based on the number of water meters installed unless one (1) water meter is used to service multiple units. In such cases, each unit will be charged at least the fixed rate for each individual unit service. The monthly wastewater rate schedule shall be as follows:

**City of White House
 Wastewater Rate Schedule
 Exhibit A**

	Residential Per Unit	Non-Residential Per Unit
Fixed Rate	\$17.44 <u>\$17.96</u>	\$38.15 <u>\$39.30</u>
Consumption	\$7.52 <u>\$7.75</u> per 1,000 Gallons	\$7.52 <u>\$7.75</u> per 1,000 Gallons

**City of White House
 Wastewater Rate Schedule
 Single Metered with Multiple Units
 Exhibit B**

	Residential Per Unit	Non-Residential Per Unit
Fixed Rate	\$17.44 <u>\$17.96</u>	\$38.15 <u>\$39.30</u>
Consumption	\$7.52 <u>\$7.75</u> per 1,000 Gallons	\$7.52 <u>\$7.75</u> per 1,000 Gallons

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: May 19, 2016 PASSED

Second Reading: June 16, 2016

 Michael Arnold, Mayor

ATTEST:

 Kerry Harville, City Recorder

Public Services Department

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: May 9, 2016
Re: Request to Amend Stormwater Ordinance Chapter 5

On this date, May 9, 2016, I am requesting that the Mayor and Board of Alderman approve an amendment to the Stormwater Ordinance Chapter 5.

The effective date for this Stormwater Ordinance revision would be July 1, 2016.

The requested change is as follows:

1. Chapter 5, Section 18-507, entitled, "*Stormwater user fee established*":

Based on our discussions at the Budget Workshop on May 5, 2016, the proposed budget for the next fiscal year reflects an increase from **\$4.56 per ERU to \$6.67 per ERU**. This is an increase of **\$2.11 per ERU**.

If you have any questions, please call me at 615-406-0177

W. Joe Moss
Director of Public Services

ORDINANCE 16-12

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 5 STORMWATER UTILITY ORDINANCE, SECTION 18-507.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding stormwater user fees;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 5 STORMWATER UTILITY ORDINANCE, Sections 18-507 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 5: STORMWATER UTILITY ORDINANCE
SECTIONS: 18-507
**Amends are made in bold, italics, and underlined text.*

Section 18-507. Stormwater user fee established.

18-507. Stormwater user fee established. There shall be imposed on each and every developed property in the City of White House, except exempt property, a stormwater user fee, which shall be set from time to time by ordinance as adopted by the board of mayor and aldermen, and in the manner and amount prescribed by this chapter. Prior to amending the stormwater user fee, the City of White House shall advertise its intent to do so by publishing notice in a newspaper of general circulation in the City of White House at least thirty (30) days in advance of the meeting of the board of mayor and aldermen which shall consider the adoption of the fee or its amendment. The initial base rate for each ERU as established with this chapter is hereby set at ~~four six dollars fifty-six sixty-seven cents (\$4.56 \$6.67) per month.~~

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: May 19, 2016 PASSED

Second Reading: June 16, 2016

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

June 8, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Jason Barnes, Finance Director
Cc: Gerald Herman, City Administrator
Re: Ordinance Adopting Annual Budget and Tax Rate

The details of this ordinance were presented at the budget study session on May 5, 2015. The details that were presented at the study session remain unchanged to this point with the exception of a few minor typographical errors. Also since the budget study session I have discovered that I misunderstood the 2016 Property Tax Ratio for Sumner County letter received from the Comptroller's Office, Division of Property Assessment. The information in this letter only applies to Tangible Business Personal Property and therefore will have a minimal impact on our City. The City received a similar letter for Robertson County last year and maintained the \$1.2315 tax rate with success. Therefore I would recommend the same (\$1.2315) rate for the upcoming year as well. The final budget document will be distributed after the second reading and passage of this ordinance. The final document will also include the detail Capital Improvement Program sheets, the six year Capital Improvement Program document, as well as other personnel schedules.

Should you have any questions about this ordinance or the budget details please let me know.

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

ORDINANCE 16-13

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET (AND TAX RATE) FOR THE FISCAL YEAR BEGINNING
JULY 1, 2016 THROUGH JUNE 30, 2017.**

Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

Whereas, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows for fiscal year 2017:

General Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Local Taxes	\$2,313,175	\$2,325,430	\$2,997,260
Intergovernmental Revenue	5,149,834	4,411,288	4,831,790
Charges for Services	138,073	125,307	146,675
Licenses and Permits	345,126	351,288	332,450
Fines and Forfeitures	131,274	99,559	100,200
Bonds Issued	0	0	0
Loan Proceeds	0	355,000	0
Interfund Charges	0	0	0
Miscellaneous Revenue	337,269	141,128	34,466
Total Cash Receipts	\$8,414,751	\$7,809,000	\$8,442,841
Beginning Cash Balance	\$8,016,456	\$4,554,827	\$4,132,867
Total Available Funds	\$16,431,207	\$12,363,827	\$12,575,708

Debt Service Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Local Taxes	\$ 720,935	\$ 716,950	\$ -
Intergovernmental Revenue	\$ -	\$ -	\$ 904,056
Miscellaneous Revenue	\$ 7,762	\$ 141	\$ 72
Total Cash Receipts	\$ 728,697	\$ 717,091	\$ 904,128
Beginning Cash Balance	\$ 92,150	\$ 35,776	\$ 1,726
Total Available Funds	\$ 820,847	\$ 752,867	\$ 905,854

State Street Aid Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Intergovernmental Revenue	\$ 269,223	\$ 277,333	\$ 284,431
Miscellaneous Revenue	\$ 103	\$ 200	\$ 175
Total Cash Receipts	\$ 269,326	\$ 277,533	\$ 284,606
Beginning Cash Balance	\$ 137,637	\$ 167,251	\$ 169,784
Total Available Funds	\$ 406,963	\$ 444,784	\$ 454,390

Drug Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Court Fines and Costs	\$ 14,260	\$ 3,731	\$ 2,700
Miscellaneous	\$ 4,796	\$ 852	\$ 524
Total Cash Receipts	\$ 19,056	\$ 4,583	\$ 3,224
Beginning Cash Balance	\$ 29,488	\$ 44,636	\$ 13,660
Total Available Funds	\$ 48,544	\$ 49,219	\$ 16,884

Hillcrest Cemetery Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Charges for Services	\$ 36,511	\$ 36,500	\$ 35,716
Miscellaneous	\$ 196	\$ 280	\$ 200
Total Cash Receipts	\$ 36,707	\$ 36,780	\$ 35,916
Beginning Cash Balance	\$ 167,505	\$ 166,012	\$ 152,092
Total Available Funds	\$ 204,212	\$ 202,792	\$ 188,008

Healthcare Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Revenue from Other Funds	\$ 63,706	\$ 62,064	\$ 69,000
Miscellaneous	\$ 216	\$ 465	\$ 300
Total Cash Receipts	\$ 63,922	\$ 62,529	\$ 69,300
Beginning Cash Balance	\$ 240,571	\$ 242,219	\$ 236,248
Total Available Funds	\$ 304,493	\$ 304,748	\$ 305,548

Impact Fee Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Impact Fees	\$ 28,103	\$ 20,873	\$ 22,000
Miscellaneous	\$ 122	\$ 159	\$ 150
Total Cash Receipts	\$ 28,225	\$ 21,032	\$ 22,150
Beginning Cash Balance	\$ 210,110	\$ 81,912	\$ 102,944
Total Available Funds	\$ 238,335	\$ 102,944	\$ 125,094

Industrial Development Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Intergovernmental Revenue	\$ 86,819	\$ 121,172	\$ 97,000
Miscellaneous	\$ 163	\$ 195	\$ 150
Total Cash Receipts	\$ 86,982	\$ 121,367	\$ 97,150
Beginning Cash Balance	\$ 100,094	\$ 146,581	\$ 129,448
Total Available Funds	\$ 187,076	\$ 267,948	\$ 226,598

Park Sales Tax Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Local Taxes	\$ 76,796	\$ 540,510	\$ 551,048
Miscellaneous	\$ 91	\$ 223	\$ 200
Total Cash Receipts	\$ 76,887	\$ 540,733	\$ 551,248
Beginning Cash Balance	\$ 121,410	\$ 63,877	\$ 194,141
Total Available Funds	\$ 198,297	\$ 604,610	\$ 745,389

Sanitation Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Charges for Services	\$ 800,578	\$ 816,996	\$ 804,600
Total Cash Receipts	\$ 800,578	\$ 816,996	\$ 804,600
Beginning Cash Balance	\$ 598,391	\$ 489,446	\$ 502,284
Total Available Funds	\$ 1,398,969	\$ 1,306,442	\$ 1,306,884

Stormwater Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Charges for Services	\$ 107,464	\$ 396,485	\$ 606,262
Total Cash Receipts	\$ 107,464	\$ 396,485	\$ 606,262
Beginning Cash Balance	\$ -	\$ 103,981	\$ 147,973
Total Available Funds	\$ 107,464	\$ 500,466	\$ 754,235

Wastewater Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Cash Receipts	\$ 2,987,447	\$ 3,772,654	\$ 3,849,022
Loan Proceeds	\$ 2,159,538	\$ 1,558,679	\$ 1,000,000
Total Cash Receipts	\$ 5,146,985	\$ 5,331,333	\$ 4,849,022
Beginning Cash Balance	\$ 2,466,666	\$ 2,806,046	\$ 1,702,924
Total Available Funds	\$ 7,613,651	\$ 8,137,379	\$ 6,551,946

SECTION 2:

That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
General Government	\$ 2,009,238	\$ 1,814,479	\$ 4,131,945
City Court	\$ 75,357	\$ 78,669	\$ 82,514
Public Safety	\$ 3,785,553	\$ 3,297,038	\$ 4,018,142
Public Works	\$ 734,711	\$ 685,424	\$ 741,702
Library and Museum	\$ 2,820,469	\$ 614,427	\$ 420,398
Parks and Recreation	\$ 1,157,650	\$ 1,428,649	\$ 927,958
Planning and Zoning	\$ 267,390	\$ 312,274	\$ 316,821
Total Appropriations	\$ 10,850,368	\$ 8,230,960	\$ 10,639,480

State Street Aid Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Streets	\$ 241,240	\$ 275,000	\$ 326,500
Total Appropriations	\$ 241,240	\$ 275,000	\$ 326,500

Drug Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Police	\$ 3,908	\$ 35,559	\$ 5,830
Total Appropriations	\$ 3,908	\$ 35,559	\$ 5,830

Debt Service Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Debt Service	\$ 767,769	\$ 748,998	\$ 866,744
Miscellaneous	\$ 1,841	\$ 2,143	\$ 2,912
Total Appropriations	\$ 769,610	\$ 751,141	\$ 869,656

Hillcrest Cemetery Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Cemetery and Maintenance	\$ 38,555	\$ 50,700	\$ 28,275
Total Appropriations	\$ 38,555	\$ 50,700	\$ 28,275

Healthcare Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Premiums Paid	\$ 7,790	\$ 8,500	\$ 8,500
Medical Claims Paid	\$ 54,484	\$ 60,000	\$ 60,000
Total Appropriations	\$ 62,274	\$ 68,500	\$ 68,500

Impact Fee Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Roads	\$ 122,359	\$ -	\$ 25,000
Parks	\$ 34,000	\$ -	\$ -
Fire	\$ 64	\$ -	\$ -
Police	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -
Total Appropriations	\$ 156,423	\$ -	\$ 25,000

Industrial Development Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Industrial Development	\$ 50,416	\$ 138,500	\$ 134,500
Total Appropriations	\$ 50,416	\$ 138,500	\$ 134,500

Park Sales Tax Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Parks	\$ 388	\$ 300,500	\$ 402,500
Debt Service	\$ 132,884	\$ 109,969	\$ 114,274
Total Appropriations	\$ 133,272	\$ 410,469	\$ 516,774

Sanitation Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Sanitation	\$ 672,054	\$ 804,122	\$ 855,421
Debt Service	\$ 52,069	\$ 36	\$ 60
Total Appropriations	\$ 724,123	\$ 804,158	\$ 855,481

Stormwater Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Stormwater Administration	\$ 3,500	\$ 352,493	\$ 596,005
Debt Service	\$ -	\$ -	\$ -
Total Appropriations	\$ 3,500	\$ 352,493	\$ 596,005

Wastewater Fund	FY 2015 Actual	FY 2016 Estimated	FY 2017 Proposed
Wastewater	\$ 4,287,853	\$ 5,781,176	\$ 3,209,299
Debt Service	\$ 519,752	\$ 653,279	\$ 774,076
Total Appropriations	\$ 4,807,605	\$ 6,434,455	\$ 3,983,375

SECTION 3.

At the end of the current fiscal year the governing body estimates balances/deficits as follows:

General Fund	\$ 4,132,867
State Street Aid Fund	\$ 169,784
Drug Fund	\$ 13,660
Debt Service Fund	\$ 1,726
Hillcrest Cemetery Fund	\$ 152,092
Healthcare Fund	\$ 236,248
Impact Fee Fund	\$ 102,944
Industrial Development Fund	\$ 129,448
Park Sales Tax Fund	\$ 194,141
Sanitation Fund	\$ 502,284
Stormwater Fund	\$ 147,973
Wastewater Fund	\$ 1,702,924

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Authorized and Unissued	Cumulative Principal Outstanding at June 30	FY 2017 Debt Principal	FY 2017 Interest Requirements
Bonds				
2008 GO Refunding Bond	\$ -	\$ 845,000	\$ 485,000	\$ 33,980
2012 GO Refunding Bond	\$ -	\$ 1,610,000	\$ 205,000	\$ 24,118
2013 GO Bond	\$ -	\$ 2,950,000	\$ 70,000	\$ 110,362
2015 GO Refunding Bond	\$ -	\$ 3,370,000	\$ 160,000	\$ 73,875
Notes				
SRF CWA 2009-246	\$ -	\$ 466,995	\$ 27,603	\$ 8,043
SRF CWSRF 2010-256	\$ -	\$ 294,956	\$ 16,320	\$ 5,004
SRF CG0 2011-278	\$ -	\$ 687,872	\$ 33,900	\$ 12,636
SRF CG1 2012-302	\$ -	\$ 3,354,264	\$ 165,888	\$ 32,784
SRF CWSRF 2012-308	\$ 334,021	\$ 500,000	\$ 22,632	\$ 4,956
SRF CG2 2013-326	\$ 964,018	\$ 1,600,000	\$ 74,424	\$ 11,748
SRF CWSRF 2016-364	\$ 800,000	\$ 800,000	\$ 35,856	\$ 8,724
2016 Fire Capital Outlay Note	\$ -	\$ 355,000	\$ 119,000	\$ 6,800

SECTION 5. During the coming fiscal year (2017) the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Hwy 31W Sidewalk (Phase 2) [80/20 Grant]	\$ 2,170,000	\$ -
1500 GPM Pumper Truck (Fire) [CON issued 2016]	\$ 96,250	\$ 355,000
Dee Cee Court Improvements	\$ 100,000	\$ -
Marquee Sign (City Hall) Project	\$ 30,000	\$ -
SR76 - Charles Drive to I-65 Improvements (RSAR)	\$ 160,000	\$ -
Police Patrol Vehicles (2)	\$ 80,000	\$ -
Asphalt Overlay Program (Public Works)	\$ 150,000	\$ -
Museum Renovation (Phase 2)	\$ 75,000	\$ -
Splash Pad (Phase 2)	\$ 250,000	\$ -
Lighting for Field #1 at Munic. Park	\$ 70,000	\$ -
LED Light Conversion at Soccer Complex	\$ 24,000	\$ -
Utility Vehicle/Truckster (Parks)	\$ 23,000	\$ -
15 Passenger Van for Senior Center	\$ 35,000	\$ -
Street Resurfacing (State Street Aid)	\$ 285,000	\$ -
LED High Mast Light Retrofit	\$ 10,000	\$ -
Hester Drive Drainage Project	\$ 85,000	\$ -
Geo 7X Series GPS Unit (Stormwater)	\$ 16,000	\$ -
Pickup Truck Extended Cab 4x4 (Stormwater)	\$ 35,000	\$ -
WWTP Effluent Irrigation/Headworks (SRF)	\$ -	\$ 500,000
Wilkinson Lane LS Upgraded (Phase 1)	\$ 60,000	\$ -
Northern Force Main Extension	\$ 200,000	\$ -
Grinder Pump Replacement Program	\$ 300,000	\$ -
Pickup Trucks 4x4 (2) (Wastewater)	\$ 65,000	\$ -
Vapex Unit at Cope's Crossing Lift Station	\$ 100,000	\$ -

SECTION 6. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

- SECTION 7. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.
- SECTION 8. A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.
- SECTION 9. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.
- SECTION 10. There is hereby levied a property tax of \$1.2315 per \$100 of assessed value on all real and personal property in Robertson County and Sumner County.
- SECTION 11. This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the City has debt issued pursuant to Title 9, Chapter 21, TCA or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, TCA approved by the Comptroller of the Treasury or Comptroller's Designee within 15 days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, TCA (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the city does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 12. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 13. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.
- SECTION 14. This ordinance shall take effect on July 1, 2016, the public welfare requiring it.

Passed First Reading: _____ May 19, 2016 _____

Passed Second and Final Reading: _____

Mayor

Attest: City Recorder

PURCHASING....

Public Services Department

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: June 2, 2016
Re: Request to Approve – Calista Road Lift Station Project - Change Order No. 1

On this date, June 2, 2016, I'm requesting that the Mayor and Board of Alderman approve Change Order No. 1 for W&O Construction Company in the amount of \$9,038.61, which is the first change order for the Calista Lift Station Rehabilitation Project and addresses the following (full document attached):

1. AC drive line reactors (input side): Calista VFD's to provide required harmonic balance;
2. AC drive line reactors (input side) and enclosures: NPC VFD's to provide required harmonic balance;
3. Additional light over the vacuum pumps at Calista

The required harmonic analysis reports indicated that 5% line reactors were required to meet the harmonic filtering requirements as specified in the City's detailed electrical specifications.

Line reactors used on the input side of a drive protect the AC drive from transient overvoltage conditions typically caused by utility capacitor switching. Input line reactors also reduce the harmonics associated with AC drives, and are recommended for all installations.

I am recommending that the Mayor and Board of Alderman approve the Change Order No. 1 for W&O Construction Company in the amount of \$9,038.61, and to add 0 days to the length of their contract.

W. Joe Moss
Director of Public Services

Date of Issuance: 3/3/2016	Effective Date:
Owner: City of White House, TN	Owner's Contract No.:
Contractor: W & O Construction Co.	Contractor's Project No.:
Engineer: McGill Associates, P.A.	Engineer's Project No.: 15.06201
Project: Calista Vacuum P.S. Electrical Imp.	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 456,700.00	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days</div>
Contract Price prior to this Change Order: \$ 456,700.00	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>
[Increase] [Decrease] of this Change Order: \$9,038.61	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>
Contract Price incorporating this Change Order: \$ 465,738.61	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ <div style="text-align: right;">days or dates</div>

<p>RECOMMENDED:</p> <p>By: <u>Cynthia Wheeler</u> By: _____ <small>Engineer (if required)</small> <small>CFR (Authorized Signature)</small></p> <p>Title: <u>Project Manager</u> Title _____</p> <p>Date: <u>5/26/16</u> Date _____</p>	<p>ACCEPTED:</p> <p>By: _____ By: _____ <small>Owner (Authorized Signature)</small></p> <p>Title _____ Title _____</p> <p>Date _____ Date _____</p>
--	--

<p>ACCEPTED:</p> <p>By: <u>Tom Neuhoff</u> By: _____ <small>Contractor (Authorized Signature)</small> <small>Funding Agency (if applicable)</small></p> <p>Title: <u>Vice President</u> Title _____</p> <p>Date: <u>5-31-16</u> Date _____</p>	<p>ACCEPTED:</p> <p>By: _____ By: _____</p> <p>Title _____ Title _____</p> <p>Date _____ Date _____</p>
---	---

May 10, 2016

McGill Associates
2240 Southerland Ave Suite 2
Knoxville, TN 37919

Re: White House Calista Pump Station
White House, TN

Dear Mrs. Wheeler,

As requested, below detailed the costs associated with the line reactors as required for the North Palmers and Calista Pump Station and the costs for adding a light over the pumps at the Calista Pump Station

Proposed Change Order Items

<u>Description</u>	<u>Qty (ea.)</u>	<u>Unit</u>	<u>Material</u>	<u>Labor</u>	<u>Subc./Freight</u>
1. Line reactors at Calista	2 ea.		\$4,630.00		
2. Line reactors and enclosures for North Palmers	2 ea.		\$1,940.80	\$288.00	
3. Light at Calista	1 ea.		\$580.00	\$125.00	
Total			\$7,150.80	\$413.00	\$0.00

<u>Item Totals</u>	
Labor	\$413.00
Supervision	\$0.00
Burden	\$206.50
Material	\$7,150.80
General Conditions	\$0.00
Subcontract/Freight	\$0.00
Subtotal	\$7,770.30
Bond	\$89.36
O H & P	\$1,178.95
TOTAL	\$9,038.61

Please review the information above and advise if this work is approved so that we may release our vendors to begin procuring materials/submittals and start work immediately.

Please feel free to call if you need any additional information.

Sincerely,

David Mattson
Project Manager

Fwd: 15.06201 2016.01.18 Calista Harmonic Analysis

From: "Byrd John" <jbyrd@ced-nashville.com>
To: "epotts.ies@att.net" <epotts.ies@att.net>
Cc: "Wilson Chip" <cwillson@ced-nashville.com>

Here is where I sent Monday

Sent from my iPhone

Begin forwarded message:

From: "Byrd, John" <jbyrd@ced-nashville.com>
Date: February 1, 2016 at 10:56:26 AM CST
To: Ed Potts <epotts.ies@att.net>
Cc: "Wilson, Chip" <cwillson@ced-nashville.com>
Subject: Fwd: 15.06201 2016.01.18 Calista Harmonic Analysis

Eddie
See below from Joe.

Thanks JB

Sent from my iPhone

Begin forwarded message:

From: <JoeMWhitehead@Faton.com>
Date: February 1, 2016 at 10:53:47 AM CST
To: <jbyrd@ced-nashville.com>
Subject: RE: 15.06201 2016.01.18 Calista Harmonic Analysis

Hey John,

The line filters / reactors will fit in the structure as we have configured. Cost is \$2,315.00 per each VFD.

Hopefully this is the solution, and we can move forward.

Thanks.
Joe.

From: Byrd, John [mailto:jbyrd@ced-nashville.com]
Sent: Friday, January 29, 2016 9:30 AM
To: Whitehead, Joe M; Touron, Scott
Subject: Fwd: 15.06201 2016.01.18 Calista Harmonic Analysis

Guys
See below looks as if the engineer approves this 5% harmonics filtering, we will need to check to see if will fit in the MCC section we are supplying and get pricing?

Thanks JB

Sent from my iPhone

Begin forwarded message:

From: Ed Potts <epotts.ies@att.net>
Date: January 29, 2016 at 8:14:14 AM CST
To: John Byrd <jbyrd@ced-nashville.com>
Subject: Fwd: 15.06201 2016.01.18 Calista Harmonic Analysis

John
Can give me a call on this?

Ed Potts

Industrial Electric Services, Inc.

Begin forwarded message:

From: David Mattson <dmattson@wacc.com>
Date: January 29, 2016 at 7:10:21 AM CST
To: Ed Potts <epotts.ies@atl.net>
Subject: FW: 15.06201 2016.01.18 Calista Harmonic Analysis

This is not approved by the engineer yet, but I wanted to see if Eaton can supply the 5% harmonic filtering once it gets approved?

From: Josh WASCON [<mailto:joshc@wasconinc.com>]
Sent: Thursday, January 28, 2016 1:02 PM
To: cindy.wheeler@mcgillengineers.com; David Mattson <dmattson@wacc.com>; Jerry WASCON <jerryc@wasconinc.com>
Subject: Fwd: 15.06201 2016.01.18 Callsta Harmonic Analysis

See below. My apologies for overlooking it was in my junk email folder.

Sent from my iPhone

Begin forwarded message:

From: Brendan Watson <bwatson@grundfos.com>
Date: January 28, 2016 at 2:31:48 PM EST
To: Josh Cravins <joshc@wasconinc.com>
Subject: Fwd: 15.06201 2016.01.18 Calista Harmonic Analysis

I re-ran the analyses for the (2) 60 HP drives for White House, TN. I added (2) 25 HP, (2) 5 HP and 6 kW of building loads.

I added 5% harmonic filtering to each drive in order for the report to indicate compliance with IEEE 519.

So, someone must purchase and install additional 5% harmonic filters for each drive to achieve compliance with IEEE 519 (with the stated assumptions).

Hopefully, this will be acceptable to the engineer.

Let me know if you have any questions or concerns.

Kind Regards,

Brendan Watson
Business Development Manager
-Controls and Monitoring-

Grundfos Water Utility, Inc.
Phone: (878)699-4847
Email: bwatson@grundfos.com

Sent from my iPhone

Cabelas.com/Galco-Holsters Galco CCW Holsters - Cabelas.com - Shop Cabelab/b Online

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Invoice from Galco Industrial Electronics Order #: W904138

From: "invoicing@galco.com" <invoicing@galco.com>

To: epotts.ies@att.net

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accounting@galco.com
sales@galco.com

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SHIPMENT TRACKING#: 124155700365321744

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Ashland City, TN 37015
USA

NOTES TO CUSTOMER
Thank you for placing your order with Galco Industrial Electronics. Attached is your invoice for order #: W904138. We appreciate the opportunity to earn your business. Your satisfaction is important to us. If you have any questions or concerns, please email us at invoicing@galco.com or call us at 800-575-5562.

INV DATE	SLP	CC	FOB	SHIP	PO NUMBER	RELEASE NO.
03/15/16	WEB	VISA	ORIG	N/A	epotts.ies@att.net	
ONE AND ONE HALF PERCENT/MONTH INTEREST IS ADDED IF NOT PAID WITHIN THIRTY DAYS						
ORDER NO.	ORDER DATE	SHIP DATE	ORDER TOTAL	FREIGHT	MISC	GRAND TOTAL
W904138	03/15/16	03/15/16	1,805.56	109.24	0.00	1,914.80
QTY ORD	QTY SHIPPD	QTY B/ORD	PART NUMBER / DESCRIPTION	PRICE	EXT. PRICE	
2	2	0	RL-08013-MTE Reactor, 80A, 0.700mH, 3Ph, N1	902.78	1,805.56	
(UOM: EA/1)				Freight Out Charges		109.24
				Invoice Total If Paid Before 04/14/16		1,914.80
				Total (\$ US Funds):		1,914.80
				Amount Paid - CC		1,914.80
				*** Balance Due ***		0.00
				VISAx9550		

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IES

**ELECTRICAL / MECHANICAL
CONTRACTORS**

April 28, 2016

W&O Construction Company
150 Construction Drive
Livingston, TN 38570

Attn: David Mattson

Re: White House Calista - (1) Type A Fixture

Industrial Electrical Services proposes to furnish cost for materials, equipment, and labor for the referenced project.

A) Provide and install (1) additional Type A Fixture.

Project Cost- \$580.00 (Five Hundred Eighty Dollars)

We appreciate the opportunity, and if we can be of any assistance, or if you need any additional information, please call or email.

Best Regards,
Edward T. Potts

Industrial Electrical Services
Tn. License # 61017
Al. License # 36274
Ms. License # 20305- MC
Classification "CE" "CMC"
Limits \$1,500,000.00
Expiration Date: 5/31/2018



198 Tennessee Waltz Pkwy.
P.O. Box 96
Ashland City, Tenn. 37015
(615) 792-5016



June 8, 2016

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Reed Hillen, Planning and Codes Director
Re: State Electrical Permit Issuing Agent Contract

This contract will allow the City to continue to be an issuing agent for State electrical permits. This service allows local electricians and builders to pull electrical permits in the city instead of having to travel to do the same. This will add no expense to the Planning and Codes Budget to continue this service.

**CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF COMMERCE AND INSURANCE
AND
CITY OF WHITE HOUSE**

This Contract, by and between the State of Tennessee, Department of Commerce and Insurance, hereinafter referred to as the "State" and City Of White House, hereinafter referred to as the "Procuring Party," is for the provision of issuance of state electrical and/or building permit, as further defined in the "SCOPE OF SERVICES."

The Procuring Party is a/an Individual, For-Profit Corporation, Non-Profit Corporation, Special Purpose Corporation Or Association, Partnership, Joint Venture, Or Limited Liability Company.
Procuring Party Place of Incorporation or Organization: Tennessee

A. SCOPE OF SERVICES:

- A.1. Upon receipt of the appropriate fee, the Procuring Party shall issue electrical and/or building permits to qualified individuals as set forth in Tenn. Comp. R. & Regs. 0780-02-01 and 0780-02-23.
- A.2. The Procuring Party shall receive, make proper disposition, and account for all monies collected for electrical and/or building permits issued as directed by the State.
- A.3. The Procuring Party acknowledges that all fees collected from the sale of the permits, except additional agent fees for electrical permits and building permits, are State funds and, until remittance, shall be held in trust for the State.
- A.4. Upon termination of the Contract, the Procuring Party shall immediately return any and all State materials entrusted to it by the Department of Commerce and Insurance.
- A.5. The Procuring Party agrees to maintain compliance with the following standards:
 - a. The Procuring Party's place of business is located in Tennessee or a state contiguous to Tennessee so that services provided hereunder are made available to citizens of the State of Tennessee;
 - b. The Procuring Party is not a convicted felon;
 - c. The Procuring Party is at least 18 years of age; and,
 - d. In accordance with Tenn. Comp. R. & Regs. 0780-02-01-.18(2) and 0780-02-23-.13(2), the Procuring Party is not related by blood or marriage, or financially associated with, any official of the Department of Commerce and Insurance.
- A.6. For an Electrical Permit Issuing Agent, the Procuring Party agrees by signing the contract that the Procuring Party is not an electrical inspector employed by Federal, State, Local Government or private industry, or an immediate family member of an electrical inspector.
- A.7. For a Building Permit Issuing Agent, the Procuring Party agrees by signing the contract, that the Procuring Party is not a State deputy building inspector or an immediate family member of a State deputy building inspector.

B. TERM OF CONTRACT:

This Contract shall be effective on July 1, 2016 ("Effective Date"), and extend for a period of sixty (60) months after the Effective Date ("Term"). The State shall have no obligation for goods or services provided by the Procuring Party prior to the Effective Date.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. The Procuring Party shall collect a fee per permit issued with the amount set by corresponding Tennessee Code Annotated 68-102-143, 68-120-101(f) and Tennessee Rules and Regulations Chapters 0780-02-01 and 0780-02-23.

- C.2. The Procuring Party may charge an additional agent fee not to exceed five dollars (\$5.00) per electrical permit and not to exceed fifteen dollars (\$15.00) per building permit.
- C.3. The Procuring Party shall submit to the State, on a weekly basis, reports of permits issued. The Procuring Party shall also remit all of the corresponding fees collected for such issued permits to the State on a weekly basis in the form of checks or money orders payable to the Department of Commerce and Insurance of the State of Tennessee. The instruments shall be forwarded to the State with all the supporting documentation as directed by the State.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The Contract may be terminated by either party by giving written notice to the other, at least thirty (30) days before the effective date of termination. Said termination shall not be deemed a breach of contract by the State. Should the State exercise this provision, the State shall have no liability to the Procuring Party. Should either the State or the Procuring Party exercise this provision, the Procuring Party shall be required to compensate the State for satisfactory, authorized services completed as of the termination date and shall have no liability to the State except for those units of service which can be effectively used by the Procuring Party. The final decision, as to what these units of service are, shall be determined by the State. In the event of disagreement, the Procuring Party may file a claim with the Tennessee Claims Commission in order to seek redress.

Upon such termination, the Procuring Party shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.4. Termination for Cause. If either party fails to properly perform or fulfill its obligations under this Contract in a timely or proper manner or violates any terms of this Contract, the other party shall have the right to immediately terminate the Contract. The Procuring Party shall compensate the State for completed services.
- D.5. Subcontracting. Neither the Procuring Party nor the State shall assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the other. If such subcontracts are approved, they shall contain, at a minimum, sections of this Contract below pertaining to "Conflicts of Interest," "Nondiscrimination," and "Records" (as identified by the section headings).
- D.6. Conflicts of Interest. The Procuring Party 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 Procuring Party in connection with any work contemplated or performed relative to this Contract other than as required by section A. of this Contract.
- D.7. Nondiscrimination. The State and the Procuring Party hereby agree, warrant, and assure that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the State or the Procuring Party on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law.

- D.8. Records. The Procuring Party shall maintain documentation for its transactions with the State under this Contract. The books, records, and documents of the Procuring Party, insofar as they relate to work performed or money paid under this Contract, shall be maintained for a period of three (3) full years from the final date of this Contract and shall be subject to audit, at any reasonable time and upon reasonable notice, by the state agency, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.9. Strict Performance. Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.10. Independent Contractor. The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint venturers, 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 Contract shall be construed to create an employer/employee 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.
- Claims against the State of Tennessee, or its employees, or injury damages expenses or attorney's fees are heard and determined by the Tennessee Claims Commission or the Tennessee Board of Claims in the manner prescribed by law (*Tennessee Code Annotated*, Sections 9-8-101 *et seq.*, 9-8-301 *et seq.*, and 9-8-401 *et seq.*). Damages recoverable against the State of Tennessee shall be expressly limited to claims paid by the Board of Claims or the Claims Commission pursuant to *Tennessee Code Annotated*, Section 9-8-301 *et seq.*
- D.11. State Liability. The State shall have no liability except as specifically provided in this Contract.
- D.12. Force Majeure. The obligations of the parties to this Contract 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, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.13. State and Federal Compliance. The Procuring Party and the State shall comply with all applicable State and Federal laws and regulations in the performance of this Contract.
- D.14. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Procuring Party 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 Contract. The Procuring Party 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.15. Completeness. This Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.16. Severability. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.
- D.17. Headings. Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

- D. 18. HIPAA Compliance. The State and Procuring Party shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH) Act and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules").
- a. Procuring Party warrants to the State that it is familiar with the requirements of the Privacy Rules, and will comply with all applicable requirements in the course of this Contract.
 - b. Procuring Party warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of the Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Procuring Party will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and Procuring Party in compliance with the Privacy Rules. This provision shall not apply if information received or delivered by the parties under this Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the parties to receive or deliver such information without entering into a business associate agreement or signing another such document.
 - d. The Procuring Party will indemnify the State and hold it harmless for any violation by the Procuring Party or its subcontractors of the Privacy Rules. This includes the costs of responding to a breach of protected health information, the costs of responding to a government enforcement action related to the breach, and any fines, penalties, or damages paid by the State because of the violation.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Gary Farley, Fire Prevention Division – Electrical, Residential, and Marina Section
Department of Commerce and Insurance
500 James Robertson Parkway
Davy Crockett Tower, 9th Floor
Nashville, Tennessee 37243
Gary.Farley@tn.gov
Telephone # (615) 741-7170
FAX # (615) 253-4895

The Procuring Party:

City of White House
Reed Hillen
105 College Street
White House, TN 37188
Telephone # 615-672-4350
FAX # 615-672-2939
Email # rhillen@cityofwhitehouse.com

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

E.3 Tennessee Department of Revenue Registration. The Procuring Party shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract.

E.4. Debarment and Suspension. The Procuring Party certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
- b. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant 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;
- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Procuring Party shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

E.5. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Procuring Party by the State or acquired by the Procuring Party on behalf of the State shall be regarded as confidential information in accordance with the provisions of applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards. Such confidential information shall not be disclosed, and all necessary steps shall be taken by the Procuring Party to safeguard the confidentiality of such material or information in conformance with applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards.

The Procuring Party's obligations under this section do not apply to information in the public domain; entering the public domain but not from a breach by the Procuring Party of this Contract; previously possessed by the Procuring Party without written obligations to the State to protect it; acquired by the Procuring Party without written restrictions against disclosure from a third party which, to the Procuring Party's knowledge, is free to disclose the information; independently developed by the Procuring Party without the use of the State's information; or, disclosed by the State to others without restrictions against disclosure. Nothing in this paragraph shall permit Procuring Party to disclose any information that is confidential under federal or state law or regulations, regardless of whether it has been disclosed or made available to the Procuring Party due to intentional or negligent actions or inactions of agents of the State or third parties.

It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Contract.

E.6. State Furnished Property. The Procuring Party shall be responsible for the correct use, maintenance, and protection of all articles of nonexpendable, tangible, personal property furnished by the State for the Procuring Party's temporary use under this Contract. Upon termination of this Contract, all property furnished shall be returned to the State in good order and condition as when received, reasonable use and wear thereof excepted. Should the property be

destroyed, lost, or stolen, the Procuring Party shall be responsible to the State for the residual value of the property at the time of loss.

- E.7. Disclosure of Personal Identity Information. The Procuring Party shall report to the State any instances of unauthorized disclosure of confidential information that come to the attention of the Procuring Party. Any such report shall be made by the Procuring Party within twenty-four (24) hours after the instance has come to the attention of the Procuring Party. The Procuring Party, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Procuring Party shall bear the cost of notification to individuals having personal identity information involved in a potential disclosure event, including individual letters and/or public notice.

IN WITNESS WHEREOF,

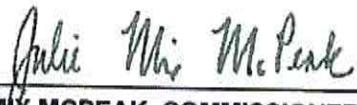
CITY OF WHITE HOUSE:

PROCURING PARTY SIGNATURE

DATE

PRINTED NAME AND TITLE OF PROCURING PARTY SIGNATORY (above)

DEPARTMENT OF COMMERCE AND INSURANCE:


JULIE M. MCPEAK, COMMISSIONER

5/11/14
DATE

June 8, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Contract for Emergency Dispatch

I am requesting authorization to enter into an interlocal agreement with the E-911 Communications District of Robertson County, Robertson County, the City of Springfield, and the City of White House. The contract language will be the same as the previous year. The only change will be the contract price and the term of the agreement. The contract price will be \$163,392.88 and the end date will be June 30, 2017. This will be a \$28,607.12 decrease from last year. The contract is for annual furnishing of dispatching services for the purpose of emergency dispatch at the E-911 facility. This has been budgeted for the 2016-2017 annual budget.

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

RENEWAL INTERLOCAL AGREEMENT BETWEEN THE E911 EMERGENCY COMMUNICATION DISTRICT OF ROBERTSON COUNTY, TENNESSEE, AND ROBERTSON COUNTY, TENNESSEE, THE CITY OF SPRINGFIELD, TENNESSEE AND THE CITY OF WHITE HOUSE, TENNESSEE

This Joint Renewal Agreement made and entered into between the E911 Emergency Communications District of Robertson County, Tennessee, a corporate body politic organized pursuant to the provisions of Tennessee Code Ann. 7-86-105 (hereinafter referred to as "**The District**"); Robertson County, Tennessee, a political Subdivision of the State of Tennessee (hereinafter referred to as "**The County**"); The City of Springfield, Tennessee, a political subdivision of State of Tennessee (hereinafter referred to as "**Springfield**"); and The City of White House, Tennessee, a political subdivision of State of Tennessee (hereinafter referred to as "**White House**").

WHEREAS, dispatch operations of police, fire and emergency personnel in Robertson County have been studied and discussed for the last several years, including the prior formation of a Joint Study Committee consisting of representative from the District, Springfield, White House and the County; and

WHEREAS, all parties reached a prior Agreement to enter into a true consolidated dispatch operation such that all dispatchers will be employees of the District and be under the supervision and direction of the District Director and the E911 District Board with that Initial Agreement effective for the period of September 1, 2014 through June 30, 2015 and the prior renewal of the original Agreement being from July 1, 2015 to June 30, 2016; and

WHEREAS, the parties wish to renew the Initial Agreement for a new 12 month period as set forth herein.

NOW, THEREFORE, the parties agree as follows:

1. The term of this Renewal Agreement is for a 12 month period, beginning July 1, 2016 and ending June 30, 2017.

2. During this term of this Agreement, the District agrees to provide for the dispatching of the respective governmental entity fire services, law enforcement services, emergency medical and other emergency services as provided within their jurisdictions, twenty-four (24) hours a day, seven (7) days a week, for the duration of this Agreement. In the case of the County, this will also include other entity dispatch services for which the County has assumed prior responsibility.

3. Cost allocation as set forth herein shall be based on percentage of emergency and non-emergency calls for service. As compensation for the emergency dispatch services provided for the initial term of this Agreement, the County, Springfield and White House will pay the following designated amounts to the District,

The County - \$920,815.85 is 66.5% of salary and benefits for all dispatch personnel and is payable in the amount of \$76,734.65 per month;

Springfield - \$300,476.75 is 21.7% of salary and benefits for all dispatch personnel and is payable in the amount of \$25,039.73 per month;

White House - \$163,392.88 is 11.8% of salary and benefits for all dispatch personnel and is payable in the amount of \$13,616.07 per month;

These amounts are payable by each entity to the District during the term of this Agreement in equal monthly installments as set forth above. Each monthly installment will be billed to the respective entity on the first day of each month and due no later than the tenth day.

4. The parties agree that upon joint renewal of this Agreement for succeeding years, the parties will use the same sharing percentage of the proposed District budget as the beginning percentages for the current year unless the percentage of calls for service changes or the District dispatch budget changes. Any renewal agreement shall be approved by all the respective entities and the District. To the extent possible, the budget

costs for each upcoming prospective fiscal year shall be established by the District and presented to each entity by April 15th of each year, using the dispatch information available for the 12 months preceding April 1st of that year, to allow each entity to establish that amount in their upcoming fiscal year budget which would take effect July 1st and to renew this Agreement by action of their respective governing body, understanding that the County budget is usually not final and approved until after this renewal date.

5. The dispatch services referenced above shall be provided by the District using its own employees who are subject to being hired, disciplined and terminated by the District and who are compensated as employees of the District out of its annual budget for the fiscal year 2016-2017 and for each fiscal year thereafter for any annual renewal of this Agreement.
6. Neither the District or any of the contracting entities will withdraw from this Agreement during any contract year without first giving prior 6 months written notice to all other contracting parties.
7. The parties further agree that the purpose of this Interlocal Agreement is to comply with E911 Revenue Standard Number 21 adopted by the Tennessee Emergency Communication Board pursuant to the authority granted it be Tenn. Code Ann. 7-86-306(9) and to comply with the provisions of Tenn. Code. Ann. 12-9-101, et seq., regarding Interlocal Agreements between local governmental units.

IN WITNESS WHEREOF, each party has caused this Interlocal Agreement to be executed by an authorized person on the date indicated by his or her name.

ROBERTSON COUNTY, TENNESSEE

Date: _____

By: _____

Howard Bradley
Its: County Mayor

**THE EMERGENCY COMMUNICATION
DISTRICT OF ROBERTSON COUNTY**

Date: 5-17-2016

By: 
Kathy Spears
Its: Chairman

CITY OF SPRINGFIELD, TENNESSEE

Date: _____

By: _____
Billy P. Carneal
Its: Mayor

CITY OF WHITE HOUSE, TENNESSEE

Date: _____

By: _____
Michael Arnold
Its: Mayor

June 8, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Cummins Crosspoint Agreement

The City's generator maintenance contract is up for renewal with Cummins Crosspoint. The summary breakdown is below, and the details of the agreement are attached.

The proposed contract increased less than 2% from the prior original contract pricing. Since the increase is under 10% we are permitted to sign another contract without going back out to bid for this service.

Department	Site Name	3 year Price	Price Per Year
Building Maintenance	City Hall	\$ 5,881.41	\$ 1,960.47
Fire	Fire Hall #1	\$ 5,352.18	\$ 1,784.06
Fire	Fire Hall #2	\$ 5,881.41	\$ 1,960.47
Police	Police Station	\$ 4,940.55	\$ 1,646.85
Public Works	PW Building	\$ 4,940.55	\$ 1,646.85
Wastewater	N. Palmers Vac.	\$ 6,219.03	\$ 2,073.01
Wastewater	Cope's Crossing	\$ 6,675.69	\$ 2,225.23
Wastewater	WWTP #1	\$ 7,227.12	\$ 2,409.04
Wastewater	WWTP #2	\$ 5,881.41	\$ 1,960.47
Wastewater	Sage Road L.S.	\$ 5,120.34	\$ 1,706.78
		\$ 58,119.69	\$ 19,373.23

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.



5/18/2016

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

Attn: Derek Watson

RE: Power Generation Planned Equipment Maintenance Agreement

Your emergency power generation equipment was designed to provide protection for your most critical needs during a power outage. In order to ensure your emergency power will be available when it is truly needed, it is essential to properly maintain your equipment.

Enclosed you will find our proposal to provide Planned Equipment Maintenance on your power generation system. The scope of service proposed has been specifically designed to properly maintain the entire system according to manufacturers' recommendations and takes into account Cummins Crosspoint's decades of industry experience. Please contact me with any questions you may have.

Our team is available 24 hours a day, seven days a week should you experience any problem or have specific questions regarding your power generation system. Cummins Crosspoint has over 100 mobile service technicians, factory trained and certified, equipped with the latest troubleshooting equipment and software, properly calibrated tooling, supported by a team of field service engineers and \$1.4M of service parts to support our customers.

In order to execute the agreement please sign and return via fax, email, or drop the agreement in the US mail to: PEM Administration Group, 2601 Fortune Circle E Drive, 300C, Indianapolis, IN 46241. We will promptly reply with a fully executed agreement and initiate the scheduling process. Your first service event will be scheduled within 60 days of contract execution or as indicated in the agreement.

Sincerely,

Art King

Art King
Account Manager/PM Sales
Office: (865) 523-0446
Cell: (931)704-5858
Email: art.king@cummins.com

Cummins Crosspoint, LLC
Planned Equipment Maintenance Administrative Group
2601 Fortune Circle E Drive, 300C
Indianapolis, IN 46241
Phone: (317) 244-7254
Fax: (317) 486-5282
E-mail: pmadmin@cummins.com

Service Locations: Evansville, Indianapolis, Fort Wayne, Mishawaka - IN; Normal, Eldorado - IL; Louisville, Hazard - KY; Nashville, Knoxville - TN; Fairmont, Cross Lanes - WV

Website: crosspoint.cummins.com



Nashville
 706 Spence Lane
 Nashville, TN 37217
 Phone: (615) 366-4341
 Fax: (615) 366-5693

PLANNED EQUIPMENT MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information	
City Of White House 105 College Street White House, TN 37188	Name: Derek Watson Phone: (615) 672-4350 Cell: Fax: (615) 672-2939 E-mail: dwatson@cityofwhitehouse.com	Quote Date:	5/18/2016
Customer #: 208422		Quote Expires:	7/17/2016
Payment Type: Other		Quote ID:	QT-12285
		Quoted By:	Art King
		Quote Term:	3 Year

Site Name: CITY HALL

(105 COLLEGE STREET WHITE HOUSE TN 37188)

Unit Name: New City Hall
 Make: Onan
 Model: DSHAB
 S/N: E080184158
 Size: 175kW
 ATS Qty: 1
 Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$333.04	\$333.04
1	August	Full Service	1	\$700.87	\$700.87
1	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56
2	April	Inspection	1	\$333.04	\$333.04
2	August	Full Service	1	\$700.87	\$700.87
2	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56
3	April	Inspection	1	\$333.04	\$333.04
3	August	Full Service	1	\$700.87	\$700.87
3	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56

Site Name: FIRE HALL # 1

(416 HIGHWAY 76 WHITE HOUSE TN 37188)

Unit Name: Fire Hall #1
 Make: Onan
 Model: DGHDA
 S/N: D140661748
 Size: 50kW
 ATS Qty: 1
 Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$269.10	\$269.10
1	August	Full Service	1	\$597.40	\$597.40
1	December	Loadbank (4 Hrs)	1	\$917.56	\$917.56
2	April	Inspection	1	\$269.10	\$269.10
2	August	Full Service	1	\$597.40	\$597.40
2	December	Loadbank (4 Hrs)	1	\$917.56	\$917.56
3	April	Inspection	1	\$269.10	\$269.10
3	August	Full Service	1	\$597.40	\$597.40
3	December	Loadbank (4 Hrs)	1	\$917.56	\$917.56

Site Name: FIRE HALL # 2

(BUSINESS PARK DR WHITE HOUSE TN 37188)

Unit Name: Fire Hall #2
 Make: Onan
 Model: DSGAB
 S/N: F080188685
 Size: 125kW
 ATS Qty: 1
 Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$333.04	\$333.04
1	August	Full Service	1	\$700.87	\$700.87
1	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56
2	April	Inspection	1	\$333.04	\$333.04
2	August	Full Service	1	\$700.87	\$700.87
2	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56

3	April	Inspection	1	\$333.04	\$333.04
3	August	Full Service	1	\$700.87	\$700.87
3	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56

Site Name:HIGH SCHOOL

(508 TYREE SPRINGS ROAD WHITE HOUSE TN 37188)

Unit Name: Copes Crossing

Make: Kohler

Model: 350REOZDD

S/N: 2291684

Size: 350kW

ATS Qty: 1

Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$333.04	\$333.04
1	August	Full Service	1	\$867.63	\$867.63
1	December	Loadbank (4 Hrs)	1	\$1,024.56	\$1,024.56
2	April	Inspection	1	\$333.04	\$333.04
2	August	Full Service	1	\$867.63	\$867.63
2	December	Loadbank (4 Hrs)	1	\$1,024.56	\$1,024.56
3	April	Inspection	1	\$333.04	\$333.04
3	August	Full Service	1	\$867.63	\$867.63
3	December	Loadbank (4 Hrs)	1	\$1,024.56	\$1,024.56

Site Name:N PALMERS CHAPEL RD VAC

(STATION BROOKVIEW DRIVE WHITE HOUSE TN 37188)

Unit Name: VAC STATION 1

Make: Onan

Model: DSHAD

S/N: D130489770

Size: 230kW

ATS Qty: 1

Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$333.04	\$333.04
1	August	Full Service	1	\$783.41	\$783.41
1	December	Loadbank (4 Hrs)	1	\$956.56	\$956.56
2	April	Inspection	1	\$333.04	\$333.04
2	August	Full Service	1	\$783.41	\$783.41
2	December	Loadbank (4 Hrs)	1	\$956.56	\$956.56
3	April	Inspection	1	\$333.04	\$333.04
3	August	Full Service	1	\$783.41	\$783.41
3	December	Loadbank (4 Hrs)	1	\$956.56	\$956.56

Site Name:POLICE DEPARTMENT

(303 N PALMERS CHAPEL RD WHITE HOUSE TN 37188)

Unit Name: Police Department

Make: Kohler

Model: 40-ROZJ

S/N: 0723131

Size: 40kW

ATS Qty: 1

Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$269.10	\$269.10
1	August	Full Service	1	\$500.19	\$500.19
1	December	Loadbank (4 Hrs)	1	\$877.56	\$877.56
2	April	Inspection	1	\$269.10	\$269.10
2	August	Full Service	1	\$500.19	\$500.19
2	December	Loadbank (4 Hrs)	1	\$877.56	\$877.56
3	April	Inspection	1	\$269.10	\$269.10
3	August	Full Service	1	\$500.19	\$500.19
3	December	Loadbank (4 Hrs)	1	\$877.56	\$877.56

Site Name:PUBLIC WORKS BUILDING

(427 INDUSTRIAL DRIVE WHITE HOUSE TN 37188)

Unit Name: Public Works

Make: Onan

Model: DGBB

S/N: K020437049

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$269.10	\$269.10
1	August	Full Service	1	\$500.19	\$500.19

Size: 35kW
 ATS Qty: 1
 Notes:

1	December	Loadbank (4 Hrs)	1	\$877.56	\$877.56
2	April	Inspection	1	\$269.10	\$269.10
2	August	Full Service	1	\$500.19	\$500.19
2	December	Loadbank (4 Hrs)	1	\$877.56	\$877.56
3	April	Inspection	1	\$269.10	\$269.10
3	August	Full Service	1	\$500.19	\$500.19
3	December	Loadbank (4 Hrs)	1	\$877.56	\$877.56

Site Name:Sage Road Lift Station

(510 Hester Drive White House TN 37188)

Unit Name: Sage Road Lift Station
 Make: Kohler
 Model: 100REOZJF
 S/N: SGM32BR5V
 Size: 100kW
 ATS Qty: 1
 Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$269.10	\$269.10
1	August	Full Service	1	\$597.40	\$597.40
1	August	Loadbank (4 Hrs)	1	\$840.28	\$840.28
2	April	Inspection	1	\$269.10	\$269.10
2	August	Full Service	1	\$597.40	\$597.40
2	August	Loadbank (4 Hrs)	1	\$840.28	\$840.28
3	April	Inspection	1	\$269.10	\$269.10
3	August	Full Service	1	\$597.40	\$597.40
3	August	Loadbank (4 Hrs)	1	\$840.28	\$840.28

Site Name:WWTP

(725 INDUSTRIAL DRIVE WHITE HOUSE TN 37188)

Unit Name: Emer Gen Set
 Make: Onan
 Model: DFCE
 S/N: L020444583
 Size: 400kW
 ATS Qty: 1
 Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$333.04	\$333.04
1	August	Full Service	1	\$976.44	\$976.44
1	December	Loadbank (4 Hrs)	1	\$1,099.56	\$1,099.56
2	April	Inspection	1	\$333.04	\$333.04
2	August	Full Service	1	\$976.44	\$976.44
2	December	Loadbank (4 Hrs)	1	\$1,099.56	\$1,099.56
3	April	Inspection	1	\$333.04	\$333.04
3	August	Full Service	1	\$976.44	\$976.44
3	December	Loadbank (4 Hrs)	1	\$1,099.56	\$1,099.56

Unit Name: WWTP Gen Set 2
 Make: Onan
 Model: DGDK
 S/N: K020437050
 Size: 125kW
 ATS Qty: 1
 Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	April	Inspection	1	\$333.04	\$333.04
1	August	Full Service	1	\$700.87	\$700.87
1	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56
2	April	Inspection	1	\$333.04	\$333.04
2	August	Full Service	1	\$700.87	\$700.87
2	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56
3	April	Inspection	1	\$333.04	\$333.04
3	August	Full Service	1	\$700.87	\$700.87
3	December	Loadbank (4 Hrs)	1	\$926.56	\$926.56

Total Agreement Amount:*

\$58,119.83

**Quote does not include applicable taxes*



Nashville
 706 Spence Lane
 Nashville, TN 37217
 Phone: (615) 366-4341

PLANNED EQUIPMENT MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information	
City Of White House 105 College Street White House, TN 37188	Name: Derek Watson Phone: (615) 672-4350 Cell: Fax: (615) 672-2939 E-mail: dwatson@cityofwhitehouse.com	Quote Date:	5/18/2016
Customer #: 208422		Quote Expires:	7/17/2016
Payment Type: Other		Quote ID:	QT-12285
		Quoted By:	Art King
		Quote Term:	3 Year

Total Agreement Amount:*

\$58,119.83

**Quote does not include applicable taxes*

Comment:

Service Schedule:

Full Service- Aug 2016, 17, 18

Load Bank- Dec 2016, 17, 18

Inspection- April 2017, 18, 19

Please return signed agreement to:
 Cummins Crosspoint LLC
 Attn: PEM Administration Group
 2601 Fortune Circle E Drive, 300C
 Indianapolis, IN 46241
 Fax 317-486-5282
 E-mail: pmadmin@cummins.com

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to buy from Seller, the foregoing products/services upon the terms and conditions set forth in the "Planned Equipment Maintenance Agreement Terms and Conditions" attached hereto, which are hereby incorporated herein by reference.

Checking the adjacent box indicates that the Auto Renew provision is rejected.

Customer Approval (Quote ID QT-12285)

Cummins Crosspoint, LLC.

Signature: _____ Signature: _____

Date: _____ Date: _____

Please return this sheet only.

PLANNED EQUIPMENT MAINTENANCE AGREEMENT TERMS AND CONDITIONS

Proposal for: City Of White House

Quote ID: QT-12285

Agreement offered is valid for acceptance until 7/17/2016

This Agreement, when accepted by you and approved by a Cummins Crosspoint, LLC (the "Company") authorized representative, will constitute the entire exclusive agreement between us for the services to be. All prior oral or written understandings are superseded by this agreement. The parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. This Agreement may not be amended unless agreed to in writing by an authorized representative of the Company.

Scope of Services

The Company shall perform maintenance on the equipment listed on the front side of this Agreement. The scope of these maintenance services is more fully described in the "Scope of Services". No other work, materials or activities are included in this agreement unless agreed to in supplemental documentation.

Agreement Term - Automatic Renewal Provision

Unless the customer rejects the automatic renewal provision, this Agreement will automatically renew at the end of the initial term for a period equal to the initial term (the "Renewal Term"). In such event, cost increases for the Renewal Term will not exceed three (3%) percent per year. Either party has the right to terminate this Agreement with thirty (30) days prior written notice, unless the work has already been performed.

Maintenance Service

All services hereunder will be performed between 6:00 a.m. and 6:00 p.m., Monday through Friday, excluding holidays unless agreed to in writing by the Company prior to the execution of this Agreement.

Coverage and Limitations

The Company warrants and agrees that all parts and materials shall be suitable for the use intended. For any parts manufactured by Cummins Inc. (CMI) or its subsidiaries, the only warranty that applies is the written Limited Warranty provided by CMI for that part. Limited Warranties may apply for select parts provided by third party manufacturers only to the extent as defined in writing by the third party component manufacturer's warranty. The sole remedy is the repair or replacement of the affected part by Company's discretion.

NO OTHER WARRANTIES APPLY, INCLUDING IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL THE COMPANY BE LIABLE FOR LOSS OF PROFITS OR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES CAUSED BY PRODUCTS OR SERVICES THAT WE SUPPLY.

The Company is not responsible for any expenses for damages, including materials or labor, to repair damage caused by abuse, accident, theft, acts of third party, operation of equipment in a manner outside of the operations recommendation of the Company for such equipment, or force of nature, or if repairs or servicing are performed by a party other than the Company. The Company shall not be responsible for failure to render service or repairs for causes beyond its control, including strikes and labor disputes.

Payment Terms

For accounts with approved credit, payment terms are net 30 days from date of invoice. For all others, payment is due when the service is invoiced.

General

1. You represent that you own the equipment subject to this Agreement, or, if you are not the owner, that you have the authority to enter into this Agreement.
2. Any notice or other communication given hereunder shall be in writing and mailed to address shown on this Agreement. Any such notice shall be deemed given when deposited in the United States mail. Any notices to be provided to the Company shall be mailed to:

Cummins Crosspoint, LLC
Attn: PEM Administration Group
2601 Fortune Circle E Drive, 300C
Indianapolis, IN 46241

3. This Agreement shall be deemed to have been entered into and shall be construed in accordance with the laws of the state in which this agreement is executed.

4. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

Rev July 2014





Power Generation System Planned Equipment Maintenance

INSPECTION (MONTHLY, QUARTERLY, OR ONE-TIME PER YEAR)

Battery & Battery Charger System

- Check battery charger functions
- Cable connections, termination cleanliness and security
- Check electrolyte level, vent caps of all cells in the starting batteries
- Battery Conductance Test

Fuel System

- Inspect main tank/day tank fuel level
- Inspect day tank controls and pumps. Test operate day tank controls (where available)
- Inspect all fuel hoses, clamps, pipes, components, and fittings
- Inspect governor linkage
- Visually inspect rupture/containment basin
- Water in Fuel Test - Sub-base, day tanks
- Optional - fuel sample for laboratory analysis*

Engine Cooling System

- Inspect all hoses and clamps for leaks, coolant level and condition
- Inspect radiator cap and filler neck condition
- Inspect drive belts, observe alignment and deflection
- Observe coolant heater operations
- Utilize DCA test strip to record coolant properties
- Inspect radiator surfaces, shrouds, and barriers for obstruction
- Visually inspect low temperature after cooler coolant
- Optional -coolant sampling*

Engine & Lubrication System

- Inspect lubrication system (visually check oil level)
- Inspect crankcase ventilation system
- Inspect spark ignited ignition system

Intake/Exhaust System

- Inspect air cleaner element and entire intake system
- Inspect exhaust system and rain cap
- Inspect louver operations

Generator Controls & Power Connections

- Visually inspect all engine mounted wiring, senders, and devices
- Visually inspect all control mounted components and wiring
- Lamp test all lights and indicators
- Visually inspect breaker and power connections
- Manually operate generator main breaker(s) open and closed*

*NOTE: Will not exercise breakers or contactors on a paralleling device.

Generator Operations

- Start and observe generator and equipment operations
- Verify engine and generator safeties for proper operation
- System test with or without load

Automatic Transfer Switch

(Paralleling Switchgear, Bypass Switchgear, Manual Transfer Switches)

- Visually inspect all power and control wiring
- Visually inspect switch mechanism and enclosure
- Visually inspect controls and time delays settings
- Verify function of exercise clock
- Replace control battery-annually (if applicable)

FULL SERVICE (INCLUDES INSPECTION)

Operational & Functional Review of Generator Critical Components

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect/lubricate drive bearings, gear or belt drives, lovejoy and other shaft connecting hardware

Lubrication Oil and Filtration Service

- Change engine lubrication oil
- Change primary lubrication and bypass filters
- Change fuel filters
- Post lube service operation of genset (unloaded) at rated temperature
- Optional - oil sample for laboratory analysis*

*Additional Charge

Any additional repairs, parts or services which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins Crosspoint, LLC. Any additional repairs, maintenance or service performed by Cummins Crosspoint, LLC for a Planned Equipment Maintenance Agreement holder will be at current Cummins Crosspoint, LLC labor rates.

Additional Services and Repairs

CSR ENGINEERING

PROFESSIONAL SERVICES AGREEMENT

This agreement made as of the ___ day of _____ 2016, between City of White House (Client) and CSR Engineering, Inc. (CSR) to perform professional services for the assignment described as follows:

Project: City Engineering Services

Location: White House, TN

Description of Project: Professional Engineering Services that will provide an onsite registered engineer on a weekly basis to provide professional engineering advice and consultation to City Staff and exclusively represent the City in related issues. Additional engineering services may also be provided at the City's request.

- I. **BASIC PROFESSIONAL SERVICES:** CSR agrees to perform the following Basic Professional Services under this contract:
 - a. CSR will provide an engineer, licensed in the State of Tennessee to advise staff, City Boards, and Committees on general engineering related projects.
 - b. The engineer will maintain office hours at the City Municipal building one day per week, forty-eight weeks per year.
 - c. During the above mentioned office hours, the engineer will provide services on an as needed basis.
- II. **AS-NEEDED PROFESSIONAL SERVICES:** When the need arises for additional engineering services outside the scope or magnitude of the Basic Professional Services outlined above, As-Needed Professional Services will be performed by CSR when requested by the City. These services will only be used when specifically requested by the City Manager.
- III. **COMPENSATION:** The compensation to be paid to CSR for providing the requested services shall be:

For the Basic Professional Services, \$39,800 per year for the duration of the contract which will be billed on a quarterly basis in equal sums.

If used for small projects, As-Needed Professional Services will be billed at the hourly rates shown in Appendix B. For larger projects, a lump sum fee will be negotiated with the City prior to commencing work on the task order.

- IV. PAYMENTS: Billings for services rendered will be made quarterly and payment is due within thirty (30) days of receipt of invoice.
- V. TERMINATION: The obligation to provide further services under this Agreement may be terminated without cause by either party upon sixty (60) days written notice. On termination by either Client or CSR, Client shall pay CSR with respect to any services performed to the date of termination (including all reimbursable expenses incurred).
- VI. ACCESS TO THE SITE/JOBSITE SAFETY: Unless otherwise stated, CSR will have access to the site for activities necessary for the performance of the services. The Client understands that CSR is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. CSR will not be responsible for any losses or injuries that occur at the Project site.
- VII. INDEMNITY REQUIREMENT. CSR further agrees to protect, defend, and save the Client its elected and appointed officials, agents, employees and volunteers while working in the scope of their duties as such, harmless from and against any and all claims, demands, and causes of action of any kind or character, including the cost of their defense, arising in favor of CSR's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of CSR and/or its agents, employees, subcontractors, representative or the Client under this agreement.
- VIII. INSURANCE: CSR shall secure and endeavor to maintain insurance in the amounts set forth in Exhibit A attached hereto and incorporated herein by reference.
- IX. DISPUTES RESOLUTION: It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit. Each party shall pay one-half of the costs of such mediation.
- X. OPINIONS OF CONSTRUCTION COST: Any opinion of probable construction cost prepared by CSR represents CSR's judgment as design professionals and is supplied for general guidance of the Client. Since CSR has no control over the construction marketplace, CSR does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.
- XI. TERMS OF CONTRACT: This Agreement shall extend for three years from the contract date. If desirable at the end of this contract, both parties may agree in writing to extend contract for an additional term. A two percent per year escalation in the price of the contract would be added at the time of renewal.

XII. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.

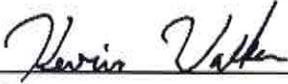
City of White House
Billy S. Hobbs Municipal Center
105 College Street
White House, TN 37188

CSR Engineering, Inc.
1116 Main Street
Pleasant View, TN 37146

Signature

Gerald Herman
Printed Name

City Administrator
Title



Signature

Kevin Walker
Printed Name

President
Title

Exhibit A

Insurance

The limits of liability for the insurance required to be carried by CSR under Section VII of this Agreement are as follows:

1. Workers' Compensation:	Statutory
2. Employer's Liability-	
a. Each Accident:	\$500,000
3. General Liability-	
a. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
b. General Aggregate:	\$2,000,000
4. Excess or Umbrella Liability-	
a. Each Occurrence:	\$1,000,000
b. General Aggregate:	\$1,000,000
5. Automobile Liability-	
a. Combined Single Limit (Bodily Injury and Property Damage): Each Accident	\$1,000,000
6. Professional Liability-	
a. Each Claim Made:	\$1,000,000
b. Annual Aggregate:	\$1,000,000

Exhibit B

Hourly Rates for Additional Services

The table below reveals the rates by which CSR would bill for additional services **when and only when requested by the City.**

Employee Classification	2016	2017	2018	2019
Principal Engineer	\$98	\$100	\$102	\$104
Sr. Engineer	\$90	\$90	\$92	\$92
Project Engineer / Project Manager	\$78	\$78	\$80	\$80
Engineer Intern	\$66	\$66	\$68	\$68
Sr. Engineering Tech. / Sr. Inspector	\$75	\$76	\$76	\$78
Engineering Tech. / Inspector	\$58	\$58	\$60	\$60
Clerical	\$40	\$40	\$42	\$42

REIMBURSABLE EXPENSE SCHEDULE	
Expense	Cost
Vehicle Mileage	TDOT Rate
Per Diem	TDOT Rate
<i>All other expenses, including subcontractors, contract reproduction / printing, lodging, equipment rental, and overnight mail will be reimbursed at actual cost.</i>	

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....