



CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting

Agenda
August 18, 2022
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Community Pastor
3. Pledge by Aldermen
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the July 18th Study Session and July 21st Board of Mayor and Aldermen meeting
7. Welcome Visitors
8. Proclamations
9. Public Hearings
 - a. **Ordinance 22-12:** An ordinance amending the Zoning Ordinance Article IV, Section 4.070, Standards for Signs.
10. Communication from Mayor, Aldermen, City Attorney, and City Administrator
11. 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
12. Consideration of the Following Resolutions:
 - a. None
13. Consideration of the Following Ordinances:
 - a. **Ordinance 22-12:** An ordinance amending the Zoning Ordinance Article IV, Section 4.070, Standards for Signs. *Second Reading*.
 - b. Ordinance 22-13: An ordinance amending the Zoning Ordinance, Article V, Section 5.053.2, C-2 General Commercial. *First Reading*
14. Purchasing:
 - a. To approve or reject the purchase of two (2) 2022 Ford Police Interceptor Utility Vehicles from the State contract #209 in the total amount of \$73,758. The Police Chief recommends approval.

15. Other Business:

- a. To approve or reject following TDOT's Consultant Selection Policy in its entirety as a policy for all TDOT projects, and the selection of the evaluation committee consisting of the City Administrator, Public Services Director, Planning and Codes Director, Administrative Services Director, and Purchasing Coordinator. The City Administrator recommends approval.

16. Discussion Items:

- a. None

17. Other Information:

- a. None

18. Adjournment:

CITY OF WHITE HOUSE
Board of Mayor and Aldermen
Study Session
Minutes
July 18, 2022
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:00 pm.

2. Roll Call

Mayor Bibb - Present; Ald. Corbitt - Present; Ald. Decker - Present; Ald. Hutson - Present; Ald. Payne - Present; **Quorum – Present.**

3. Adoption of the Agenda

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

4. New Business

- a. Discuss a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) program.

City Administrator Gerald Herman introduced representatives of DMK Development Group that is proposing a new senior housing project on Sage Road that will utilize the C-PACER program. Representatives of DMK Development included Mr. Ben Spies with DMK and Mr. Jay Campbell with Dickinson Wright law firm.

Mr. Spies gave a brief overview of the project that will consist of a one-story 64,000 square feet building with 79 units total with 56 units reserved for assisted living and the remaining units for a memory care program that will focus on dementia diseases like Alzheimer's.

Mr. Spies stated that the estimated C-PACER assessment for the project is around \$3.5 million which is approximately 20% of the overall project cost. Mr. Spies mentioned that the \$3.5 million would be financed through Forbight Bank and the remaining amount through Central Bank of Trust. Mr. Herman asked how the Central Bank of Trust loan gets paid if the C-PACER program pays Forbight Bank. Mr. Spies discussed the payment to the Central Bank of Trust process through revenue from the resident fees.

Alderman Hutson asked why there is a no bond associated in the C-PACER program when other states require a bond. Mr. Campbell stated that a bond requirement was waived during the approval process through the Tennessee state legislature for a more streamlined approach. Ald. Hutson asked what are the benefits for the bank to approve the loan and for DMK to apply for this type of loan. Mr. Spies noted that the C-PACER program allows for a more reliable pay back option for the bank and allows for lower interest rates on the loan for the developer.

City Administrator Gerald Herman questioned if the City will be collecting the C-PACER assessment and pay Forbight Bank directly. Mr. Spies stated that the payment of the C-PACER assessment will be paid by the property owner just like a property tax assessment. Mr. Herman stated that Alderman Corbitt was worried that the City will be held liable if the property owner did not pay the C-PACER assessment. Mr. Herman mentioned that he discussed this with City Attorney Valerie Webb and if the property owner did not pay the assessment for any reason that it would be treated like a default on payment of property taxes. Mr. Herman continued that the City would receive the assessment once the property is sold to a new owner.

Mr. Spies discussed the economic impacts of the project included bringing the first senior living facility within 10 miles of the City. Mr. Spies continued that the 75-84 year old population is projected to increase over 40% within the next 5 years which is the target market of this project. Mr. Spies mentioned that DMK Development would be the general contractor and use local construction companies as subcontractors for the project. Mr. Spies noted that this facility would be paying around \$1.5 million a year in salaries from director positions to front line staffing like nurses and wait staff for the dining services. Mr. Spies stated that the facility will be paying full property taxes with no incentives from the county or city that would amount to over \$100,000 per year.

City Administrator Gerald Herman mentioned that he gets asked all the time from citizens about a senior living facility in the community and has tried to recruit other developers to build a facility within the city. Mr. Herman asked if Mr. Spies could clarify the financing for the project. Mr. Spies mentioned that the project is paid for through private capital and that there is no public funding of any kind for the program. Mr. Herman discussed the option of a PILOT program offered through the City's Health, Educational, and Housing Facilities Board that the development is not partaking in. Mr. Herman stated that the C-PACER program is benefiting the city because if the development went through PILOT process the City would not see revenue from taxes for several years. Mr. Spies stated that the State's law prohibits any kind of public funds for this type of financing through the C-PACER program.

City Administrator Gerald Herman questioned if the company has had any foreclosures on similar projects. Mr. Spies said that they have not had any foreclosures.

Alderman Decker asked if the clean energy items in the project mean less quality. Mr. Spies stated that the items and materials used in this project would not be less quality since they would be using the same items and materials in any other development. Mr. Spies continued that the energy efficient items and materials would actually add value to the project by allowing for less utility bill payments. Ald. Decker questioned if there would be thermal heating in the project. Mr. Spies replied that there will be no thermal heating in the project. Ald. Decker asked for some clean energy examples. Mr. Spies stated that the type of HVAC units, roofing materials, windows, LED lighting, and doors would qualify under the C-PACER program for energy efficiency. Mr. Herman questioned if there are any required changes to the utilities coming into the building. Mr. Spies stated that there would be no change needed to any utilities.

Mr. Spies mentioned that the C-PACER program is voluntary/optional and does not impact any other developments. Mr. Spies continued that DMK is opting into the program for better financing options as mentioned previously. Mr. Herman stated that the original map in Resolution 22-08 showed the DMK parcel as well as the town center zoning. Mr. Herman continued that the town center was added so other developers could opt in to the C-PACER program to develop the area. Mr. Herman stated that the town center area could be removed from the map if the Board requests it, and it would require that if any other development wants to utilize the C-PACER program that they would have to get it approved.

Alderman Decker stated that he was relieved after this discussion because he thought it was big government overseeing this program and requiring a clean energy agenda. Mr. Spies noted that this program is not part of the government and is using private capital for funding sources.

Alderman Corbitt questioned why the government needs to get involved in this program. Mr. Campbell stated that the consistency and reliability in payment structures just like property taxes allows for longer terms and better interest rates for the loan. Ald. Corbitt asked what would happen if a payment is not made to the loan. Mr. Campbell noted that the payment would be made through a lien once the property sales through a foreclosure. Ald. Corbitt asked if the payment would be ahead or behind taxes. Mr. Spies mentioned that the payment would be behind the property tax payment.

City Administrator Gerald Herman discussed that the C-PACER program is on the agenda for the Board of Mayor and Aldermen meeting later in the week and that the map would be updated to remove the highlighted town center area in Resolution 22-08.

5. Adjournment

Meeting was adjourned at 6:39 pm.

ATTEST:

Farris H. Bibb, Jr., Mayor

Derek Watson, City Recorder

DRAFT

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
July 21, 2022
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by Community Pastor

Prayer was led by Fire Department's Chaplain Andreus Boyle.

3. Pledge by Aldermen

The Pledge to the American Flag was led by Vice-Mayor Hutson.

4. Roll Call

Mayor Bibb – Absent; Vice-Mayor Hutson – Present; Ald. Decker - Present; Ald. Corbitt – Present; Ald. Payne - Present; **Quorum – Present.**

5. Adoption of the Agenda

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

6. Approval of Minutes of the June 16th Board of Mayor and Aldermen meeting

Motion was made by Ald. Corbitt, second by Ald. Decker to approve the minutes. A voice vote was called for with all members voting aye. **The June 16th Board of Mayor and Aldermen meeting minutes were approved.**

7. Welcome Visitors

Vice-Mayor Hutson welcomed all visitors.

8. Public Hearings

- a. **Ordinance 22-11:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk, and Drainage Design Standards, Sections 16-234 and 16-235.

No one spoke for or against.

9. Communication from Mayor, Aldermen, City Attorney, and City Administrator

City Attorney Valerie Webb mentioned that the lawsuit regarding Mr. Palmer is settled. Mrs. Webb noted that the City's engineering firm's insurance company is paying the settlement so the City is not out of any money. Vice-Mayor Hutson questioned how long the lawsuit was ongoing. Mr. Herman stated that the lawsuit was going on for almost eight (8) years.

City Administrator Gerald Herman discussed that the town center water line construction is nearly finished. Mr. Herman noted that all the lines, hydrants, and valves are in place. Mr. Herman continued that testing of the line for adequate pressure and water purification is in progress. Mr. Herman mentioned that there is still some restoration work to be completed.

City Administrator Gerald Herman stated that the southern force main project is going well. Mr. Herman discussed that much of the pipe is now in the ground and should see the first phase online within the next couple of weeks.

City Administrator Gerald Herman noted that the US 31W/Sage/McCurdy intersection has come to a complete stop. Mr. Herman continued that the project's general contractor, Charles Deweese Construction, has filed for bankruptcy. Mr. Herman stated that the City has only paid them for the work completed. Mr. Herman mentioned that the City sent the company a letter notifying them that the City is cancelling the contract for lack of performance. Mr. Herman noted that staff is working on a plan of action to complete the project by other means as soon as possible. Mr. Herman continued that there is some stormwater infrastructure and paving remaining to complete the project.

City Administrator Herman discussed that the wastewater treatment plant expansion is progressing as scheduled. Mr. Herman noted that completion should be as soon as next spring.

City Administrator Gerald Herman mentioned that there was two bids received for the North Palmers widening project. Mr. Herman continued that both bids were more than 100% over the projections. Mr. Herman stated that he spoke with one of the bidders this week concerning the high prices and was told that asphalt prices have increased significantly with the cost of labor. Mr. Herman noted that the project will have to be held since capital dollars will need to be used to finish out the US 31W/Sage/McCurdy intersection.

City Administrator Gerald Herman stated that the old city hall furniture is mostly cleared out of the building. Mr. Herman mentioned that most of the furniture was sold at auction. Mr. Herman continued that Habitat for Humanity and other non-profits came by to pick up more of the remaining items. Mr. Herman discussed that the abatement of hazardous material is finished, and that utility disconnection is to take place next.

City Administrator noted that a new mural was painted on the side of Fire Station #1. Mr. Herman stated that the City used tourism dollars shared by the White House Chamber of Commerce, Robertson County Chamber of Commerce, and the City of White House hotel/motel fund to have the mural painted. Mr. Herman mentioned that Fire Chief McLaughlin was in strong support of this project. Mr. Herman discussed that the intended purpose is that it be a tourism stop for people to have their photo taken and to promote White House.

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 | |
| D. Police | H. Parks & Recreation | |

Motion was made by Ald. Decker, second by Ald. Payne 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 22-07:** A resolution declaring the intent to consider the adoption of a commercial property assessed clean energy and resilience (C-PACER) program.

Motion was made by Ald. Decker, second by Ald. Payne to approve. A voice vote was called for with all members voting aye. **Resolution 22-07 was approved.**

12. Public Hearings

- a. **Resolution 22-08:** A resolution adopting the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) program.

No one spoke for or against.

13. Consideration of the Following Resolutions:

- a. **Resolution 22-08:** A resolution adopting the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) program.

Motion was made by Ald. Decker, second by Ald. Corbitt to discuss. After discussion, a motion was made by Ald. Decker, second by Ald. Payne to approve. A voice vote was called for with all members voting aye. **Resolution 22-08 was approved.**

14. Consideration of the Following Ordinances:

- a. **Ordinance 22-11:** An ordinance amending the Municipal Code Title 16, Chapter 2 Street, Sidewalk, and Drainage Design Standards, Sections 16-234 and 16-235. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Corbitt to approve. A roll call vote was requested by Vice-Mayor Hutson: Ald. Corbitt - aye; Ald. Decker – aye; Ald. Payne – aye; Vice-Mayor Hutson - aye. Motion was approved. **Ordinance 22-11 was approved on Second Reading.**

- b. **Ordinance 22-12:** An ordinance amending the Zoning Ordinance Article IV, Section 4.070, Standards for Signs. *First Reading.*

Motion was made by Ald. Corbitt, second by Ald. Decker to discuss. After discussion, a motion was made by Ald. Decker, second by Ald. Corbitt to approve. A voice vote was requested by Vice-Mayor Hutson. A voice vote was called for with all members voting aye. **Ordinance 22-12 was approved on First Reading.**

15. Purchasing:

- a. To approve or reject authorizing the City Administrator Gerald Herman to enter into a one-year Interlocal E911 agreement between E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, the City of White House, and other cities within Robertson County for \$264,141.95 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The Police Chief recommends approval.

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

- b. To approve or reject single source requests for FY 2022-2023. The Public Services Director recommends approval.

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

- c. To approve or reject single source quote for MowerMax Boom mower in the amount of \$217,404.50. The Public Services Director recommends approval.

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

- d. To approve or reject the Twin States Utilities bid of \$989,836 for the Southern Force Main project. The Public Services Director recommends approval.

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

- e. To approve or reject the purchase of asphalt paving and milling services from Roger's Group off the Statewide Contract #503 until the contract expiration on March 31, 2025. The Public Services Director recommends approval.

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

- f. To approve or reject the sole source quote in the amount of \$79,222.71 from Wascon for a replacement control panel for the Copes Crossing lift station. The Public Services Director recommends approval.

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

16. Other Business:

- a. Board Appointments

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

17. Discussion Items:

- a. None

18. Other Information:

- a. None

19. Adjournment:

Meeting was adjourned at 7:36 pm.

ATTEST:

Clif Hutson., Vice-Mayor

Derek Watson, City Recorder

REPORTS....

Administrative & Legislative Services Department
July 2022

Administration

City Administrator Gerald Herman attended the following meetings and events this month:

- July 5:
 - Staff Plan Reviews
 - Mayor Update Meeting
- July 7:
 - TDEC American Rescue Plan Meeting
 - Leisure Services Board
- July 9:
 - Americana Celebration
- July 11:
 - Planning Commission
- July 14:
 - Library Board Meeting
- July 18:
 - Mayor Update Meeting
 - Board of Mayor and Alderman Study Session
- July 20:
 - FSEP BOD Meeting
 - Robertson County Growth Plan Meeting
 - Economic Development Team Meeting
- July 21:
 - Contractors/DIY Ribbon Cutting
 - Board of Mayor and Alderman Meeting
- July 25:
 - Department Head Staff Meeting
- July 26:
 - Fire Captain Interviews
- July 27:
 - Kroger Expansion Ribbon Cutting
- July 28:
 - Fire Lieutenant Interviews

**Administrative & Legislative Services Department
July 2022**

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 2022-2023.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$26,329,432	\$ 1,341,412	↓3.24
Industrial Development	\$86,000	\$ 6,065	↓1.28
State Street Aid	\$495,000	\$ 304,000	↑53.07
Parks Sales Tax	\$2,526,000	\$ 1,767,818	↑61.64
Solid Waste	\$1,356,081	\$ 413,472	↑22.15
Parks Impact Fees	\$55,744	\$ 11,919	↑13.04
Police Impact Fees	\$25,098	\$ 0	↓8.34
Fire Impact Fees	\$116,554	\$ 0	↓8.34
Road Impact Fees	\$33,909	\$ 0	↓8.34
Police Drug Fund	\$4,500	\$ 0	↓8.34
Debt Services	\$1,236,600	\$ 1,671	↓8.20
Wastewater	\$20,265,581	\$ 1,891,783	↑0.99
Dental Care	\$74,500	\$ 7,406	↑1.60
Stormwater Fund	\$1,972,599	\$ 154,920	↓0.48
Cemetery Fund	\$90,565	\$ 21,162	↑15.02

*Expended/Encumbered amounts reflect charges from July 1, 2022 – June 30, 2023.

Purchasing

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

Total Purchase Orders

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	313	325	261	269	346	362
August		132	128	106	151	166
September		98	106	98	126	119
October		98	79	97	91	147
November		103	72	78	120	125
December		73	71	58	72	104
January		117	123	81	122	177
February		105	75	93	119	113
March		145	106	107	131	142
April		105	154	85	138	185
May		153	133	82	129	121
June		52	47	45	50	52
Total	313	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	July 2022	FY 2023	FY 2022	FY 2021	Total for FY23	Total for FY22	Total for FY21
Purchase Orders \$0-\$9,999	291	291	1,442	1281	\$463,830.99	\$1,640,827.83	\$1,482,989.65
Purchase Orders \$10,000-\$24,999	6	6	24	29	\$102,575.75	\$404,406.65	\$417,161.17
Purchase Orders over \$25,000	15	15	40	45	\$4,307,810.99	\$11,687,700.37	\$11,050,535.17
Total	313	313	1,506	1355	\$4,874,217.73	\$13,732,934.80	\$12,367,741.04

**Administrative & Legislative Services Department
July 2022**

Website Management

It is important that the city maintain a reliable web site that is updated as requests come in from various sources. The number of page visits confirms that we are providing reliable and useful information for staff and the public.

	2022-2023 Update Requests	2021-2022 Update Requests	2020-2021 Update Requests	2019-2020 Update Requests	2018-2019 Update Requests	2022-2023 Page Visits	2021-2022 Page Visits	2020-2021 Page Visits	2019-2020 Page Visits	2018-2019 Page Visits
July	52	54	15	152	61	31,946	32,401	11,536	1,164,517	1,080,668
Aug.		66	20	126	133		25,635	9,145	752,932	835,519
Sept.		48	17	43	22		24,833	8,335	679,248	214,406
Oct.		52	10	78	86		23,816	8,390	386,735	864,091
Nov.		63	174	56	40		23,022	7,587	695,971	812,527
Dec.		39	13	156	82		22,904	17,483	847,724	1,055,111
Jan.		56	108	67	68		26,942	17,123	720,531	934,562
Feb.		52	135	22	40		23,253	19,796	N/A	762,985
March		57	39	85	61		30,026	22,930	N/A	879,671
April		68	101	43	56		31,127	20,881	N/A	820,505
May		54	38	27	29		31,335	23,514	5,998	946,897
June		674	214	48	123		34,600	30,909	10,251	901,328
Total	52	609	884	901	801	31,946	329,885	197,629	5,263,907	9,053,159

“City of White House, TN” Mobile App

	FY 23 New Downloads	FY22 New Downloads	FY21 New Downloads	FY20 New Downloads
July	8	8	45	19
Aug.		9	44	21
Sept.		13	19	21
Oct.		6	40	12
Nov.		6	29	13
Dec.		10	10	15
Jan.		18	11	23
Feb.		9	20	70
March		14	11	69
April		11	7	41
May		10	11	29
June		10	11	36
Total	8	124	258	369

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

	FY23 # of Request	FY22 # of Request	FY21 # of Request	FY20 # of Request
July	50	38	20	36
Aug.		54	27	39
Sept.		46	16	18
Oct.		64	15	40
Nov.		19	20	27
Dec.		42	27	20
Jan.		41	18	24
Feb.		41	72	41
March		38	36	34
April		26	26	35
May		39	48	26
June		47	58	28
FY Total	50	495	383	356

**Administrative & Legislative Services Department
July 2022**

White House Farmers Market

	Application Fees # (amount collected)	Booth Payments (\$)
January	0	0
February	4	\$150
March	3	\$360
April	5	\$1,260
May	2	\$60
June	1	\$90
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	15	\$1,920

Building Maintenance Projects

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

	2022-2023 Work Order Requests	2021-2022 Work Order Requests	2020-2021 Work Order Requests	2019 – 2020 Work Order Requests	2018 – 2019 Work Order Requests	2017 – 2018 Work Order Requests	2016 – 2017 Work Order Requests
July	14	19	11	10	22	21	27
August		8	27	10	26	24	28
September		12	9	13	19	22	13
October		10	6	7	14	18	12
November		23	16	7	18	34	12
December		17	19	3	8	19	9
January		6	11	16	14	16	23
February		8	16	18	7	21	6
March		14	12	11	7	17	16
April		13	17	2	12	25	14
May		20	25	11	6	26	27
June		14	31	10	9	23	14
Total	14	164	200	98	162	266	201

**Finance Department
July 2022**

Finance Section

During July the Finance Office continued scanning thousands of documents to reduce physical document storage space, training / planning for new utility customer application process changes, setting up the new office fixtures, and preparing for fiscal year end audit tasks. Members of the Finance Office participated in the following events during the month:

July 7: MTAS training "Business Tax 2022"

July 18: BMA study session (C-PACER Program)

July 19: TN Comptroller Division of Property Assessments - tax relief training

July 20: Training on new Sharp copiers / printers

July 21: Virtual meeting with Wold / HFR regarding Community Center retainage

July 21: Wastewater road paving meeting with Finance, Admin, Public Services, and Kraft CPAs

July 26: Finance staff meeting

July 27: Farmers Bank ACH / Online Banking annual review call

July 28: EnerGov workflow meeting with Finance, Planning & Codes, and Public Services

Performance Measures

Utility Billing

	July 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
New Builds (#)	10	10	284	357	171	62
Move Ins (#)	74	74	977	737	649	534
Move Outs (#)	71	71	898	743	602	534
New customer signup via email (#)	36	36	410	300	127	104
New customer signup via email (%)	43%	43%	33%	27%	15%	17%

Business License Activity

	July 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Opened	6	6	92	76	69	75
Closed (notified by business)	0	0	7	6	10	9
Closed (uncollectable)	0	0	0	0	0	0

Accounts Payable

	July 2022	FY 2023 Total	FY 2022 Total	FY 2021 Total	FY 2020 Total	FY 2019 Total
Total # of Invoices Processed	307	307	4254	4079	4003	3940

**Finance Department
July 2022**

Fund Balance – City will strive to maintain cash balances of at least 30% of operating revenues in all funds.

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	11,933,868	3,580,160	4,055,580	34%
Cemetery Fund	69,355	20,807	257,643	371%
Debt Services	1,112,015	333,605	954,432	86%
Dental Care Fund	38,650	11,595	190,450	493%
Roads Impact Fees	59,190	17,757	264,579	447%
Parks Impact Fees	61,429	18,429	402,546	655%
Police Impact Fees	43,930	13,179	365,548	832%
Fire Impact Fees	28,875	8,663	242,046	838%
Industrial Development	120,145	36,044	138,468	115%
Parks Sales Tax	1,207,310	362,193	878,460	73%
Police Drug Fund	5,050	1,515	37,205	737%
Solid Waste	1,146,400	343,920	645,873	56%
State Street Aid	467,832	140,350	271,437	58%
Stormwater Fund	1,036,000	310,800	1,214,615	117%
Wastewater	5,011,600	1,503,480	4,921,722	98%

Balances do not reflect encumbrances not yet expended.

The Finance Department's goal is to meet or exceed each fund's total operating revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2022-2023.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	11,933,868	547,856	↓ 3.74%
Cemetery Fund	69,355	1,542	↓ 6.11%
Debt Services	1,112,015	95,267	↑ 0.23%
Dental Care	38,650	2,051	↓ 3.03%
Roads Impact Fees	59,190	15,988	↑ 18.68%
Parks Impact Fees	61,429	10,756	↑ 9.18%
Police Impact Fees	43,930	11,295	↑ 17.38%
Fire Impact Fees	28,875	7,452	↑ 17.47%
Industrial Development	120,145	64,050	↑ 44.98%
Parks Sales Tax	1,207,310	84,737	↓ 1.31%
Police Drug Fund	5,050	399	↓ 0.43%
Solid Waste	1,146,400	96,444	↑ 0.08%
State Street Aid	467,832	40,208	↑ 0.26%
Stormwater Fund	1,036,000	86,698	↑ 0.04%
Wastewater	5,011,600	449,563	↑ 0.64%

*Realized amounts reflect revenues realized from July 1, 2022—July 31, 2022

Human Resources Department
July 2022

The Human Resources staff participated in the following events during the month:

July 07: Public Works Maintenance Worker Interviews
Stormwater Maintenance Worker Interviews

July 09: Americana Celebration

July 11: Southern Force Main Bid Opening
New Hire Orientation for Assistant Park & Recreation Director

July 13: Pre-Bid Meeting for Recreation Center
Police Officer Oral Board
Police Officer Chief's Interview

July 14: New Hire Orientation for Firefighter

July 19: Testing for Fire Captain

July 20: New Hire Orientation for Public Works Maintenance Worker
Testing for Fire Lieutenant

July 21: Part-Time Parks Attendant Interviews
Ribbon Cutting for Contractors Group & DIY Cabinets

July 26: Job Fair & Career Expo
Interviews for Fire Captain

July 27: Ribbon Cutting for Kroger Expansion

July 28: Interviews for Fire Lieutenant

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	0	0
August		0	0	0
September		0	1	1
October		1	0	0
November		0	1	0
December		0	0	0

Three-year average: 8.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		0	1	1
February		1	0	3
March		0	2	0
April		0	1	2
May		1	0	1
June		1	3	0
Total	0	4	9	8

Human Resources Department
July 2022

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1	1
August		1	1	0
September		0	1	0
October		1	1	1
November		1	3	1
December		0	0	0

Three-year average: 5.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		0	0	1
February		0	0	0
March		1	0	0
April		1	0	0
May		0	0	0
June		0	0	0
Total	0	5	7	4

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	1	1	1	1
August		1	1	1
September		2	0	2
October		0	0	3
November		0	1	2
December		1	2	1

Current year turnovers that occurred within 90 day probationary period: 1

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		4	2	2
February		2	0	1
March		3	0	1
April		2	2	0
May		2	0	2
June		1	3	2
Total	1	19	12	18
Percentage	0.97%	18.45%	11.65%	17.48%

Three-year average: 14.56%

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

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
July	0	0	1 (T)	0
August		0	0	2 (S)
September		0	0	0
October		0	0	0
November		0	0	1 (S)
December		0	1 (T)	0

Three-year average: 3.5

	FYE 2023	FYE 2022	FYE 2021	FYE 2020
January		1 (T)	1 (T)	0
February		0	0	0
March		0	0	0
April		0	0	0
May		0	0	0
June		0	0	1 (T)
Total	0	1	3	4

**Police Department
July 2022**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in July:** White House Rotary Club Meeting (July 7, 14, and 28th), Planning Commission (July 11th), Robertson County Chief's Meeting (July 13th), BMA Study Session (July 18th), Tennessee Chief of Police Conference (Chattanooga) (July 19 – 23), Department Head Staff Meeting (July 25) and WHPD Command Staff Meeting (July 28th).

➤ **Police Department Administration Performance Measurements**

Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2023.

Susan Johnson, Accreditation Manager, is working on our 4th edition of our TLEA program into PowerDMS which includes 164 standards. Susan is still getting a few more proofs for 2021 and has already completed 72 proofs for 2022.

Our 3-year cycle will end in Dec. 2023 which means our onsite should be in December 2023. This will be our 4th award for our accreditation.

1. Our department training goal is that each police employee receives 40 hours of in-service training each year. The White House Police Department has 27 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,080 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	105	0	105
February	0	49	16	65
March	15	41.4	0	56.4
April	3	222	14	239
May	4	45	0	49
June	29	200	0	229
July	24.5	0	0	24.5
Total	75.5	662.4	30	767.9

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 676 shifts during the Fiscal Year 2022-2023. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.*

Number of Officers on Shift	JULY 2022	FY 2022-23
Three (3) Officers per Shift	55	55
Four (4) Officers per Shift	7	7

1. *Acquire and place into service two Police Patrol Vehicles.* We will be submitting a memo to the BMA to purchase two vehicles under state contract from Lonnie Cobb.
2. *Conduct two underage alcohol compliance checks during the Fiscal Year 2022-2023.* We will be conducting Compliance Checks in the Fall.
3. *Maintain or reduce TBI Group A offenses at the three-year average of 70 per 1, 000 population during the calendar year of 2022.*

**Police Department
July 2022**

Group A Offenses	July 2022	Per 1,000 Pop.	Total 2022	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	17	1	93	7
Crimes Against Property	39	3	186	14
Crimes Against Society	37	3	258	20
Total	93	7	537	41
Arrests	68		366	

**U.S. Census Estimate 4/1/2020 – 12,982*

4. *Maintain a traffic collision rate at or below the three-year average of 426 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2022.*

	July 2022	TOTAL 2022
Traffic Crashes Reported	29	268
Enforce Traffic Laws:		
Written Citations	13	481
Written Warnings	77	228
Verbal Warnings	73	1,564

5. *Maintain an injury to collision ratio of not more than the three-year average of 11% by selective traffic enforcement and education during the calendar year 2022.*

COLLISION RATIO				
<u>2022</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
July	29	3 YTD 21	10%	8% YTD 268

Traffic School: There was no Traffic School in July.

Staffing:

- Ofc. Terry Brown (TJ) is currently on FTO and has been deployed for eight months.
- Ofc. Austin Frye resigned due to personal reasons.
- Ofc. Brandon Mantor is currently on FTO until he can attend the academy in October.
- Ofc. Jason Ghee was pulled from the Sumner County Drug Task Force to help cover shifts.
- We currently have 4 positions open and are continuing to accept applications.

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

**Police Department
July 2022**

Sumner County Emergency Response Team:

- On July 7th, ERT executed a narcotics search warrant in Gallatin. They got 9 grams of Fentanyl, Xanax Pills, Soma Pills, Ecstasy Pills, assorted Drug Paraphernalia and approximately \$400.00 in cash.
- July 15th, ERT assisted ATF agents with a search warrant in Gallatin.
- Two days of ERT Training were: July 15 & 16, ERT trained with members of the FBI Hostage Rescue Team at a location in Murfreesboro.
-

Support Services Performance Measurements

1. ***Maintain or exceed a Group A crime clearance rate at the three-year average of 83% during calendar year 2022.***

We are unable to provide the above stats at the present time. Tyler Technologies will be providing this capability to our new software in the future.

2022 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>July</i>		

Communications Section

	July	Total 2022
Calls for Service	842	6,642
Alarm Calls	37	258

Request for Reports

	July	FY 2021-22
Requests for Reports	15	198
Amount taken in	\$11.70	\$136.50
Tow Bills	\$0.00	\$375.00
Emailed at no charge	15	227
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- July 12th, Sgt. Brisson had my desk audits for both of our THSO grants. We passed the audits without any issues.
- July 23rd, Sgt. Brisson helped THSO, THP and SCSO with Rule of the Road event at Long Hollow Baptist Church. Sgt. Brisson ran the seatbelt Convincer.

Volunteer Police Explorers: Nothing to report at this time.

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

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt. Enck will be instructing D.A.R.E. classes at White House Middle School in the Spring.
2. ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House Expo & Safety Day will be October 1st.

**Police Department
July 2022**

3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.***
2022 Citizen's Police Academy was cancelled.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - July 11th, Sgt. Enck instructed a S.P.E.A.R.E. class at Portland High School with 20 girls attending.
 - July 14th, 19th & 20th, Sgt. Enck handed out badges at Deja Moo.
 - July 20th, Sgt. Enck and Det. Anglin gave out over 30 popsicles at the Splash Pad.
 - July 26th, Sgt. Enck worked a Booth at the Job Fair.

Special Events: *WHPD Officers participated in the following events during the month of July:*

- Americana (July 9th)
- July 23rd, Sgt. Brisson helped THSO, THP and SCSO with Rule of the Road event at Long Hollow Baptist Church. Sgt. Brisson ran the seatbelt Convincer.

Upcoming Events:

- WHPD Dunkin Booth – Hot dogs at Farmers Market. (Aug. 3rd).
- Thrive WH Chambers Event– Sgt. Enck.
- Aug. 16th – Cyberbullying – Det. Sgt. Dan Hunter.
- Aug. 29th – Drug Take Back.
- Sept. 18th – S.P.E.A.R.E. – North Ridge Church.
- Oct. 1st – Safety Day.

2022 Participation in Joint Community Events		
	<u>July</u>	<u>Year to Date</u>
Community Activities	8	44

**Fire Department
July 2022**



Summary of Month's Activities

Fire Operations

The Department responded to 144 requests for service during the month with 99 responses being medical emergencies. The Department also responded to 4 vehicle accidents all with injuries; 1 patient had to be extricated from wreckage. Of the 144 responses in the month of July there were 14 calls that overlapped another call for service that is 9.72% of our responses. That brings the overlapping call volume for FY22-23 to 9.72%.

UT MTAS recommends for the WHFD an average response time from dispatched to on scene arrival of first "Fire Alarm" to be six minutes and thirty-five seconds (6:35). The average response time for all calls in July from dispatch to on scene time averaged was, five minutes and twenty seconds (5:20). The average time a fire unit spent on the scene of an emergency call was twelve minutes and twenty-two seconds (12:22).

Department Event

- July 9th – Americana Celebration
- July 12th – Monthly Officer meeting
- July 14th – New Hire Brian Jackson started on C Shift
- July 20th – Water Day at the Farmers Market
- July 22nd – Water Day with White House HS Band camp
- July 26th – Job Fair and Career Expo

Fire Administration

- July 9th – Americana Celebration
- July 19th Officer promotional testing
- July 25th – Met about Music City RV Park and possible annexation
- July 26th – Captain promotion interviews
- July 28th – Lieutenant promotion interviews

Emergency Calls Breakdown

The Department goal in this area is to display the different emergency calls personnel have responded to during the month as well as the response from each station.

Incident Responses FY to Date

Fires	6
Rescue & Emergency Services	99
Hazardous Conditions (No Fire)	6
Service Calls	12
Good Intent Call	8
False Alarms & False Call	13
Calls for The Month	144
Total Responses FY to Date	144

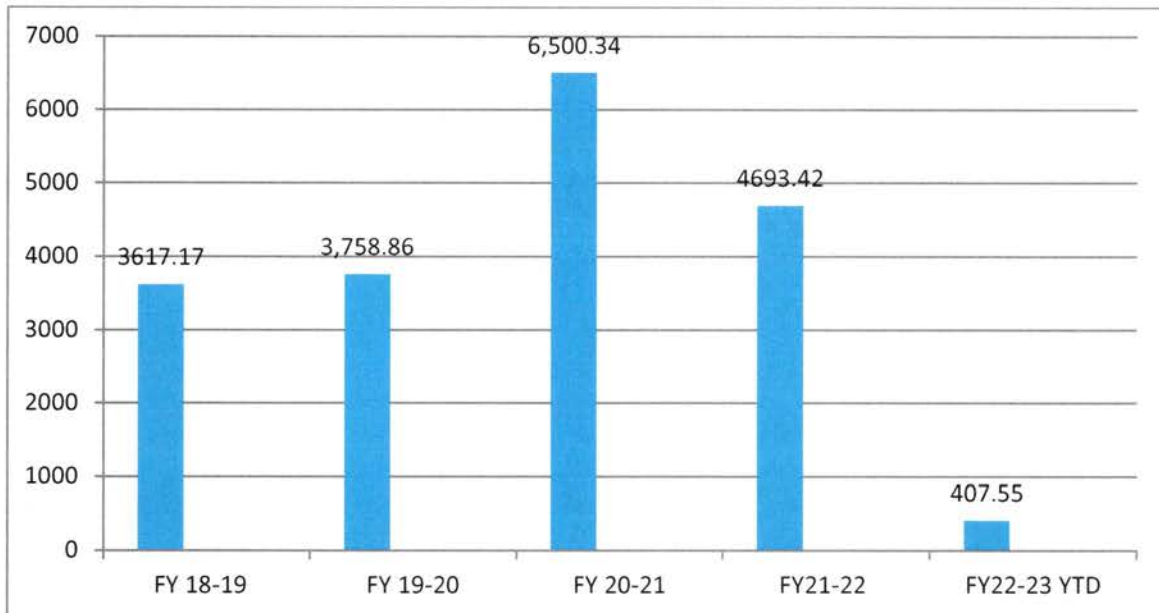
**Fire Department
July 2022**

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	83	83	57.63%
Station #2 (Business Park Dr)	61	61	42.36%

Fire Fighter Training

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4104 hours of training per year is based on eighteen career firefighters.



	Month	FYTD
Firefighter Training Hours	407.55	407.55

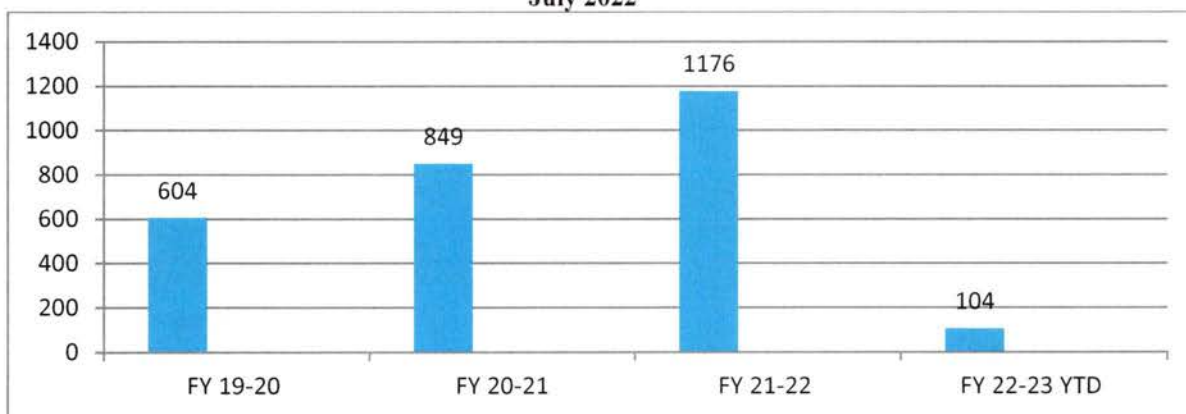
Training breakdown for ISO and NFPA

	Fire Officer	Company	Facilities	NFPA
Month	59	150	51	70.73
Total for FY	59	150	6	70.73

Fire Inspection

It is part of our fire prevention goals to complete a fire inspection for each business annually.

**Fire Department
July 2022**

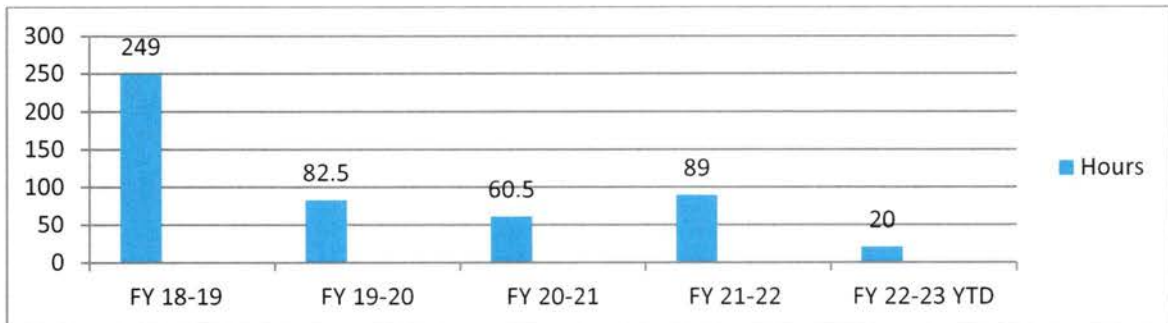
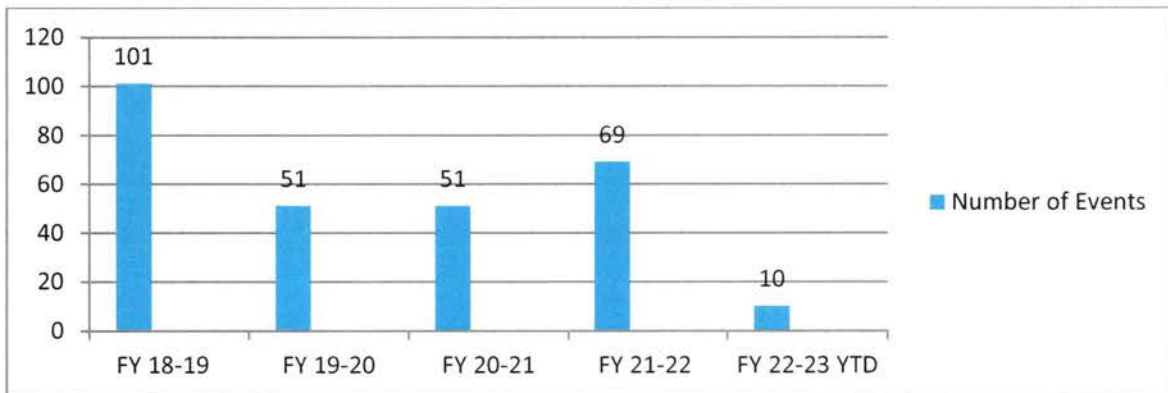
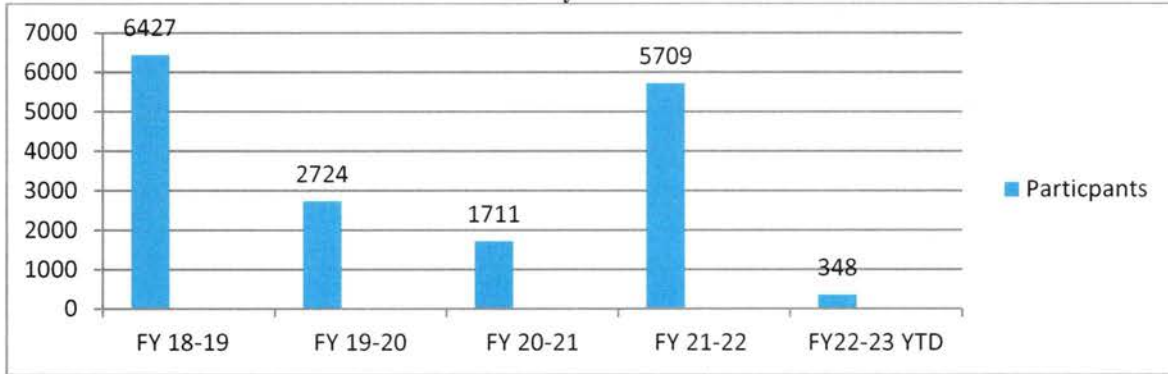


	Month	FYTD
July Fire Inspection	104	104
Reinspection	9	9
Code Violation Complaint	0	0
Violations Cleared	10	10
Annual Inspection	4	4
Commercial Burn Pile	0	0
Knox Box	2	2
Fire Alarms	3	3
Measure Fire Hydrant	0	0
Plans Review	6	6
Pre-C/O	1	1
Pre-incident Survey	23	23
Sprinkler Final	0	0
Final/Occupancy	2	2

Public Fire Education

It is a department goal to exceed our last three years averages in Participants (5720) Number of Events (112) and Contact Hours (215). The following programs are being utilized at this time; Career Day, Station tours, Fire Extinguisher training and Discover WH/Safety Day.

**Fire Department
July 2022**



	Month	FYTD
Participants	348	348
Number of Events	10	10
Education Hrs.	20	20

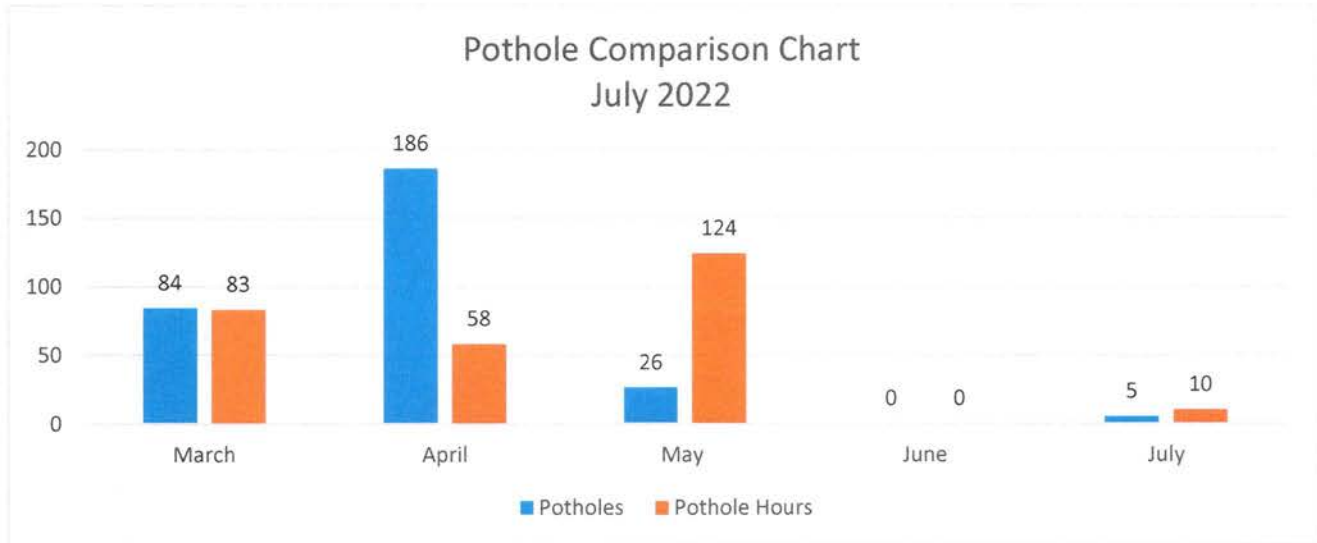
*Public education numbers were lower than normal due to COVID-19

Social Media Statistics for the Month

Post Reach	1862
Post Engagement	379
New Page Followers	16

Public Services Department – Public Works Division
July 2022

Pothole Comparison



The purpose of this chart is to gauge the amount of time spent repairing potholes and the number of potholes repaired in that time frame. It is also going to be used to show how long it currently takes to repair potholes in comparison to how long it will take when the milling head is used to make repairs.

-The goal for this job task is 50 potholes per month. When this chart is completed each month consideration will be given to the size of the potholes that have been repaired that month.

Pothole Complaint Response Time

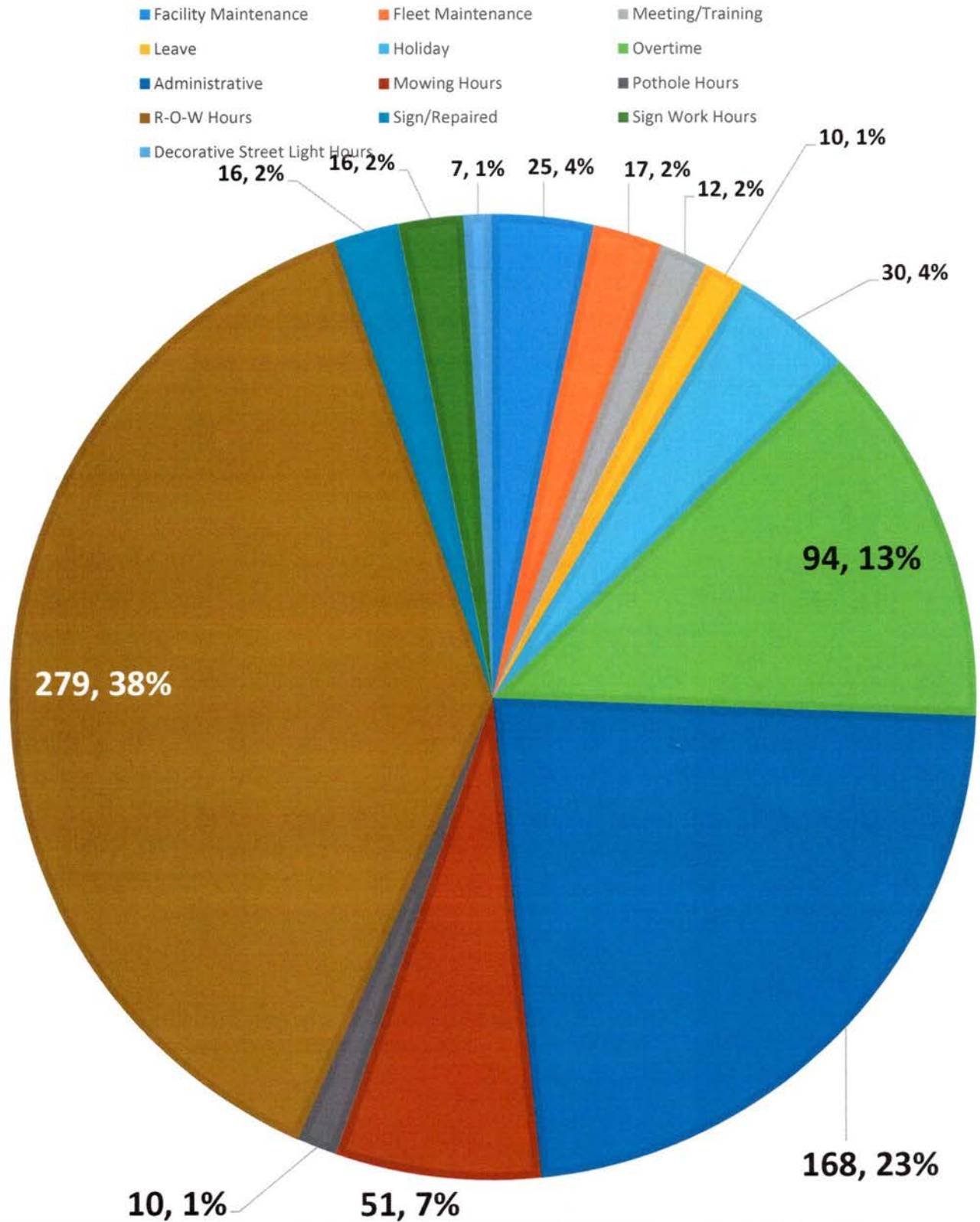
According to Ordinance the Streets and Roads Department is required to respond to a pothole complaint within 24 business hours from the time the complaint is made until time a satisfactory repair is made.

STREET ADDRESS OF COMPLAINT	DATE COMPLAINT LOGGED	DATE COMPLAINT RESOLVED	ELAPSED TIME BEFORE REPAIR MADE
White Haven Court	Identified by PW Crew on Wednesday July 6, 2022	Repaired Wednesday July 6, 2022	No elapsed time because it was identified and repaired on the same day
McCurdy Road	Identified by PW Crew on Thursday July 7, 2022	Repaired Thursday July 7, 2022	No elapsed time because it was identified and repaired on the same day.
404 South Aztec Drive	Identified by PW Crew on Tuesday July 12, 2022	Repaired Tuesday July 12, 2022	No elapsed time because it was identified and repaired on the same day
116 Ben Albert Road	Reported June 8, 2022	Repaired July 14, 2022	21 days
Mohawk Court	Identified by PW Crew on Thursday July 14, 2022	Repaired Thursday July 14, 2022	No elapsed time because it was identified and repaired on the same day.

Public Services Department – Public Works Division
July 2022

Total Hours Worked in The Public Works Department were 649.25 Hours. The chart below show what percentage of time was spent on each job task.

WORK DISTRIBUTION CHART



**Public Services Department – Public Works Division
July 2022**

Monthly Work Log

Mondy 7-4-2022

- Fourth of July (Holiday)

Tuesday 7-5-2022

- Sidewalk Inspections / RoW Mowing Industrial Drive, RoW area behind Hardee's / SR-76 On-off Ramps / Meadowlark/ Melton and Pleasant Grove Road.

Wednesday 7-6-2022

- Installed Speed Limit Sign on Hobbs Drive / Re-installed Curve Ahead Sign on S. Palmer's Chapel Road / Installed asphalt on Hobbs Drive after Drainage Project / Cut trees on White Haven so that emergency vehicles can pass more easily / Repaired Pothole on White Haven Court.

Thursday 7-7-2022

- Performed PW Sidewalk Inspections and Sanitation Brush Piles Inspections / Preparation meeting for Americana Fest / Repaired Pothole on McCurdy Road / Fleet Maintenance

Saturday 7-9-2022

- Americana Celebration. Set-up 0700-1100. Working the event 1530-2330.

Monday 7-11-2022

- Crew Meeting / Picked up cones, barricades, etc. from Soccer Complex from Americana Fest / Repaired 3 Decorative Street Lights on Sundance Way, Cut tree away from Decorative Street Light at 105 Sundance Way / Installed Speed Limit Sign on Meadowlark Drive.

Tuesday 7-12-2022

- Removed large brush pile at 405 Meadowbrook Court / Installed new Radar Speed Limit Signs on Calista Road / Fleet Maintenance / Repaired pothole at 404 S. Aztec Drive.

Wednesday 7-13-2022

- Crew meeting / String trimmed around signs on Pleasant Grove Road and Union Road, RoW Mowing on Union Road guard rails and Calista lift station / Traffic control for downed tree on Calista Road / Cut tree from sidewalk on Indian Ridge Blvd. and Lone Oak Drive.

Thursday 7-14-2022

- Repaired pothole on Ben Albert Road and Mohawk Court / Wilkinson Lane Drainage Project

Monday 7-18-2022

- Evaluated road drainage issue at 124 Sundance Way / Changed Yield Signs to Stop Signs at Navajo Court, Mohawk Court, and Cherokeewas Court / Installed Dead End Sign on Volunteer Drive / Evaluation of Decorative Street Light at 422 W. Winterberry Trail / Facility Maintenance / Changed batteries in Radar Signs on Calista Road (Rechargeable) / Updated message on digital message boards for Wilkinson Shady Lane Project

Tuesday 7-19-2022

- Diagnosed issue with hotbox and infrared machine / Installed Road plate on / Proofroll Phase 1 and 2 The Parks Development / Wilkinson Drainage Project

Wednesday 7-20-2022

- Wilkinson Lane Drainage Project / Moved Pipe from Wilkinson Lane to Shady Lane for Phase 2 over drainage project/ Delivered Truck 1328 to shop for repairs /

Thursday 7-21-2022

- Wilkinson Lane Drainage Project

Friday 7-22-2022

- Wilkinson Lane Drainage Project

Saturday 7-23-2022

- Wilkinson Lane Drainage Project

Monday 7-25-2022

- Installed Yield Sign on SB Off-Ramp WHPD request after witnessing safety issue with semis ignoring the existing / Yield Sign / Installed 2 more No Parking Signs on EB SR-76 at request of WHPD so that tickets can be issued to semis parking in the shoulder / No Parking Signs Installed at Highland Drive at WHPD request due to resident complaint of vehicles parking on shoulder and no room to pass / Removed topsoil from Copperfield Court after drainage project / Fleet maintenance

Wednesday 7-26-2022

- City Staff Safety Meeting / Cut trees from ditch on Apache Trail / Wilkinson Lane Drainage Project.

Thursday 7-28-2022

- Phase 2 of Wilkinson and Shady Lane Project, construction began on Shady Lane Project.

Friday 7-29-2022

- Phase 2 of Wilkinson and Shady Lane Project, construction continued on Shady Lane Project.

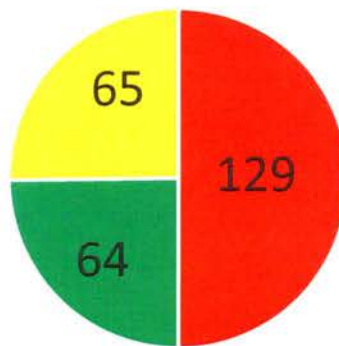
**Public Services Department – Public Works Division
July 2022**

Street Name Sign MUTCD Compliance List

The purpose of this list is to track the updating and bringing into compliance The City of White House's Street name signs with the current requirements the Manual on Uniform Traffic Control Devices (MUTCD) Standards. Street name signs can no longer have all letters capitalized on the sign. (Harpers Way and Loves Lane Road Signs were installed in compliance with current MUTCD Standards).

NOTE: No Street Signs were replaced in the month of July.

Street Name Sign Replacement



■ Total Signs To Be Replaced ■ Signs Replaced ■ Signs Left To Replace

Public Services Department – Public Works Division
January 2021

Public Works/Streets & Roads Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jun	22-Jul	YTD 22/23
Street	8,134	9,364	8,741	10,229	9191.25	562	649	649
Facility Maintenance	3494	2187	1,227	1,137	887.25	76	25	25
Fleet Maintenance	1034	514	282	380	422.5	14	17	17
Meeting/Training	502	510	517	400	457	25	12	12
Leave	1,253	576	613	810	823	120	10	10
Holiday	795	470	385	555	545	0	30	30
Overtime	508.5	488	414	311	152.75	11	94	94
Administrative	385	698	803	867	1153.25	150	168	168
Drainage Work (feet)	0	906	2749	10	0	216	0	0
Drainage Man Hours	0	1470	1045	170	14	85	0	0
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	0	0
Mowing Hours	0	22	175	219	221	10	51	50.5
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640		0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	0	4	4
Pothole Hours	0	759	734	1,181	831.5	0	10	10
R-O-W Hours	0	2835	2416	4,027	3044.5	73	279	279
Sign/Repaired	0	120	91	84	63	2	16	16
Sign Work Hours	0	289	179	234	109	3	16	16
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	6	7	7
Traffic Light Hours	0	0	65	20	158	0	0	0

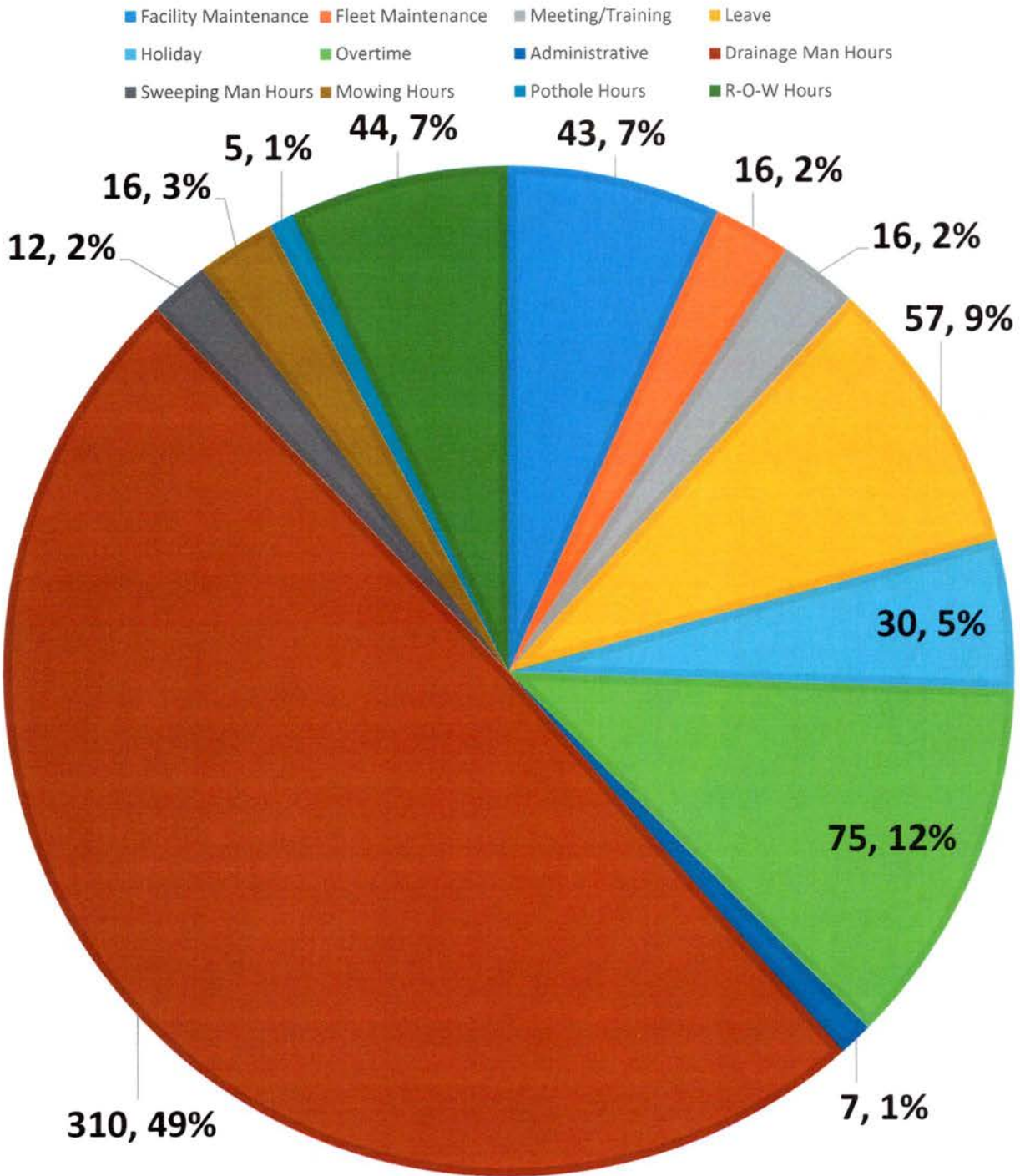
Sanitation Division

Sanitation Division	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jun	22-Jul	YTD 22/23
Total Hours Worked	2,685	3,634	4,406	4,024	4200.5	360	320	320
Facility Maintenance	3494	723	446	574	394.5	41	7	7
Fleet Maintenance	1034	488	445	331	294.5	7	17	17
Meeting/Training	502	265	130	135	127.5	15	7	7
Leave	1,253	428	700	476	336	10	85	85
Holiday	795	270	230	230	230	0	20	20
Overtime	508.5	119	4	12	39.5	0	0	0
Administrative	385	167	1	0	72.5	16	0	0
Sweeping Man Hours	0	1	0	0	0	0	0	0
Pothole Identification Hours	NEW					0	0	0
R-O-W Hours	0	166	30	97	170	29	7	7
Salt Hours	0	0	0	0	0	0	0	0
Salt Tons	0	0	0	0	0	0	0	0

Sanitation	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jun	22-Jul	YTD 22/23
Brush Collection Stops	5,944	6,080	5,605	5,620	5161	847	604	604
Brush Truck Loads	459	551	522	578	584	64	58	58
Leaves Pickup Bags	3741	3,542	3,422	3,535	2934	386	169	169
Brush/Leaves Hours	1366	1,492	1,239	1,300	1225.5	143	122	122
Litter Pickup Bags	334	507	546	511	456	41	23	23
Litter Pickup Hours	1147	1132	985	957	892	99	55	55

Public Services Department – Stormwater Division
July 2022

WORK DISTRIBUTION CHART



**Public Services Department – Stormwater Division
July 2022**

Administrative Notes

Inspections Performed in July:

Initial Sidewalk and Driveway Inspections – 25

Final Stormwater – 15

Final Sidewalk and Driveway – 12

Land Disturbance – 28

Fence Permit – 3

Open Trench – 5

Construction Site – 3

Stormwater Concerns and Calls.

WILKINSON LANE DRAINAGE PROJECT – Structure 3 to Headwall 1



Public Services Department – Stormwater Division
July 2022

WO 072922005 SHADY LANE: We had to move the headwall to the North side due to sewer line in way. Homeowner allowed us to move her mailbox.



WO 051122003 07/07/2022 403 Autumnwood: Ditch work was completed approximately one year ago. Talked to homeowner's work was done without his knowledge. We have come to a mutual agreement to fix one section between driveway. Will need 12" pipe coupler. 7/7/22 started work on adding pipe and filling with dirt.

COMPLETED



WO 071222001 07/11/2022 110 Highland Dr: Received a service call from Robert Redmond with a description of the drainage ditch is blocked with limbs and what looks like a roll of Fencing. Myself and Chris Keith inspection of the site this will be almost a week worth of work to clean out. **ON HOLD DUE TO WILKINSON/SHADY**

PROJECT



Public Services Department – Stormwater Division
July 2022

07/11/2022 408 HWY 76. Business owner is having drainage issue we completed an inspection and turned over the information to **WORKING WITH TDOT ON THIS PROJECT (NO RESPONSE FROM TDOT)**

07/13/2022 Union Road: During mowing operation on Union Road, we discovered a rock in the creek was causing the road to wash out. Public Works and Stormwater worked together to remove it and fix the road. **COMPLETED**



07/14/2022 Indian Ridge Blvd: The bushes at the intersection of Indian Ridge Blvd and Stadium Dr are a hazard to foot traffic and car traffic. The visibility here is so bad I've witnessed a handful of close calls here with pedestrians and almost hit a vehicle myself. Please have these cut back or cut down. **Turned over to Codes**

WO 072022003 07/20/2022 Hester Drive: This issue is due to trailer truck parking at top of Hester Drive and running over the curb. We installed a road plate and project is currently **ON HOLD DUE TO WILKINSON/SHADY PROJECT**



07/20/2022 302 Indian ridge Circle: Ms. Pam Greer Circle called because at one point there were big rocks placed in a culvert behind her house to help with stormwater flow, but during the last big rain it washed them down, and she was wondering if it was possible to have more placed there. Myself and Chris Keith did the inspection and this was a project about six months ago and everything is looking good there is a section that the homeowner had placed concrete in the system and the Rip Rap was just moving down in that section. System is working fine all of the homeowner question were answer and no further action required. **COMPLETED**

Public Services Department – Stormwater Division
July 2022

WO 072522003 07/25/2022 103 Copperfield: After Springbrook project 103 having drainage problems two loan of dirt grass seed plant food and roll of straw matting. **ON HOLD DUE TO WILKINSON/SHADY PROJECT**



WO 072822003 07/28/2022 213 Peachtree Street: inspection completed with homeowners will need to chop saw curb to get it back in place beside drainage. Will also need baby dump of dirt, seed straw matting to correct the drainage inlet. **ON HOLD DUE TO WILKINSON/SHADY PROJECT**



WO 071222002 499 Marlin Rd.: Online submission: Would it be possible to evaluate a drainage area from the 499 Marlin Rd driveway to Tyree Springs Rd (+-200 ft)? During prolonged/heavy rain, water ponds on either side of my driveway and eventually seeps into the ground under my drive entrance. A raised section in the middle keeps the water from draining down to the Tyree Springs culvert. **The team contacted the resident and scheduled to provide relief to the property.** **ON HOLD DUE TO WILKINSON/SHADY PROJECT**

**Public Services Department – Stormwater Division
July 2022**

Monthly Work Log

Monday 7-4-2022

- Fourth of July (Holiday)

Tuesday 7-5-2022

- Fleet maintenance / ROW Mowing

Wednesday 7-6-2022

- ROW Mowing and Pleasant Grove Road / Inspections in Legacy Farms

Thursday 7-7-2022

- Eastside Drive drainage and Asphalt repair / White Haven Court pothole repair / Fleet maintenance

Saturday 7-9-2022

- Americana Celebration. Set-up 0700-1100. Working the event 1530-2330.

Monday 7-11-2022

- Crew meeting / Wilkinson Lane Project / ROW Mowing Wilkinson Lane and Pleasant Grove Road

Tuesday 7-12-2022

- Street sweeping SR-76 and 31W, Hester Drive and Knight Circle / Seed and Straw Wilkinson Lane

Wednesday 7-13-2022

- ROW Mowing / Union Road repair / Cut tree away from sidewalk on Indian Ridge Blvd. / Cut Union Road Guard Rails

Thursday 7-14-2022

- Meeting with Cintas about uniforms / Wilkinson Lane Project

Monday 7-18-2022

- Wilkinson Lane Drainage Project / Hester Drive and Knight Circle catch basin issue (installed road plate) / Facility Maintenance

Tuesday 7-19-2022

- Wilkinson Lane Drainage Project

Wednesday 7-20-2022

- Wilkinson Lane Drainage Project

Thursday 7-21-2022

- Wilkinson Lane Drainage Project

Friday 7-22-2022

- Wilkinson Lane Drainage Project

Saturday 7-23-2022

- Wilkinson Lane Drainage Project

Monday 7-25-2022

- Meeting on Copperfield Drive / Fleet Maintenance

Wednesday 7-26-2022

- Wilkinson Lane Drainage Project / Safety Committee Meeting

Thursday 7-28-2022

- Wilkinson and Shady Lane Drainage Project

Friday 7-29-2022

- Shady Lane Drainage Project / Citizen Complaint at 219 Peachtree Drive

Inspections Notes

Copes Crossing Open Trench Pipe Inspection:

071222014: D3 to D0.



071422009: D4 to D3:



071922001: F0 to F1:



Caliber Collision:

071322002: Structures 10-8



Summerlin

Phase 5: 072522007: Water Quality Installation:



Public Services Department – Stormwater Division
July 2022

Phase 8:

071422007 - Highland Park EP&SC Inspections:



071422008: Scooters Coffee Construction Site EP&SC Inspection:



Springbrook Phase 3&4:

Met with developer and homeowner to discuss boundaries and landscape buffer.



Public Services Department – Public Works Division
January 2021

Public Works Stormwater Division

Total Hours Worked	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	22-Jun	22-Jul	YTD 22/23
Stormwater	8,134	9,364	8,741	10,229	9191.25	0	555	555
Facility Maintenance	3494	2187	1,227	1,137	887.25	0	43	43
Fleet Maintenance	1034	514	282	380	422.5	0	16	16
Meeting/Training	502	510	517	400	457	0	16	16
Leave	1,253	576	613	810	823	0	57	56.5
Holiday	795	470	385	555	545	0	30	30
Overtime	508.5	488	414	311	152.75	0	75	75
Administrative	385	698	803	867	1153.25	0	7	7
Drainage Work (feet)	0	906	2749	10	0	0	0	0
Drainage Man Hours	0	1470	1045	170	14	0	310	309.5
Debris Removed Load	0	100	35	44	0	0	0	0
Sweeping Man Hours	0	18	13	0	0	0	12	12
Mowing Hours	0	22	175	219	221	0	16	16
Curb Repair	0	0	0	15	0	0	0	0
Shoulder LF	0	4485	630	5	640	0	0	0
Shoulder Hours	0	155	160	49	176	0	0	0
# of Potholes	0	250	473	346	385	0	4	4
Pothole Hours	0	759	734	1,181	831.5	0	5	5
R-O-W Hours	0	2835	2416	4,027	3044.5	0	44	44
Sign/Repaired	0	120	91	84	63	0	0	0
Sign Work Hours	0	289	179	234	109	0	0	0
Salt Hours	0	10	143	24	76.5	0	0	0
Salt Tons	0	12	20	23	18	0	0	0
Decorative Street Light Hours	0	57	46	125	133.5	0	0	0
Traffic Light Hours	0	0	65	20	158	0	0	0

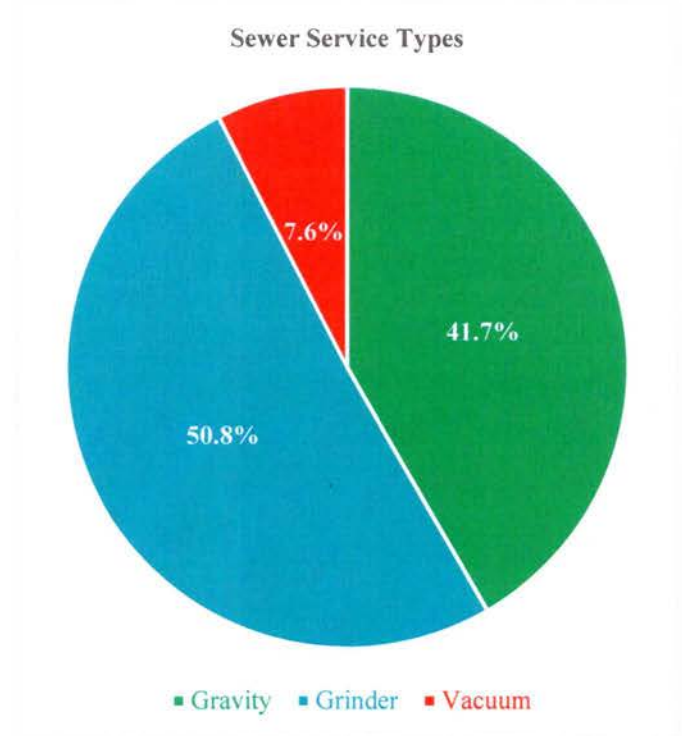
**Public Services Department - Wastewater Division
July 2022**

Collections System Activities:

The City of White House operates a dynamic and unique sanitary sewer system consisting of gravity services, low-pressure grinder services, vacuum services, and various types of lift-stations. As of **July 31st, 2022**, City personnel count a total of **5,878** sewer system connections, with **10 new** applications for service in **July, 2022**. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	2,450
Low-Pressure Grinder Sewer Connections	2,984
Vacuum Sewer Connections	444

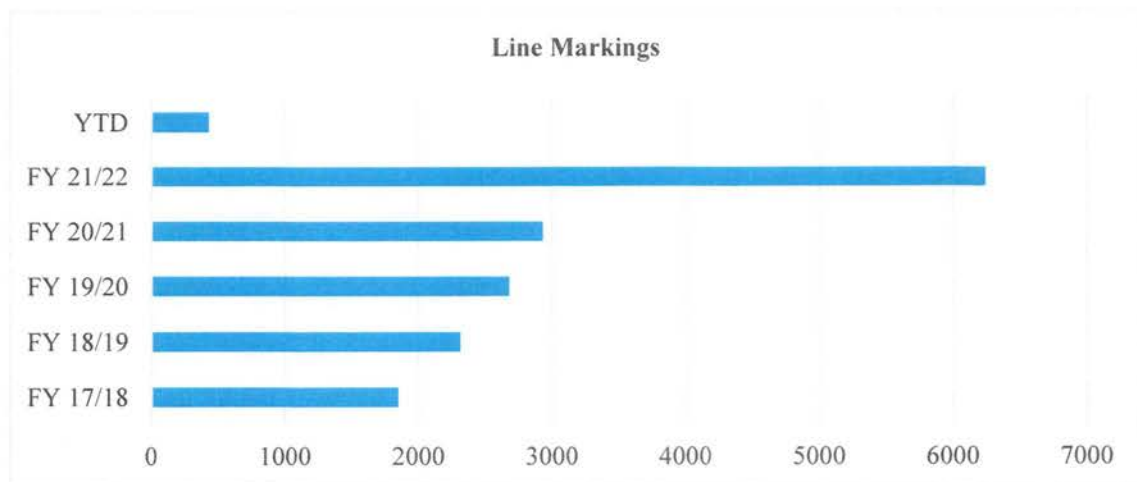
The City counts **187** commercial grinder stations, **2,797** residential grinder stations, and **28** major lift stations integrated into our system.



811 Utility Locate Service:

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. **Wastewater personnel received 213% more line-marking in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities.**

Line Markings	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>June 2022</u>	<u>YTD</u>
Tennessee 811	1849	2315	2680	2933	6245	433	433



**Public Services Department - Wastewater Division
July 2022**

<u>Lift Station Location</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Jul 2022</u>	<u>YTD</u>
Union Road	17	6	6	9	0		0	0
Summerlin	0	2	5	22	0		0	0
Settlers' Ridge	1	1	1	1	1		0	0
Cope's Crossing	15	7	8	6	9		0	0
Cambria	0	1	4	3	4		0	0
Belmont Lodge Apartments	n/a	n/a	n/a	n/a	0		0	0
Kensington Green	n/a	n/a	1	0	0		0	0
Meadowlark Townhomes	n/a	n/a	n/a	n/a	0		0	0
Meadowlark	6	4	2	1	1		1	1
Sage (aka Hester)	2	0	1	0	0		0	0
Loves Truck Stop	n/a	n/a	0	0	3		0	0
Highway 76 (aka Springfield)	0	1	1	0	0		0	0
Portland	4	1	0	1	0		0	0
North Palmers Chapel Vacuum Station	23	8	3	1	7		0	0
Villas at Honey Run	n/a	n/a	n/a	n/a	1		0	0
31W Apartments	n/a	n/a	n/a	n/a	0		0	0
Calista Apartments	n/a	n/a	n/a	n/a	0		0	0
Calista Vacuum Station	13	4	2	1	9		1	1
Concord Springs	n/a	n/a	0	0	2		0	0
Fields at Oakwood	n/a	n/a	n/a	2	2		0	0
Los Jalapenos	n/a	n/a	n/a	n/a	0		0	0
Mt. Vernon Apartments	n/a	n/a	n/a	n/a	0		0	0
Grove at Kendall	n/a	n/a	n/a	n/a	0		0	0
Wilkinson Lane	4	1	3	1	3		0	0
Heritage High School	0	2	1	0	0		0	0
Legacy Farms	n/a	n/a	n/a	n/a	0		0	0
The Parks #1	n/a	n/a	0	0	0		0	0
Treatment Plant	6	4	6	3	0		0	0

Public Services Department - Wastewater Division
July 2022

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 SCADA system at every lift station will allow the technician to remotely operate the components at the station.

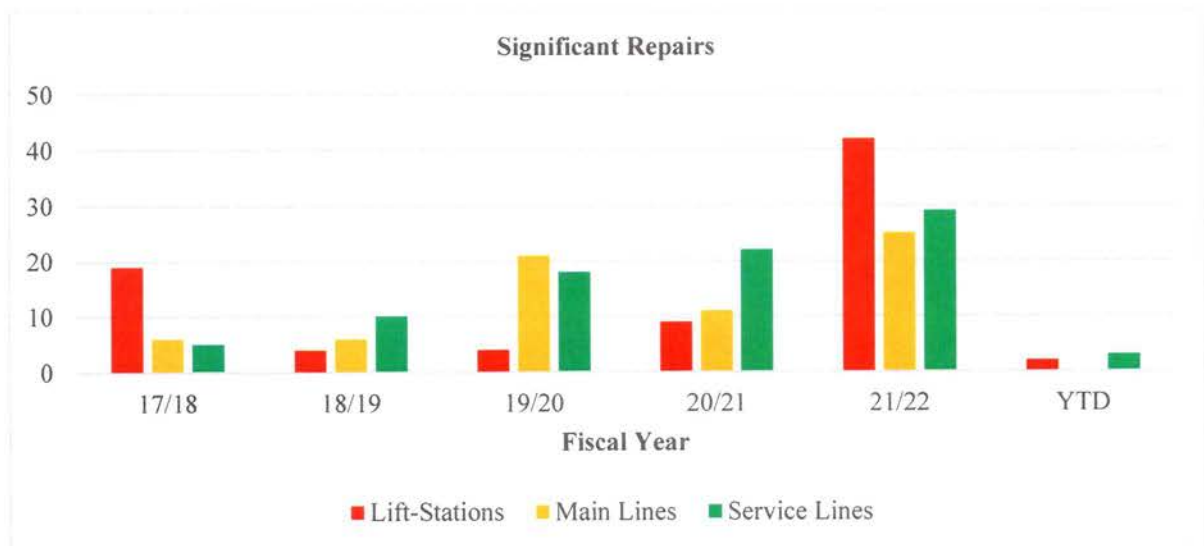
Major Alarms:

- Calista: The Calista vacuum station pump #3 was replaced with an older spare model pump while the new vacuum pump is down for repairs. This pump swap required rewiring the soft-starter, which was successfully completed. The replacement pump operated for several days, then experienced an electrical issue and shut down. This wiring issue has been repaired, and the pump has been returned to normal operation.
- Meadowlark: The Meadowlark station experienced dry-run issues. The transducer was pulled, cleaned, and returned to normal service. The dry-run float was replaced.

System Repair Goals:

The goal is to minimize failures with the major lift stations and the mainline gravity, low-pressure and high-pressure force-mains, and the air-vacuum systems. Key personnel have been trained over the last four (4) 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 the lift stations are either at or near their anticipated 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. Under these circumstances the City must make repairs; and if the line break was due to negligence, the responsible party will be billed. In some cases, the breaks are due to weather events or age.

<u>Repairs</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Jul 2022</u>	<u>YTD</u>
Major Lift Stations	19	4	4	9	42		2	2
Main Line	6	6	21	11	25		0	0
Service Line	5	10	18	22	29		3	3

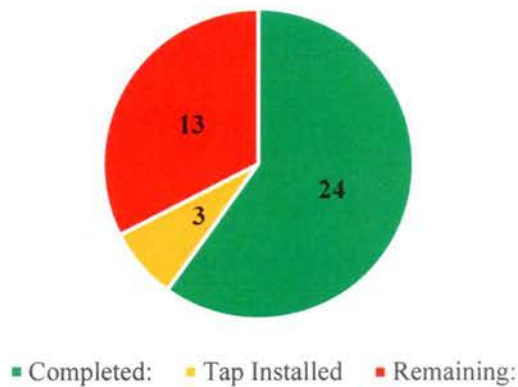


Public Services Department - Wastewater Division
July 2022

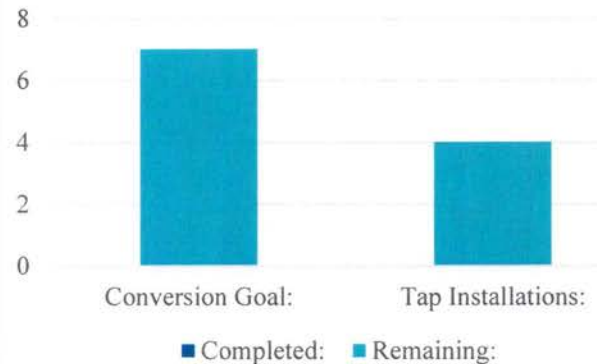
Ongoing Projects:

1. **Settlers' Ridge:** In August 2017, just days before Tropical Storm Harvey arrived in White House, a contractor ran over the pump station with a lull. The damage was evaluated the week after Harvey had passed. The tank, rails, and lid were all damaged beyond repair and therefore are on order for replacement. This is a pump station not yet taken over by the City. It shall be repaired and fenced for the City to take it over. **Tank has been delivered to the developer. The corrective action requirements for this station is for the developer and/or contractor to hire a company to patch the damage and supply the City with the replacement tank and a 2-year warranty on the repair, which has not yet been completed.**
2. **New Southern Force-Main:** The sewer model and master plan updates completed by Jacobs Engineering revealed significant flow restrictions in our existing 12-inch Southern Force-Main, which currently takes approximately 60% of the City's sewer flows. Replacement of the existing main will require running a new upsized line approximately four (4) miles from the Wastewater Treatment Plant at the end of Industrial Drive to the new Dorris Farm development on Tyree Springs Road. The first phase of the project has been bid out to Twin States, and consists of installing approximately 4,500 ft of 20" DR11 HDPE pipe, including a 490 ft bore under I-65, and running pipe from Hester Dr to the intersection of DeeCee CT and SCT Dr. **The majority of the Phase-1 pipe has been installed, and Twin States is currently preparing for the tie-ins at both ends. The bids for Phase-2 have been received, and Twin States will be awarded the contract for this phase as well.**
3. **Calista Vacuum Station:** One of the new Mink vacuum pumps installed in 2019 has failed prematurely, and metal shavings have been discovered in the oil pan of the pump. We are sending it back to the manufacturer to discover the cause of the failure, and for a quote on repairs. The replacement cost for a new pump is approximately \$30,000. **One of the older model Busch pumps previously removed from the station has been retrofitted as a replacement until the Mink pump can either be repaired or replaced.**
4. **Septic-to-Sewer Conversions:** The City continues to make progress on septic to sewer conversions. An additional eight (8) addresses have been approved by the Board to be added to the original list of septic-to-sewer conversion projects. Seven (7) conversion projects are planned for the 2022/2023 fiscal year. **A total of 24 projects have now been completed on the list of 40.**

Total Planned Septic-to-Sewer Conversions:



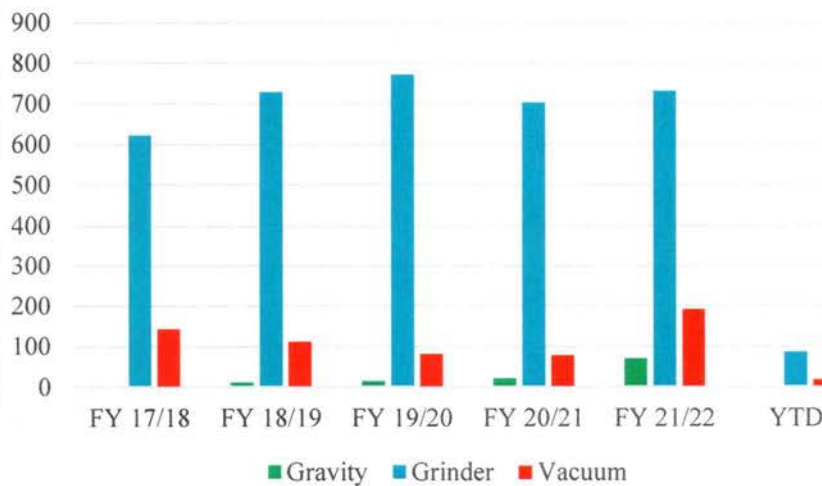
Septic-to-Sewer Conversion Goals
(FY-2022/2023)



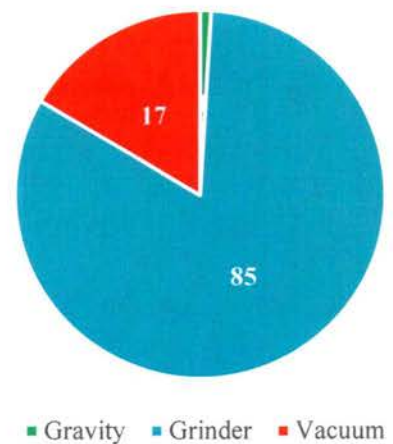
**Public Services Department - Wastewater Division
July 2022**

<u>Work Orders</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>Jul 2022</u>	<u>YTD</u>
Vacuum System Service Request	143	112	82	78	191		17	17
Gravity Service Request	0	10	13	20	69		1	1
Low Pressure Service Request	621	728	770	702	730		85	85
Total Pumps Replaced	401	361	449	492	472		57	57
Total Pumps Rebuilt	n/a	n/a	n/a	135	114		6	6
Total Warranty Pumps Returned	n/a	n/a	n/a	n/a	129		0	0
Grinder Tank PM Program	63	358	267	219	117		13	13
Open Trench Inspections	54	103	226	409	702		60	60
Final Inspection for New Service	56	62	110	248	405		32	32
Sanitary Sewer Overflow (SSO)	1	3	49	19	28		0	0
Odor Complaints	28	43	43	35	22		1	1

Sewer Service Calls by Connection Type



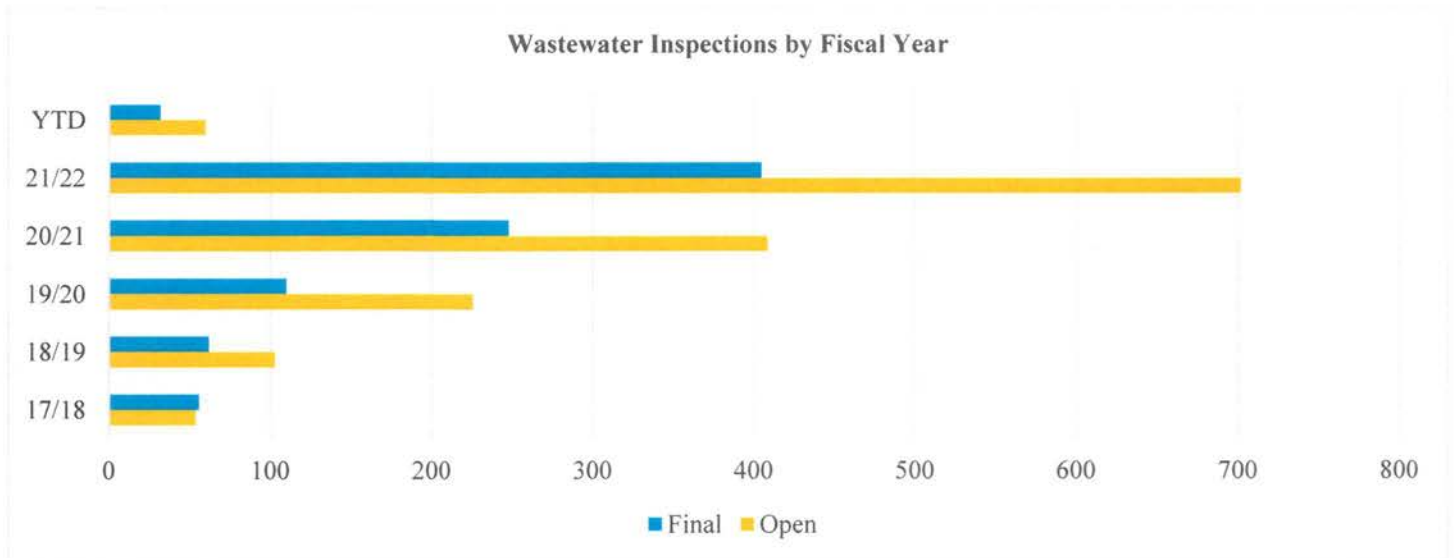
Sewer Service Calls by Connection Type (July 2022)



Public Services Department - Wastewater Division
July 2022

New Constructions and Inspections:

Wastewater inspectors perform open-trench inspections for all sewer infrastructure installed within our Collections System, as well as final inspections on all new construction buildings. New constructions throughout the City, both commercial and residential, have drastically increased the frequency of both inspection activities. We have seen an approximate doubling in the number of inspections every year for the last 5 years.

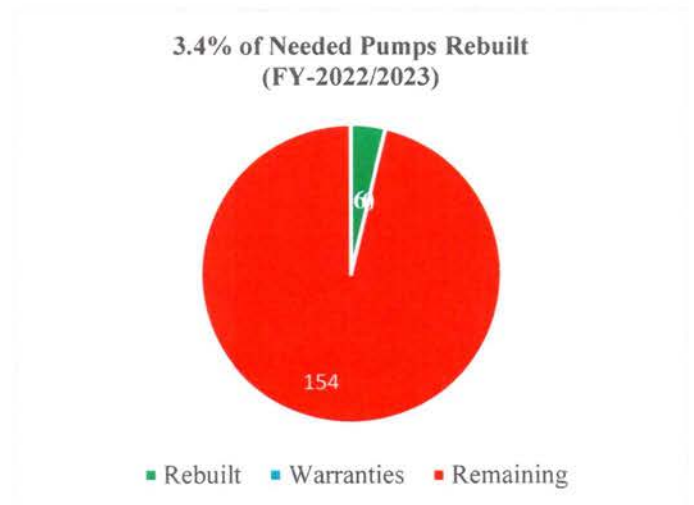


Pump Rebuilds:

The capital outlay budget was designed for a total purchase of 350 new E-One grinder pumps for the 2021/2022 Fiscal Year. However, 472 grinder pumps were needed to meet all the service call requests for the year, and supply-chain issues led to long delays in receiving new pumps that were on order. To supplement the amount of pumps on-hand, the department rebuilt 114 pumps throughout the year, in addition to 129 warranty-return pumps received. Wascon rebuilds all pumps that fail prior to expiration of their 5-year and 3-month warranty period. The capital outlay budget for the 2022/2023 fiscal year was again designed for the purchase of approximately 350 new pumps, with an anticipated need for approximately 500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps).

New pumps are anticipated to have an average operating lifespan of approximately 7-10 years. Rebuilt pumps are anticipated to have an average operating lifespan of approximately 2-3 years.

There was an abnormally high number of warranty-returns in the 2021/2022 fiscal year caused by a known manufacturing defect in the 2018/2019 E-One models that the manufacturer has since corrected.



**Public Services Department - Wastewater Division
July 2022**

Treatment System Activities:

Wastewater Treatment Plant Goals:

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.

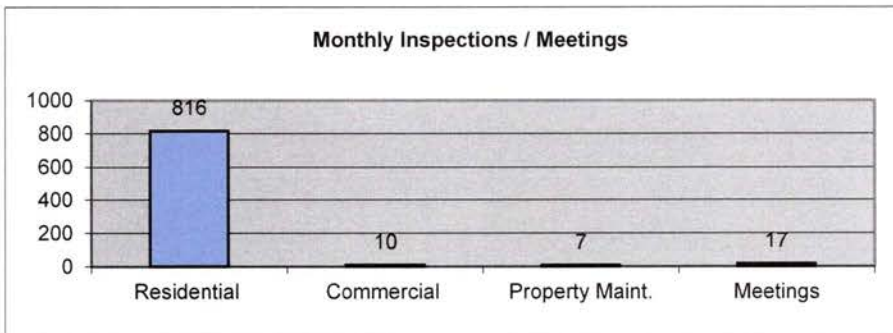
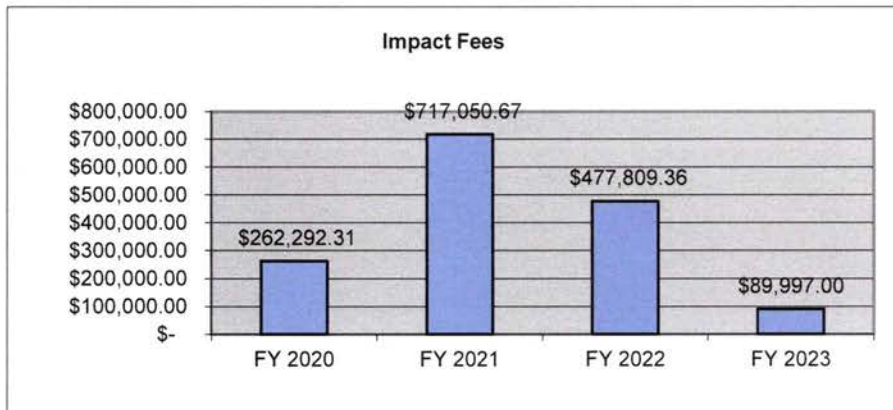
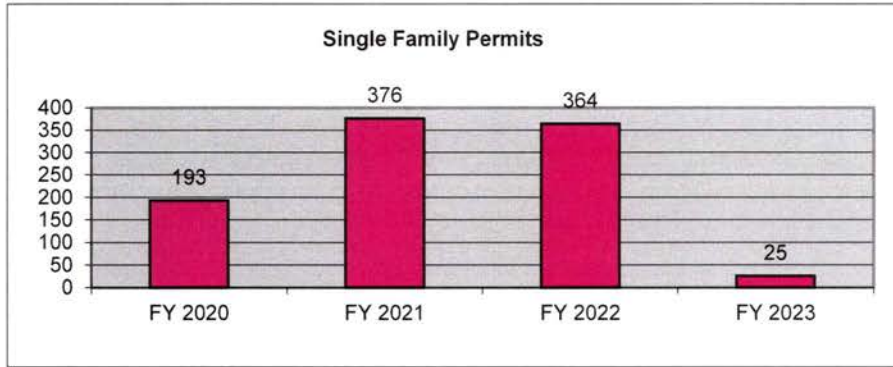
<u>Parameter</u>	<u>Apr - 22</u>	<u>May - 22</u>	<u>Jun - 22</u>	<u>Jul - 22</u>	
Flow – To Creek	0.767 MGD	0.668 MGD	0.595 MGD	0.538 MGD	MGD = Million Gallons/Day
Flow – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	0.767 MGD	0.668 MGD	0.595 MGD	0.538 MGD	
Capacity	1.400 MGD	1.400 MGD	1.400 MGD	1.400 MGD	
% of Plant Throughput	54.8%	47.7%	42.5%	38.4%	(0.538 MGD) / (1.400 MGD)
Actual Capacity	1.120 MGD	1.120 MGD	1.120 MGD	1.120 MGD	(1.400 MGD x 80%)
% of Allocated Capacity	68.5%	59.6%	53.1%	48.0%	(0.538 MGD) / (1.120 MGD)
Rainfall	5.86"	2.89"	2.39"	3.83"	

	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>		<u>July 2022</u>	<u>YTD</u>
Effluent Violations	7	13	7	12	7	32		1	1

1. **Violations:** One violation for Total Phosphorus Rolling Average in pounds per year. This will continue until the new plant is operational. Violations may continue for several months after completion of construction until the annual rolling average can be reduced below the violation limits by the new facility.
2. **TDEC Order and Assessment:** On July 15th, 2020, TDEC issued the City of White House an Order and Assessment notice in the amount of \$63,040 for a total of 29 violations that occurred between March 2018 and February 2020 (the only unresolved violation being the rolling total phosphorous average). An initial payment in the amount of \$12,608 was required within 30 days, with other penalties only being applicable if the provisions of the order and assessment were not met. Two (2) provisions were of concern to City staff: The City must begin to initiate the implementation of the state-approved plans for the WWTP expansion within 90 days; and the City must remain within "significant compliance" of the facility's permit for a period of two (2) years following completion of construction of the new facility. City personnel spoke with TDEC officials on July 29th, and were able to confirm that the City is already compliant with the 90-day initiation period as a result of the progress made with the SRF Loan process for the facility, and received an extension of the "significant compliance" period to begin one (1) year after completion of construction, to allow for the influence of the old facility's treatment effectiveness on annual rolling averages to be completely phased out. An estimated approximate timeline of anticipated steps required to complete the SRF process and to move forward with plant bidding/construction has been provided below. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020.**
3. **Peracetic Acid:** TDEC has approved our use of PAA as the method of disinfection and has modified our NPDES permit accordingly. The PAA feed rate is operating at a constant **2.00** parts per million (ppm). The average residual was **0.11** PPM with a max residual of **0.21** PPM. ***Last month the feed rate was 1.90 ppm.***

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed **126 CFU's** (colony forming units) per 100 ml." Additionally, our **daily maximum** concentration limit is **941/1000ml**. Our E Coli testing for the month was an average of **26.1 CFU's** which is well below the limit. ***Last month the average was 23.0 CFU.***

Planning and Codes Department
JULY 2022



**Planning and Codes Department
JULY 2022**

	Month	FY2023	FY2022	FY2021	FY2020
MEETING AGENDA ITEMS#					
Planning Commission	4	4	67	74	69
Construction Appeals	0	0	0	0	0
Zoning Appeals	0	0	5	4	5
Tech. Review/Study Session	0	0	5	2	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	25	25	340	376	193
Multi-Family Residential	0	0	0	22	13
Other Residential	6	6	89	83	91
New Commercial	2	2	7	6	6
New Industrial	0	0	0	2	0
Other Com/Ind	0	0	25	23	33
Sign	2	2	11	17	14
Occupancy Permits	13	13	319	400	212
Jersey Mike's -615 Hwy 76					
Patel Market- 107 Business Park Drive					
Other	3	10	11	12	3
BUILDING INSPECTIONS					
Residential	816	816	5452	2621	2858
Hours	204	204	1367	533	699
Commercial /Industrial	10	10	139	92	110
Hours	9	9	62.75	18	12.83
CODE ENFORCEMENT					
Total Cases	7	7	35	98	179
Hours	3	3	35.75	70.24	86.75
Complaints Received	7	7	55	41	116
MEETINGS					
Administration	9	9	117	72	58
Hours	9	9	127	70	38
Planning	8	8	127	53	76
Hours	6	6	96	50	70
Codes	0	0	8	11	28
Hours	0	0	10	9	37
FEES					
Permit Fees	\$63,812.20	\$ 63,812.20	\$ 906,700.10	\$ 2,144,740.07	\$808,041.72
Board Review Fees	\$0.00	\$ -	\$ 14,100.00	\$ 84,775.00	\$11,000.00
City Impact Fee	\$89,997.00	\$ 89,997.00	\$ 477,809.36	\$ 717,050.67	\$262,292.31
Roads	\$9,525.00	\$ 9,525.00	\$ 664,873.68	\$ 301,769.60	\$77,860.90
Parks	\$9,900.00	\$ 9,900.00	\$ 114,114.00	\$ 150,326.00	\$ 74,646.00
Police	\$10,596.40	\$ 10,596.40	\$ 125,535.54	\$ 191,431.41	\$ 59,096.30
Fire	\$6,990.80	\$ 6,990.80	\$ 76,498.26	\$ 79,900.66	\$ 36,749.61
OTHER ITEMS					
Subdivision Lots	0	0	0	235	51
Commercial/Ind. Sq Ft	0	0	15,216	214,206	27,006
Multi-Family Units	0	375		0	144
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 24	\$ 7,074,276.17	\$7,074,276.17	\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	15		17	16	15

**Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022**

Update on ongoing projects:

Soccer Complex Renovation Phase II

- Contract almost ready for us to sign
- Have until August 2025 to complete this project so we will take our time while we build up enough funding
- Meanwhile we will continue to work on the land portion of the grant requirements and design and then submit plans to planning commission for review and approval

Tennis Courts

- Construction is ongoing
- Have 210 days to complete, which would come out to January 9th



Rec Center

- Design complete
- Currently out for bid – Bid opening August 11th
- City Hall demolition project is ongoing

Top Dresser

- Ordered new top dresser this month
- Should be in by mid-to-late August
- Will immediately use to top dress several fields

Update on Upcoming Projects:

Greenway Bridge Restoration

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation
- Trying to get with TDEC in order to get project started since this involves a creek
- Anticipate this project lasting a while considering TDEC involvement

**Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022**

Greenway Lighting

- This involves adding lighting to the area where we normally have Trail of Treats on the Greenway
- Will need to work with City Engineer to figure out the logistics of this project

Museum HVAC Replacement

- This is to replace one of the HVAC units at the Museum that has been giving us trouble lately and needs to be replaced due to its age
- Currently collecting quotes

Tyler Parks Software

- The hope was to get the parks module offering of the same software that many other departments in the city use. However, they have recently done away with it after multiple complaints about it.
- They hope to have an update at the beginning of the year on the new software
- So, we will continue to use RecDesk until that is resolved

List of upcoming projects vet to begin:

Cemetery Software

Splash Pad Maintenance Building

Museum Chimney Restoration

Playground Restoration

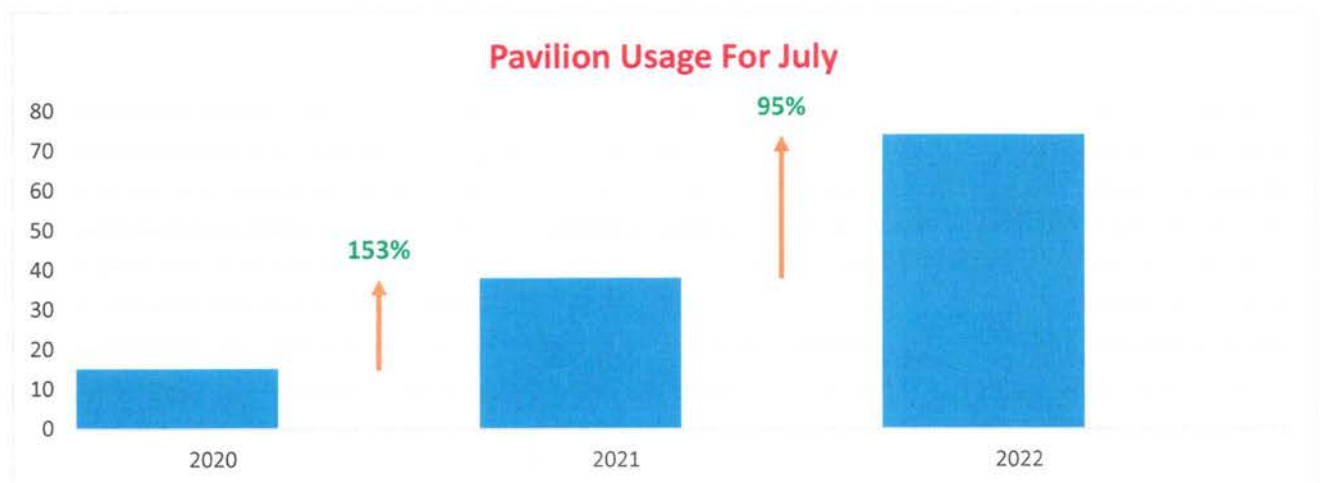
Field 5 Fencing

Maintenance Building Fencing

Cemetery Fencing

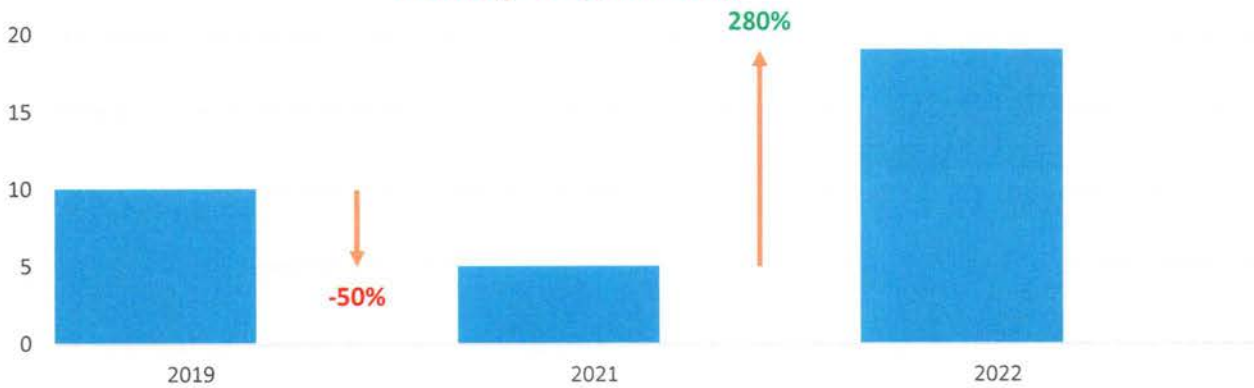
Utility Vehicle

Dog Park Parking lot paving/stripping

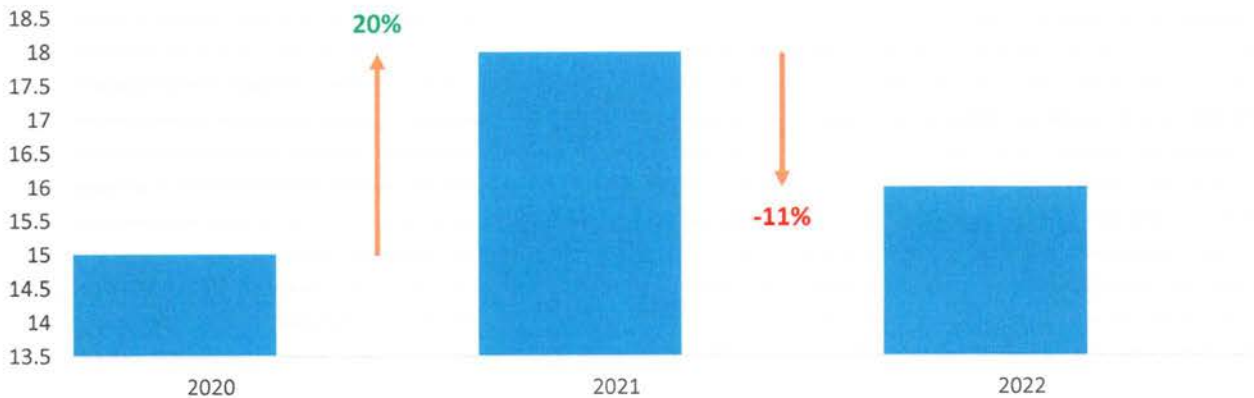


Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022

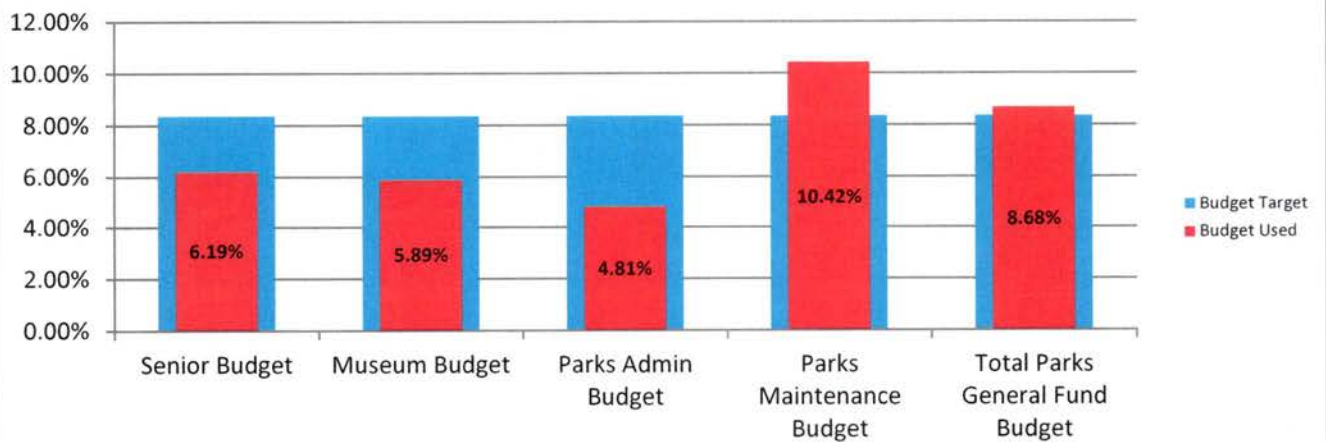
Facility Usage For July



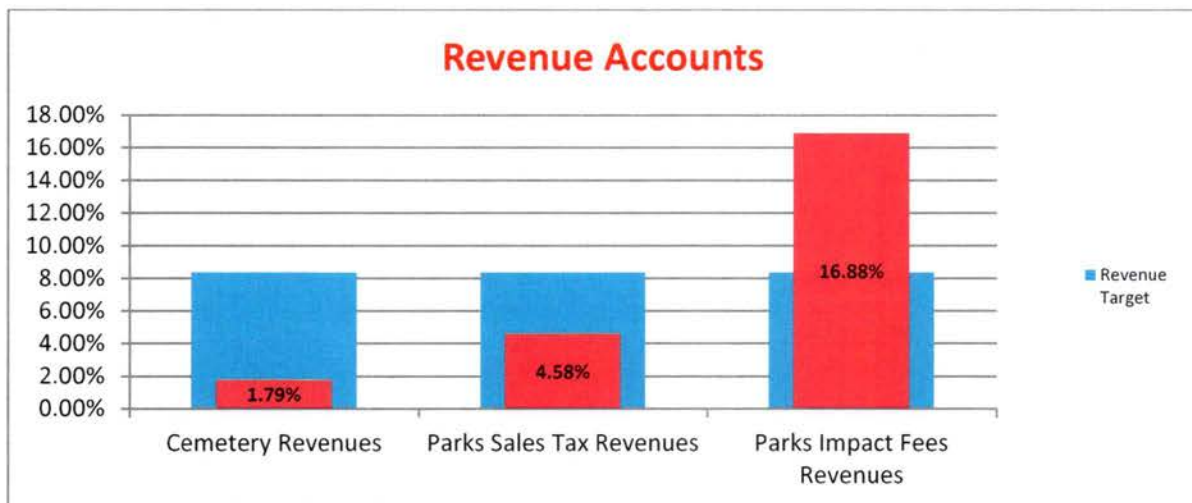
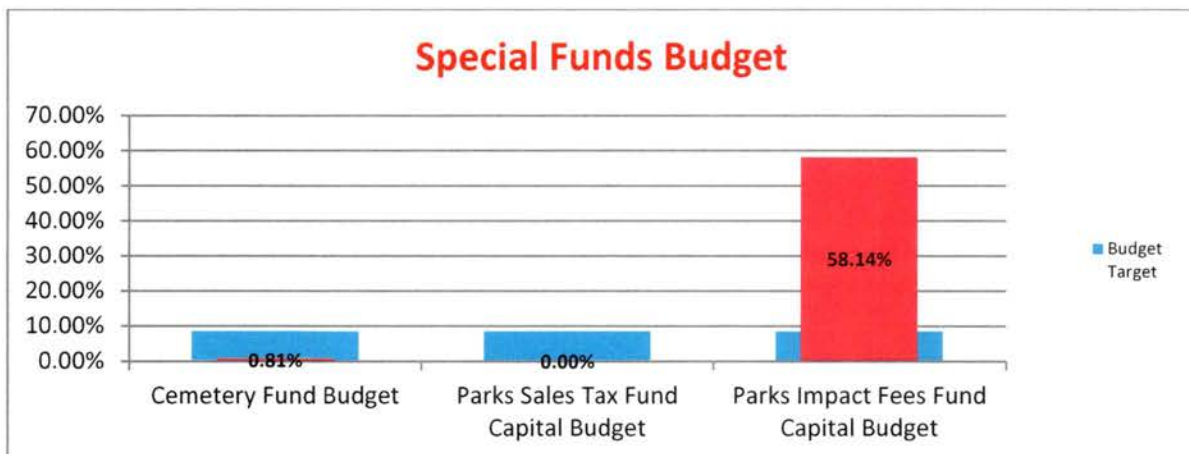
Ballfield Rentals For July



General Fund Budgets



Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022



Recreation

Special Events

Independence 5k

- July 2nd on greenway behind High School
- Start Time 8:00am
- 63 total participants
- Overall Male & Female Winners: Jacob Carrigan & Audrey Brown
- Masters Over 40 Winners: Russ Hurd & Donna England



**Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022**

Adult Athletics

Adult Basketball

- Season ongoing
- 11 Team league
- Games on Monday / Wednesday nights
- Regular Season set to end August 3rd
- Season Tournament set for August 3rd- 15th

Adult Softball

- Registration opened July 25th
- Registration set to close August 28th

Youth Athletics

Fall Girls Volleyball

- Registration closed July 10th
- 84 total registered
- 3rd- 5th grade
 - 36 total registered
 - 4 teams
- 6th – 8th grade
 - 48 registered
 - 6 teams
- Practices started July 23rd
 - Tuesday, Thursday, Fridays, and Saturdays
- Games set to start august 20th

Fall Youth Softball

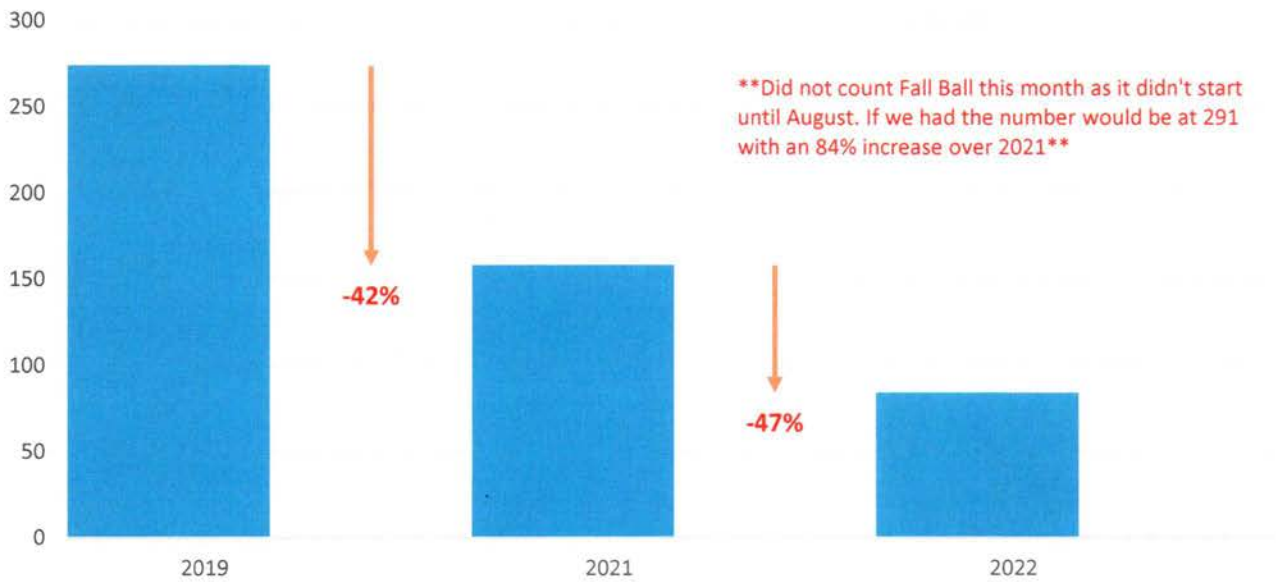
- Registration Closed July 10th
- 34 total registered
- Unable to make due to low registration numbers
 - 4 girls moved to baseball to play in 4-5-6 league

Fall Youth baseball

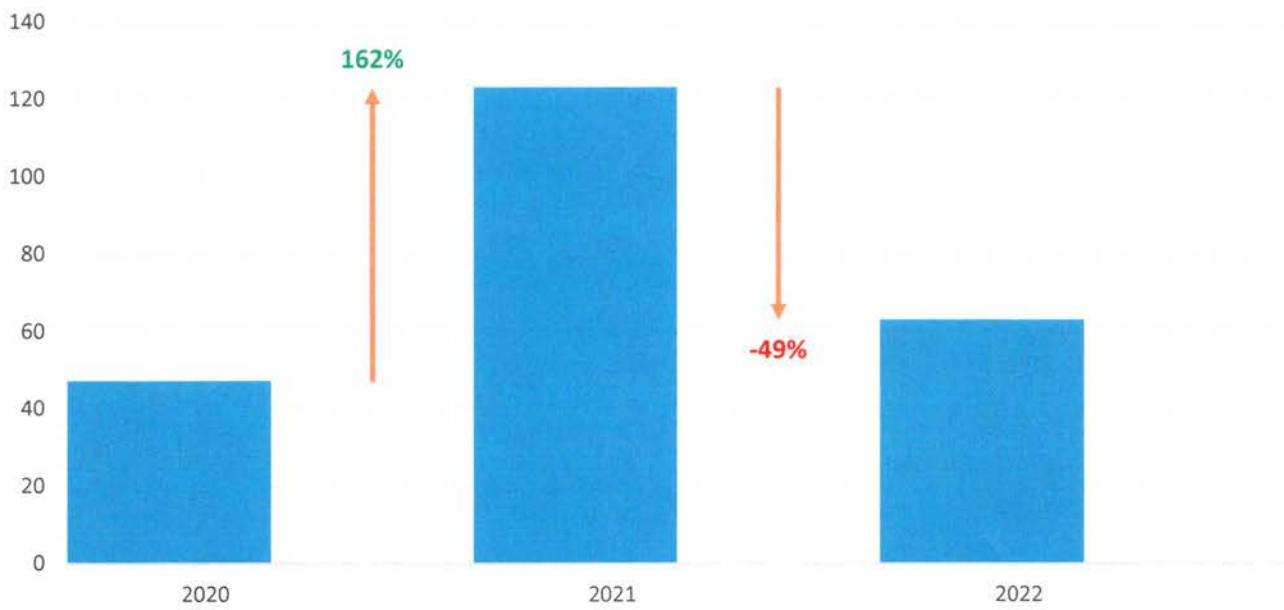
- Registration closed July 10th
- 207 total registered across age groups
- Practices set to start August 1st
 - Monday, Tuesdays, Thursdays, Saturdays
- 4-5-6-year-old League
 - 108 registered
 - 10 teams
- 7–8-year-old league
 - 46 registered
 - 4 teams
- 9-10- year-old league
 - 30 registered
 - 3 teams
- 11-12- year-old League
 - 21 registered
 - 2 teams

Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022

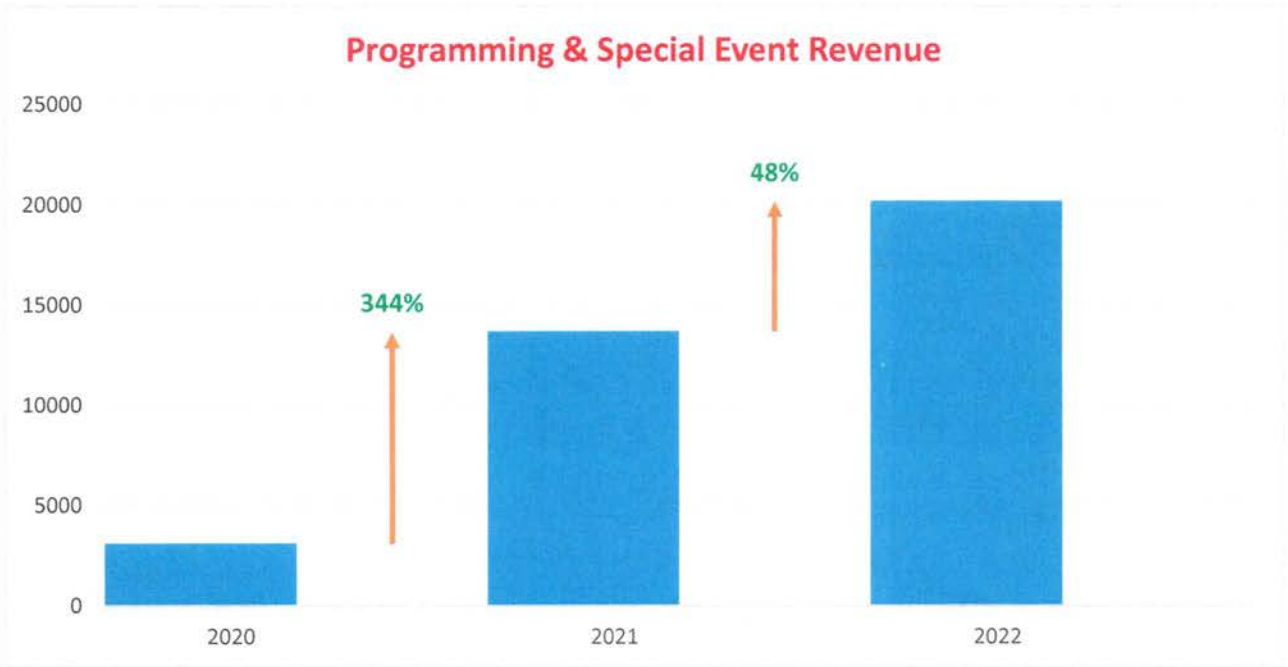
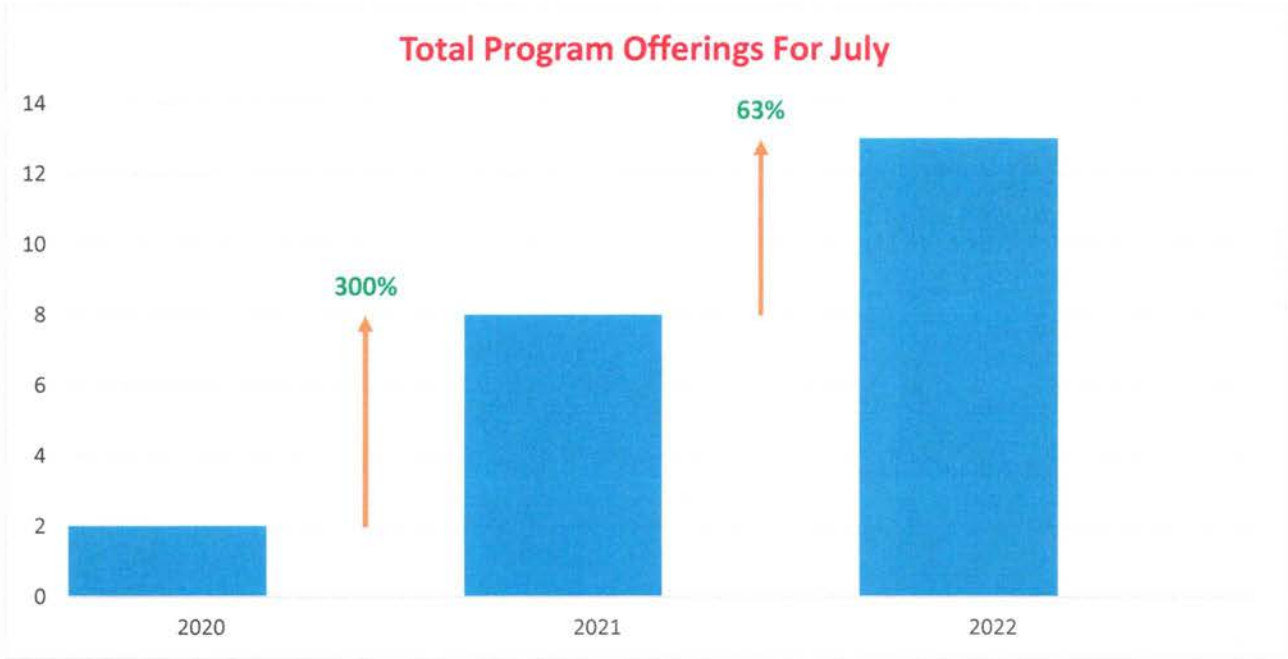
Youth Programming Attendance For July



Special Event Attendance For July



Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022



**Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022**

Maintenance

- Sprayed soccer fields with growth regulator/sedge hammer/iron
- Started bush hogging overgrown spots at new park property
- Have been spraying a lot of round up in beds ,along fences,curbs and sidewalks
- Cut up fallen tree on spur trail
- Since mid July mowing is back to normal
- Bermuda fields are getting mowed with reel mower every other day
- Dug and poured several foundations at the cemetery
- Fixed/replaced 20 irrigation heads at the soccer complex
- We had the 5k race on 7/2
- We had a baseball tournament on 7/2,7/3
- Painted parking spots at soccer complex for the Americana event
- Covered up graffiti that was spray painted on bridges and asphalt along the Greenway
- We had a 3v3 soccer tournament 7/16

Museum

Volunteers

The Museum volunteers completed setting up the exhibit in celebration of Mrs. Evelyn Palmer Guill. We are also preparing for the museum's annual event, The Gathering at the White House Inn on September 10. The volunteers provided the Museum with 7 hours of service in July.

Exhibits



The rotating exhibit area continues to portray Hamilton's Fort and shows the type of items that those settlers would have used during that period in time.

Preparations have been made for an exhibit to celebrate Mrs. Evelyn Guill beginning in her birth month, August. This new exhibit will debut the beginning of August.

**Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022**

Social Media Promotion

Posts have been made during the month about various artifacts in the museum.

Donated Artifacts



Cindy Williams brought in a picture to scan into archives on the first volunteer EMTs in the White House area. She is currently working on getting the names of the people in the photo.

Tours at Museum

Tours were given to walk ins. The walk ins have increased over the past months.

Marketing

Signage out at Farmers' Market each Wednesday.

Events and Meetings Assisted with and/or Attended



July 9 - Americana

July 21 - Ribbon Cutting for reopening of Contractors Group/DIY

July 26 - Thrive Committee Meeting

July 27 - Experience Robertson County Meeting

July 28 - Music Under the Stars Set Up

July 28 - Soccer Draft held in training room

Visitors' Center and Museum Attendance	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
Visitors' Center Only				
3	7	39	46	0

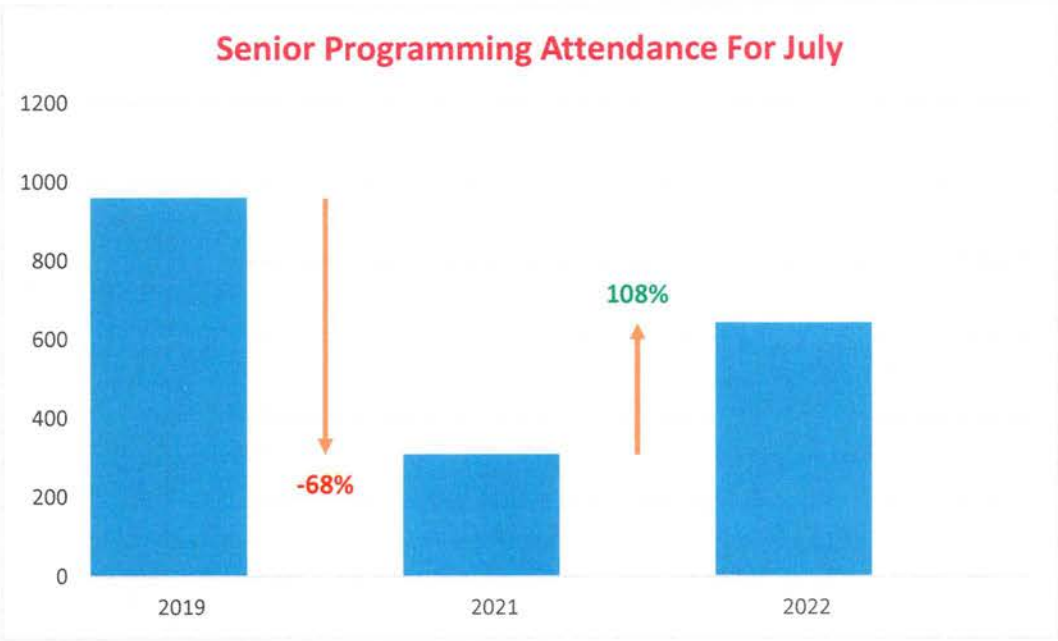
**Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022**



Senior Center

Senior Center Participation - July 2022			
<u>Outings/Events:</u>			
Birthday Potluck	6		
Bowling	8		
Crafts	7		
Bunco	0		
Nails	6		
Deju Moo	12		
White House Garden	15		
Bible Study	3		
Lunch/ice cream	6		
Bright antique/lunch	11		
Total	74		
		<u>Sr Meals Wednesdays</u>	
		89	
		85	
		90	
		97	
		361	TOTAL
<u>Programs:</u>			
Fittercise-Strength, Yoga	398		
Walk	109		
Bingo	34		
Cards, Games,Pool	80		
TOTAL	621		
NEW MEMBERS			
FIRST TIME ATTENDEE	14		
TOTAL Sr Center Participants:	1413	Total	1056

Parks, Recreation, & Cultural Arts Department
Monthly Report July 2022



	FYE 2019	FYE 2020	FYE 2021	July 2019	July 2020	July 2021	July 2022	YTD 21-22
Facility Usage								
Special Use Permits Submitted	13	15	39	1	2	1	2	2
Pavilion 1 Usage	3	7	21	1	0	1	2	2
Pavilion 2 Usage	11	5	13	0	0	0	1	1
Pavilion 3 Usage	106	38	74	4	2	4	15	15
Splash Pad Pavilion Usage	177	106	99	34	13	33	56	56
Total Number of Pavilions Usage	297	156	207	39	15	38	74	74
Gymnasium Rentals	130	79	23	10	0	5	16	16
Amphitheater Usage	3	0	1	0	0	0	3	3
Total Number of Facility Rentals	196	89	30	10	0	5	19	19
Ballfield Rentals	7	45	146	3	15	18	16	16
Vistor Center Attendance	6	21	20	2	1	1	3	3
Vistors Who Also Toured Museum	14	84	70	8	9	3	7	7
Museum Attendance Only	85	668	115	51	0	15	39	39
Total Museum Attendance	99	752	189	59	10	18	46	46
Programming								
Number of Youth Program Participants	679	578	417	274	0	158	84	84
Number of Adult Program Participants	240	76	100	0	0	100	0	0
Number of In-House Special Events Offered	8	7	9	0	1	1	1	1
Number of In-House Special Event Attendees	2987	2964	1077	0	47	123	63	63
Number of Rec Programs Offered	34	18	19	3	2	4	4	4
Number of Senior Center Memberships	319	1768	2000	162	0	201	205	205
Number of New Senior Center Memberships	16	16	0	0	0	1	0	0
Senior Center Participants	14,966	9594	4412	1,199	0	648	1,056	1056
Senior Center First Time Visitors	32	59	36	0	0	1	14	14
Number of Senior Trips Offered	54	37	9	6	0	2	5	5
Number of Senior Trip Participants	896	613	81	93	0	6	52	52
Number of Senior Programs Offered	117	76	34	6	0	4	9	9
Number of Senior Program Participants	9,989	6798	1061	960	0	309	643	643
Number of Senior Meals Served	54	34	36	4	0	4	4	4
Number of Meals Participants	4052	2235	3277	256	0	333	361	361
Offsite Presentation Attendees	0	15	0		0	0	0	0
Total Number of Programs Offered			53	9	2	8	13	13
Revenues								
Youth Programs	\$55,825.00	\$41,183.00	\$44,261.00	\$13,386.00	\$1,976.00	\$13,096.00	\$19,622.00	\$ 19,622.00
Adult Programs	\$ 8,460.00	\$ 3,580.00	\$ 6,230.00	\$0.00	\$500.00	\$0.00	\$65.00	\$ 65.00
Special Events	\$ 4,355.00	\$ 2,009.00	\$ 3,495.00	\$1,149.00	\$605.00	\$595.00	\$520.00	\$ 520.00
Senior Meals	\$10,875.00	\$ 5,961.50	\$ 8,222.50	\$695.00	\$0.00	\$838.50	\$1,212.50	\$ 1,212.50
Shelter Reservations	\$12,135.00	\$ 4,780.00	\$ 9,112.50	\$1,135.00	\$1,075.00	\$1,880.00	\$1,505.00	\$ 1,505.00
Facility Reservations	\$19,305.00	\$ 8,046.88	\$ 2,956.25	\$1,640.63	\$0.00	\$2,081.75	\$1,743.75	\$ 1,743.75
Field Rentals	\$ 2,521.00	\$ 1,203.34	\$ 5,820.50	\$65.00	\$390.00	\$850.00	\$595.00	\$ 595.00
Affiliate League/Tournament Fee Revenue	\$13,286.00	\$16,017.20	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$ -
Misc	\$11,744.00	\$15,394.74	\$ 9,686.39	\$137.93	\$100.00	\$58.95	\$115.37	\$ 115.37
Workflow								
Mowing Hours	1,554	2,601	2,195	782	319	300	219	219
Work Orders Received	N/A	8	9	1	2	1	2	2
Work Orders Completed	N/A	8	9	1	2	1	2	2
Number of Projects Started	27	40	39	3	7	3	0	0
Number of Projects Completed	18	35	32	2	2	3	0	0
Number of ballfield rainouts	NA	NA	NA				4	4
Bags of Field Dry Used	NA	NA	NA				0	0

White House Library July 2022 Monthly Report

Summary of Activities

The library director and library supervisor met with the director and assistant director at the Stokes Brown Public Library. The group discussed promoting the Imagination Library in Robertson County since the Stokes Brown Friends group is now going to manage the funding for the program. Next, the group discussed the library circulation system, TLC, per the memorandum of understanding. Both were happy with using TLC and wanted to continue to use it. They decided that when they update the MOU in September, they would update it to state that the MOU would be good for 2 years, instead of 1. The group still needs to discuss doing an update with TLC, but at a later date. Lastly, the group toured the Stokes Brown Library and got to meet their mascot, Dewey the tortoise. The group discussed possibly doing a mascot battle between the two libraries.

The library director and library supervisor attended a director's check-in with the region. At this meeting the two learned about updates in regional material purchases, the standard survey, 2022-2023 training calendar, technology plan, and other news from the region. The library director will use the training calendar to help coordinate which staff member will attend each training. In addition, the updates on purchasing material was helpful to the library supervisor as she handles those orders.

The library board met on July 14 at the new city hall building. The group voted on new officers and committee members as well as to update the long range plan, technology plan, and to do a purge of expired library card holders. They also reviewed state standards, post fandomcon numbers, and the budget.

The library had a processor stolen out of one of its computers. The library director filed a police report and reviewed the library security cameras, but they could not identify who stole the processor. The library director took the computer to the repair shop in town. The owner put a new processor in the computer, however, some of the pins in the motherboard were damaged in the theft. As such, the entire computer is damaged and cannot be fixed. The computer shop owner mentioned a lock system that would make it very difficult for patrons to open the computer to steal parts, or to steal the entire tower. The library director ordered locks and will get them on the computers when they arrive, hopefully preventing future theft.

The library director submitted the tech grant application with the state on July 15, 2022. The library is not asking for as much as it did last year because unlike the ARPA grant, the tech grant is a 50/50 matching grant and the library does not need as much technology since a large amount was purchased last year.

The library director attended the ribbon cutting on July 27 for the grand re-opening of Kroger's.

The staff held a going away part for both the state tech who was leaving as well as for the library circulation clerk who will be leaving for college. Both will be missed at the library.

Summer reading wrapped at the end of July. The numbers of participants compared to last year are on the statistic report.

Department Highlights

The highlights for the month were the meeting the Stokes Brown director and assistant director, the library board updates, and finishing up Summer Reading.

**White House Public Library
July 2022 Performance Measures**

Official Service Area Populations

2018	2019	2020	2021	2022
14,035	14,202	14,363	14,455	14,820

Membership

July	2018	2019	2020	2021	2022
New Members	126	127	48	91	171
Updated Members	289	343	270	490	339
Yearly Totals	2018	2019	2020	2021	2022
Total Members	7,073	8,376	9,496	7,027	6,754
% of population with membership	51	59	66	49	45

Every year the library will purge the system of patrons that have not used their cards in the past 3 years. However, due to COVID, the library held off on doing a purge. The library just did one to better update their records, which is why there is a drop in users.

Total Material Available: 39,517

Estimated Value of Total Materials: \$987,925

Last Month: \$1,019,075

Total Materials Available Per Capita: 266

Last Month: 2.82

State Minimum Standard: 2.00

Materials Added in July

2018	2019	2020	2021	2022
160	402	325	421	194

Yearly Material Added

2018	2019	2020	2021	2022
3,123	3,004	3,025	3,035	2,501

Physical Items Checked Out in July

2018	2019	2020	2021	2022
6,952	6,892	3,350	6,240	7,476

Cumulative Physical Items Check Out

2018	2019	2020	2021	2022
62,536	62,522	50,042	59,515	46,005

The library is happy that our checkout numbers have to exceed pre-covid checkouts.

Miscellaneous item checkouts

July	2018	2019	2020	2021	2022
Technology Devices	89	31	25	50	55
Study Rooms	103	108	0	18	62
Games and Puzzles	80	71	24	62	193
Seeds	36	30	22	23	85
STEAM Packs	*	24	0	25	27
Cake Pans	*	*	3	4	8

Yearly Totals

2018	2019	2020	2021	2022
644	137	381	725	435
1,082	253	305	395	398
743	222	955	1,263	1,141
586	112	302	878	717
148	61	25	160	140
6	1	28	21	30

Library Services Usage

July	2018	2019	2020	2021	2022
Lego Table	180	198	0	0	0
Test Proctoring	23	13	11	33	5
Charging Station	9	14	0	6	1
Notary Services	*	*	3	24	13
Library Visits	5,291	5,595	2,193	3,763	4,248
Website Usage	*	2,182	1,156	2,629	3,413
Reference Questions	3	3	17	8	3

Yearly Totals

2018	2019	2020	2021	2022
1,891	553	459	0	0
152	27	74	108	46
90	19	47	45	11
*	16	88	144	78
52,565	55,728	30,007	38,913	28,092
2,517	16,935	17,977	27,907	18,616
59	77	60	73	25

Our library visits are very close to our pre-covid numbers. The library hopes that this number will continue to increase.

Library Volunteers

July	2018	2019	2020	2021	2022
Library Volunteers	13	14	2	10	11
Volunteer Hours	140	154	81.5	133.5	132

Yearly Totals

18-19	19-20	20-21	21-22
82	36	20	49
809	1,286	1,204	1,624.5

Since some clubs are requiring service hours again, the number of volunteer hours has gone up slightly, but we are not at pre-covid numbers.

**White House Public Library
July 2022 Performance Measures**

Computer Users

July	2018	2019	2020	2021	2022
Wireless	791	811	154	256	361
Adult Users	427	368	221	227	207
Kids Users	216	207	5	177	286

Yearly Computer Users

2018	2019	2020	2021	2022
9,535	2,017	3,829	3,878	2,584
4,642	1,103	2,138	2,235	1,533
2,088	556	427	957	1,982

Universal Class Counts

July	
Sign ups	1
Courses started	5
Lessons viewed	54
Class Submissions	69

Yearly Totals

2018	2019	2020	2021	2022
24	9	10	13	10
52	16	53	39	23
661	194	1,771	1,008	426
445	105	800	515	198

Programs

1,000 books	2018	2019	2020	2021	2022
Monthly Sign-ups	7	2	11	2	2
total Sign-ups	29	60	83	84	122

Achievements	2018	2019	2020	2021	2022
100 Mark	2	0	0	22	57
500 Mark	2	2	0	2	5
Completion	0	1	2	4	5

Face-to-face Kids Programs

July	2018	2019	2020	2021	2022
Programs	11	9	2	15	13
Attendees	576	395	188	567	430
Yearly	2018	2019	2020	2021	2022
Programs	146	154	43	91	84
Attendees	4,260	4,201	1,185	2,167	2,425

Virtual Kids Programs

July	2020	2021	2022
Videos	1	4	0
Views	168	10	0
Yearly	2020	2021	2022
Videos	24	19	0
Views	4,182	230	0

Grab & Go Kits

July	2020	2021	2022
Kits	5	3	0
Taken	112	174	0
Yearly	2020	2021	2022
Kits	38	44	0
Taken	1094	1,699	0

This was the first year we held our summer reading performers at the City Hall. It went well and staff believe patrons did enjoy the space. As we hold more programs there, patrons will have a better idea of where to go for programs.

Face-to-face Teen Programs

July	2018	2019	2020	2021	2022
Programs	4	4	0	0	0
Attendees	3	11	0	0	0
Yearly	2018	2019	2020	2021	2022
Programs	47	82	68	13	0
Attendees	481	432	518	81	0

Tween Face-to-Face Programs

July	2020	2021	2022
Programs	0	0	0
Attendees	0	0	0
Yearly	2020	2021	2022
Programs	5	0	0
Attendees	18	0	0

Combined Face-to-Face

July	2020	2021	2022
Programs	0	3	8
Attendees	0	17	37
Yearly	2020	2021	2022
Programs	11	43	58
Attendees	77	370	268

Virtual Teen & Tweens

July	2020	2021	2022
Videos	1	0	0
Views	186	0	0
Yearly	2020	2021	2022
Videos	12	6	0
Views	1,591	95	0

Grab & Go

July	2020	2021	2022
Kits	4	0	0
Taken	50	0	0
Yearly	2020	2021	2022
Kits	13	24	0
Taken	152	409	0

Face-to-face Adult Programs

July	2018	2019	2020	2021	2022
Programs	22	13	0	4	6
Attendees	43	73	0	21	22
Yearly	2018	2019	2020	2021	2022
Programs	175	157	42	63	47
Attendees	1,009	1,343	214	351	231

Virtual

July	2020	2021	2022
Videos	2	1	0
Views	1,238	20	0
Yearly	2020	2021	2022
Videos	18	1	0
Views	4,972	20	0

Device Advice

July	2019	2020	2021	2022
Sessions	*	0	8	20
Yearly	125	51	81	74
Passive				
July	*	*	0	2
Yearly	*	*	0	13

The library has added an adult creative writing class and a craft day. Both new programs are doing well.

Interlibrary Loan Services

July	2018	2019	2020	2021	2022
Borrowed	22	13	0	4	65
Loaned	43	73	0	21	20

Yearly Interlibrary Loan Services

2018	2019	2020	2021	2022
690	690	534	673	514
410	410	151	226	229

**White House Public Library
July 2022 Performance Measures**

Summer Reading Participants	Listeners	Readers	Tweens	Teens	Adults
2017	35	62	*	7	12
2018	32	83	*	13	18
2019	47	96	*	16	21
2020	11	14	*	3	13
2021	19	24	*	4	13
2022	33	33	20	7	20

Benchmarks	1	2	3	4	5	6	7	8	9	Grand Prizes
2021										
Tots	19	13	13	12	10	9	9	9	8	4
Kids	24	19	17	17	17	17	15	13	13	6
Teens	4	4	3	2	2	2	2	2	2	1
Adults										13
2022										
Tots	33	23	20	20	18	16	15	14	13	5
Kids	33	25	22	20	18	13	13	13	11	5
Tweens	20	18	15	15	11	8	7	6	6	3
Teens	7	4	2	2	2	1	0	0	0	1
Adults										20

July	R.E.A.D.S
Adults	1,985
Juvenile	188

Yearly Totals	2018-2019	2018-2019	2019-2020	2020-2021	2021-2022
Adults	15,773	21,138	23,138	19,466	23,095
Juvenile	725	1,430	1,189	1,032	2,201

The READS statistics come from the state.

CITY COURT REPORT

July 2022

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$5,063.00
TOTAL MONIES COLLECTED YTD	\$5,063.00

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$2,650.24
TOTAL MONIES COLLECTED YTD	\$2,650.24

TOTAL REVENUE FOR MONTH	\$7,713.24
TOTAL REVENUE YTD	\$7,713.24

DISBURSEMENTS

LITIGATION TAX	\$383.25
DOS/DOH FINES & FEES	\$659.30
DOS TITLE & REGISTRATION	\$228.00
RESTITUTION/REFUNDS	\$0.00
ON-LINE CC FEES	\$0.00
CREDIT CARD FEES	\$0.00
WORTHLESS CHECKS	\$0.00
TOTAL DISBURSEMENTS FOR MONTH	\$1,270.55
TOTAL DISBURSEMENTS YTD	\$1,270.55

ADJUSTED REVENUE FOR MONTH	\$6,442.69
TOTAL ADJUSTED REVENUE YTD	\$6,442.69

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$356.25
DRUG FUND DONATIONS YTD	\$356.25

Offenses Convicted & Paid For Month	Count	Paid
Anti-Noise Regulations	1	\$55.00
Financial Responsibility Law	15	\$390.00
Registration Law	20	\$1,455.00
Improper Equipment		
Texting/Hands Free Law	13	\$542.00
Codes Violation	1	\$55.00
DL Exhibited		
Red Light	5	\$345.00
Animal Control		
Stop Sign	4	\$297.50
Speeding	16	\$1,667.50
Seat Belt-Child Restraint	3	\$90.00
Failure To Yield		
Exercise Due Care	2	\$110.00
Following Too Close		
Total	80	\$5,007.00

RESOLUTIONS....

ORDINANCES....

ORDINANCE 22-12

AN ORDINANCE AMENDING THE ZONING ORDINANCE ARTICLE IV, SECTION 4.070,
STANDARDS FOR SIGNS.

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to meet T.C.A 2-7-143 for political signs;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the Zoning Ordinance Article IV is amended as indicated below.

ARTICLE IV: SUPPLEMENTARY PROVISIONS APPLYING TO SPECIFIC DISTRICTS
SECTION: 4.070
ITEM: I. TEMPORARY SIGNS REQUIRING A SIGN PERMIT AT NO CHARGE
**Amends are made in bold, italics, and underlined text.*

Political Signs - Shall be limited in size and structure to a height of four (4) feet and a total square footage not to exceed sixteen (16) square feet, and shall not be permitted upon any public property, easement, or right-of-way, and shall be permitted only upon privately owned lots with the consent of the owner no closer than ten (10) feet from the curb or right-of-way of any street.

Such signs may be displayed for a period of ~~thirty (30)~~ sixty (60) days ~~prior to any~~ before the first day of early voting in any primary, special or general election. Political signs shall be allowed in all zoned districts, and must be removed within five (5) days following the relevant election.

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: July 21, 2022 APPROVED

Second Reading: August 18, 2022

Farris H. Bibb, Jr., Mayor

ATTEST:

Derek Watson, City Recorder

ORDINANCE 22-13

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE ZONING
ORDINANCE, AS INDICATED BELOW, TO PROVIDE AN AMENDMENT TO ARTICLE V,
SECTION 5.053.2, C-2, GENERAL COMMERCIAL**

WHEREAS, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide defined Development Standards for Animal Care and Veterinary Services.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the Zoning Ordinance Articles V are amended as indicated below.

BE IT FURTHER ORDAINED that this Ordinance has been approved by the Planning Commission.

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: August 18, 2022

Second Reading: September 15, 2022

Farris H. Bibb, Jr.,

ATTEST:

Derek Watson, City Recorder

5.053.2 C-2, General Commercial

(A) District Description

This district is designed to provide for certain types of commercial establishments which have a minimum of objectionable characteristics and do not involve storage, transfer or processing of goods or chattels.

(B) Uses Permitted

- 1. Medical offices and clinics.*
- 2. Office buildings for finance, insurance, real estate, legal, engineering, architectural and similar personnel.*
- 3. Hotels and motels.*
- 4. Churches and other places of assembly.*
- 5. Mortuaries and undertaking services.*
- 6. Government buildings and community centers.*
- 7. General retail trade.*
- 8. Entertainment and amusement.*
- 9. Consumer repair.*
- 10. Utility facilities (without storage yards) necessary for the provision of public services.*
- 11. Communication business services.*
- 12. Day Care Centers.*
- 13. Business colleges and other similar educational services (excluding auto-diesel schools).*
- 14. Convenience retail.*
- 15. Apparel and accessories retail.*
- 16. Food service.*
- 17. Auto service stations.*
- ~~18. Animal care and veterinary.~~*
- 19. Essential municipal services.*
- 20. Interstate Sign District (C-2) (Zoning Atlas, Dated: **(July 10, 1995)**)*
- 21. Accessory Firework Sales.*
- 22. Automobile sales provided buffer screen is provided and banner and flag streamers are not placed on the property.*
- 23. Retail Package Stores*

5.054.1 I-1, Light Industrial District

(A) District Description

This district is designed for a wide range of industrial and related uses which conform to a high level of performance standards. Industrial establishment of this type, within completely enclosed buildings, provide a buffer between commercial districts and other industrial uses which involve more objectionable influences. New residential development is excluded from this district, both to protect residences from an undesirable environment and to ensure the reservation of adequate areas for industrial development. Community facilities which provide needed services to industrial development are permitted.

(B) Uses Permitted

In the I-1, Light Industrial District, the following uses and their accessory uses are permitted:

- 1. Food and kindred products manufacturing, except meat products.*
- 2. Textile mill products manufacturing except dying and finishing textiles.*
- 3. Apparel and other finished products made from fabrics, leather, and similar*
- 4. Furniture and fixtures manufacturing.*
- 5. Printing, publishing and allied industries.*
- 6. Fabricated metal products manufacturing, except ordinance and accessories.*
- 7. Professional, scientific, and controlling instruments; photographic and optical goods, watch and clock manufacturing.*
- 8. Miscellaneous manufacturing including jewelry, silverware and plated ware, musical instruments and parts, toys, amusement and sporting goods manufacturing, pens, pencils, and other office materials, costume jewelry, novelties and miscellaneous notions; tobacco manufacturing, motion picture production.*
- 9. All types of wholesale trade.*
- 10. Signs and billboards as regulated in Article IV, Section 4.080.*
- 11. Warehouse and storage uses.*
- 12. Agricultural equipment sales and repair.*
- 13. All public utilities including buildings, necessary structures, storage yards and other related uses.*
- 14. Animal health facilities including veterinary clinics.*
- 15. Building materials storage and sales.*
- 16. Retail trade.*
- 17. Professional, financial consulting and administrative services.*
- 18. Communication services.*
- 19. Commercial amusement services.*
- 20. Auto repair body shops.*
- 21. Essential municipal services.*
- 22. Animal care and veterinary.**

PURCHASING....

White House Police Department

John W. Decker Police Facility

303 North Palmers Chapel Rd.
White House, Tennessee 37188
615-672-4903
Fax 615-672-4915

Michael Arnold
Mayor

Patrick M. Brady
Chief of Police

Gerald O. Herman
City Administrator

MEMORANDUM

To: The Board of Mayor and Alderman
From: Patrick Brady, Chief of Police
Date: August 1, 2022
Re: Purchase of Two (2) Patrol Vehicles

The White House Police Department is requesting the purchase of two 2022 Ford Police Interceptor Utility Vehicles from Lonnie Cobb Ford for the State Contract price of \$36,879.00 each.

The funds (\$73,758.00) to purchase two fleet vehicles will come out of Capital Outlay.

Thank you for your attention to this matter.

If there are any questions, please feel free to call me.

SWC 209
Lonnie Cobb Ford contract # 75347

2022 Police Interceptor Utility AWD Base (K8A)
Price Level: 250



Client Proposal

Prepared by:
STEVEN BLACKSTOCK
Office: 731-989-2121
Date: 07/01/2022



Lonnie Cobb Ford | 1618 Highway 45 North, Henderson, Tennessee, 383404005
Office: 731-989-2121 | Fax: 731-989-3502



Prepared by: STEVEN BLACKSTOCK
07/01/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 250

Warranty

Standard Warranty

Basic

Distance	36,000 miles	Months	36 months
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Powertrain

Distance	100,000 miles	Months	60 months
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Corrosion Perforation

Distance	Unlimited miles	Months	60 months
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Roadside Assistance

Distance	60,000 miles	Months	60 months
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Hybrid Electrical Components

Distance	100,000 miles	Months	96 months
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Prepared by: STEVEN BLACKSTOCK
07/01/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 250

As Configured Vehicle

Code	Description	MSRP
K8A	Base Vehicle Price (K8A)	\$41,110.00
500A	Order Code 500A <i>Includes:</i> - 3.73 Axle Ratio - GVWR: 6,840 lbs (3,103 kgs) - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i> - Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft. up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.</i> - Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>	N/C
99B	Engine: 3.3L V6 Direct-Injection (FFV) <i>(136-MPH top speed). Note: Deletes regenerative braking and lithium-ion battery pack; adds 250-Amp alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon.</i>	-\$3,370.00
44U	Transmission: 10-Speed Automatic (44U)	N/C
STDAX	3.73 Axle Ratio	Included
STDGV	GVWR: 6,840 lbs (3,103 kgs)	Included
STDTR	Tires: 255/60R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i>	Included
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft. up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.</i>	Included
PAINT	Monotone Paint Application	STD
119WB	119" Wheelbase	STD
STDRD	Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK
07/01/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 250

As Configured Vehicle (cont'd)

Code	Description	MSRP
86T	Tail Lamp/Police Interceptor Housing Only <i>Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies).</i>	\$60.00
153	Front License Plate Bracket	N/C
43D	Dark Car Feature <i>Courtesy lamps disabled when any door is opened.</i>	\$25.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
51R	Driver Only LED Spot Lamp (Unity)	\$395.00
68G	Rear-Door Controls Inoperable <i>Locks, handles and windows. Note: Can manually remove window or door disable plate with special tool. Note: Locks/windows operable from driver's door switches.</i>	\$75.00
55F	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with keyed-alike.</i>	\$340.00
60R	Noise Suppression Bonds (Ground Straps)	\$100.00
425	50 State Emission System <i>Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.</i>	STD
96_01	Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear	N/C
YZ_01	Oxford White	N/C
SUBTOTAL		\$38,785.00
Destination Charge		\$1,495.00
TOTAL		\$40,280.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: STEVEN BLACKSTOCK

07/01/2022

Lonnie Cobb Ford | 1618 Highway 45 North Henderson Tennessee | 383404005

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 250

Pricing Summary - Single Vehicle

MSRP

Vehicle Pricing

Base Vehicle Price	\$41,110.00
Options	-\$2,325.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,495.00
Subtotal	\$40,280.00

Pre-Tax Adjustments

MSRP

Code	Description	MSRP
fleet discount	fleet discount	-\$3,401.00
Total		\$36,879.00

Vehicle will be a 2023 year model - this quote tool has not updated to the 2023 models yet due to the order bank not being open yet

Customer Signature

Acceptance Date

OTHER BUSINESS...

City of White House
**Consultant Selection Policy for Projects Funded in Whole or in Part with Funds
Provided by the Federal Highway Administration or the Tennessee Department of
Transportation**

AUTHORITY: T.C.A. § 12-4-107. If any portion of this policy conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this policy shall not be affected thereby and shall remain in full force and effect.

PURPOSE: To prescribe the policy of the City of White House, hereinafter referred to as the Agency, applicable to the procurement, management and administration of consultant services for architectural, engineering, and right-of-way services for projects.

APPLICATION:

A. Engineering and Design Related Services

This policy is to include all engineering and design related services described in T.C.A. §12-4-107, 40 U.S.C. Chapter 11, 23 U.S.C. §112 (b)(2), 23 CFR Part 172, and 2 CFR 200.317.

B. Right-of-Way Acquisition Services

This policy also includes right-of-way acquisition services for required projects. These services include contracts for appraisal, acquisition, or relocation services related to the acquisition of land entered into by the Agency for the purpose of acquiring right-of-way. Since compensation for these services is not paid pursuant to federal regulation, the terms of this policy regarding methodology of compensation are not applicable.

DEFINITIONS:

A. *Competitive Negotiation* means a qualifications-based selection procurement procedure complying with 40 U.S.C. §§1101–1104, commonly referred to as the Brooks Act.

B. *Engineering and Design Related Services* means –

1. Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project or projects; and
2. Professional services of an architectural or engineering nature, as defined by Tennessee law, including T.C.A. §12-4-107, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide architectural or engineering services.

Examples of services within the scope of this policy include, without limitation, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, drainage studies, inspection services, intelligent transportation system design and development, traffic control systems design and development, roadway design services, including surveying and mapping, structural design services, materials inspection and testing, value engineering, utility relocation/coordination, and utility analysis/design services with respect to a highway construction project or projects.

- C. *Fixed fee* means a dollar amount established to cover the consultant's profit and other business expenses not allowable or otherwise included as a direct or indirect cost.
- D. *One-year applicable accounting period* means the annual accounting period for which financial statements are regularly prepared by the consultant.
- E. *Scope of work* means all services, work activities, and actions required of the consultant by the obligations of the contract.
- F. *Technical Services* means specialized testing or other paraprofessional services that provide test results, data, or information in support of engineering services, including such services as laboratory testing, core borings, and material sampling.

PROCUREMENT METHODS:

- A. *Competitive Negotiation* - Competitive negotiation is the preferred method of procurement for engineering related services. These contracts use qualifications-based selection procedures in the manner of a contract for architectural and engineering services under the "Brooks Act" provisions contained in Title 40 U.S.C. Chapter 11. The proposal solicitation process is by public announcement and provides qualified in-state and out-of-state consultants a fair opportunity to be considered for award of the contract. Price is not used as a factor in the evaluation and selection phases.
- B. *Small Purchases* - Small purchase procedures are relatively simple and informal procurement methods where an adequate number of qualified sources are reviewed and the total contract costs do not exceed the simplified acquisition threshold as defined in 48 CFR §2.101 (currently \$150,000). Competitive negotiation in the manner of a "Brooks Act" qualifications-based selection procedure is not required.

- C. *Noncompetitive Negotiation* – Noncompetitive negotiation is used to procure engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procedures. Circumstances which may justify a noncompetitive negotiation include when the service is available only from a single source, there is an emergency which will not permit the time necessary to conduct competitive negotiations, or after solicitation of a number of sources competition is determined to be inadequate.

TYPES OF CONTRACTS:

- A. *Project Specific Contract* – A project specific contract provides for all the work associated with a specific project or projects that is to be performed by the consultant firm and requires a detailed scope of services. These contracts may provide for all work to be placed under contract at the same time depending on availability of funds. A project specific contract is the traditional type of consultant contract between the Agency and a consultant for the performance of a fixed scope of work related to a specific project or projects.
- B. *Multiphase Contract* – A multiphase contract is similar to a project-specific contract except that the work is divided into phases such as survey, environmental or design. The consultant contract is based on a general scope of work with a maximum contract ceiling. Individual phases are negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. Multiphase contracts are helpful for complex projects where the scope of a future phase is not well defined. Multiphase contracts may be terminated at the end of a phase. A multiphase contract incorporates the work order concept for a specific project.
- C. *General Engineering Related Contract* – General engineering related contracts are for engineering and design related services related to transportation planning, design, or program management for use on multiple projects. Examples include the development of design standards and technical manuals, and the development of comprehensive transportation program management manuals. These services may be performed on a project specific or on-call basis.

POLICY:

I. CONSULTANT EVALUATION COMMITTEE

- A. Establishment of a Consultant Evaluation Committee: The Agency's legally designated selection authority shall designate the members of the Consultant Evaluation Committee (CEC), which shall at a minimum be composed of professional employees of the Agency capable of providing a review of the technical qualifications of the consultant to perform the job(s) in question. The

Agency's legally designated selection authority must approve any substitutions. The CEC membership may vary depending on the type of service being procured.

- B. Role: The CEC shall have the responsibility of submitting to the Agency's legally designated selection authority a recommended list of at least three of the most highly qualified firms if one firm is to be selected. If more than one firm is to be selected from a single solicitation, the CEC's recommended list of the most highly qualified firms shall include at least two more firms than the number of selections to be made.
- C. Record of Proceedings: The CEC shall designate either a member or staff person to create and maintain a record of proceedings before the CEC, which shall include information submitted to the CEC for consideration, summary minutes of meetings, findings and/or recommendations to the Agency's legally designated selection authority.

II. PREQUALIFICATION OF CONSULTANTS

- A. All firms, including any public or private universities, shall have a current prequalification status which can be found on the Tennessee Department of Transportation's website.
- B. Firms and their employees must comply with the applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 39 (Real Estate Appraisers), Title 62, Chapter 18 (Land Surveyors), and Title 62, Chapter 36 (Geologists).
- C. Firms prequalified by the Tennessee Department of Transportation for engineering and design related services shall have either an "Unlimited" or "Limited" prequalification status as described below:
 - 1. Unlimited Prequalification: This level of prequalification allows consulting firms to compete for any projects for which they are professionally and financially pre-qualified with the Tennessee Department of Transportation. Continued prequalification at this level requires submittal of the prequalification form every three years.
 - 2. Limited Prequalification: This level of prequalification allows firms seeking prequalification for engineering and design related services to:
 - a) Compete for projects with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract (see Section VI), or
 - b) Work as a sub-consultant or as contract labor with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract.

- C. Expiration or termination of a consultant's prequalification status may be cause for the Agency to terminate any contract with a consultant.
- D. A name change, merger, buy out or other similar change in status shall cause a termination of the existing prequalification and necessitate the submittal of a new prequalification form to the Tennessee Department of Transportation.
- E. A firm's prequalification status shall be terminated if the firm is included on the Federal Excluded Parties List or if it has been suspended or debarred by the Tennessee Department of Transportation or any other agency of the State of Tennessee.

III. COMPETITIVE NEGOTIATION PROCUREMENT PROCEDURE

A. Confidentiality of Data and Records Retention

- 1. To the extent allowed by applicable State law, all documents relating to the evaluation and selection of consultants, and negotiations with selected consultants, shall remain confidential until selection is complete and a contract is awarded.
- 2. Audit information shall not be provided to other consultants or any other government agency not sharing the cost data, or to any firm or government agency for purposes other than complying with the Agency's acceptance of a consultant's indirect cost rates pursuant to 23 U.S.C. § 112 and 23 CFR Part 172 without the written permission of the affected consultants. If prohibited by law, such cost and rate data shall not be disclosed under any circumstance; however, should a release be required by law or court order, such release shall make note of the confidential nature of the data.
- 3. In accordance with 23 CFR 172.7 and the provisions of 2 CFR 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report. The only exceptions are the following:
 - a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

- c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity

B. Solicitation

The Agency shall seek Letters of Interest from pre-qualified firms by public announcement through its internet website and by any other means of advertisement that may be required by law. Solicitations shall be reviewed and approved by the Local Programs Development Office before publishing.

1. For **all** contract types, the solicitation shall address:
 - a) Contact information at the Agency for project specific questions;
 - b) The specific location where the Letters of Interest should be mailed or e-mailed;
 - c) The deadline for submittals of Letter of Interest (not less than 14 days from the date of the solicitation);
 - d) A statement that all firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline for the Letters of Interest; and
 - e) Disadvantaged Business Enterprise (DBE) and Small Business encouragements.
2. The solicitation shall provide at a minimum, the following:
 - a) A detailed scope of work, including:
 - i. The purpose and description of the project;
 - ii. The services to be performed;
 - iii. The deliverables to be provided;
 - iv. The estimated schedule for performance of the work; and
 - b) The technical requirements of consultants required including the applicable standards, specifications, and policies;
 - c) The qualifications of consultants needed for the services to be rendered;

- d) Any requirements for interviews or other types of discussions that may be conducted with the most highly qualified firms in Phase II of the selection of process;
 - e) The evaluation criteria to be used in Phases I and II of the selection process, including the relative weight of importance of the factors to be considered in evaluating the interested firms that submit proposals in Phase II of the selection process;
 - f) Any approved non-qualifications based evaluation criteria to be considered in Phase II of the evaluation process;
 - g) The contract type and method of payment; and
 - h) Any special provisions or contract requirements associated with the solicited services.
3. For mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project as described in Attachment A. The Agency must advertise separately for design and CEI services for mid-range and large projects, OR the Agency must separate the project into phases on one advertisement and require the consultant to indicate to which phase they are responding.

C. Consultant Evaluation Criteria

1. The qualifications-based selection criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
 - a) For Phase I evaluation, the qualifications-based evaluation criteria may include, but are not limited to, the following:
 - i. Work experience in the required disciplines with TDOT, the Agency, and/or other clients;
 - ii. Specialized expertise;
 - iii. Professional licensure;
 - iv. Staff capabilities of prime consultant;
 - v. Size of project and limited or unlimited prequalification status; and,

- b) For firms submitting proposals during Phase II evaluation, the following additional evaluation criteria may also be included:
 - i. Workload capacity; including amount of work under contract with the Agency, if applicable
 - ii. Past performance on Agency Projects;
 - iii. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures);
 - iv. Other factors including interviews and demonstrations, as approved by the Agency; and
 - v. Any approved non-qualifications based evaluation criteria, as provided in paragraph C.2. below.
2. If approved by the Agency's legally designated selection authority and the Department's Local Programs Office, the following non-qualifications based criteria are permitted, provided the combined total of these factors does not exceed a nominal value of ten percent (10%) of the total evaluation criteria:
 - a) For contracts with Federal-aid funding, participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants; and/or
 - b) For any contracts a local presence may be used as a nominal evaluation factor where appropriate; provided, that this factor shall not be based on political or jurisdictional boundaries, and provided further that this factor may be applied only on a project-by-project basis for contracts where:
 - i. A need has been established for a consultant to provide a local presence;
 - ii. A local presence will add value to the quality and efficiency of the project; and
 - iii. Application of this factor leaves an appropriate number of qualified consultants, given the nature and size of the project.
 - iv. If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
3. For contracts or projects with Federal-aid funding, the Agency may set DBE goals, in which case the selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program regulations at 49 CFR Part 26, to be considered for selection.

D. Evaluation, Ranking and Selection**1. Phase I Evaluation**

- a) Using the evaluation criteria identified in the public solicitation, the Agency advertising for engineering related services shall evaluate current statements of qualification and performance data from those firms submitting Letters of Interest.
- b) Unless specifically stated otherwise in the solicitation, the evaluation of a firm's qualification during Phase I evaluation shall be limited to the prime consulting firm only.
- c) Evaluations shall be presented to the CEC for review. The CEC shall choose at least three of the most highly qualified consultants who would make viable candidates and who will be invited to submit a proposal.
- d) The Agency shall issue a list of firms chosen to submit proposals and notify the firms that were not selected. The firms selected in Phase I shall be requested to submit a proposal for the work. Proposal format requirements, delivery address and deadlines shall be included in the notification sent to the selected firms. Electronic delivery and receipt of the proposal may be permitted.

2. Phase II Evaluation

- a) The Agency shall evaluate the proposals of firms selected in Phase I using the Phase II evaluation criteria identified in the public solicitation.
- b) A consultant firm that has been short-listed for a project and asked to submit a proposal shall specifically identify any sub-consultant(s) required to complete the project team. Identified sub-consultants will be evaluated using the criteria identified in the public solicitation. All sub-consultants identified on the submittal must be pre-qualified by the Tennessee Department of Transportation to perform the required tasks or have an application pending prior to submittal of the proposal. It shall be the responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the prime consultant's proposal. Failure to meet these requirements will void the submittal.
- c) Separate formal interviews, if approved as an evaluation criteria, shall be structured and conducted with a specified time limit. Competing consultants may be asked to bring additional information or examples of their work to the interviews if such information will contribute to the

evaluation process. Specific questions may be asked of each consultant to clarify qualifications, written proposals, or oral presentations.

- d) The Agency shall present the evaluation of proposals received from firms selected in Phase I to the CEC for review. The CEC shall rank the firms based on the established and published criteria, or the CEC shall submit to the legally designated selection authority a list of the firms deemed most highly qualified to provide the services required. The list shall contain no fewer than three firms. In instances where only two qualified consultants respond with proposals, the Agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

3. Phase III Evaluation, Ranking, Selection and Notification

- a) If the CEC does not make the final ranking of the most highly qualified firms, the Agency's legally designated selection authority shall rank the firms in order of preference.
- b) Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- c) The Agency will negotiate with the three consultant firm(s) deemed to be most highly qualified in rank order.

E. Negotiation of Contract

The following shall apply to all negotiations of scope and cost for contracts, work orders, and supplemental agreements.

1. Determination of Contract Amount: The Agency shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate, which shall serve as the basis for negotiation, will be based on the following:
 - a) Relative difficulty of the proposed assignment or project, size of project, details required, and the period of performance; and,
 - b) A comparison with the experience record for similar work performed both by Agency personnel and previously negotiated consultant contracts.

This estimate shall be done independently, prior to negotiation, and shall remain confidential to the extent allowed by applicable law.

2. Scope of Work Meeting with Selected Firm: The Agency will negotiate with the selected firm and may arrange a conference with the prospective

consultant where the parties must come to a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking. In lieu of a conference, this may be done by phone or correspondence. The prospective consulting firm may be represented as it wishes; however, a project manager and accounting representative are recommended.

3. **Cost Proposal:** The prospective consulting firm will be invited to submit a cost proposal for the project. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

In evaluating the consultant's cost proposal(s), the Agency shall judge the reasonableness of the proposed compensation and anticipated labor and equipment requirements by the following and other appropriate considerations:

- a) The proposed compensation should be comparable to that of other projects of similar nature and complexity, including as applicable salaries and man-hours to accomplish the work, and allocation of labor within the man-hour estimates.
 - b) The Agency will assess the fairness of the proposed fixed fee based on the scope, complexity, contract duration, degree of risk borne by the consultant, amount of subcontracting, and professional nature of the services as well as the size and type of contract. Fixed fee is calculated using the following formula: $\text{Fixed Fee} = 2.35 \times \text{Direct Salary} \times \text{Allowed Fixed Fee Rate}$. Unless a higher fixed fee rate is expressly approved by the Agency, the maximum allowable fixed fee rate is 13% (See Appendix 1 for fixed fee rate determination).
 - c) The proposed compensation shall be studied for reasonableness and to assure sufficient compensation to cover the professional quality of the work items desired.
4. **Contract Negotiations:** If the consultant's first cost proposal is rejected by the Agency, the negotiating parties shall hold a second conference to discuss those points of the cost proposal which are considered unsatisfactory. The consultant shall submit a second cost proposal based upon this second conference. If the Agency rejects the consultant's second cost proposal, negotiations shall be formally terminated and commence with the second most qualified firm. If like negotiations are unsuccessful with the second most qualified firm, the Agency will undertake negotiations with the third most qualified firm and any others on the selected list in sequential order. With the concurrence of the legally designated selection authority, the Agency may, at

any time, in lieu of continuing negotiations, elect to redefine the scope of the project and resolicit proposals pursuant to "POLICY", Section III, B, "Solicitation".

5. The Agency shall maintain a record of the negotiations and all required approvals and shall retain these records for 36 months following final payment in accordance with Item A.3. of this section and as provided in 23 CFR § 172.7 and 2 CFR § 200.333.

F. Contract Development and Execution

1. In the event the parties reach agreement, the legally designated selection authority shall approve the preparation of a contract.
2. The contract will include a clause requiring the consultant to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to Agency.
3. The contract shall contain a clause whereby the consultant must report at least quarterly all amounts paid to any DBE sub-consultants and to any Minority Business Enterprise (MBE) and/or Woman Owned Business Enterprise (WBE) sub-consultants.
4. Method of Payment: The method of payment to the consultant shall be set forth in the original solicitation, contract, and in any contract modification thereto. The methods of payment shall be: Lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation. A single contract may contain different payment methods as appropriate for compensation of different elements of work.
5. Suspension and Debarment: Prior to contract execution, the Agency shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants in accordance with 2 CFR Part 1200 and 2 CFR Part 180.
6. The Agency shall maintain a record of the negotiations and all required approvals.
7. Prior to approval of the contract, the Agency must have on file a contract specific Certificate of Insurance for the consultant. It shall confirm that the firm has professional liability insurance for errors and omissions in the amount of \$1,000,000, as a minimum, and the policy shall be maintained for the life of the contract. Consultants responsible for the disbursement of Agency funds shall be required to provide evidence of a Fidelity Bond in the amount of \$250,000 maintained for the life of the contract.

G. Contract Administration

1. Once a contract has been awarded, the consultant may negotiate directly with sub-consultants. A change in sub-consultants must be approved by the Agency. A written request must be submitted to the Agency to initiate the change. This request must include an explanation of the need to change sub-consultants and the impact on the project schedule and financial elements of the contract. The substitute sub-consultant must be pre-qualified at the appropriate level (unlimited or limited) by the Department of Transportation to perform the required tasks. After consideration of all factors of the request, the Agency will respond to the request in writing.
2. After the contract has been approved, a work order issued, and productive work on the consultant's assignment has begun, the Agency shall periodically review and document the consultant's progress. Said monitoring reviews shall be directed toward assurance that the consultant's assignment is being performed as specified in the agreement, that an adequate staff has been assigned to the work, that project development is commensurate with project billings, and that work does not deviate from the contracted assignment.

Should conditions warrant, these reviews may consist only of an appropriate exchange of correspondence. These reviews shall determine, among other matters, if any changes or supplemental agreements are required for the completion of the consultant's work.

3. A full-time employee of the Agency shall be responsible for each contract or project. Annually and/or at project close, the assigned employee will prepare a performance evaluation report covering such items as timely completion of work, conformance with contract cost, quality of work, and whether the consultant performed the work efficiently. A copy of this report will be furnished to the firm for its review and comments.

H. Contract Modifications

1. A contract modification, in the form of an executed supplemental agreement or amendment, is required whenever there is a change in the terms of the existing contract, including a change in the cost of the contract; a significant change in the character, scope, complexity, or duration of the work; or a significant change in the conditions under which the work is required to be performed. Contract modifications shall be negotiated using the same procedures as the negotiation of the original contract. The executed supplemental agreement or amendment shall clearly define and document the changes made in the contract and establish the method of payment for any adjustment in contract costs.
2. No contract may be supplemented to add work outside the scope of the project or the general scope of services the consultant was initially evaluated

to perform. For example, a roadway design contract may be supplemented to add work related to additional phases of project design (e.g. preliminary engineering with related technical services such as survey or geotechnical work, preparation of right-of-way plans, or preparation of final construction plans); however, a project specific or multiphase contract for roadway design shall not be supplemented to add a new project or to add a different type of service, such as construction engineering and inspection, beyond the type of services solicited in the original solicitation.

3. Overruns in the costs of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

I. Contract Accounting Policies

1. Indirect Cost Rate – Basic Agreement or Contract

a) **Federally funded projects:** The indirect cost rate, effective for contracts advertised on or after December 1, 2005, shall be the actual rate as determined in compliance with Federal Acquisition Regulation Standards and approved by the cognizant agency as defined by 23 CFR § 172.3. The cognizant agency is the home state transportation department, a federal agency, or TDOT in the absence of any of the other. A Certified Public Accountant (CPA) may perform the audit, but the audit work papers may be reviewed by the governmental agency. Further;

- i. The indirect cost rate for firms with multiple offices shall be a combined rate for all offices.
- ii. The approved rate shall be utilized for the purposes of contract estimation, negotiation, administration, reporting, and contract payment for a twelve month period beginning the seventh month after the firm's Fiscal Year End.
- iii. If the indirect cost rate expires during the contract period an extension may be considered on a case-by-case basis in accordance with 23 CFR § 172.11(b)(1)(vi). In any event, no new contracts will be considered for any firm without an approved indirect cost rate.

b) **State funded projects:** Pursuant to T.C.A. § 54-1-130, the indirect cost rate cannot exceed a maximum of 145%.

2. Travel: Travel and subsistence charges shall be in conformance with the State of Tennessee Comprehensive Travel regulations. Air travel shall be pre-approved by the Agency. Actual expenses, not to exceed the commercial

rate, for the use of company owned airplanes are allowable as a direct charge.

3. Fixed Fee Payment:

- a) For cost plus fixed fee contracts, payments of fixed fee shall be based on the actual labor costs not to exceed the total approved fixed fee.
- b) The fixed fee for each progress billing shall be determined using the consultant's actual direct labor for the specific billing period multiplied by 2.35 times the negotiated fixed fee percent.
- c) With the exception of Construction Engineering and Inspection Contracts, the firm may invoice for the balance of any unbilled fixed fee upon successful completion of the contract.

4. Contract and Project Closing: The Agency is responsible for keeping up with contract costs and knowing when a contract is complete. The Agency is also responsible for closing the contract in a timely manner. By letter to the consultant, the Agency shall affirm that the contract or work order has been satisfactorily completed. In the event that additional services are required within the original scope of the project, the contract or work order may be reopened. All terms and conditions of the contract shall remain the same.

5. Retainage shall not be required for new Engineering and Technical Services Contracts.

6. Audit Requirements:

- a) Pre-award audits consist of a review of a proposed indirect cost rate based upon historical data, review of the consultant's job cost accounting system, and review of project man-day or unit price proposals.
- b) Awarded contracts are subject to interim and final audits. The audits consist of determining the accuracy of invoice charges by reviewing time sheets, payroll registers, travel documents, etc. Charges that cannot be supported will be billed back to the consultant. Firms will be selected for contract compliance audits using a risk analysis utilizing primarily the firm's total contract exposure with the Agency and the time elapsed since the last compliance audit.
- c) Annual approval of the indirect cost rate for non-fixed indirect cost rate contracts will be required and adjustments to the invoiced billing rate may be necessary based on audit results. The determination of whether to perform a desk review or full field audit of the indirect cost schedule is made utilizing a risk analysis created in accordance with the guidelines proscribed in the AASHTO Uniform Audit & Accounting Guide.

7. Computer Aided Drafting and Design (CADD) Expenditures: All CADD equipment and software expenditures are to be treated as part of indirect cost. CADD expense will not be allowed as a direct expenditure based on an allocation rate.
8. Facilities Capital Cost of Money (FCCM) Rate: FCCM referenced in 48 CFR § 31.205-10 shall be allowed as part of indirect cost and applied to direct labor.
9. Direct Costs
 - a) Include job related expenses that are required directly in the performance of project services such as travel, subsistence, long distance telephone, reproduction, printing, etc. These should be itemized as to quantities and unit costs in arriving at the total cost for the expense.
 - b) The proposed direct cost shall not exceed the Tennessee Department of Transportation's maximum allowable rate when a rate for such cost is specified. All direct costs must show supporting documentation for auditing purposes. Documentation for proposed rates should show how they were developed including historical in-house cost data or names and phone numbers of vendors that supplied price quotes along with receipts, invoices, etc., if available.
 - c) Electronic equipment, such as personal computers, cameras, and cellular phones, shall be included in the consultant's indirect cost.
 - d) The cost of the use of the consultant's vehicle(s) to the Agency's project shall be paid for according to Attachment B, Schedule of Vehicle Reimbursements.
10. Collection of Funds Due as Result of Contract Audit: Once an audit is completed and the consultant is found to owe the Agency, the Auditor will notify the Agency's Finance Director in writing, with a copy to the Department's Local Programs Office. The Agency will contact the consultant in writing about the indebtedness and request payment within 30 days from the date of the letter. If after 30 days payment is not received, the consultant will then be notified that any funds owed to the consultant under other agreements will be used to satisfy the indebtedness. If funds or payables to the consultant in the Agency's possession are in excess of the indebtedness, anything owed the consultant will be remitted under normal payment procedures. If the funds in the Agency's possession are not sufficient to satisfy the indebtedness, the Agency will take appropriate action.

J. Geotechnical Contracts

Contracts for geotechnical services are considered separately because they may involve a mixture of two types of services, i.e., geotechnical studies (engineering services) and subsurface exploration/drilling and/or laboratory testing (technical services). Additionally, some firms offer one or the other of these services, others offer both, and others offer some combination as well as other services, e.g., design. Firms offering both services must, for accounting purposes, separate the two operations. Cost of equipment, supplies, etc., used in technical services may not be applied towards indirect cost computations for engineering services.

Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing services shall be procured as noted in "POLICY", Section III, Competitive Negotiation Procurement Procedure. The technical services costs shall be negotiated by the Agency based on usual industry standards.

K. Sub-consultants for Engineering Services

1. Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm: These services may be procured as part of the larger contract, e.g., roadway design. Payment for subsurface exploration/drilling shall be invoiced as a direct cost. Geotechnical studies shall be invoiced as other engineering services.
2. Geotechnical Studies Firms as Sub-Consultants
 - a) Geotechnical Studies Only: The services of these firms may be procured by negotiation with the prime consultant as described previously herein.
 - b) Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing Firms as Sub-Consultants: The services of these firms shall be procured by negotiation with the prime consultant. However, costs associated with subsurface exploration/drilling and/or laboratory testing shall be negotiated by the Agency.

L. Sub-consultants Not Covered Under Engineering Services

In the event a sub-consultant is required whose hiring process, as a prime, would not be governed by Competitive Negotiation under this Policy, that sub-consultant shall be retained by the same method as the Agency would use to procure the same type of services under the Agency's local law or other applicable state law.

1. Example: Design consultants are occasionally asked to provide laboratory testing services under their design contract. The design consultant shall use, and document, the applicable procedures identified by the Agency.

2. The Agency should monitor the hiring and documentation of sub-consultants by the prime. Documentation should detail the method used and should be satisfactory for a final project audit.

IV. NONCOMPETITIVE NEGOTIATION PROCUREMENT PROCEDURE

The following procedures shall be used by the Agency, subject to the Tennessee Department of Transportation's prior approval, in those circumstances where there exists only one viable source for the desired services, when competition among available sources is determined to be inadequate after solicitation of a number of sources, or in emergencies when adherence to normal competitive negotiation procedures will entail undue delays for projects requiring urgent completion.

Upon determination of a need for this type of procurement, the Agency shall request an estimate from the qualified firm for the accomplishment of the desired assignment. The request for an estimate shall define the full scope of the desired services, together with minimum performance specifications and standards, the date materials and services are to be provided by the consultant to the Agency, and the required assignment completion schedule. Response to the request for an estimate shall be evaluated, giving due consideration to such matters as a firm's professional integrity, compliance with public policies, records or past performances, financial and technical resources, and requested compensation for the assignment. Before using this form of contracting, the Agency shall submit justification to and obtain approval from the Department; provided, however, that for Federal-aid contracts, the Department shall also submit the request to FHWA for approval in accordance with 23 CFR § 172.7(a)(3)(ii).

V. SMALL PURCHASE PROCUREMENT PROCEDURE

When the contract cost of the services does not exceed the simplified acquisition threshold as defined in 48 CFR § 2.101 of the Federal Acquisition Regulations (FAR), which is currently \$150,000, small purchase procedures may be used. The scope of work, project phases and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures. Further, a contract obtained under small purchase procedures shall not be modified to exceed the simplified acquisition threshold.

Proposals will be obtained from an adequate number of qualified sources with a minimum of three. In instances where only two qualified consultants respond to the solicitation, the Agency may proceed with evaluation, ranking and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition. Awards will be made to the responsible firm whose proposal is most advantageous to the program.

VI. TECHNICAL SERVICE PROCUREMENT PROCEDURE

The Agency shall use the procurement process it would use for the same type of service under applicable state or local law; provided, that on Federal-aid projects the procurement process shall be consistent with competitive procurement requirements under 2 CFR Part 200.

ATTACHMENT A – Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
SMALL projects <ul style="list-style-type: none"> Must have a full-time employee on staff with experience managing transportation projects. Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise. 	<ul style="list-style-type: none"> Transportation Alternatives intersection improvements without significant ROW (under one acre of disturbance) Safe Routes to School resurfacing striping signing guardrail installation signalization some bridge replacement projects (under one acre of disturbance) non-construction/service contracts (as listed in Chapter 10 of the LGG) low-risk and exempt ITS 	<ul style="list-style-type: none"> Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)
MID-RANGE projects <ul style="list-style-type: none"> Must have a qualified, full-time professional engineer on staff. Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise. 	<ul style="list-style-type: none"> roadway widening realignment of existing roadway signalization projects with the addition of turn lanes intersection improvements with significant ROW (over one acre of disturbance) bridge replacement projects requiring significant land acquisition (over one acre of disturbance) projects with environmental requirements greater than a categorical exclusion but lesser than an EIS high-risk ITS 	<ul style="list-style-type: none"> The selected CEI consultant shall not be associated with any other aspect of the project.
LARGE projects <ul style="list-style-type: none"> Must have a qualified, full-time professional engineer on staff with extensive experience working with federally-funded transportation projects. Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise. 	<ul style="list-style-type: none"> construction of new facilities widening of existing roadways realignment of existing roadways that require significant land acquisition (over 10 acres) environmental clearances that require an EIS 	<ul style="list-style-type: none"> The selected CEI consultant shall not be associated with any other aspect of the project.

ATTACHMENT B – Policy for Standard Procurement of Engineering and Technical Services

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred.

For CEI projects, the consultant shall be reimbursed at the rate of \$27.00 per day for compact pick-up trucks used on the Agency's projects. For full size pick-up trucks used on the Agency projects, the consultant shall be reimbursed at the rate of \$30.25 per day

Rate changes are approved: _____
AGENCY HEAD DATE

DISCUSSION ITEMS...

OTHER INFORMATION....