



**CITY OF WHITE HOUSE
BOARD OF MAYOR AND ALDERMEN
REGULAR MEETING
PACKET
JULY 16, 2026
07:00 PM**



**CITY OF WHITE HOUSE
BOARD OF MAYOR AND ALDERMEN
REGULAR MEETING AGENDA
JULY 16, 2026
07:00 PM**

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 the Minutes

a. Minutes from the June 18th Board of Mayor and Aldermen meeting.

Attachment: [Agenda Item_Draft Minutes.pdf](#)

7. Welcome Visitors

8. Proclamations

a. City Administrator Gerald Herman's Retirement

9. Public Comment

10. Public Hearings

None

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

12. Acknowledge Reports

- General Government
- Finance
- Human Resources
- Police
- Fire
- Public Services
- Wastewater
- Planning & Codes
- Parks & Recreation
- Library
- Municipal Court

Attachment: [Reports Cover Page.pdf](#)

Attachment: [Agenda Item_Monthly Reports_June 2026.pdf](#)

13. Consideration of the Following Resolutions:

Attachment: [Resolutions Cover Page.pdf](#)

a. Resolution 26-10: A resolution approving certain amendments and revisions to the Purchasing Procedures Manual.

Attachment: [Agenda Item_Resolution_Purchasing Manual.pdf](#)

b. Resolution 26-11: A resolution approving certain amendments and revisions to the Records Management Policies and Procedures policy.

Attachment: [Agenda Item_Resolution_Public Records Policy.pdf](#)

14.Consideration of the Following Ordinances:

None

Attachment: [Ordinances Cover Page.pdf](#)

15.Purchasing:

Attachment: [Purchasing Cover Page.pdf](#)

a. To approve or reject a one-time payment in the total amount of \$92,109.00 to homeowners at 301 and 308 Covington Bend Road for damages to driveways, mailboxes, and yards during the construction of the Covington Heights Drainage Project. The Public Services Director recommends approval.

Attachment: [Agenda Item_Covington Bend.pdf](#)

b. To approve or reject the bid from Tugsun Group, Inc. in the amount of \$1,374,282.50 for construction of the Calista Road Widening Phase 1 project and allow City Administrator Gerald Herman to enter into an agreement for this service. The City Administrator recommends approval.

Attachment: [Agenda Item_Calista Widening Ph 1.pdf](#)

c. To approve or reject City Administrator Gerald Herman to enter into an agreement with CSR Engineering for design services for Union Road Widening Phase 2 project in the amount of \$346,512.00. The City Administrator recommends approval.

Attachment: [Agenda Item_Union Rd Widening Ph 2.pdf](#)

d. To approve or reject the purchase of MSA Self-Contained Breathing Apparatuses in the amount of \$47,940.00 from Safe Industries off the Sourcwell procurement cooperative (Contract# 0118424-MSS). The Fire Chief recommends approval.

Attachment: [Agenda Item_Airpacks.pdf](#)

e. To approve or reject the City Administrator Gerald Herman to enter into a five (5) year agreement with Axon Enterprises, Inc. for twenty-four (24) body cameras in the amount of \$88,295.20. The Police Chief recommends approval.

Attachment: [Agenda Item_Body Cameras.pdf](#)

f. To approve or reject City Administrator Gerald Herman to enter into an agreement with Wold Architects and Engineers for design services for a Wastewater Admin and Vehicle Garage project in the amount of \$406,500.00. The Wastewater Director recommends approval.

Attachment: [Agenda Item_WW Building.pdf](#)

g. To approve or reject City Administrator Gerald Herman to enter into an agreement with Jacobs Engineering for all task orders associated with the proposed Wastewater Treatment Plant (WWTP) Headworks and Equalization (EQ) project in the amount of \$998,000.00. The Wastewater Director recommends approval.

Attachment: [Agenda Item_Headworks.pdf](#)

- h. To approve or reject the sole-source purchase of E-One Grinder Pumps from Wascon Sales in the amount of \$599,948.40. The Wastewater Director recommends approval.**

Attachment: [Agenda Item_Pumps.pdf](#)

- i. To approve or reject the purchase of a Mini Track Loader with several attachments from RJV Kubota and other vendors in the total amount of \$232,791.81. The Wastewater Director recommends approval.**

Attachment: [Agenda Item_Mini Track Loader w Attachments.pdf](#)

16.Other Business:

Attachment: [Other Business Cover Page.pdf](#)

- a. To approve or reject the Library Board Chair to enter into the Tennessee State Library and Public Library Service Agreement. The Library Director recommends approval.**

Attachment: [Agenda Item_Library Service Agreement.pdf](#)

- b. To approve or reject the special occasion beer permit and Certificate of Compliance for the Blue Devil Foundation for the Blue Devil Foundation Banquet event inside the Recreation Center located at 105 College Street. Approval is contingent on Beer Board approval, and the permit will expire at 11:59pm on September 26, 2026.**

Attachment: [Agenda Item_WHHS Blue Devil Foundation.pdf](#)

- c. Appointment of Alderman Ward 3**

Attachment: [Agenda Item_Ward 3 Alderman.pdf](#)

- d. To approve or reject the appointment of Assistant City Administrator Amanda Buckliew as Interim City Administrator, with all duties, responsibilities, and authority of the City Administrator, including signing authority, until a permanent City Administrator is appointed by the Board of Mayor and Aldermen.**

17.Discussion Items

Attachment: [Discussion Items Cover Page.pdf](#)

18.Other Information

Attachment: [Other Information Cover Page.pdf](#)

19.Adjournment

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Meeting
Minutes
June 18, 2026
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor John Corbitt at 7:00pm.

2. Prayer by Community Pastor

Pastor Paul Edwards of First United Methodist Church led the prayer.

3. Pledge by Aldermen

The Pledge to the American Flag was led by Mayor Corbitt.

4. Roll Call

Mayor Corbitt – Present; Ald. Matthews – Present; Ald. Spicer – Present; Ald. Wall – Present; **Quorum – Present.**

5. Adoption of the Agenda

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

6. Approval of the Minutes from the May 21st Study Session and Board of Mayor and Aldermen meeting.

Motion was made by Ald. Spicer, second by Ald. Wall to approve the minutes. The May 21st Board of Mayor and Alderman meeting minutes were approved.

7. Welcome Visitors

Mayor Corbitt welcomed all visitors.

8. Proclamations

a. Isabella Ramirez – Tennis Achievement

9. Public Comment

Mr. J Ritterbeck of White House spoke regarding the UDO Ordinance. He stated that there is a huge improvement but needs more.

Mr. Dorman Gibson of White House spoke regarding his neighbor's cats and how they come on his property and disrupt his space.

Mr. Mike Fazekas of White House spoke regarding Marlin Road and how he appreciates the work that has been done. He also spoke regarding FOIA and TNPRA.

Mr. Don Smith of White House spoke regarding FOIA and TNPRA.

10. Public Hearings

- a. **Ordinance 26-03:** An ordinance adopting a Unified Development Ordinance (UDO) and replacing the existing Zoning Ordinance in its entirety.

No one signed up to speak.

- b. **Ordinance 26-04:** An ordinance amending the Municipal Code Title 18, Water and Sewers, Chapter 2 Section 18-201 and Chapter 3 Sections 18-301 and 18-302.

No one signed up to speak.

- c. **Ordinance 26-05:** An ordinance adopting the annual budget **and** tax rate exceeding the certified property tax rate for the fiscal year beginning July 1, 2026, **and ending** June 30, 2027.

No one signed up to speak.

- d. **Ordinance 26-06:** An ordinance amending the **annual** budget for the fiscal **year** beginning July 1, 2025, and ending June 30, 2026.

No one signed up to speak.

- e. **Ordinance 26-07:** An ordinance **amending** the Municipal Code Title 10, Animal Control, Chapter 1, Section 10-101.

No one signed up to speak.

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

City Administrator, Gerald Herman **stated** that during **the** last rainstorm a sinkhole was uncovered in the dog park parking lot project, so **CSR** is looking **into** a remedy **for that**. The shade structure over the tennis court was substantially completed. **They just have some cleanup work** and sidewalk repairs to finish. The six phase southern force main sewer project is **substantially finished**. The project took nearly six years to complete. The price tag was nearly **\$7 Million**. **Over \$5.5 Million** was paid with **COVID** funds and developer donations.

The Fire Department has discovered mold in Fire Station #1. Preliminary testing was done when a couple **firefighters** became ill. All **firefighters** are **now** working out of station #2. We are in the process of getting quotes to **clean up** and remove the **mold**. We are **hopeful** we can have station #1 back in operation in three to four weeks. After **nearly** three years wait, **our** brand new fire engine has arrived. Bid opening for the widening of phase one Calista Road **is** set for June 29th at 2:00pm in the Don Eden Community Center.

12. Acknowledge Reports

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

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

13. Consideration of the Following Resolutions:

- a. **Resolution 26-08:** A resolution authorizing appropriations for financial aid of non-profit organizations.

Motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Motion passed. Resolution 26-08 was approved.**

- b. **Resolution 26-09:** A resolution approving certain amendments and revisions to the Internal Control Manual.

Motion was made by Ald. Matthews, second by Ald. Spicer to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Motion passed. Resolution 26-09 was approved.**

14. Consideration of the Following Ordinances:

- a. **Ordinance 26-03:** An ordinance adopting a Unified Development Ordinance (UDO) and replacing the existing Zoning Ordinance in its entirety. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to discuss. After discussion, motion was made by Ald. Matthews, second by Ald. Spicer to approve. A voice vote was called for with the voting as follows: Mayor Corbett – aye; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye. **Ordinance 26-03 was approved on Second Reading.**

- b. **Ordinance 26-04:** An ordinance amending the Municipal Code Title 18, Water and Sewers, Chapter 2 Section 18-201 and Chapter 3 Sections 18-301 and 18-302. *Second Reading.*

Motion was made by Ald. Wall, second by Ald. Matthews to discuss. After discussion, motion was made by Ald. Wall, second by Ald. Matthews to approve. A voice vote was called for with the voting as follows: Mayor Corbett – aye; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye. **Ordinance 26-04 was approved on Second Reading.**

- c. **Ordinance 26-05:** An ordinance adopting the annual budget and tax rate exceeding the certified property tax rate for the fiscal year beginning July 1, 2026, and ending June 30, 2027. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Matthews to approve. A voice vote was called for with the voting as follows: Mayor Corbett – aye; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye. **Ordinance 26-05 was approved on Second Reading.**

- d. **Ordinance 26-06:** An ordinance amending the annual budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026. *Second Reading.*

Motion was made by Ald. Wall, second by Ald. Matthews to approve. A voice vote was called for with the voting as follows: Mayor Corbett – aye; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye. **Ordinance 26-06 was approved on Second Reading.**

- e. **Ordinance 26-07:** An ordinance amending the Municipal Code Title 10, Animal Control, Chapter 1, Section 10-101. *Second Reading.*

Motion was made by Ald. Spicer, second by Ald. Wall to approve. A voice vote was called for with the voting as follows: Mayor Corbett – aye; Ald. Matthews – aye; Ald. Spicer – aye; Ald. Wall – aye. **Ordinance 26-07 was approved on Second Reading.**

15. Purchasing

- a. To approve or reject authorizing Mayor John Corbitt to enter into a one-year Interlocal E911 agreement between E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, and the City of White House for \$302,807.73 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The Police Chief recommends approval.

Motion was made by Ald. Matthews, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Spicer to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- b. To approve or reject a one-time payment in the total amount of \$151,814.68 to homeowners at 301, 304, 305, and 308 Covington Bend Road for damages to driveways, mailboxes, and yards during the construction of the Covington Heights Drainage Project. The Public Services Director recommends approval.

Motion was made by Ald. Wall, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Wall, second by Ald. Matthews to approve addresses 304 and 305 and to defer address 301 and 308 to the July meeting. A voice vote was called for with all members voting aye. **Motion passed.**

- c. To approve or reject authorizing City Administrator Gerald Herman to sign a change order in the amount of \$23,800.00 from CSR Engineering for design work for the Calista Vacuum-to-Grinder Conversion Project. The Wastewater Director recommends approval.

Motion was made by Ald. Wall, second by Ald. Matthews to discuss. After discussion, a motion was made by Ald. Wall, second by Ald. Matthews to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- d. To approve or reject single source requests for FY 2026-2027. The Wastewater Director recommends approval.

Motion was made by Ald. Matthews, second by Ald. Wall to discuss. After discussion, a motion was made by Ald. Matthews, second by Ald. Wall to approve. A voice vote was called for with all members voting aye. **Motion passed.**

16. Other Business

- a. To approve or reject appointments to various Boards and Commissions.

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

17. Discussion Items

18. Other Information

19. Adjournment

Meeting was adjourned at 7:58 pm.

ATTEST:

John Corbitt, Mayor

Derek Watson, City Recorder

REPORTS....

**Administrative & Legislative Services Department
June 2026**

Administration

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

- June 1:
 - Development Review Process
- June 2:
 - Radio Interview -Laverne Vivio
- June 3:
 - WH Fire Station – Construction Documents Review Meeting
- June 8:
 - Department Head Staff Meeting
 - Stormwater Advisory Meeting
 - Planning Commission
- June 9:
 - WH Recreation Center Meeting
 - Robertson County Economic Development Board
- June 11:
 - Mayor Update Meeting
- June 16:
 - Investors Luncheon – Farewell to Jerry Herman
 - Board of Zoning Appeals
- June 17:
 - RTA Board Meeting
 - GNRC Transportation Policy Board
- June 18:
 - Board of Mayor and Alderman Meeting
- June 29:
 - Bid Opening – 2026 Calista Road Widening Project
 - Americana Planning Meeting #4

**Administrative & Legislative Services Department
June 2026**

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 2025-2026.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$23,715,848	\$20,456,428	↓13.74
Economic Development	\$221,200	\$208,174	↓5.88
State Street Aid	\$655,000	\$639,569	↓2.35
Parks Sales Tax	\$2,074,450	\$1,720,247	↓17.07
Solid Waste	\$2,125,743	\$2,153,501	↑1.30
Parks Impact Fees	\$786,000	\$757,763	↓3.59
Police Impact Fees	\$1,254,000	\$1,215,792	↓3.04
Fire Impact Fees	\$626,000	\$619,392	↓1.05
Road Impact Fees	\$0	\$0	0.00
Police Drug Fund	\$4,000	\$2,918	↓27.02
Debt Services	\$4,042,000	\$4,041,285	↓0.01
Wastewater	\$13,318,757	\$12,527,636	↓11.61
Dental Care	\$96,000	\$86,659	↓9.72
Stormwater Fund	\$2,428,467	\$1,919,866	↓21.58
Cemetery Fund	\$80,200	\$65,499	↓18.32

*Expended/Encumbered amounts reflect charges from July 1, 2025 – June 30, 2026.

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 2026	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
July	408	351	341	313	325	261	269	346	362
August	157	156	161	166	132	128	106	151	166
September	155	148	108	104	98	106	98	126	119
October	153	176	145	98	98	79	97	91	147
November	125	130	130	104	103	72	78	120	125
December	128	130	98	84	73	71	58	72	104
January	140	157	125	116	117	123	81	122	177
February	173	109	132	111	105	75	93	119	113
March	172	161	112	145	145	106	107	131	142
April	194	170	147	103	105	154	85	138	185
May	214	240	174	138	153	133	82	129	121
June	22	16	49	35	52	47	45	50	52
Total	2,041	1,944	1,722	1,517	1,506	1,355	1,199	1,595	1,813

Purchase Orders by Dollars	June 2026	FY 26	FY 25	FY 24	Total for FY26	Total for FY25	Total for FY24
Purchase Orders \$0-\$9,999	20	1,934	1,861	1,654	\$2,430,292.86	\$2,293,218.45	\$1,922,492.41
Purchase Orders \$10,000-\$24,999	0	49	40	28	\$866,337.22	\$579,208.08	\$471,516.05
Purchase Orders over \$25,000	2	58	43	40	\$15,430,971.20	\$9,123,313.38	\$14,573,250.85
Total	22	2,041	1,944	1,722	\$18,727,601.28	\$11,995,739.91	\$16,967,259.31

**Administrative & Legislative Services Department
June 2026**

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.

	2025- 2026 Update Requests	2024- 2025 Update Requests	2023- 2024 Update Requests	2022- 2023 Update Requests	2021- 2022 Update Requests	2025- 2026 Page Visits	2024- 2025 Page Visits	2023- 2024 Page Visits	2022- 2023 Page Visits	2021- 2022 Page Visits
July	20	36	51	52	54	54,539	45,557	34,294	31,946	32,401
Aug.	0	42	44	63	66	40,779	38,639	38,060	31,340	25,635
Sept.	0	33	48	65	48	44,027	36,360	31,899	27,594	24,833
Oct.	0	44	55	47	52	43,345	37,416	33,673	29,829	23,816
Nov.	0	36	42	54	63	36,509	33,502	30,149	30,449	23,022
Dec.	0	31	38	32	39	48,142	38,997	30,202	27,768	22,904
Jan.	0	44	46	53	56	46,742	44,507	32,467	31,686	26,942
Feb.	0	38	58	47	52	39,629	47,334	35,251	28,043	23,253
Mar.	0	44	43	62	57	40,288	43,533	35,610	30,614	30,026
April	0	39	50	72	68	45,248	43,651	44,802	31,817	31,127
May	0	46	41	51	54	40,748	48,417	41,768	35,606	31,335
June	0	25	32	42	74	41,884	50,481	44,887	23,919	34,600
Total	20	458	548	640	683	521,880	508,394	433,065	360,611	329,885

“City of White House, TN” Mobile App

	New Downloads			
	FY 26	FY 25	FY 24	FY 23
July	18	3	9	8
Aug.	18	14	4	13
Sept.	12	12	4	9
Oct.	16	8	2	11
Nov.	9	13	4	11
Dec.	10	11	3	10
Jan.	15	6	3	18
Feb.	10	18	1	10
Mar.	8	15	4	9
April	10	9	4	11
May	17	15	6	3
June	12	12	5	1
Total	155	136	49	114

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

	# of Requests			
	FY 26	FY 25	FY 24	FY 23
July	57	56	55	50
Aug.	67	60	46	43
Sept.	66	46	52	40
Oct.	63	34	40	45
Nov.	48	46	38	53
Dec.	41	36	34	70
Jan.	54	67	61	61
Feb.	98	126	82	20
Mar.	87	47	66	41
April	89	57	61	68
May	87	62	81	50
June	77	73	66	47
FY Total	834	710	682	588

**Administrative & Legislative Services Department
June 2026**

White House Farmers Market 2026

	Application Fees # (amount collected)	Booth Payments (\$)
January	0(\$0)	0(\$0)
February	11(\$165)	5(\$660)
March	11(\$165)	10(\$1,410)
April	12 (\$180)	5 (\$660)
May	11 (\$165)	16 (\$1,680)
June	1 (\$15)	8 (\$840)
July		
August		
September		
October		
November		
December		
Total	46(\$690)	44(\$5,250)

Building Maintenance Projects

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

				Work Order Requests			
	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022	2020-2021	2019 – 2020
July	20	15	18	14	19	11	10
August	21	11	23	23	8	27	10
September	9	15	13	21	12	9	13
October	22	16	13	13	10	6	7
November	12	15	13	12	23	16	7
December	21	6	8	8	17	19	3
January	17	22	14	11	6	11	16
February	14	20	7	10	8	16	18
March	12	22	7	16	14	12	11
April	19	21	10	6	13	17	2
May	12	16	17	34	20	25	11
June	13	15	15	19	14	31	10
Total	192	194	158	187	164	200	98

**Finance Department
June 2026**

Finance Section

During June the Finance Office began preparing for fiscal year ending 6/30/2026 audit tasks. Members of the Finance Office also participated in the following events during the month:

June 1: RecDesk Payments virtual meeting
June 18: Monthly BMA meeting
June 30: Finance staff meeting

Performance Measures

* = Data Not Currently Available

Business License Activity	June 2026	FY 2026 Total	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total
Opened / Renewed	6	93	95	91	95	92
Closed (notified by business)	3	12	7	11	9	7

Accounts Payable	June 2026	FY 2026 Total	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total
Total # of Invoices Processed	637	6,780	6,441	5,657	4,455	4,254

Finance Office Calls / Emails	May 2026	Apr 2026	Mar 2026	Feb 2026	FY 2026 Total	FY 2025 Total
Total Calls	803	1,040	1,121	1,205	11,551	12,257
Calls per day	54	58	63	81	66	63
Total Emails Sent/Received	5,256	6,383	5,947	5,797	63,638	45,892
Emails per day	351	355	331	387	360	235

**Finance Department
June 2026**

Finance Cashiering Transactions (#)	June 2026	FY 2026 Total	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total
In-Person	446	6,690	5,455	7,459	6,369	7,747
Drop Box / Mail	1,000	18,284	12,610	13,986	15,138	16,804
Online	3,433	39,787	40,665	32,727	28,084	27,460
Deposit Batches Prepared	164	1,844	1,894	2,684	2,594	2,326

Utility Billing	June 2026	FY 2026 Total	FY 2025 Total	FY 2024 Total	FY 2023 Total	FY 2022 Total
New Build Applications (#)	32	392	527	588	307	284
Move In Applications (#)	120	1,401	1,384	1,071	926	977
Total Applications (#)	152	1,793	1,911	1,659	1,233	1,261
Electronic new customer signups (#)	67	846	994	796	476	410
Electronic new customer signups (%)	44%	47%	52%	48%	39%	33%
Move Outs (#)	110	1,102	1,203	342	831	898
Addl. Trash/Recycle Req. Accts. (#)	2	32	27	*	*	*
New Build Account Activations (#)	41	500	641	*	*	*
Accounts Billed (#)	6,931	79,618	74,675	*	*	*
Disconnect Warning Calls / Emails (#)	150	1,839	3,240	*	*	*
Disconnect Warning Letters (#)	117	1,353	1,203	*	*	*
Non-Active / Delinquent Disconnects (#)	18	326	317	*	*	*
Delinquent Accts. Ref. to Collections (#)	6	73	48	*	*	*
Delinquent Accts. Ref. to Collections (\$)	\$2,894	\$26,439	\$14,599	*	*	*
Successful Delinquent Collections (\$)	\$0	\$2,159	\$3,286	*	*	*
Processed Account Adjustments (#)	32	324	247	*	*	*
Denied Account Adjustments (#)	1	10	31	*	*	*
Auto Draft Pre-Notes (#)	41	386	472	*	*	*
Returned Payments (#)	8	98	56	*	*	*

**Finance Department
June 2026**

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

Operating Fund	Budgeted Operating Revenues (\$)	Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	Cash Reserves Goal Performance
General Fund	14,359,126	4,307,738	10,189,263	71%
Economic Development Fund	151,400	45,420	143,063	94%
State Street Aid Fund	470,160	141,048	290,144	62%
Parks Sales Tax Fund	1,290,200	387,060	1,093,471	85%
Sanitation Fund	1,768,800	530,640	1,418,174	80%
Parks Impact Fees Fund	424,000	127,200	463,262	109%
Police Impact Fees Fund	354,000	106,200	1,858,214	525%
Fire Impact Fees Fund	240,800	72,240	793,850	330%
Roads Impact Fees Fund	551,600	165,480	2,166,275	393%
Police Drug Fund	8,340	2,502	57,675	692%
Debt Service Fund	3,721,128	1,116,338	1,062,144	29%
Wastewater Fund	8,865,000	2,659,500	9,963,836	112%
Dental Care Fund	98,920	29,676	222,266	225%
Stormwater Fund	1,301,800	390,540	1,007,610	77%
Cemetery Fund	53,000	15,900	303,688	573%

Balances do not reflect encumbrances not yet expended.

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2025-2026.

Operating Fund	Budgeted Operating Revenues (\$)	YTD Realized* (\$)	% Over (†) or Under (‡) (Anticipated revenues realized by this point in the year)
General Fund	14,359,126	14,751,212	↑ 2.73%
Economic Development Fund	151,400	83,412	↓ 44.91%
State Street Aid Fund	470,160	478,216	↑ 1.71%
Parks Sales Tax Fund	1,290,200	1,395,923	↑ 8.19%
Solid Waste Fund	1,768,800	1,937,072	↑ 9.51%
Parks Impact Fees Fund	424,000	408,820	↓ 3.58%
Police Impact Fees Fund	354,000	487,883	↑ 37.82%
Fire Impact Fees Fund	240,800	318,094	↑ 32.10%
Roads Impact Fees Fund	551,600	669,378	↑ 21.35%
Police Drug Fund	8,340	6,297	↓ 24.50%
Debt Services Fund	3,721,128	3,888,656	↑ 4.50%
Wastewater Fund	8,865,000	9,081,708	↑ 2.44%
Dental Care Fund	98,920	112,521	↑ 13.75%
Stormwater Fund	1,301,800	1,293,253	↓ 0.66%
Cemetery Fund	53,000	82,222	↑ 55.14%

*Realized amounts reflect revenues realized from July 1, 2025—June 30, 2026

**Human Resources Department
June 2026**

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

June 02: Chamber of Commerce Whit's Friends and Family Invitation
TDOT Local Programs CEI Training

June 03: Firefighter Interview
Chamber of Commerce Ribbon Cutting

June 04: Public Services Administrative Assistant Second Interviews

June 08: Planning Commission Meeting

June 09: Firefighter Interviews

June 10: Firefighter Interviews

June 15: Wastewater Utility Mechanic Interview

June 16: Chamber of Commerce Investors Luncheon
Board of Zoning and Appeals

June 17: Regional Transportation Authority Meeting
Greater Nashville Regional Council Transportation Policy Board Meeting
Farmer's Market

June 18: Board of Mayor and Aldermen Meeting

June 23: Firefighter Interview
Part Time Recreation Attendant Interviews

June 24: City of White House Cigna Quarterly Meeting
Farmer's Market

June 25: Legislative Update Online
Firefighter Exit Interview

June 29: TOSHA Visit
Two Offer Letters - Part Time Recreation Attendant

June 30: Safety Committee Meeting

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

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
July	0	1	0	0
August	0	0	1	1
September	1	1	0	1
October	0	0	1	2
November	0	0	0	1
December	1	0	0	0

Three-year average: 5

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
January	0	0	1	1
February	1	0	0	0
March	0	0	1	0
April	0	0	1	0
May	1	0	1	0
June	0	0	1	0
Total	4	2	7	6

**Human Resources Department
June 2026**

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

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
July	0	1	0	0
August	0	0	0	1
September	0	1	0	0
October	0	1	0	1
November	0	0	0	1
December	0	0	0	0

Three-year average: 3

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
January	0	0	0	0
February	1	0	0	0
March	0	0	0	1
April	0	0	1	1
May	1	0	0	0
June	1	0	0	0
Total	3	3	1	5

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

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
July	3	1	2	1
August	1	3	3	1
September	2	1	1	1
October	0	0	0	1
November	0	1	1	2
December	2	1	1	1

Current year turnover data:

Within Probationary Period: 3
Retirement: 0
Termination: 4
Resignation: 11

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
January	1	1	2	0
February	0	1	2	0
March	1	4	0	2
April	1	1	2	0
May	1	4	1	0
June	3	2	2	1
Total	15	20	17	10
Percentage	11.81%	15.75%	14.29%	8.70%

Three-year average: 12.91%

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

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
July	0	0	0	0
August	0	0	1 (T)	0
September	0	0	0	0
October	0	0	0	1 (S)
November	0	0	1 (T)	0
December	1 (T)	0	0	0

Three-year average: 2

	FYE 2026	FYE 2025	FYE 2024	FYE 2023
January	0	0	0	0
February	0	0	0	0
March	1 (T)	1 (T)	0	1 (T)
April	0	1 (T)	0	0
May	0	1 (T)	0	0
June	1 (T)	0	0	0
Total	3	3	2	1

Police Department
June 2026

Meetings/Civic Organizations

➤ ***Chief Brady attended the following meetings in June:***

White House Rotary Club Meeting (June 4, 11, 18 & 25), Department Head Staff Meeting (June 8), Planning Commission Meeting (June 8), White House Chamber Luncheon (June 16), Sumner County Drug Task Force (June 17), Command Staff Meeting (June 18), Board of Mayor & Alderman Meeting (June 18) and Americana Planning Meeting (June 29).

➤ **Police Department Administration Performance Measurements**

Achieve our 5th re-accreditation from the Tennessee Law Enforcement Accreditation program by December 2026.

Susan Johnson, Accreditation Manager, is in the 4th edition of our TLEA program which includes 164 standards and using PowerDMS.

She is 94% percent done with the 2024-2026 cycle. She has contacted Ken Sircy with TLEA to let him know she will be ready to get the process started for assessors to review our work before December.

A Tennessee Accreditation Program assessor(s) will review our policies, procedures, and practices against the standards to ensure necessary compliance is met. A report is then compiled and forwarded to the Professional Standards Committee for review and nomination to award accreditation at the December Chief of Police Conference to accept our 5th accreditation award.

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 28 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,120 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	110	0	110
February	7	268	14	289
March	0	310	20	330
April	0	338	40	378
May	0	28	12	40
June	6	118	48	172
Total	13	1,172	134	1,319

Patrol Division Performance Measurements

1. ***Maintain or reduce the number of patrol shifts staffed by only three officers at the two-year average of 220 shifts during the Fiscal Year 2025-2026. (There are 730 Patrol Shifts each year.) *Three officer minimum staffing went into effect August 5, 2015.***

Number of Officers on Shift	June 2026	FY 2025-26
Three (3) Officers per Shift	37	271
Four (4) Officers per Shift	23	459

Acquire and place into service three Police Patrol Vehicles. The three new patrol cars are on the road. Laptops received. **Complete.**

1. **Conduct two underage alcohol compliance checks during the Fiscal Year 2025-2026.**
Compliance Checks were conducted in September. We will do a Spring Compliance Checks in July.
2. **Maintain or reduce TBI Group A offenses at the three-year average of 50 per 1,000 population during the calendar year of 2026.**

Group A Offenses	June 2026	Per 1,000 Pop.	Total 2026	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	7	<1	62	4
Crimes Against Property	17	1	103	6
Crimes Against Society	0	0	9	1
Total	24	1	174	10
Arrests	26		134	

**Special Census Results 2026– 16,985*

3. **Maintain a traffic collision rate at or below the three-year average of 475 collisions by selective traffic enforcement and education through the Tennessee Highway Safety Program during calendar year 2026.**

	June 2026	TOTAL 2026
Traffic Crashes Reported	32	274
Enforce Traffic Laws:		
Written Citations	26	261
Written Warnings	11	152
Verbal Warnings	121	685

4. **Maintain an injury to collision ratio of not more than the three-year average of 13% by selective traffic enforcement and education during the calendar year 2026.**

COLLISION RATIO				
<u>2026</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
June	32	6	19%	13%
		YTD 35		YTD 274

Staffing:

- Officer Hardaway and Officer Holt are currently on FTO. They will go to Tennessee Law Enforcement Training Academy on July 5th.
- Officer Riley Freest-Woodruff started with us on June 8th. Officer Freest-Woodruff was a certified officer for TSU.
- Officer Jeremy Sisk started with us on June 11th. Officer Sisk is a returning officer. He will be doing Transition School in July.
- Officer Delaino Walker's last day was June 22nd.
- Officer Travis Downing was terminated on June 25th.
- Currently, we have four positions open.

**Sumner County Emergency Response Team:
Monthly 2026 ERT Activity**

Training:

19 June 2026 – ERT held training at the Sumner Co school bus lot. Operators conducted training on vehicle takedowns and bus assaults. Later in the afternoon, operator conducted water competency training in the swimming pool at the Gallatin Civic Center. This training was a prerequisite for the scheduled July training on tactical waterborne operations.

Operations:

30 June 2026 – ERT executed a narcotics search warrant for the 18th Judicial Drug Task Force on an address in Gallatin. The main suspect has a history of narcotics distribution and aggravated robbery. Investigators recovered marijuana and crack cocaine.

K-9 – Zeus

- Zeus continued training each week for the month of June. He certified in PD1. He also completed narcotics training for the month.

Support Services Performance Measurements

Communications Section

	June	Total 2026
Calls for Service	777	4,045
Alarm Calls	36	181

Request for Reports

	June	FY 2025-26
Requests for Reports	7	210
Amount taken in	\$5.10	\$156.60
Tow Bills	\$0.00	\$750.00
Emailed at no charge	13	436
Storage Fees	\$0.00	\$0.00

Tennessee Highway Safety Office (THSO):

- Nothing to report this month.

Volunteer Police Explorers:

- Hosted two explorer meetings covering traffic stops & vehicle searches. Attendance has been dropping, and more recruitment will be starting soon.

Item(s) sold on Govdeals: Nothing to report currently.

Crime Prevention/Community Relations Performance Measurements

- ***Teach D.A.R.E. Classes (10 Week Program) to one public elementary school by the end of each school year.*** Sgt. Enck taught D.A.R.E. at the White House Intermediate school. He had 155 students. They did not complete all the weeks due to time constraints, so no graduation was held. **Complete.**
- ***Plan and coordinate Public Safety Awareness Day as an annual event.*** Discover White House/Safety Day was held on April 18th. **Complete.**
- ***Participate in joint community events monthly to promote the department's crime prevention efforts and community relations programs.***
- 6/7 Sgt. Enck and Sgt. Bagwell's shift assisted with an escort for a young girl (Corra) who beat cancer. (ended at Deja Moo)
- 6/10 Sgt. Enck conducted a treat assessment for Berean Baptist Church and discussed the creation of a security team.
- 6/10 Sgt. Enck gave badges out at the farmers market.
- 6/12 Sgt. Enck instructed self-defense at #nofilter.

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

- 6/2 – Challenge Baseball Game.

Upcoming Events:

- 7/4 Americana

2026 Participation in Joint Community Events		
	<u>May</u>	<u>Year to Date</u>
Community Activities	5	27

**Fire Department
June 2026**



Summary of Month's Activities

Fire Operations

The Department responded to 190 requests for service during the month with 126 responses being medical emergencies. The department responded to 1 commercial vehicle fire, and 6 vehicle accidents of which 2 required extrication. Of the 190 responses in the month of **June**, there were 38 calls that overlapped another call for service which is 20% of our responses for the month. The overlapping call volume for FY25-26 is 467 or 20% of the call volume.

Fast Car Response

In an effort to reduce costs related to vehicle maintenance, fuel costs, and wear and tear on our large fire apparatus, the fire department will have one fast car in service if the shift is staffed at a minimum of 7 personnel. The fast car will respond to calls at nursing homes, assisted living facilities, doctors' offices, and low acuity medical calls.

For the month of **June**, the fire department was able to operate our fast car a total of **14** days and responded to **33** calls.

Department Event

- June 2,3,4 Flowing water from ladders
- June 2nd- Fire Department vs Challenger Youth Baseball game (FD lost 2 games)
- June 6th Touch a Truck Whataburger
- June 9,10,11 Stretching hose lines at apartments
- June 7th Spray kids Church of Christ
- June 15th Ladder testing for all department ladders
- June 24th and 26th Attend class at Hendersonville FD- Advanced hydrant operations
- June 27th Provide medical standby for 5k run

Fire Administration

- June 3rd Interview 1 candidate for FF position
- June 3rd Meet with Architect about Station 1 design
- June 8th Department head meeting
- June 9th Multiple interviews for FF position
- June 10th Multiple interviews for FF position
- June 16th Chamber luncheon
- June 18th Attend BOMA meeting
- June 23rd Interview 1 candidate for FF position
- June 29th Attend Americana meeting
- June 29th TOSHA inspections

**Fire Department
June 2026**

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	Month	FY to Date
Fires	1	51
Medical	126	1561
Hazardous Conditions (No Fire)	16	140
Public Service Calls	21	231
Non-Emergency calls (Weather, Special Incident, False alarms)	26	386
Totals	190	2369

Response by Station

	Month	FY to Date	%
Station #1 (City Park)	122	1499	63.27%
Station #2 (Business Park Dr)	68	893	37.69%

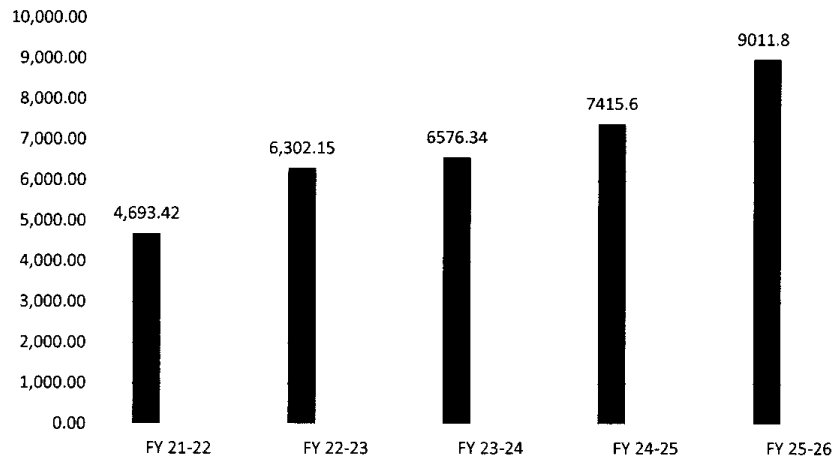
Response by County

	Month	FY to Date	%
Sumner County	49	740	31.23%
Robertson County	141	1629	68.76%

**Fire Department
June 2026**

Fire Fighter Training

The Department goal is to complete the annual firefighter training of 228 hours for career firefighters. The total hours of 4,788 hours of training per year is based on twenty-one career firefighters.



	Month	FYTD
Firefighter Training Hours	384.47	9011.8

Training breakdown for ISO and NFPA*

	Fire Officer	Company	Facilities	NFPA	Non-ISO
Month	12	171.34	63	45.13	93
Total for FY	606.5	4000.46	1610	527.37	2267.11

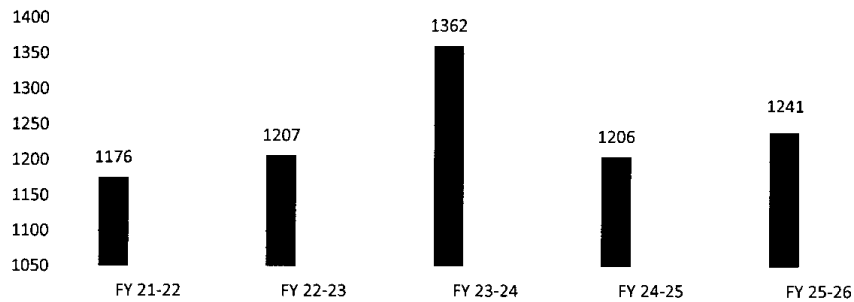
*National Fire Protection Association – The fire service industry standard.

Insurance Service Office – A nationally recognized agency that rates fire departments on their level of readiness. This rating is used by insurance companies to determine insurance rates for their customers.

**Fire Department
June 2026**

Fire Inspection

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

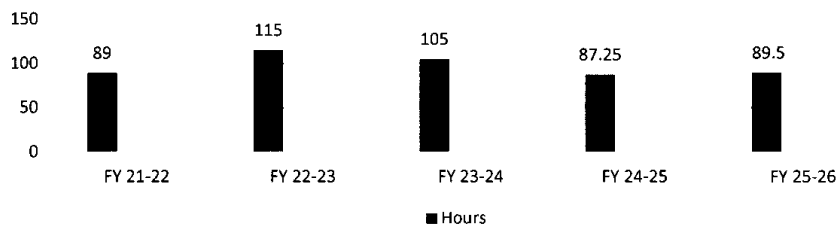
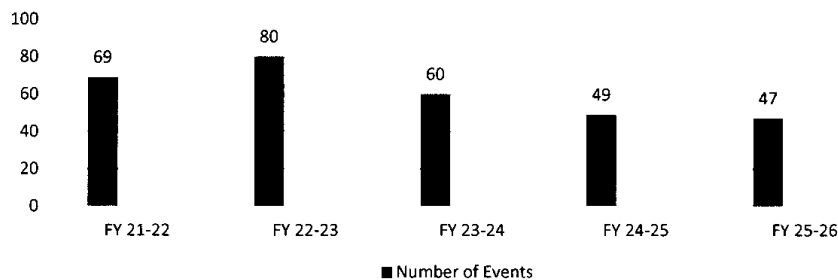
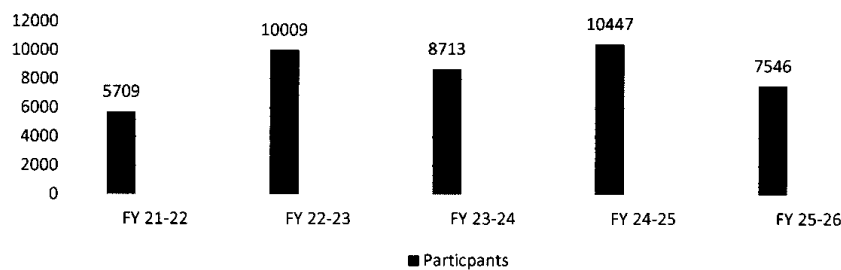


	Month	FYTD
Fire Inspection	106	1241
Re-Inspection	1	111
Code Violation Complaints	0	26
Violations Cleared	1	71
Annual Inspection	8	135
Knox Box	0	44
Fire Alarms	4	54
Measure Fire Hydrant	1	9
Plans Review	14	95
Pre-C/O	3	26
Pre-incident Survey	9	193
Sprinkler Final	3	35
Final Occupancy	6	44

Fire Department June 2026

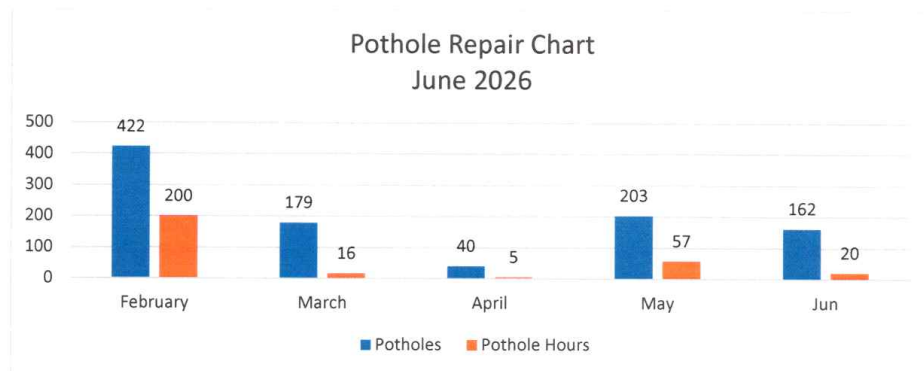
Public Fire Education

Public fire education is a cornerstone of community safety, aiming to prevent fires, reduce injuries, and save lives. It is a department goal to engage members of our community as often as possible as it relates to public fire education at events such as career days, station tours, fire extinguisher training and Discover WH/Safety Day, school visits, etc.... The following information reflects the number of events, hours spent conducting public fire education, and the number of participants for the fire department public fire education activities.



	Month	FYTD
Participants	67	7613
Number of Events	3	50
Education Hrs.	4	93.5

**Public Services Department – Public Works
June 2026**



Location of Pothole Repairs

Street Address	Date Resolved
Cheyenne Drive	6-17-2026
Longview Drive	6-17-2026
Calista Road	6-17-2026
Tyree Springs Road	6-17-2026
Patana Drive	6-17-2026
Sage Road	6-17-2026
Old Hwy 31 W	6-17-2026
Creekwood Drive	6-17-2026
Hickory Trail	6-17-2026
Pinson Lane	6-17-2026
Shady Lane	6-17-2026
McCurdy Road	6-17-2026
Larkspur Drive	6-24-2026
Meadowbrook Drive	6-24-2026
South Aztec	6-24-2026
Wilkinson Lane	6-24-2026

**Public Services Department – Public Works
June 2026**

Monthly Work Log

Monday 6-1-26

- Delivered equipment and traffic control signs to Marlin Road in preparation of road repairs to be completed / Addressed issue of downed fiberoptic line / Loaded equipment and materials to complete yard repair at 148 Honeysuckle Drive after brush collection operations / Heritage Drive catch basin collapse covered with road plate and coned off area until permanent repair could be completed the next day.

Tuesday 6-2-26

- Milled and patched large areas of Marlin Road that were in disrepair.

Wednesday 6-3-26

- Cut limbs out of ROW that were creating a line of sight issue at Tyree Springs Road & College Street / Completed milling and patching of large road repairs on Marlin Road on other side of road.

Thursday 6-4-26

- Assisted with brush collection operations in Zone 1 / Removed brush from Municipal Park / Removed damaged and outdated sign from 31W ROW.

Monday 6-8-26

- Vegetation control on SR-76 sidewalks as well as Sage Road sidewalks / Evaluated Calista Pond to determine if it needed to be pumped after rainstorm / Performed facility maintenance and picked up 2 pallets of water from Wal – Mart.

Tuesday 6-9-26

- Public Services Staff Meeting / ROW Mowing on Industrial Dr., SCT Dr., Dee Cee, Union Road and Calista Road / Helped conduct stormwater hotspot evaluation / Cleared debris from storm drain inlets prior to storm.

Wednesday 6-10-2026

- Repaired Gridsmart Camera at Wilkinson Lane and SR-76

Thursday 6-11-26

- ROW Mowing completed on North Palmers Chapel Road, and North Palmers Chapel Road near Greenway, Meadowlark Drive / Delivered stop signs and generator to Portland Road due to power outage causing intersection being dark / Removed concrete from SR-76 / removed weeds from median near SR-76 and Raymond Hirsch Parkway.

Monday 6-15-26

- Removed and repaired concrete sidewalk at 181 Honeysuckle Drive / Cleaned up pallet of drywall spackle off of SR-76 / Removed asphalt repair equipment from Marlin Road and delivered back to the shop.

Tuesday 6-16-26

- Loaded tools and ADA Compliant Truncated Dome Mats to replace out of compliant mats at SR-76 & Hwy 31W all 8 mats were replaced.

**Public Services Department – Public Works
June 2026**

Wednesday 6-17-26

- Cleaned debris from all ADA Mats on SR-76 / Acquired 2 tons of asphalt from Cross Plains plant to repair 89 potholes Citywide / Loaded asphalt roller and took it to Calista Road Lift Station to repair ruts left from equipment used to clear dams from Honey Run Creek /

Thursday 6-18-26

- Installed conduit on wire for Greenway Crosswalk on Tyree Springs Road / Cut overhanging tree limbs on College Street Extension / Changed batteries on radar signs on Apache Trail / Performed Facility Maintenance / Tagged CEMC lights for repair and notified CEMC that lights needed to be repaired.

Monday 6-22-26

- Holiday - Juneteenth

Tuesday 6-23-26

- Washed and fueled rental mini-excavator to avoid washing and fueling fee / Repaired Gridsmart Camera and GS3 Processor at 31W & Marlin Road Intersection / Repaired Decorative Street Lights.

Wednesday 6-24-26

- Consolidated piles of road millings being delivered from Rogers Group / Acquired asphalt and repaired 73 potholes citywide / Removed logs and debris from storm drains on Shady Lane and Wyoming Drive.

Thursday 6-25-26

- Completed Target Solutions / Moved millings pile / Repaired electrical wiring for Decorative Street Lights on Business Park Drive.

Monday 6-29-26

- Performed Facility and Fleet Maintenance / Installed No Thru Traffic Sign at Grayson Lane to help stop delivery.

Tuesday 6-30-26

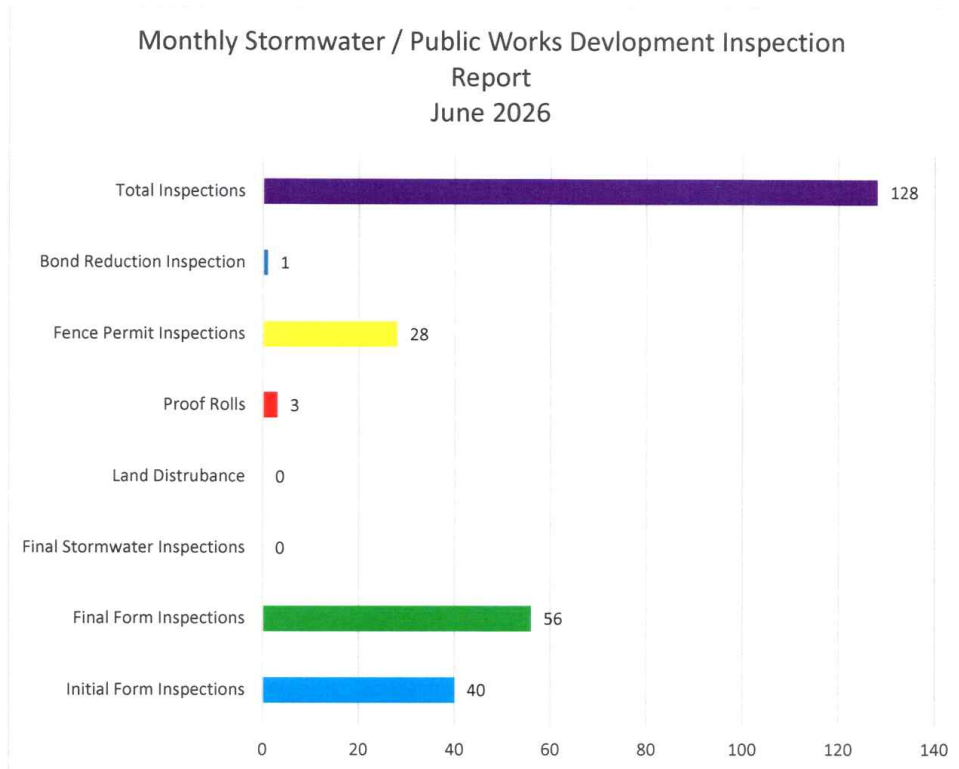
- Attended Safety Meeting / Re-installed Stop Sign on Spring Street and Carmack Drive / Delivered barricades and bus line signs to soccer complex for Americana Fest Celebration / Delivered large generator to soccer complex.

**Public Services Department – Public Works
June 2026**

Inspector Notes

New Construction and Inspections:

The Public Works Inspector performs various types of inspections throughout the process of a new home being built within City of White House City Limits, additionally the Public Works Inspector performs proof rolls on subgrade and base stone during the construction of new roads within new developments that are being built within The City of White House. Below gives a monthly total of how many inspections were completed and categorizes them accordingly.



**Public Services Department – Public Works
June 2026**

Current Month Traffic Signal Monitoring Log

<u>Traffic Signal Monitoring Log</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>FY 25/26 YTD</u>
SR-76 & Love's Lane	0	1	1	
SR-76 & I-65 Southbound Ramps	0	0	0	
SR-76 & I-65 Northbound Ramps	0	0	0	
SR-76 & Hester Drive	0	0	0	
SR-76 & Wilkinson Lane	0	0	1	
SR-76 & Sage Road	1	0	0	
SR-76 & Raymond Hirsch	0	0	0	
SR-76 & Hwy 31W	0	0	0	
SR-76 & Pleasant Grove Road	1	1	0	
Hwy 31W & Portland Road	0	0	0	
Hwy 31W & Raymond Hirsch	0	0	0	
Hwy 31W & Sage Road	0	1	0	
Tyree Spring Road & Raymond Hirsch Parkway	1	0	0	
Wilkinson Lane & Richard Wilks	0	0	0	
Tyree Springs Road & South Palmers Chapel	1	0	0	
Raymond Hirsch & Publix	0	0	0	
Pleasant Grove Road & SR-76	1	0	0	
Marlin Road and 31W	0	0	1	
Reported Issues running total			3	20

SR-76 & Love's Lane Reported Issue: Not enough vehicles getting through intersection Resolution: More time has been added to the through movement traveling Northbound on Loves Lane
SR-76 & I-65 Southbound Ramps
SR-76 & I-65 Northbound Ramps
SR-76 & Hester Drive
SR-76 & Wilkinson Lane Reported Issue: Vehicles sitting through too many cycles and not getting through. Resolution: Camera was shifted due to high winds during storm the night before. Vehicle detection switches set to constant call to cycle intersection until crews could safely repair camera the next day.
SR-76 & Sage Road
SR-76 & Raymond Hirsch
SR-76 & Hwy 31W
SR-76 & Pleasant Grove Road
Hwy 31W & Portland Road
Hwy 31W & Raymond Hirsch
Hwy 31W & Sage Road
Hwy 31W & Marlin Road Reported Issue: No detection, intersection not cycling properly. Resolution: Camera experienced a lightning strike and damaged camera and GS3 Processor. Utilized stock equipment to repair intersection to get it running properly and are now in processor of getting RMA completed on Camera and GS3 Intersection.
Tyree Spring Road & Raymond Hirsch Parkway
Wilkinson Lane & Richard Wilks
Tyree Springs Road & South Palmers Chapel
Raymond Hirsch & Publix
Pleasant Grove Road & SR-76

Public Services Department – Stormwater Division
June 2026

Monthly Stormwater Maintenance Review

COVINGTON BEND DRAINAGE IMPROVEMENTS FOR THE CITY OF WHITE HOUSE

WHITE HOUSE, 37188
SUMNER COUNTY

JULY 2025

CONTRACTOR'S NOTES:

THE CONTRACTOR WORK TO BE PERFORMED UNDER THIS PROJECT WILL CONSIST OF FURNISHING ALL EQUIPMENT, LABOR, TOOLS AND SUPERVISION NECESSARY FOR THE CONSTRUCTION OF THE PROPOSED WORK AND ALL OTHER RELATED WORK AS SET FORTH IN THE PLANS AND SPECIFICATIONS.

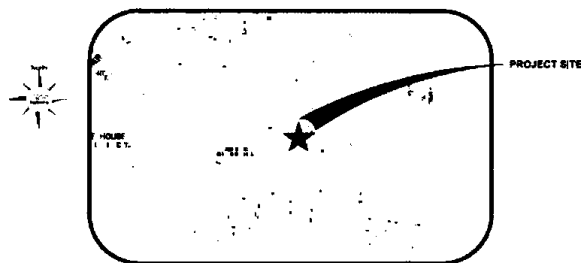
THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, UTILITY LOCATIONS, ELEVATIONS, EXISTING INVERTS PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OR REPRESENTATIVE IMMEDIATELY.

ALL WORK SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL CODES AND LAWS. ALL NECESSARY LICENSES AND PERMITS SHALL BE THE CONTRACTOR'S RESPONSIBILITY.

INDEX OF DRAWINGS

SHEET	DESCRIPTION
T-1	TITLE SHEET
G-1	GENERAL NOTES
C-1	EXISTING SITE
C-2	PROPOSED LAYOUT
C-3	DETAILS

UTILITY CROSSINGS
WATER SERVICE
WHITE HOUSE UTILITY DISTRICT P.O. BOX 888 WHITE HOUSE, TN 37188 800-475-1888
SEWER SERVICE
CITY OF WHITE HOUSE 700 INDUSTRIAL DRIVE WHITE HOUSE, TN 37188 615-475-1888
NATURAL GAS UTILITY SERVICES
PROGRESS GAS COMPANY 200 COMPTON AVE NASHVILLE, TN 37214 615-750-1888
ELECTRIC SERVICE
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FOR MORE INFORMATION, CONTACT THE ENGINEER

Covington Bend Drainage Improvements Project: Covington Bend and Winchester Court has been fully resurfaced following the completion of the project. Other outstanding items and being discussed with private homeowners regarding driveways and yard repairs.

Public Services Department – Stormwater Division
June 2026

Monthly Stormwater Maintenance Review



Heritage Drive – Storm Drain Repair: A sinkhole developed adjacent to a storm drain due to the deterioration of an aging brick drainage structure. Following an evaluation, the Stormwater Crew repaired the damaged structure by constructing new concrete forms and restoring the roadway with new asphalt.

Public Services Department – Stormwater Division
June 2026

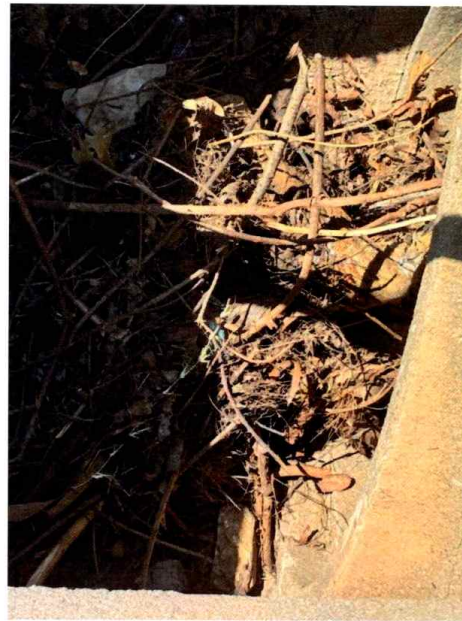
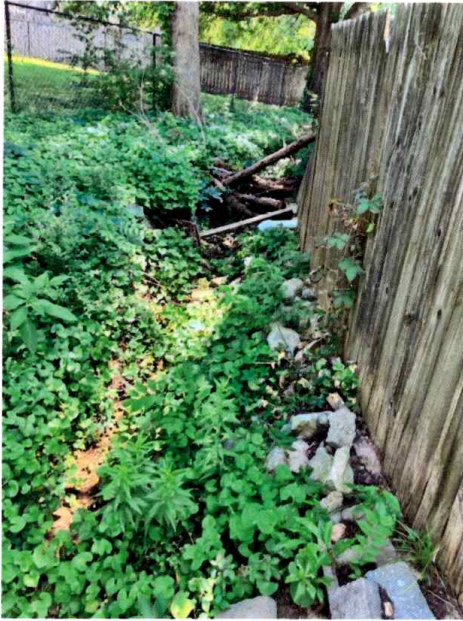
Monthly Stormwater Maintenance Review



300 Eastside Drive: Residents at 210 and 214 Eastside reported stormwater entering accessory structures during previous storm events, including the recent flooding event. Following an evaluation, staff identified a bottleneck caused by a buried drainage pipe at 300 Eastside Drive. To improve stormwater conveyance and reduce the potential for future flooding, the Stormwater Crew is removing the pipe and replacing it with an open drainage ditch. This improvement is intended to increase water flow capacity and help prevent stormwater from backing up onto the affected properties..

Public Services Department— Stormwater Division
June 2026

Monthly Stormwater Maintenance Review



Shady Lane Debris Removal – During routine maintenance, staff identified a significant accumulation of debris in a drainage ditch and stormwater pipe near Shady Lane. Crews removed the obstructions to restore proper drainage and improve stormwater flow through the system.

Public Services Department – Stormwater Division
June 2026

June 9th, 2026 Flooding Event Impacts and Response Summary

June 9 th , 2026 Flood Event Response	Statistics
Total reports received	43
Areas evaluated within 24 hours	13
Meetings completed	10
Meetings scheduled	2
Developer coordination cases	7
Related maintenance projects completed	3
Homes reported having water intrusion	6
• Most reports were received through the City's main phone line during the storm. • The Indian Ridge area experienced the greatest concentration of impacts. • To the best of staff's knowledge, all reported concerns have been acknowledged and/or responded to. • Staff continue to work with residents, developers, and property owners on permanent drainage solutions where needed.	

Public Services Department – Stormwater Division
June 2026

NPDES MS4 Minimum Control Measure Check-in - Construction Site Stormwater Runoff Control

Pre-construction Meetings

3135 Pleasant Grove Road (Providence Building Group) – June 10

HWY 31 Retail – June 24

Bond Reduction Inspections

Marline Pointe (follow-up/check-in inspection with developer, several items remain incomplete)

Enforcement and Compliance

Notices of Violation

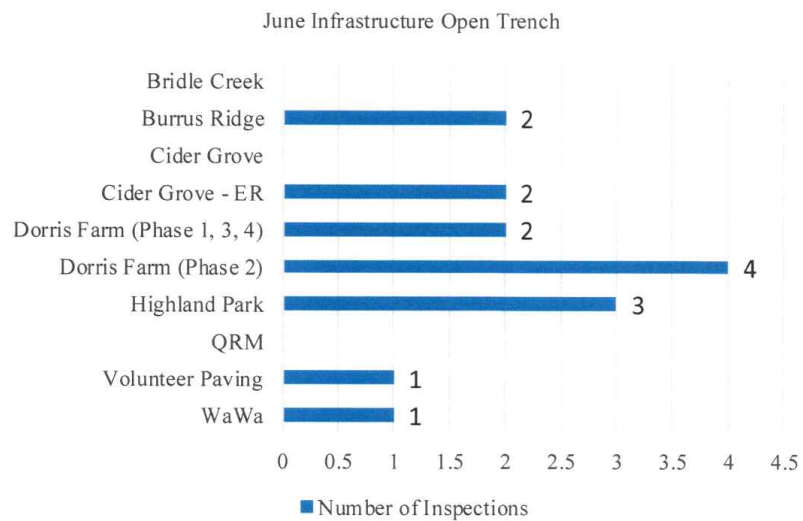
- Bridle Creek – A Stop Work Order and a temporary suspension of new Land Disturbance Permits was issued on May 23, 2026, following the May 22nd flood event. After the developer completed the majority of the required corrective actions, the Land Disturbance Permit suspension was lifted on June 3, 2026. The Stop Work Order was lifted on June 9, 2026, following completion of the required actions. Stormwater staff continue to require additional corrective measures and are coordinating with the TDEC regarding ongoing enforcement. The stream cleanup is scheduled for July 6, 2026.
- Moss Farm – A Stop Work Order was issued on June 25, 2026, after several required corrective actions were not completed within the established timeframe. As of July 1, 2026, all outstanding items have been completed except for site-wide stabilization. Additional corrective measures were identified during a meeting with the developer. The Stop Work Order will remain in effect until all required actions have been completed and the site is brought into compliance.



Moss Farm Phase 2

Public Services Department – Stormwater Division
June 2026

NPDES MS4 Minimum Control Measure Check-in - Construction Site Stormwater Runoff Control



**Wastewater Department
June 2026**

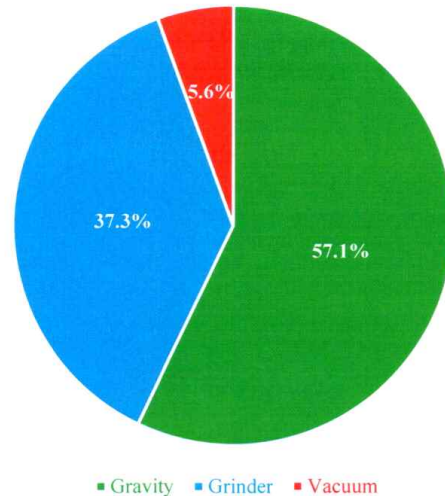
Collections System Activities:

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 **June 30th, 2026**, City personnel count a total of **8,060** sewer system connections, with **32 new** applications for service in **June 2026**. A total of **402 new** connections were permitted during the 2024/2025 fiscal year. Totalized counts of each type of connection are provided below:

Gravity Sewer Connections	4,600
Low-Pressure Grinder Sewer Connections	3,010
Vacuum Sewer Connections	450

The City counts **204** commercial grinder connections, **2,806** residential grinder stations, and **42** lift-stations integrated into our Sanitary Sewer System.

Sewer Service Types

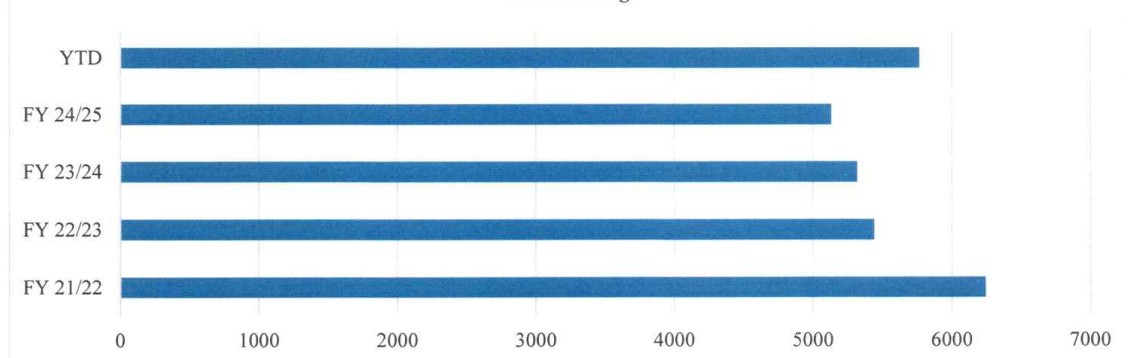


811 Utility Locate Service:

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-markings in the 2021/2022 fiscal year than in the 2020/2021 fiscal year, largely due to new construction and utility boring activities. Total requests decreased slightly in the 2022/2023 fiscal year, but remain nearly double 2020/2021 levels. Total requests in the 2024/2025 fiscal year were very similar to 2022/2023 and 2023/2024 numbers.**

Line Markings	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>June 2026</u>	<u>FY 25/26 YTD</u>
Tennessee 811	6245	5441	5320	5320	603	5769

Line Markings



**Wastewater Department
June 2026**

<u>Lift-Station Repairs</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Jun 2026</u>	<u>FY 25/26 YTD</u>
Union Road	0	0	2	4	0	3
Marlin Pointe	n/a	n/a	n/a	0	0	3
Summerlin	0	0	2	2	1	3
Bridle Creek	n/a	n/a	n/a	0	0	0
Settlers' Ridge	1	1	0	0	0	0
Springbrook	n/a	n/a	0	0	0	0
Willow Grove	n/a	n/a	1	1	0	1
Dorris Farms	n/a	n/a	1	0	0	0
Cope's Crossing	9	9	5	1	0	4
Cambria	4	4	2	5	0	2
Belmont Apartments	0	0	0	0	0	0
Kensington Green	0	0	0	0	0	0
Meadowlark Townhomes	0	0	0	0	0	0
Meadowlark	1	1	3	1	0	4
Sage Farms	n/a	n/a	1	3	0	1
Sage Rd (Hester Dr)	0	0	0	0	0	0
Loves Truck Stop	3	3	1	3	0	7
Highway 76	0	0	0	0	0	0
Portland	0	0	1	0	0	1
North Palmers Vacuum	7	7	4	1	0	2
Villas at Honey Run	1	1	0	2	0	0
31W Apartments	0	0	0	0	0	0
Calista Apartments	0	0	0	0	0	0
Calista Vacuum	9	9	3	3	0	0
Concord Springs	2	2	1	1	1	1
Calista Farms	n/a	n/a	n/a	0	0	2
Fields at Oakwood	2	2	0	1	0	0
The Mill	n/a	n/a	0	1	0	0
Publix	n/a	n/a	n/a	0	0	0
Highland Park	n/a	n/a	0	0	0	0
Los Jalapenos	0	0	2	1	0	0
Mt. Vernon Apartments	0	0	3	0	0	0
Grove at Kendall	0	0	0	0	0	0
Wilkinson Lane	3	3	3	0	0	1
Jackson Farms	n/a	n/a	n/a	0	0	1
Heritage High School	0	0	0	0	0	0
Legacy Farms	0	0	1	0	0	0
The Parks #1	0	0	3	0	1	3
The Parks #2	n/a	n/a	0	0	0	0
Pinson Pointe	n/a	n/a	n/a	0	0	0
WWTP Drain Station	0	0	0	0	0	0
WWTP Lagoon Station	0	0	1	0	0	0

**Wastewater Department
June 2026**

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 view the components at the station.

Major Alarms/Repairs:

Concord Springs: Hardware improvements have been made in the control panel for the SCADA/telemetry of this station. The station is functioning normally.

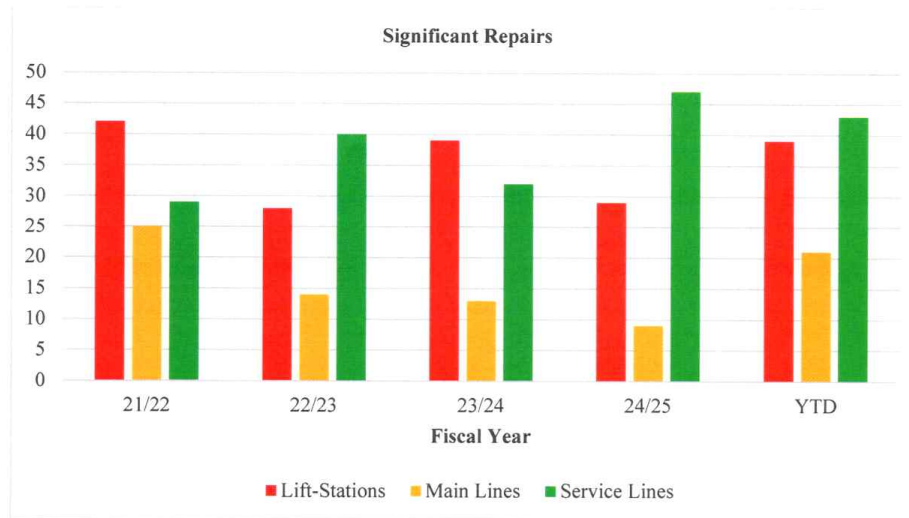
Summerlin: Hardware improvements have been made in the control panel for the SCADA/telemetry of this station. The station is functioning normally.

Parks #1: Hardware improvements have been made in the control panel for the SCADA/telemetry of this station. The station is functioning normally.

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 seven (7) 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 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Jun 2026</u>	<u>FY 25/26 YTD</u>
Major Stations	42	28	39	29	3	39
Main Line	25	14	13	9	2	21
Service Line	29	40	32	47	4	43

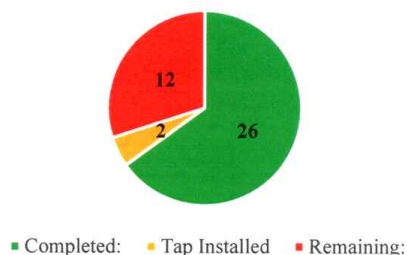


**Wastewater Department
June 2026**

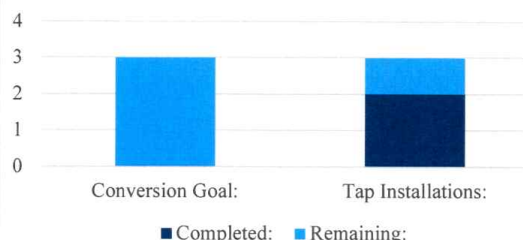
Ongoing Collections System Projects:

1. **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. **Phase-6 for the Southern Force-Main project is completed and functioning as anticipated. This concludes all planned phases for replacement/improvements to the Southern Force-Main. The total project scope included installation of approximately 4 miles of 20" HDPE pipe (equivalent inner diameter of 18" PVC) from the Cedarbrook Dr roundabout to the WWTP on Industrial Dr (phases 1 through 5 of the project). An additional ~3,000+ linear ft of 14" HDPE pipe (equivalent inner diameter of 12" PVC) was installed from the Cedarbrook Dr roundabout to Tyree Springs Rd (phase-6 of the project).**
2. **New Wilkinson Lane Lift-Station:** The New Wilkinson Lane lift-station design has been approved by City staff, and a winning bid has been accepted. The property has also been acquired for the new site. **The station is nearing completion. Almost all components have been delivered and installed, with station startup testing anticipated very shortly. The station is anticipated to be operational by late-July to early-August, and completed by the end of August.**
3. **I&I Repairs:** The cure-in-place gravity service line repairs contracted for this current fiscal year have been completed. Work was primarily focused in the Magnolia Village subdivision, and have been observed to have had a noticeable impact on I&I in the area.
4. **Vacuum-to-Grinder Conversions (Calista):** The City of White House owns and maintains two (2) vacuum sewer networks; "Calista" (currently consisting of approximately 250 connections) and "North Palmers" (currently consisting of approximately 200 connections). Vacuum sewer systems offer unique challenges to municipalities trying to operate them. System functionality relies on the ability to maintain adequate vacuum pressure in the mains at all times. An issue that results in reduction of vacuum pressure at any point in the network causes pressures throughout the entire network to drop, with no immediate way of telling exactly where the issue is without manual inspection of all connection points. Loss of vacuum pressure affects the connections furthest out from the station the most. Previous vacuum conversion projects have focused on the North Palmers network, as historically it was the more problematic of the two systems (though in recent years, the Calista system has required much more attention than North Palmers). There were also existing lift-stations and adjacent gravity networks that multiple neighborhoods previously within the North Palmers network could be redirected to. The Wastewater Department now plans to pivot and focus on reducing the scope/scale of the Calista network going forward, with the focus area for the first phase being Hamlett Dr, Skyline Dr, Hillwood Dr, and Kennedy Dr. This area was chosen as the focus for the first reduction of the Calista network because it allows for the removal of 4 of the 5 furthest extremity lines of the Calista system, and also eliminates 4 of the 6 most routinely problematic areas within the network. *Since a single issue anywhere in a vacuum sewer system can cause multiple other issues everywhere in a vacuum sewer system, we anticipate elimination of these 4 frequently problematic lines to measurably improve functionality in the remaining system.* Conversion to grinders in lieu of gravity was selected due to the fact that there are no existing gravity networks or lift-stations adjacent to the Calista network to redirect flows into. Conversion to grinder pumps will also be a much simpler and cheaper project than conversion to gravity. **Design work is nearing completion for the planned conversion from vacuum sewer to grinder sewer connections of approximately 1/2 of the units currently connected to the Calista vacuum network, with construction planned to follow near the 1st of the year.**
5. **Septic-to-Sewer Conversions:** There are a total of forty (40) addresses approved for conversion from septic tanks to the City's sewer system. **A total of 26 projects have been completed, and taps are installed for two additional locations.**

Total Planned Septic-to-Sewer Conversions:



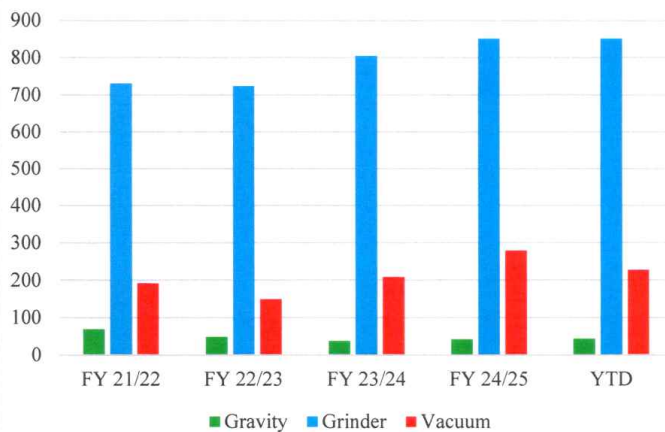
**Septic-to-Sewer Conversion Goals
(FY-2025/2026)**



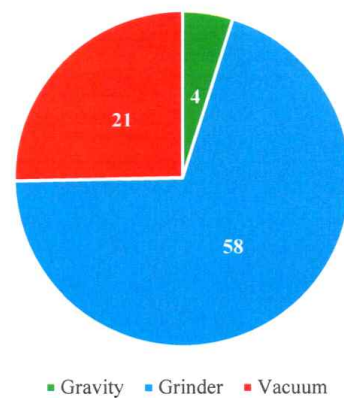
**Wastewater Department
June 2026**

<u>Work Orders</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Jun 2026</u>	<u>FY 25/26 YTD</u>
Vacuum System Service Request	191	149	208	279	21	227
Gravity Service Request	69	48	37	42	4	43
Low Pressure Service Request	730	723	805	851	58	851
Total Pumps Replaced	472	459	454	461	31	542
Total Pumps Rebuilt	114	30	43	20	0	81
Total Warranty Pumps Returned	129	125	83	116	13	123
Grinder Tank PM Program	117	132	151	150	11	142
Open Trench Inspections	702	653	930	916	62	892
Final Inspection for New Service	405	489	635	807	39	525
Grease Trap Inspections	n/a	162	161	137	12	110
Overflows/Releases	28	14	18	18	2	37
Odor Complaints	22	28	39	51	3	37

Sewer Service Calls by Connection Type (YTD)



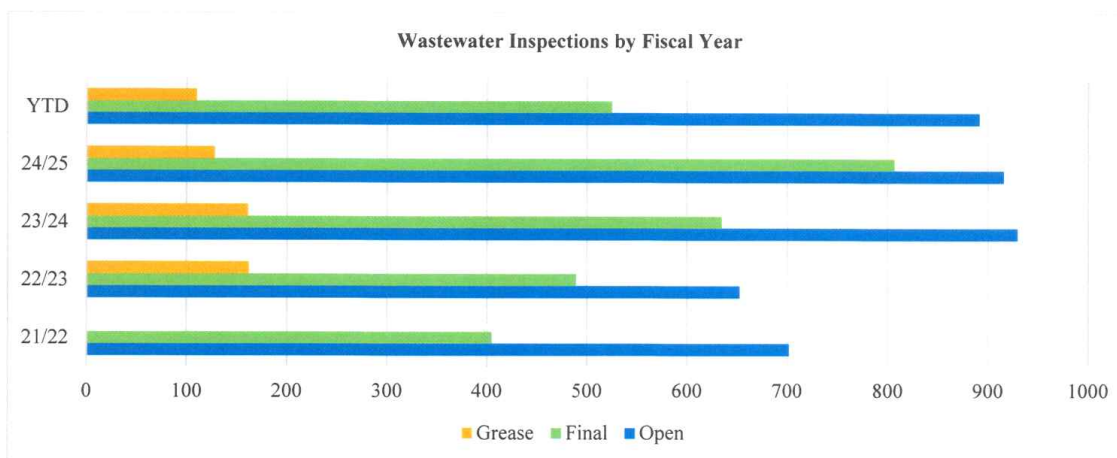
Sewer Service Calls by Connection Type (June 2026)



Wastewater Department June 2026

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. There was a steady doubling of inspection requests for a number of years until FY21/22; followed by inspection requests leveling out to roughly equivalent numbers from FY21/22 through FY22/23. Inspection requests again rose in FY23/24, and remained similar in FY24/25.



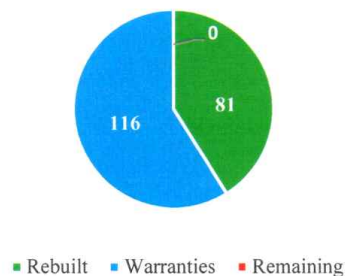
Pump Rebuilds:

The capital outlay budget was designed for a total purchase of approximately 350 new E-One grinder pumps for the 2024/2025 Fiscal Year. However, **542** grinder pumps were needed to meet all the service call requests for the previous fiscal year. **This was greatly exacerbated by the damages caused during Winter Storm Fern.** To supplement the amount of pumps on-hand, the department rebuilt **81** pumps throughout the year, in addition to **123** warranty-return pumps received. Wascon rebuilds all pumps that fail prior to the expiration of their 5-year and 3-month warranty period. Additionally, supplemental funding was released to purchase an additional 76 new pumps, to aid in the shortfall caused by the excessive number of pumps that failed during and shortly after Winter Storm Fern.

The capital outlay budget for the 2026/2027 fiscal year has been designed for the purchase of approximately 420 new pumps. There is an anticipated need for approximately 475-500 pumps throughout the year (to be supplemented by in-house rebuilds and warranty-return pumps). This increase in anticipated new-purchase pumps, plus the average of warranty-return pumps that are returned to stock throughout the year is expected to meet the department's needs throughout the budget year. As such, the Wastewater Department does not anticipate the need to rebuild damaged pumps in-house in the current fiscal year. The Wastewater Department does maintain this capability if needed, however.

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. The ability to avoid utilizing as many rebuild pumps in the coming fiscal year is anticipated to contribute to a gradual reduction in the overall number of pumps to be replaced each year, though it is expected to take several years to begin noticing significant differences in these numbers.

**157.6% of Needed Pumps Rebuilt
(FY-2025/2026)**



**Wastewater Department
June 2026**

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. The old plant was built in 2001 and began experiencing mechanical failures on critical components. **The new plant is now fully online, and is performing as expected.**

<u>Parameter</u>	<u>Mar - 26</u>	<u>Apr - 26</u>	<u>May - 26</u>	<u>Jun - 26</u>	
Influent – To Plant	1.305 MGD	1.440 MGD	1.510 MGD	1.268 MGD	MGD = Million Gallons/Day
Effluent – To Creek	1.247 MGD	1.196 MGD	1.222 MGD	1.244 MGD	MGD = Million Gallons/Day
Effluent – To Spray Field	0.000 MGD	0.000 MGD	0.000 MGD	0.000 MGD	
Total Flow Through Plant	1.247 MGD	1.196 MGD	1.222 MGD	1.244 MGD	
Design Capacity	2.000 MGD	2.000 MGD	2.000 MGD	2.000 MGD	
% of Influent Capacity	65.3%	72.0%	75.5%	63.4%	(Influent) / (2.000 MGD)
% of Effluent Capacity	62.4%	59.8%	61.1%	62.2%	(Effluent) / (2.000 MGD)
Actual Capacity	1.600 MGD	1.600 MGD	1.600 MGD	1.600 MGD	(2.000 MGD x 80%)
% Actual Influent Capacity	81.6%	0.90%	94.4%	79.3%	(Influent) / (1.600 MGD)
% Actual Effluent Capacity	77.9%	74.8%	76.4%	77.8%	(Effluent) / (1.600 MGD)
Rainfall	2.91"	2.64"	5.85"	5.55"	

	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Jun 2026</u>	<u>FY 25/26 YTD</u>
Effluent Violations	32	25	29	29	1	12

- Effluent Violations:** One (1) violation for Total Phosphorus Rolling Average in pounds per year. Rolling average 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. **Currently weekly testing of Phosphorus levels shows results well below the average needed in order to reduce the facility's rolling annual average below violation levels.**
- Flows:** Daily influent flows averaged **1.268 MGD**. Daily effluent flows averaged **1.244 MGD**.
- 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. **The City received written confirmation of this arrangement from TDEC on August 7th, 2020. The 1-year significant compliance period will begin with Final Completion of the new facility.**

**Wastewater Department
June 2026**

4. **WWTP Facility Plan:** The City of White House and Jacobs Engineering have completed the “Facility Plan” for the new WWTP. This will serve as an effective Master Plan for the facility, and has identified bottlenecks in the new facility that are anticipated to present themselves in the coming years as the City’s flows continue to approach and eventually surpass the current design flows of the plant. The study was targeted to project flows and needs through approximately 2050, and the purpose of the study was to provide a general planning framework for solutions to these challenges. **The final draft of the report has been received and reviewed by Wastewater Department staff. Throughout the course of the study, Jacobs identified and presented a total of four (4) improvement options/scenarios to staff for review and discussion. Each of the four improvement options are capable of meeting projected demands through approximately 2050; however the various technologies and structures proposed all vary in complexity, constructability, cost, and risk of impacts to existing operations during construction. Most of the approaches proposed in the Facility Plan also shared several common improvements across all options.**

Upon consideration of these factors, Wastewater Department staff strongly recommend planning for a process-intensification approach at the existing WWTP. While some components of the existing system will need to be upsized or expanded, this approach would still allow for using most existing structures already on-site, but introducing new technologies to provide a more rapid treatment process within the footprint of existing structures. This approach would be of moderate complexity (more mechanical components added to the system to operate/maintain), would be feasible to construct (limited construction of new facilities... mostly retrofitting new equipment into or beside existing structures), would be anticipated to be the cheapest of the four options, and would have very limited impact on daily operation of the plant during construction/startup of most components.

Common improvements across all four of the proposed options were presented, and were not a factor in determining staff’s recommendations. These improvements largely consist of a new Headworks facility being constructed (which is proposed for design in the current budget year), a redesign of the facility’s capability for equalization (also proposed for inclusion in the new Headworks design), introduction of a second/parallel grit removal system (later phase), introduction of a third/parallel effluent filter (later phase), expansion of the existing UV disinfection system (later phase), construction of new waste/return sludge handling facilities (later phase), and construction of a new irrigation system (later phase).

All told, a total of six (6) general phases of expansion were proposed within the recommended option for future expansion. Timelines for these improvements are tentatively based on capacity needs, which are driven by the speed of additional development of the City. The main focus of each of these phases is summarized below:

- Phase-1 was completion of a Master Plan and capacity analysis for the existing facility. This step was critical to understanding the performance of existing structures, and to determining both the biological and hydraulic bottlenecks of the existing system. This is already complete, with finalization of the Facility Plan.
- Phase-2 would consist of construction of a new Headworks Facility, as well as redesign/expansion of equalization capabilities. This is proposed to enter into design-phase immediately. Equalization is a critical lynch-pin component of all future expansion projects, and is the underlying “silver bullet” that allows the facility to perform process intensification. Failure to improve upon equalization capabilities will result in a requirement for more oxidation ditches / bioreactors, as well as the need for construction of new clarifiers (those structures would be cost-prohibitive). The flows entering the plant today are already sufficient to justify the need for this phase, regardless of whether any additional growth of the City occurs. The existing Headworks was not substantially improved with the most recent WWTP Facility Expansion, and is already experiencing operational issues due to hydraulic constraints. The structure also experiences major icing issues during winter operations. Also, the manufacturer has recently discontinued parts support for this machinery, making future maintenance and repairs of the screening units difficult.
- Phase-3 would largely be focused on additional studies, and regulatory negotiations with the state. The City, and Jacobs Engineering, have already initiated these preliminary conversations with TDEC to gain an understanding of this process, and the information/efforts that will be needed to clear these hurdles.
- Phase-4 would focus on the process-intensification upgrades to the bioreactors, construction of the new sludge-handling facilities, and likely expansion of the existing UV disinfection system. This phase works to resolve the biological treatment limitations of the current facility.
- Phase-5 would be dedicated to the construction/expansion of the additional [small] physical structures already on-site (additional grit removal, additional effluent filters, etc.). These components might need to be constructed concurrently with Phase-4, or may be able to be delayed. The specific timing/sequencing will be dependent upon how rapidly the City continues to develop.
- Phase-6 would focus on the expansion of land-application capabilities of the facility (i.e. expanded/improved irrigation systems). Regulatory limitations on WWTP’s are based on the nutrient-loading restrictions of the receiving streams. Expansion of land-application of treated effluent allows for some percentage of the gallons coming into the facility to be directed away from the receiving stream, thus allowing facilities effectively treat more gallons per day without having a deleterious impact on their receiving streams.

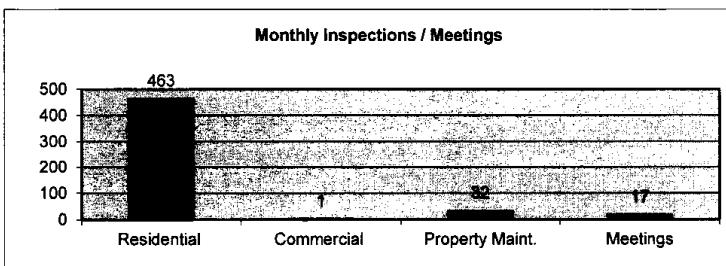
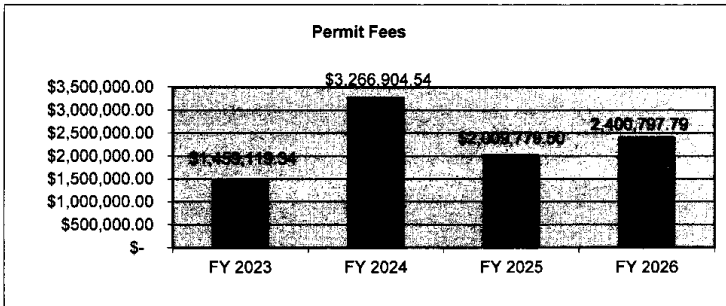
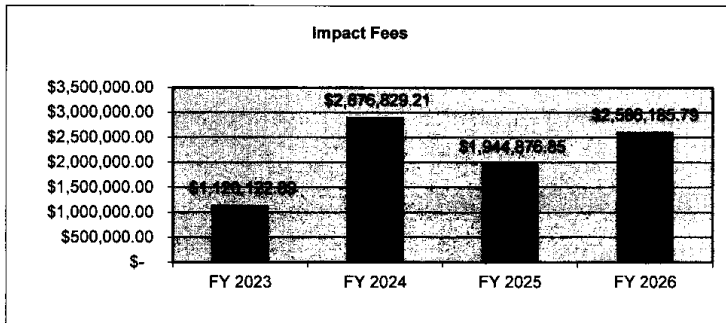
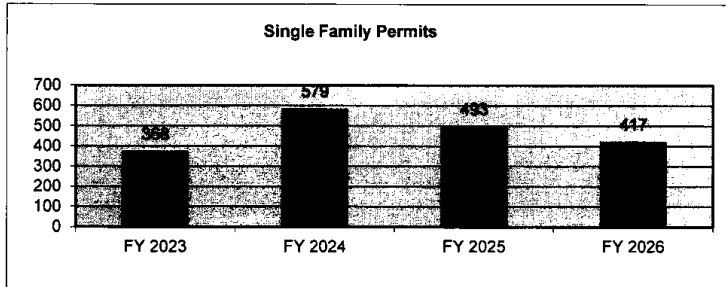
**Wastewater Department
June 2026**

5. **Disinfection:** 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 for the irrigation system, and 410/1000ml for our outfall to Frey Branch.** Our E Coli testing for the month operating on the new UV disinfection system showed an average of **2.60 CFU's**, with a maximum detection of **31.10 CFU's.** *Last month the average was 1.20 CFU.*
6. **Phosphorus Removal:** The City's NPDES permit has very stringent limits on phosphorus levels in the plant's effluent. The new WWTP was designed to be capable of significantly more phosphorus removal than the previous plant; however, the existing Headworks (which was not significantly modified with the new plant project) causes additional oxygen to be added to the influent via passive aeration right before the water enters a portion of the plant that requires minimal dissolved oxygen to facilitate phosphorus uptake, which poses an operational challenge. **This issue is being addressed with the new Headworks design, which will utilize a different screening technology that should reduce the aeration of the influent prior to entering the WWTP.**

In the interim, staff have recently been making numerous adjustments to processes throughout the treatment plant to attempt to maximize phosphorus removal in other parts of the plant not originally designed for this treatment, as incoming dissolved oxygen is too high. **Recent process changes (since January 2026) have been very effective in this task. Warmer weather does have a noticeable impact on phosphorus removal efficiency, and staff are making ongoing adjustments to improve this process now that water temperatures have risen.**

Additionally, the new WWTP was designed to utilize "alum" (aluminum sulfate) as a chemical additive following biological treatment to enhance phosphorus reduction. **We have recently encountered supply-chain difficulties with procuring alum for our facility, and have recently been utilizing an alternative chemical feed known as "PAC" (polyaluminum chloride). Staff are currently testing new concentrations of PAC dosing to account for the recent changes in water temperature.**

**Planning and Codes Department
JUNE 2026**



**Planning and Codes Department
JUNE 2026**

	Month	FY26	FY25	FY24	FY23
MEETING/AGENDA ITEMS					
Planning Commission	4	68	70	74	91
Construction Appeals	0	0	0	0	0
Zoning Appeals	1	8	3	0	6
Tech. Review/Study Session	0	0	2	0	5
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	25	417	493	579	368
Multi-Family Residential	0	0	0	0	226
Other Residential	16	88	57	83	96
New Commercial	0	20	18	13	7
New Industrial	0	1	1	1	0
Other Com/Ind	2	29	30	55	51
Sign	2	30	41	19	22
Occupancy Permits	44	444	392	366	397
319 Hwy 76-TBD/Vacant					
Other	10	21	8	8	31
PENDING INSPECTIONS					
Residential	463	4508	5496	5291	4885
Hours	231.5	3784.5	2747	2385	2250.5
Commercial /Industrial	1	139	271	205	125
Hours	2	89	1214	84.75	125
COMPLAINTS					
Total Cases	32	185	183	247	35
Hours	16	100	99	96.25	35.75
Complaints Received	32	179	161	220	199
PERMITS					
Administration	3	82	77	73	80
Hours	1.5	41	39.5	37.25	86
Planning	12	126	130	143	112
Hours	24	73.5	68.5	74.25	116.5
Codes	2	45	24	24	10
Hours	1	13.5	14	14.5	13
FEES					
Permit Fees	\$131,740.00	\$2,400,797.79	\$ 200,977.95	\$ 3,266,904.54	\$1,459,119.34
Board Review Fees	\$1,740.00	\$ 19,500.00	\$ 23,630.00	\$ 15,790.00	\$18,050.00
City Impact Fee	\$93,500.00	\$ 2,586,185.79	\$ 1,944,876.85	\$ 2,876,829.21	\$1,120,122.89
Roads	\$28,675.00	\$ 599,388.23	\$ 695,120.37	\$ 904,039.09	\$323,964.51
Parks	\$29,725.00	\$ 411,947.00	\$ 545,685.00	\$ 670,596.00	\$ 291,189.00
Police	\$21,150.00	\$ 347,378.67	\$ 458,355.33	\$ 742,656.46	\$ 239,697.73
Fire	\$13,950.00	\$ 229,178.99	\$ 302,406.93	\$ 487,161.85	\$ 169,728.00
OTHER					
Subdivision Lots	0	68	85	173	0
Commercial/Ind. Sq Ft	0	46,584	31,482	337,914	0
Multi-Family Units	0	0	0	22	0
Other	n/a	n/a	n/a	n/a	n/a
BONDS					
Subdivision Bonds: 41	\$30,334,297.77		\$3,374,092.67	\$1,633,984.00	\$922,141.63
Workings Days in Month	17	37	17	16	15

**Parks, Recreation, & Cultural Arts Department
June 2026**

Update on projects:

Rec Center

- Still working through a few items to call it 100% complete

Columbarium

- Complete



Dog Park Parking Lot

- Project was at 90% complete and set for final asphalt the week of the rain event
 - Rain event caused a sinkhole to form in retention pond
 - Company has come out to inspect and give recommended remediation plan
 - Remediation has begun and project should be back on track and completed shortly



**Parks, Recreation, & Cultural Arts Department
June 2026**

Shade Structure & Benches for Tennis Facility

- Complete

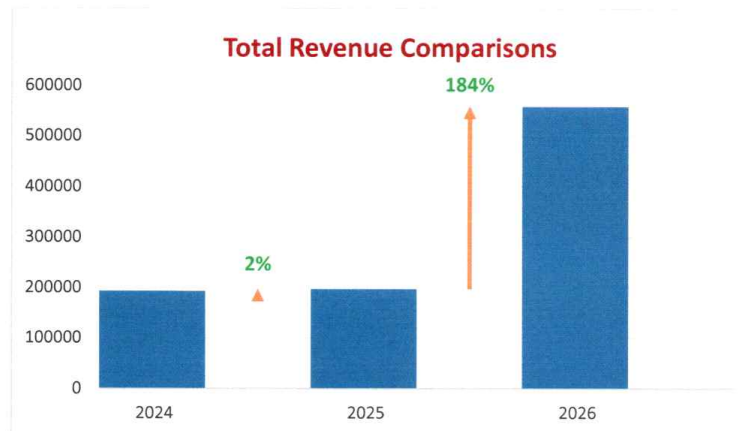


Pickleball Courts

- Design nearly complete
- Project to go out for bid next month

Upcoming Projects:

- New Restroom Facility for Back of Municipal Park
- Cemetery Parking Lot
- Splash Pad Building HVAC Mini Split Unit
- Skid Loader Attachment
- Spreader
- Dump Truck
- Side-by-Side RTV
- Parks Asphalt Maintenance



**Parks, Recreation, & Cultural Arts Department
June 2026**

Recreation

Adult Programs:

Men's Open League Basketball

- **Spring League:** 6 teams participated. The season concluded on 6/17, with The Grillers winning the league championship.
- **Fall League:** Registration opened on 6/21 and closes 8/2. League play starts 8/26.



4v4 Sand Volleyball

- **Summer League:** 8 teams, 4v4 play. League play began on 6/14 and will conclude 8/9.



Indoor Volleyball

- **Fall League:** Registration opened on 6/28 and closes 8/9. League play starts late August.

Youth Programs:

Girl's Volleyball

- **Fall League:** Registration opened 5/24 and closes 7/5. League play starts 7/25.

Challenger Baseball

- **Spring League:** 2 teams with 17 participants. The season concluded on 6/6 with a post-game end-of-season pizza party and awards presentation.
- **Sponsorships:** Collected \$1,350 in sponsorship revenue.



**Parks, Recreation, & Cultural Arts Department
June 2026**

Baseball

Fall League: Registration closed 6/24. League play starts late July.

NEW - Teen Girl's Basketball

- **Fall League:** Registration opened 6/21 and closes 8/2. 3v3 league play starts 8/26.

NEW - Teen Boy's Basketball

- **Fall League:** Registration opened 6/21 and closes 8/2. 3v3 league play starts 8/26.

NEW - Teen Girl's Volleyball

- **Fall League:** Registration opened 6/28 and closes 8/9. League play starts 8/28.

Intergenerational Programs:

E-Sports League – Super Smash Bros

- **Summer League:** 4 teams, 12 players (10 youth and 2 adults). League play began on 6/18 and will conclude 8/13.



Special Events

- Independence 5k: 6/27 at 8:00 am
- Registered 169, with 157 runners checking in and participating on race day
- Trail of Treats: 10/27 at 4:00pm



Parks, Recreation, & Cultural Arts Department
June 2026

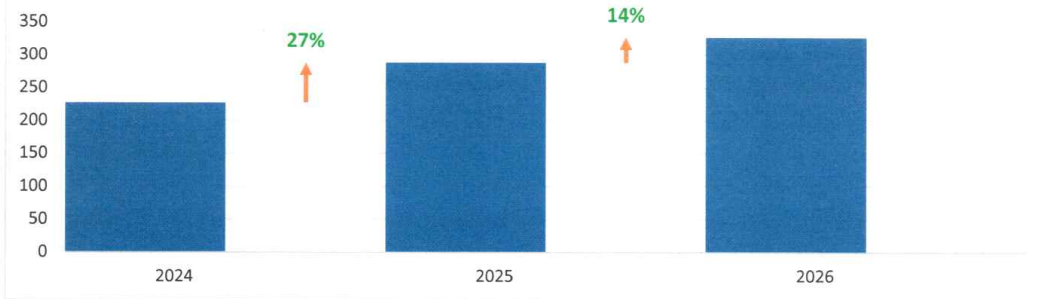
Rec Center

- Fitness Classes
 - Average Attendance per class
 - Circuit Classes: 5
 - Pilates: 2
 - Pound: 8
 - Senior Exercise: 40
 - Meditation (2 morning classes): 3
 - Upbeat Barre: 4
 - Yoga (3 morning classes): 2
- Other Programs:
 - Tot Time Open Gym
 - Each Friday – 9:30a-12:30p
 - FREE Class for Rec Center Members
 - \$5 for non-member residents
 - \$10 for non-member non-residents
 - Averages 5 participants
 - Contracted Programs:
 - Self-Defense Seminar
 - Saturday, August 15
 - Registration is open until 8/9
 - 615 Soul Line Dancing
 - FREE Weekly class each Tuesday
 - Pickleball:
 - 10 participants signed up, classes start 7/7

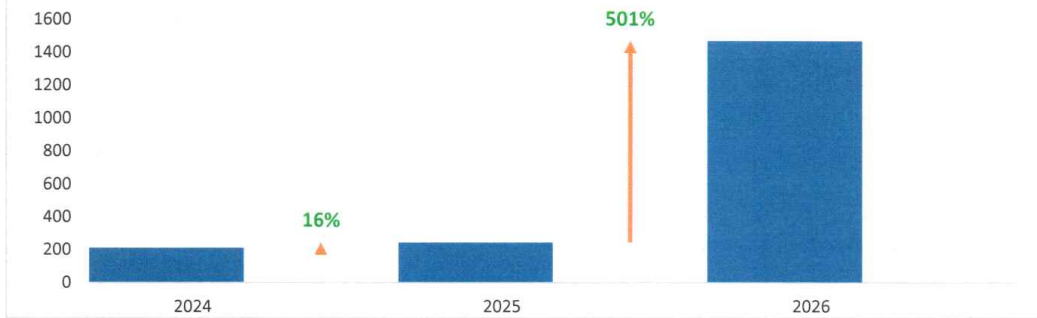


Parks, Recreation, & Cultural Arts Department
June 2026

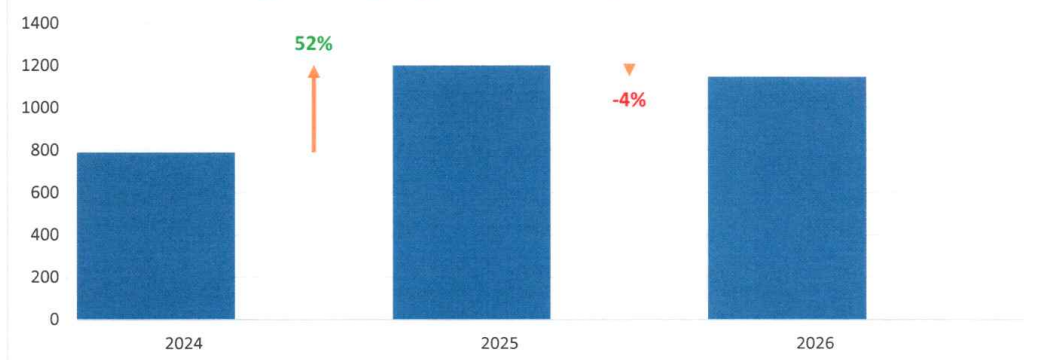
Pavilion Usage Comparisons



Facility Usage Comparisons

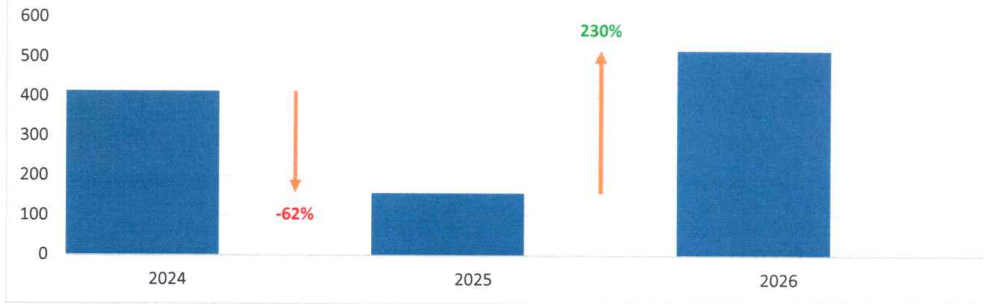


Youth Programming Registrations Comparisons

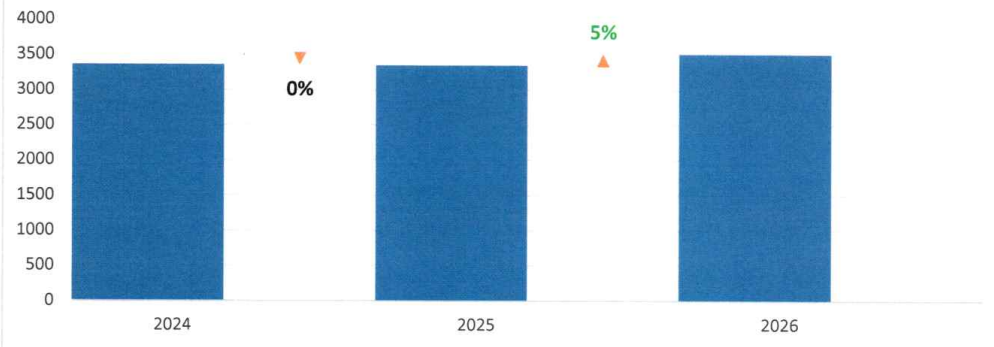


Parks, Recreation, & Cultural Arts Department
June 2026

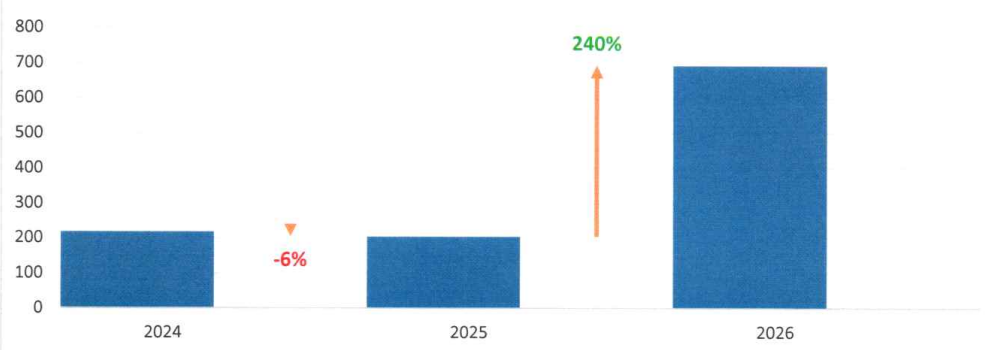
Adult Programming Registrations Comparisons



Special Event Attendance Comparisons



Total Program Offerings Comparisons



**Parks, Recreation, & Cultural Arts Department
June 2026**

Maintenance

- We have sprayed all of the bermudagrass fields for weeds. We have also put down another round of fertilizer on all bermudagrass fields.
- We used our top dresser and put down 10 loads of sand on the soccer fields. This will help the bermudagrass grow better and make the fields safer.
- We had another round of flooding on the Greenway that we had to clean up. We had to get logs and debris off of the trail, get mud off of the trail and remove debris from the Greenway bridges.
- We helped Public Services get several trees and limbs out of the creek that had built up from past floods. This should help the flow of the creek and help with future floods.
- We had to prepare for and staff a softball tournament, baseball tournament and our 5k race.
- We borrowed the bucket truck from Public Services and cut down some more dead trees along the Greenway and at Municipal Park.
- We have purchased and installed some new irrigation control boxes at Municipal Park and Soccer Complex. These have more up to date technology and they are Wi-Fi capable.
- The mowing of park properties and bermudagrass fields keeps us busy on a daily basis. We usually log 200 hours or more of mowing hours each month.
- We cleaned up the leftover dirt from the tennis shade structure install.

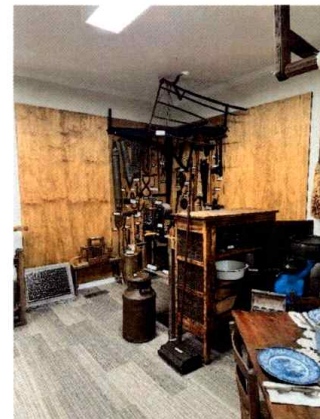
Museum

Volunteers – The volunteers have provided the museum with 20 volunteer hours this month. This month, we have been preparing for upcoming events. We interviewed and recorded a lifetime resident, Raymond Sanders. The new tool wall is up, so we have been deciding on placement of tools.

Tours at Museum – Guided tours were provided to museum attendees.

Building Maintenance – The railings upstairs and downstairs as well as fence and gingerbread were painted.

Display Updates - Boards were added to tool display area for additional tools.



**Parks, Recreation, & Cultural Arts Department
June 2026**

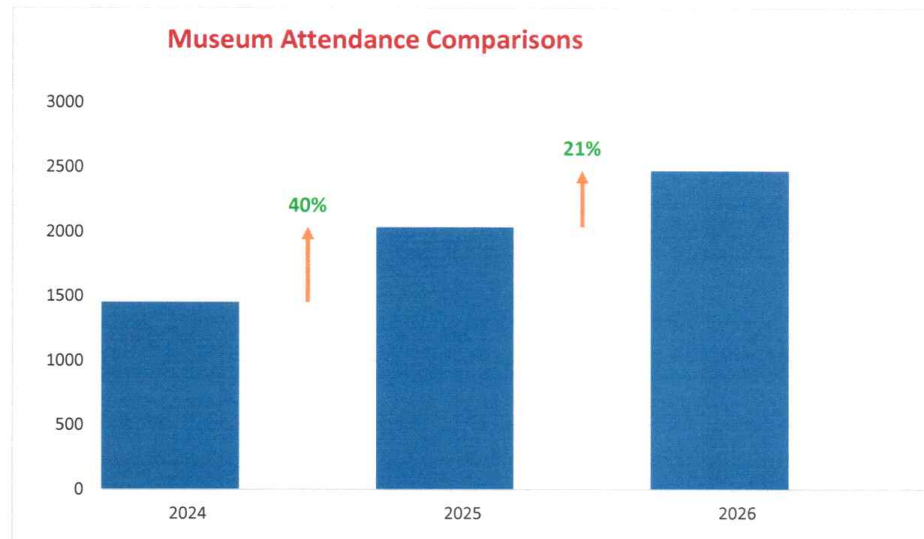
Events Attended and/or Setup

June 2 – Whit's Frozen Custard Friends and Family
 June 3 – Ribbon Cutting Thrive Hub
 June 3 - #NoFilter Volunteer Meeting
 June 4 – Bunco
 June 10 – Parks Appreciation Luncheon
 June 10 – Multi Ribbon Cutting at the Chamber
 June 12 - #NoFilter Event
 June 16 – Investor Luncheon Farewell to Jerry
 June 17 – Stay Positive News Birthday
 June 24 – Interviewed Raymond Sanders for Archives
 June 25 – Soccer Coaches Meeting in Training Room
 June 30 – Ribbon Cutting for Whit's Frozen Custard



Visitors' Center and Museum Attendance

Visitors' Center Only	Visitors' Center and Toured Museum	Museum Only	Total Museum Visitors	Off Site Presentations Attendees
5	8	47	55	



**Parks, Recreation, & Cultural Arts Department
June 2026**

Senior Center Participation - JUNE 2026			
Outings:			
Bowling	7		
Dairy Queen	6		
Top Hog/TN Flea Market	13		
Amish	16		
Total	42		
Events:			
Father's Day/Ice Cream Social	58		
Puzzles	6		
Volunteer Bank ID Scam	52		
TriStar-Fall Prevention	53		
Total	169		
		Sr Meals Wednesdays	
		101	
		100	
		112	
		111	
		424	TOTAL
Programs:			
Bingo	80		
Birthday Potluck	33		
Farmers Rummy	12		
Tai Chi	37		
Garden Club	24		
Bunco	15		
Bible Study	8		
Cards, Games, Pool, Puzzles	296		
TOTAL	505		
MEMBERS	503	Updated members	through /June 2026
1st time visitors	6		
New Members	1		
TOTAL Sr Center Participants:		1140	

	FYE 2023	FYE 2024	FYE 2025	YTD June 2024	YTD June 2025	June 2026	YTD 25-26
Facility Usage							
Special Use Permits Submitted	23	25	22	25	22	2	25
Pavilion 1 Usage	16	14	15	14	15	4	15
Pavilion 2 Usage	14	17	17	17	17	0	14
Pavilion 3 Usage	137	132	115	132	115	10	121
Splash Pad Pavilion Usage	136	64	141	64	141	32	177
Total Pavilion Usage	303	227	288	227	288	46	327
Amphitheater Usage	9	2	1	2	1	1	8
Community Room Usage	66	209	244	209	244	18	226
Total Recreation Center Facility Usage						152	1238
Total Facility Usage	157	246	245	211	245	19	1472
Ballfield Rentals	165	89	89	89	89	16	70
Visitor Center Attendance	30	32	44	32	44	5	35
Visitors Who Also Toured Museum	191	219	255	219	255	8	70
Museum Attendance Only	1142	1234	1781	1,234	1,781	47	2402
Total Museum Attendance	1333	1453	2036	1453	2036	55	2472
Programming							
Number of Youth Program Registrations	800	789	1201	789	1201	281	1148
Number of Adult Program Registrations	195	413	157	413	157	0	518
Number of Department Special Events Offered	11	11	13	11	13	0	16
Number of Department Special Event Attendees	2158	3355	3347	3,355	3,347	169	3507
Number of Rec Programs Offered	24	33	24	33	24	4	49
Number of Recreation Center Programs Offered						77	494
Number of Senior Center Memberships	3186	4580	5335	4580	5335	503	5701
Number of New Senior Center Memberships	38	91	77	91	77	1	63
Senior Center Participants	16,821	20,047	18,318	20,047	18,318	1,140	11,140
Senior Center First Time Visitors	115	64	84	64	84	6	57
Number of Senior Trips Offered	46	33	35	33	35	4	32
Number of Senior Trip Participants	617	549	678	549	678	42	468
Number of Senior Programs Offered	142	184	180	184	180	12	150
Number of Senior Program Participants	10,566	13,287	12,204	13,287	12,204	674	7128
Number of Senior Meals Served	48	51	48	51	48	4	49
Number of Meals Participants	5658	6843	5436	6843	5,436	424	5552
Offsite Presentation Attendees	435	525	1113	525	1113	0	690
Total Number of Programs Offered	166	217	204	217	204	16	693
Revenues							
Youth Programs	\$ 79,821.40	\$ 83,065.00	\$ 99,301.00	\$83,065.00	\$99,301.00	\$27,012.00	\$ 102,765.93
Adult Programs	\$ 11,780.00	\$ 12,865.00	\$ 8,086.00	\$12,865.00	\$8,086.00	\$802.00	\$ 12,717.00
Recreation Center			\$ 4,320.00		\$4,320.00	\$23,128.00	\$ 330,013.50
Special Events	\$ 2,940.00	\$ 4,140.00	\$ 6,160.00	\$4,140.00	\$6,160.00	\$2,583.00	\$ 5,013.00
Senior Meals	\$ 18,754.00	\$ 22,748.00	\$ 18,212.59	\$22,748.00	\$18,212.59	\$1,514.00	\$ 18,768.00
Shelter Reservations	\$ 7,675.00	\$ 8,910.00	\$ 10,535.00	\$8,910.00	\$10,535.00	\$1,855.00	\$ 13,225.00
Facility Reservations	\$ 16,978.25	\$ 26,111.88	\$ 25,270.63	\$26,111.88	\$25,270.63	\$1,340.00	\$ 38,908.75
Field Rentals	\$ 5,578.50	\$ 2,473.00	\$ 2,975.00	\$2,473.00	\$2,975.00	\$525.00	\$ 3,157.00
Affiliate League/Tournament Fee Revenue	\$ 29,825.50	\$ 22,876.50	\$ 14,139.00	\$22,876.50	\$14,139.00	\$0.00	\$ 23,018.00
Misc	\$ 8,763.20	\$ 9,787.94	\$ 7,807.80	\$9,787.94	\$7,807.80	\$0.00	\$ 10,805.28
Total Revenue	\$ 182,115.85	\$ 192,977.32	\$ 196,807.02	\$192,977.32	\$196,807.02	\$58,759.00	\$ 558,391.46
Maintenance							
Mowing Hours	1548.5	1521	1245	211	1245	185	1435
Work Orders Received	24	17	16	1	16	2	26
Work Orders Completed	23	17	16	1	16	2	26
Number of Projects Started	8	17	15		13	2	13
Number of Projects Completed	8	16	16		13	2	12
Number of ballfield rainouts	321	376	415	19	415	42	271

Recreation Center Monthly Report	June 2026	May 2026	April 2026	March 2026	Feb 2026	Jan 2026	Dec 2025	Nov 2025	Oct 2025	Sept 2025	YTD 25-26
Memberships											
Number of Day Passes/General Admissions	859	1037	630	820	683	691	636	464	392	9	6221
Senior Walking Memberships	62	60	58	55	53	51	43	26	0		
Number of Monthly Memberships	2153	2183	2223	2214	2083	1881	1442	1151	704	0	
Number of Annual Memberships	1428	1384	1337	1279	1218	1102	942	806	650	0	
Total Memberships/General Admissions	4502	4664	4248	4368	4037	3725	3063	2447	1746	9	
Facility Usage - Usage is defined as outside entities reserving a facility or our own programs or contracted programs using the facility											
Auxiliary Gymnasium Usage	1	3	9	15	20	17	7	1	0	0	73
Multi-purpose Room 2 Usage	17	20	7	10	12	8	9	5	3	0	91
Multi-purpose Room 1A Usage	23	20	22	19	21	16	14	11	8	0	154
Multi-purpose Room 1B Usage	27	22	22	24	33	20	17	16	9	0	190
Main/Full Gymnasium	0	0	0	1	0	0	0	1	2	3	7
Gymnasium Court 1 Usage	19	27	26	28	20	16	18	16	19	17	206
Gymnasium Court 2 Usage	1	8	19	20	4	4	3	1	2	13	75
Game Room Usage	5	6	3	7	6	2	1	2	0	0	32
Fitness Studio Usage	59	55	45	46	45	43	37	38	40	2	410
Total Facility Usage	152	161	153	170	161	126	106	91	83	35	1238
Programming/Attendance											
Department Programs Offered	77	24	58	56	60	45	49	45	59	21	494
Department Programs Registrations	905	665	480	858	1177	842	680	710	804	168	7289
Department Events Offered	0	0	0	0	1	3					4
Department Events Registrations	0	0	0	0	4	24					28
Contracted Programs Offered	6	0	6	7	8	14	8	0	1	0	50
Contracted Programs Registrations	5	2	21	25	23	151	120	10	22	0	379
Total Programs Offered	83	24	64	63	68	59	57	45	60	21	544
Total Program Registrations	910	667	501	883	1200	993	800	720	826	168	7668
Average Daily Check-ins	230	225	216	262	299	317	242	220	179.22	55.5	240
Revenues											
Day Pass/General Admission Revenues	\$ 4,088.00	\$ 5,171.00	\$ 3,066.00	\$ 3,988.00	\$ 4,244.00	\$ 4,880.00	\$ 4,525.00	\$ 3,585.00	\$ 2,925.00	\$ 55.00	\$ 36,527.00
Membership Revenues	\$ 19,040.00	\$ 20,110.00	\$ 21,180.00	\$ 23,252.50	\$ 29,205.00	\$ 32,847.50	\$ 33,082.50	\$ 31,735.00	\$ 54,502.50	\$ 27,124.00	\$ 292,079.00
Facility Usage Revenues	\$ 1,340.00	\$ 1,960.00	\$ 1,960.00	\$ 4,900.00	\$ 3,840.00	\$ 2,032.50	\$ 2,195.00	\$ 1,220.00	\$ 1,220.00	\$ -	\$ 20,667.50
Department Programming Revenues	\$ 180.00	\$ 424.00	\$ 60.00	\$ 4.00	\$ 149.00	\$ 130.00	\$ -	\$ -	\$ -	\$ -	\$ 947.00
Contracted Programming Revenues	\$ 237.00	\$ 150.00	\$ 162.00	\$ 1,319.00	\$ 1,370.00	\$ 991.00	\$ 2,112.00	\$ 280.00	\$ 1,332.00	\$ -	\$ 7,953.00
Total Rec Center Revenue	\$ 24,885.00	\$ 27,815.00	\$ 26,428.00	\$ 33,463.50	\$ 38,808.00	\$ 40,881.00	\$ 41,914.50	\$ 36,820.00	\$ 59,979.50	\$ 27,179.00	\$ 358,173.50

White House Public Library

June 2026 Performance Measures

Official Service Area Populations

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
14,455	14,820	15,094	15,355	15,692

Membership

June	2022	2023	2024	2025	2026
New Members	205	182	214	213	232
Updated members	456	363	531	581	498
Yearly Totals	2022	2023	2024	2025	2026
Total Members	8,126	7,835	8,221	8,873	9,790
% of population with membership	56	53	54	57	62

Every Year the library will purge the system of patrons that have not used their cards in the past 3 years.

Total Material Available: 37,053
Estimated Value of Total Materials: \$926,325.00 Last Month: \$935,679.00
Total Materials Available Per Capita: 2.4 Last Month: 2.4

State Minimum Standard: 2.00

Materials Added in June

2022	2023	2024	2025	2026
174	166	124	148	285

Yearly Material Added

2022	2023	2024	2025	2026
2,307	1191	851	1126	1,945

Physical Items Checked Out in June

2022	2023	2024	2025	2026
7,964	7,967	7,989	8,938	10,104

Cumulative Physical Items Checked Out

2022	2023	2024	2025	2026
38,529	41,472	40,566	45,696	48,730

Miscellaneous Items Checked Out

June	2022	2023	2024	2025	2026
Technology Devices	75	62	77	157	150
Study Rooms	64	57	63	52	160
Games and Puzzles	205	148	172	229	261
Seeds	139	77	83	35	132
STEAM Packs	27	20	38	17	37
Cake Pans	3	2	1	4	5
Outdoor Items	*	9	2	1	7
Honor Books	*	3	4	8	20
Adult Kits	*	*	2	4	8
Museum Passes	*	*	18	17	11
Instruments	*	*	*	16	23

Miscellaneous Items Checked Out

Yearly Totals	2022	2023	2024	2025	2026
Technology Devices	380	370	429	881	745
Study Rooms	336	378	437	396	711
Games and Puzzles	948	853	1019	1174	1336
Seeds	632	706	778	704	534
STEAM Packs	113	119	186	167	124
Cake Pans	22	14	41	26	30
Outdoor Items	*	30	40	19	36
Honor Books	*	70	32	60	77
Adult Kits	*	*	25	32	34
Museum Passes	*	*	35	82	57
Instruments	*	*	*	86	71

Library Services Usage

June	2022	2023	2024	2025	2026
Test Proctoring	9	12	18	1	0
Charging Station	2	1	0	3	2
Notary Services	11	20	9	17	26
Library Visits	5,863	5,732	7,200	6,499	6,726
Website Usage	3,482	5,205	923	1,700	2,772
Reference Questions	5	2	7	6	46
Passport Services	*	*	*	*	32

Library Services Usage

Yearly Totals	2022	2023	2024	2025	2026
Test Proctoring	41	42	71	23	1
Charging Station	10	10	6	11	16
Notary Services	65	60	85	31	93
Library Visits	23,844	25,680	26,899	31,982	34,888
Website Usage	15,203	25,805	5,396	8,300	14,418
Reference Questions	21	20	32	14	138
Passport Services	*	*	*	*	32

Computer Users

June	2022	2023	2024	2025	2026
Wireless Users	476	384	442	179	215
Adult Users	230	179	202	192	188
Kids Users	542	194	200	200	272
Osmo Users (hours)	*	*	*	83	95

Library Volunteers

June	2022	2023	2024	2025	2026
Library Volunteers	16	24	7	26	7
Volunteer Hours	173.00	179.00	37.00	255.00	105.50

Databases: Universal Class

June	2022	2023	2024	2025	2026
Sign-ups	0	3	1	1	2
Courses Started	3	2	1	1	0
Lessons Viewed	7	18	6	17	0
Submissions	3	15	6	29	0

* Universal Class was purchased by a new vendor and unable to pull our numbers

Databases: Fiero Code

June	2022	2023	2024	2025	2026
Logins	*	*	17	32	19
Hours	*	*	12.3	24.7	11.00
Tasks	*	*	63	26	53.00

Databases: Comics Plus

June	2022	2023	2024	2025	2026
New Users	*	*	15	1	0
Check Outs	*	*	10	2	5

Started Comics Plus 05/01/24

Databases: Kanopy

June	2022	2023	2024	2025	2026
Visits	*	*	500	513	924
Plays	*	*	75	152	127
New Accounts	*	*	8	10	19

Started Kanopy 08/31/23

Programs

1,000 Books	2022	2023	2024	2025	2026
Monthly Sign-ups	4	0	0	0	1
Total Program Sign-ups	120	145	69	54	13

*Decided to count on a fiscal year basis starting July 2025

Face-to-Face Kids Programs

June	2022	2023	2024	2025	2026
Programs	13	15	12	14	19
Attendees	515	722	297	589	738

Passive Kids Programs

June	2022	2023	2024	2025	2026
Programs	0*	0	0	0	2
Attendees	0*	0	0	0	5

*Values were calculated by combining Virtual and Grab and Go numbers

Computer Users

Yearly Totals	2022	2023	2024	2025	2026
Wireless	2,223	2,333	2,152	1,203	1,351
Adult Users	1,326	1,191	1,218	1,268	1,187
Kids Users	1,696	1,091	869	947	1,678
Osmo Users (hours)	*	*	*	442.15	528

Library Volunteers

Yearly Totals	21-22	22-23	23-24	24-25	25-26
Library Volunteers	48	53	50	59	30
Volunteer Hours	1,492.50	1,160.00	533.50	785.25	753.25

Databases: Universal Class

Yearly Totals	2022	2023	2024	2025	2026
Sign-ups	9	15	5	12	8
Courses Started	18	6	17	30	5
Lessons Viewed	372	196	341	1,080	190
Submissions	129	249	417	955	186

Databases: Fiero Code

Yearly Totals	2022	2023	2024	2025	2026
Logins	*	*	50	82	30
Hours	*	*	39.5	59.4	17
Tasks	*	*	145	65.1	63

Databases: Comics Plus

Yearly Totals	2022	2023	2024	2025	2026
Total Users	*	*	25	11	1
Check Outs	*	*	52	40	18

Databases: Kanopy

Yearly Totals	2022	2023	2024	2025	2026
Visits	*	*	2890	4094	3687
Plays	*	*	605	1447	695
Total Accounts	*	*	37	57	65

Achievements	
*Total 500 Mark	3
*Total Completion	5

Face-to-Face Kids Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	71	77	74	89	99
Attendees	1,995	2,227	1,634	2,403	2,817

Passive Kids Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	0*	0	0	4	3
Attendees	0*	0	0	89	42

*Values were calculated by combining Virtual and Grab and Go numbers

Face-to-Face Tween Programs

June	2022	2023	2024	2025	2026
Programs	8*	9	9	5	8
Attendees	24*	24	24	48	88

*Values were pulled from Combined Face to Face

Teen Programs

June	2022	2023	2024	2025	2026
Programs	0	0	1	2	1
Attendees	0	0	2	10	3

Passive Teen/Tween Programs

June	2022	2023	2024	2025	2026
Programs	0*	1	0	0	0
Attendees	0*	15	0	0	0

*Values were calculated by combining Virtual and Grab and Go numbers

Face-to-Face Adult Programs

June	2022	2023	2024	2025	2026
Programs	6	8	10	9	11
Attendees	39	35	85	67	77

Passive Adult Programs

June	2022	2023	2024	2025	2026
Programs	0*	0	0	3	3
Attendees	0*	0	0	15	39

*Values were pulled from Virtual and Passive

Device Advice

June	2022	2023	2024	2025	2026
Sessions	10	16	4	9	6

General Interest Programs

June	2022	2023	2024	2025	2026
Programs	*	*	*	1	1
Attendees	*	*	*	813	5

Interlibrary Loan Services

June	2022	2023	2024	2025	2026
Borrowed	103	49	52	47	111
Loaned	25	19	31	33	36

R.E.A.D.S. (Regional Ebook and Audiobook Download System)

June	2022	2023	2024	2025	2026
E-books	*	*	*	1,187	1,193
Audiobooks	*	*	*	1,851	2,536
E-videos	*	*	*	0	
E-series	*	*	*	335	420

*Starting August 2024 the Regional system stopped sending out R.E.A.D.S. statistics as Adult and Juvenile and switched to the categories listed above.

Total Number of Registrations	2022	2023	2024	2025	2026
People Count	582	1028	1215	813	*
Panels	28	7	0	0	*
Kids Escape Room	94	113	170	68	*
Teen Escape Room	102	89	74	70	*
Costume Contest Participants	2	36	8	16	*
Lego Building Contest	27	16	16	15	*

*Fandom fair was replaced with a Summer Reading kick-off event in May, and a Wrap-up event to occur on Aug. 1

Face-to-Face Tween Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	50*	61	61	30	38
Attendees	231*	191	161	165	260

*Values were pulled from Combined Face to Face

Teen Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	0	0	11	6	10
Attendees	0	0	15	40	33

Passive Teen/Tween Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	0*	1	0	4	5
Attendees	0*	15	0	40	44

*Values were calculated by combining Virtual and Grab and Go numbers

Face-to-Face Adult Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	41	45	73	63	63
Attendees	209	215	539	514	595

Passive Adult Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	0	0	0	17	17
Attendees	0*	0	0	169	315

*Values were pulled from Virtual and Passive

Device Advice

Yearly Totals	2022	2023	2024	2025	2026
Sessions	54	62	66	82	49

General Interest Programs

Yearly Totals	2022	2023	2024	2025	2026
Programs	*	*	*	1	4
Attendees	*	*	*	813	120

Interlibrary Loan Services

Yearly Totals	2022	2023	2024	2025	2026
Borrowed	449	336	311	326	548
Loaned	209	103	219	159	247

R.E.A.D.S. (Regional Ebook and Audiobook Download System)

Yearly Totals	21-22	22-23	23-24	24-25	25-26
E-books	*	*	*	12,549	13,272
Audiobooks	*	*	*	20,205	24,543
E-videos	*	*	*	0	342
E-series	*	*	*	2800	3,955

*Starting August 2024 the Regional system stopped sending out R.E.A.D.S. statistics as Adult and Juvenile and switched to the categories listed above.

White House Public Library June 2026 Monthly Report

Submitted by Angela Brady, Library Director

June 2: Angela met with the Library Board Marketing Committee to discuss new Mission and Vision statements. A new logo was presented to the committee and was approved to present to the library board in July. 2027 will mark the 40th anniversary of the library and the new logo, mission statement, and vision will be unveiled in January.

June 4: Angela was invited to Summit Preparatory Academy to present a story time for 8 of their classes. It was so much fun to read stories about libraries and share some songs and dances with the children!

June 8: At long last the library began accepting passport application appointments! In June we have processed 32 applications. The city receives \$35 per application, so the library brought in \$1120

June 10: Cecelie Maynor and Caitlyn Hayley from the Regional library met with Angela in an annual consultation/check-in. Items discussed: Title VI survey, public library survey, staff morale, board relations, and general library goals.

June 11: Our summer reading challenge is in full swing! On June 11 we welcomed our first "Special performer" Ms. Katie Sue! Katie Sue provided an entertaining and energetic story time for all who attended.

June 16: Angela attended the Chamber of Commerce luncheon "Farewell to Jerry Herman" at city hall.

June 18: We welcomed the Country Music Hall of Fame to White House. They brought an instrument "Petting Zoo", talked to the children about the different instruments, and let the kids have some hands-on fun! The folks from the Hall of Fame then joined us in the afternoon for a song writing session with the teen group.

June 18: Emergency repairs to the men's public restroom were completed.

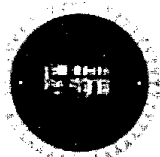
June 23: We received the keys for the café from Bob as Café 31 finished moving all of their materials out. Currently, we have plans to clean and paint the space and use it initially for passport appointments. Eventually we would like to make this space into a "maker space" for community use. We will be speaking to contractors to determine an estimate for removing the large counter.

June 25: Our last "Special performer" for June was the Tennessee State Parks. They talked about fossils in Tennessee and brought samples for the kids to see.

June 25-29: Assistant Director Althea Manges attended the ALA annual conference. This year it was held in Chicago. Althea was able to attend many sessions to inspire creativity and spark imagination.



CITY COURT REPORT		JUNE 2026	
CITATIONS			
TOTAL CITATIONS COLLECTED FOR MONTH		\$3,020.75	
	TOTAL CITATIONS COLLECTED YTD		\$75,917.25
STATE FINES			
TOTAL STATE FINES COLLECTED FOR MONTH		\$764.88	
	TOTAL STATE FINES COLLECTED YTD		\$22,085.48
TOTAL REVENUE FOR MONTH		\$3,785.63	
	TOTAL REVENUE YTD		\$98,002.73
DISBURSEMENTS			
LITIGATION TAX	\$270.87		
DOS/DOH FINES & FEES	\$185.25		
DOS TITLE & REGISTRATION	\$85.50		
RESTITUTION/REFUNDS	\$0.00		
WORTHLESS CHECKS	\$0.00		
TOTAL DISBURSEMENTS FOR MONTH		\$541.62	
	TOTAL DISBURSEMENTS YTD		\$10,847.12
ADJUSTED REVENUE FOR MONTH		\$3,244.01	
	TOTAL ADJUSTED REVENUE YTD		\$87,155.61
DRUG FUND			
DRUG FUND DONATIONS FOR MONTH		\$0.00	
	DRUG FUND DONATIONS YTD		\$3,503.12
Offenses Convicted & Paid For Month	Count	Paid	
Animal Control			
Financial Responsibility Law	4	\$465.00	
Registration Law	3	\$367.50	
Improper Equipment			
Texting/Hands Free Law			
Codes Violation	1	\$0.00	
DL Exhibited			
Careless Driving			
Red Light	2	\$280.00	
Flashing Signals	1	\$0.00	
Misc			
Noise Ordinance			
Stop Sign	1	\$85.00	
Speeding	10	\$1,230.00	
Seat Belt-Child Restraint	3	\$90.00	
Following Too Close			
Exercise Due Care			
Parking where prohibited	1	\$51.00	
Illegal Parking	1	\$11.00	
Expired Registration			
Improper Passing			
Light Law	1	\$0.00	
Switched Tags	1	\$112.50	
Open Container	1	\$118.75	
Failure to Yield	3	\$210.00	
Total	33	\$3,020.75	



City of White House, TN

Monthly Draft Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 06/30/2021

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
und: 110 - General Fund						
Revenue						
<u>10-31110</u>						
Real & Personal Property Tax (Current	5,993,872.00	5,993,872.00	12,300.00	5,999,265.53	5,999,265.53	-5,393.5
<u>10-31120</u>						
Public Utilities Property Tax (Current)	65,000.00	65,000.00	232.00	91,532.00	91,532.00	-26,532.0
<u>10-31211</u>						
Property Tax Delinquent 1st Year	107,000.00	107,000.00	14,759.17	86,651.41	86,651.41	20,348.5
<u>10-31212</u>						
Property Tax Delinquent 2nd Year	9,000.00	9,000.00	1,820.00	22,644.02	22,644.02	-13,644.0
<u>10-31213</u>						
Property Tax Delinquent 3rd Year	0.00	0.00	742.00	5,796.00	5,796.00	-5,796.0
<u>10-31214</u>						
Property Tax Delinquent 4th Year	0.00	0.00	742.00	2,622.00	2,622.00	-2,622.0
<u>10-31215</u>						
Property Tax Delinquent 5th Year	0.00	0.00	598.00	1,417.00	1,417.00	-1,417.0
<u>10-31216</u>						
Property Tax Delinquent 6th Year	0.00	0.00	598.00	914.64	914.64	-914.6
<u>10-31219</u>						
Property Tax Delinquent - Other Prior	2,000.00	2,000.00	0.00	0.00	0.00	2,000.0
<u>10-31300</u>						
Int, And Court Cost On Prop Tax	13,000.00	13,000.00	5,898.44	27,679.17	27,679.17	-14,679.1
<u>10-31520</u>						
PILOT (IDB)	71,685.00	71,685.00	0.00	70,076.00	70,076.00	1,609.0
<u>10-31610</u>						
Local Sales Tax	2,490,000.00	2,490,000.00	232,977.24	2,655,982.25	2,655,982.25	-165,982.2
<u>10-31709</u>						
Beer And Liquor Local Priv Tax	14,400.00	14,400.00	0.00	14,170.84	14,170.84	229.1
<u>10-31710</u>						
Wholesale Beer & Liquor Tax	480,000.00	480,000.00	52,887.59	610,218.70	610,218.70	-130,218.7
<u>10-31800</u>						
Business Taxes	360,000.00	360,000.00	139,695.25	423,436.15	423,436.15	-63,436.1
<u>10-31810</u>						
Business Licenses	1,000.00	1,000.00	210.00	1,815.00	1,815.00	-815.0
<u>10-31911</u>						
Natural Gas Franchise Tax	194,000.00	194,000.00	0.00	210,856.24	210,856.24	-16,856.2
<u>10-31912</u>						
Cable TV Franchise Tax	86,000.00	86,000.00	0.00	73,273.27	73,273.27	12,726.7
<u>10-31960</u>						
Special Assessment - Liens	500.00	500.00	0.00	1,055.00	1,055.00	-555.0
<u>10-31980</u>						
Mixed Drink Taxes	45,000.00	45,000.00	18,964.09	66,997.01	66,997.01	-21,997.0
<u>10-32090</u>						
Peddler Permit	2,300.00	2,300.00	950.00	4,325.00	4,325.00	-2,025.0
<u>10-32209</u>						
Beer And Liquor License Application F	500.00	500.00	0.00	1,500.00	1,500.00	-1,000.0
<u>10-32610</u>						
Building Permits	650,000.00	650,000.00	40,400.00	596,937.00	596,937.00	53,063.0
<u>10-32690</u>						
Other Permits	11,000.00	11,000.00	2,000.00	38,100.00	38,100.00	-27,100.0
<u>10-32710</u>						
Sign Permits	300.00	300.00	0.00	0.00	0.00	300.0
<u>10-33100</u>						
Federal Grants	1,055,379.00	1,055,379.00	2,005.00	53,475.44	53,475.44	1,001,903.5
<u>10-33320</u>						
TVA Payments In Lieu Of Taxes	157,200.00	157,200.00	43,703.85	174,815.40	174,815.40	-17,615.4
<u>10-33400</u>						
State Grants	1,500.00	1,500.00	17,500.00	37,500.00	37,500.00	-36,000.0
<u>10-33410</u>						
State Law Enforcement Education Gra	48,800.00	48,800.00	0.00	37,600.00	37,600.00	11,200.0
<u>10-33510</u>						
State Shared Sales Tax	1,715,000.00	1,715,000.00	147,229.04	1,690,534.27	1,690,534.27	24,465.7
<u>10-33530</u>						
State Beer Tax	5,800.00	5,800.00	0.00	5,192.24	5,192.24	607.7
<u>10-33540</u>						
State Shared Telecom Interstate Sales	4,800.00	4,800.00	390.05	4,708.78	4,708.78	91.2
<u>10-33553</u>						
Special Petroleum Products Tax	23,712.00	23,712.00	1,965.68	23,598.11	23,598.11	113.8
<u>10-33570</u>						
State Sports Betting Tax	24,000.00	24,000.00	0.00	30,588.34	30,588.34	-6,588.3
<u>10-33593</u>						
Corporate Excise Tax	45,000.00	45,000.00	0.00	42,555.83	42,555.83	2,444.1
<u>10-33710</u>						
County Grant - Senior Nutrition	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.0
<u>10-34120</u>						
Fees And Commissions	17,500.00	17,500.00	700.00	138,481.30	138,481.30	-120,981.3
<u>10-34712</u>						
Farmers' Market Fees	4,500.00	4,500.00	855.00	6,090.00	6,090.00	-1,590.0
<u>10-34740</u>						
Parks And Rec League Fees	109,200.00	109,200.00	31,698.50	122,994.69	122,994.69	-13,794.6
<u>10-34741</u>						
Field Maintenance Fees	6,080.00	6,080.00	0.00	12,581.00	12,581.00	-6,501.0
<u>10-34760</u>						
Library Fines, Fees, And Other Charge	1,800.00	1,800.00	1,417.00	3,766.91	3,766.91	-1,966.9
<u>10-34793</u>						
Community Center Fees	55,000.00	55,000.00	2,995.00	50,773.25	50,773.25	4,226.7
<u>10-34799</u>						
Recreation Membership Fees	50,000.00	50,000.00	26,036.00	335,700.00	335,700.00	-285,700.0
<u>10-34900</u>						
Other Charges For Services	16,800.00	16,800.00	1,514.00	18,768.00	18,768.00	-1,968.0
<u>10-35110</u>						
City Court Fines And Costs	69,960.00	69,960.00	3,244.01	88,097.61	88,097.61	-18,137.6
<u>10-35130</u>						
Impoundment Charges	0.00	0.00	0.00	375.00	375.00	-375.0
<u>10-36000</u>						
Other Revenues	390,000.00	390,000.00	13,238.48	479,055.83	479,055.83	-89,055.8
<u>10-36100</u>						
Interest Earnings	636,000.00	636,000.00	27,428.68	417,420.96	417,420.96	218,579.0
<u>10-36210</u>						
Rent	29,930.00	29,930.00	1,591.18	25,667.68	25,667.68	4,262.3
<u>10-36330</u>						
Sale Of Equipment	0.00	0.00	0.00	1,375.00	1,375.00	-1,375.0
<u>10-36350</u>						
Insurance Recoveries	0.00	0.00	0.00	26,497.77	26,497.77	-26,497.7

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Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
<u>10-36430</u>	Property Tax Overpayments	0.00	0.00	-4,481.00	1,709.54	1,709.54	-1,709.5
<u>10-36700</u>	Contri And Donation From Private So	395,287.00	395,287.00	0.00	277,118.77	277,118.77	118,168.2
<u>10-36970</u>	Operating Transfer in from Enterprise	290,000.00	290,000.00	21,457.00	257,484.00	257,484.00	32,516.0
	Revenue Total:	15,754,805.00	15,754,805.00	866,261.25	15,376,789.95	15,376,789.95	378,015.0
Expense							
<u>10-42210-312</u>	Fire Admin & Insp - Small Items of Eq	0.00	0.00	0.00	399.99	399.99	-399.9
	Function: 41000 - Legislative & Administrative						
<u>10-41000-110</u>	Leg/Admin - Salaries	340,281.00	366,288.00	28,197.31	366,158.64	366,158.64	129.3
<u>10-41000-112</u>	Leg/Admin - Overtime	3,716.00	3,716.00	399.57	511.45	511.45	3,204.5
<u>10-41000-117</u>	Leg/Admin - Annual Longevity Pay	3,158.00	3,158.00	0.00	3,400.00	3,400.00	-242.0
<u>10-41000-119</u>	Leg/Admin - Other Salaries Elected O	34,518.00	34,518.00	3,096.35	37,212.56	37,212.56	-2,694.5
<u>10-41000-130</u>	Leg/Admin - Employee Benefits	30,593.00	30,593.00	2,423.90	31,300.36	31,300.36	-707.3
<u>10-41000-142</u>	Leg/Admin - Hospital & Health Insura	134,731.00	140,895.00	11,382.00	132,483.19	132,483.19	8,411.8
<u>10-41000-143</u>	Leg/Admin - Retirement	34,365.00	34,365.00	2,856.82	36,630.30	36,630.30	-2,265.3
<u>10-41000-144</u>	Leg/Admin - Dental Insurance	4,682.00	4,682.00	322.00	3,864.00	3,864.00	818.0
<u>10-41000-145</u>	Leg/Admin - Vision Benefit	1,858.00	1,858.00	156.73	756.73	756.73	1,101.2
<u>10-41000-147</u>	Leg/Admin - Unemployment Insuranc	78.00	78.00	0.00	85.48	85.48	-7.4
<u>10-41000-148</u>	Leg/Admin - Employee Ed. & Training	13,516.00	516.00	0.00	450.00	450.00	66.0
<u>10-41000-200</u>	Leg/Admin - Contractual Services	191,652.00	212,652.00	9,620.47	206,786.35	205,353.79	7,298.2
<u>10-41000-211</u>	Leg/Admin - Postage, Box Rent, Etc.	13,935.00	9,935.00	1,027.97	9,046.69	9,046.69	888.3
<u>10-41000-235</u>	Leg/Admin - Memberships/Subscripti	21,134.00	21,134.00	0.00	22,047.47	22,047.47	-913.4
<u>10-41000-237</u>	Leg/Admin - Advertising & Pub. Relati	16,722.00	12,722.00	1,957.81	9,348.39	9,348.39	3,373.6
<u>10-41000-241</u>	Leg/Admin - Electric	83,610.00	78,610.00	6,544.79	73,603.49	73,603.49	5,006.5
<u>10-41000-242</u>	Leg/Admin - Water	5,574.00	5,574.00	233.60	2,785.80	2,785.80	2,788.2
<u>10-41000-243</u>	Leg/Admin - Sewer	1,672.00	1,672.00	87.17	1,055.89	1,055.89	616.1
<u>10-41000-244</u>	Leg/Admin - Gas	1,672.00	1,672.00	105.88	1,461.11	1,461.11	210.8
<u>10-41000-245</u>	Leg/Admin - Phones / Fax / Internet	6,410.00	6,410.00	264.21	3,254.49	3,254.49	3,155.5
<u>10-41000-249</u>	Leg/Admin - Stormwater Fee	1,114.00	1,114.00	89.90	1,078.80	1,078.80	35.2
<u>10-41000-261</u>	Leg/Admin - R & M Vehicles	2,787.00	2,787.00	0.00	785.85	785.85	2,001.1
<u>10-41000-280</u>	Leg/Admin - Travel	3,251.00	3,251.00	0.00	837.70	837.70	2,413.3
<u>10-41000-287</u>	Leg/Admin - Meals & Entertainment	9,290.00	9,290.00	75.00	3,320.46	3,605.02	5,684.9
<u>10-41000-312</u>	Leg/Admin - Small Items Of Equipme	3,251.00	3,251.00	0.00	2,196.08	2,196.08	1,054.9
<u>10-41000-320</u>	Leg/Admin - Operating Supplies	12,077.00	12,077.00	226.03	6,916.28	7,005.35	5,071.6
<u>10-41000-326</u>	Leg/Admin - Clothing And Uniforms	1,858.00	1,858.00	0.00	933.70	933.70	924.3
<u>10-41000-331</u>	Leg/Admin - Oil, Fuel, Etc.	929.00	929.00	36.64	582.09	582.09	346.9
<u>10-41000-700</u>	Leg/Admin - Donations / Contributio	3,716.00	3,716.00	0.00	4,000.00	4,000.00	-284.0
	Function: 41000 - Legislative & Administrative Total:	982,150.00	1,009,321.00	69,104.15	962,893.35	961,834.42	47,486.5
	Function: 41500 - Finance						
<u>10-41500-110</u>	Finance - Salaries	385,247.00	414,690.00	33,729.09	411,965.14	411,965.14	2,724.8
<u>10-41500-117</u>	Finance - Annual Longevity Pay	2,508.00	2,508.00	0.00	2,100.00	2,100.00	408.0
<u>10-41500-130</u>	Finance - Employee Benefits	29,674.00	29,674.00	2,547.52	31,525.66	31,525.66	-1,851.6
<u>10-41500-142</u>	Finance - Hospital & Health Insurance	119,913.00	125,399.00	10,646.00	117,271.53	117,271.53	8,127.4
<u>10-41500-143</u>	Finance - Retirement	38,486.00	38,486.00	3,369.54	40,457.06	40,457.06	-1,971.0
<u>10-41500-144</u>	Finance - Dental Insurance	3,277.00	3,277.00	322.00	3,266.00	3,266.00	11.0
<u>10-41500-145</u>	Finance - Vision Benefit	1,300.00	1,300.00	0.00	1,200.00	1,200.00	100.0
<u>10-41500-147</u>	Finance - Unemployment Insurance	136.00	136.00	0.00	190.68	190.68	-54.6
<u>10-41500-148</u>	Finance - Employee Ed. & Training	3,808.00	3,808.00	0.00	0.00	0.00	3,808.0
<u>10-41500-200</u>	Finance - Contractual Services	106,370.00	106,370.00	24,865.37	102,983.19	102,983.19	3,386.8
<u>10-41500-211</u>	Finance - Postage, Box Rent, Etc.	9,290.00	9,290.00	196.02	7,391.59	7,391.59	1,898.4
<u>10-41500-235</u>	Finance - Memberships/Subscriptions	566.00	566.00	0.00	500.00	500.00	66.0
<u>10-41500-237</u>	Finance - Advertising & Pub. Relation	371.00	371.00	310.50	310.50	310.50	60.5
<u>10-41500-245</u>	Finance - Phones / Fax / Internet	3,065.00	3,065.00	278.87	3,351.78	3,351.78	-286.7
<u>10-41500-287</u>	Finance - Meals & Entertainment	464.00	464.00	0.00	164.06	164.06	299.9
<u>10-41500-312</u>	Finance - Small Items Of Equipment	3,251.00	3,251.00	0.00	1,989.31	1,989.31	1,261.6
<u>10-41500-320</u>	Finance - Operating Supplies	4,273.00	4,273.00	703.78	3,542.07	3,542.07	730.9
<u>10-41500-326</u>	Finance - Clothing And Uniforms	743.00	743.00	0.00	501.65	501.65	241.3
<u>10-41500-331</u>	Finance - Oil, Fuel, Etc.	92.00	92.00	0.00	0.00	0.00	92.0

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/202

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
<u>10-41500-740</u>	Finance - Cash Drawer Shortage	18.00	18.00	0.00	0.00	0.00	18.0
	Function: 41500 - Finance Total:	712,852.00	747,781.00	76,968.69	728,710.22	728,710.22	19,070.7
Function: 41650 - HR							
<u>10-41650-110</u>	HR - Salaries	283,278.00	293,928.00	23,777.61	280,802.99	280,802.99	13,125.0
<u>10-41650-112</u>	HR - Overtime	929.00	929.00	0.00	967.20	967.20	-38.2
<u>10-41650-117</u>	HR - Annual Longevity Pay	3,901.00	3,901.00	0.00	4,200.00	4,200.00	-299.0
<u>10-41650-130</u>	HR - Employee Benefits	23,094.00	23,094.00	1,798.45	21,787.28	21,787.28	1,306.7
<u>10-41650-142</u>	HR - Hospital & Health Insurance	86,441.00	90,396.00	7,009.00	71,493.93	71,493.93	18,902.0
<u>10-41650-143</u>	HR - Retirement	28,393.00	28,393.00	2,375.38	27,657.35	27,657.35	735.6
<u>10-41650-144</u>	HR - Dental Insurance	1,872.00	1,872.00	184.00	1,886.00	1,886.00	-14.0
<u>10-41650-145</u>	HR - Vision Benefit	743.00	743.00	200.00	328.81	328.81	414.1
<u>10-41650-147</u>	HR - Unemployment Insurance	78.00	78.00	0.00	104.23	104.23	-26.2
<u>10-41650-148</u>	HR - Employee Ed. & Training	26,662.00	26,662.00	0.00	6,541.34	6,541.34	20,120.6
<u>10-41650-200</u>	HR - Contractual Services	163,085.00	189,085.00	9,897.62	167,669.43	183,840.15	5,244.8
<u>10-41650-211</u>	HR - Postage, Box Rent, Etc.	696.00	696.00	5.18	82.71	82.71	613.2
<u>10-41650-235</u>	HR - Memberships/Subscriptions/Due	1,393.00	1,393.00	0.00	1,580.00	1,580.00	-187.0
<u>10-41650-245</u>	HR - Phones / Fax / Internet	3,901.00	3,901.00	335.45	3,990.81	3,990.81	-89.8
<u>10-41650-287</u>	HR - Meals & Entertainment	12,030.00	12,030.00	50.00	3,553.89	3,553.89	8,476.1
<u>10-41650-312</u>	HR - Small Items Of Equipment	6,270.00	10,170.00	0.00	8,650.29	8,650.29	1,519.7
<u>10-41650-320</u>	HR - Operating Supplies	25,268.00	10,268.00	0.00	5,024.56	5,024.56	5,243.4
<u>10-41650-326</u>	HR - Clothing And Uniforms	789.00	789.00	0.00	554.93	554.93	234.0
<u>10-41650-331</u>	HR - Oil, Fuel, Etc.	232.00	232.00	0.00	21.67	21.67	210.3
<u>10-41650-900</u>	HR - Capital Outlay	4,645.00	745.00	0.00	0.00	0.00	745.0
	Function: 41650 - HR Total:	673,700.00	699,305.00	45,632.69	606,897.42	623,068.14	76,236.8
Function: 41670 - Engineering							
<u>10-41670-200</u>	Engineering - Contractual Services	65,030.00	65,030.00	12,047.50	58,295.00	65,030.00	0.0
<u>10-41670-237</u>	Engineering - Advertising & Pub. Rela	557.00	557.00	276.00	733.13	733.13	-176.1
<u>10-41670-245</u>	Engineering - Phones / Fax / Internet	371.00	371.00	28.87	346.97	346.97	24.0
<u>10-41670-900</u>	Engineering - Capital Outlay	6,244,238.00	6,244,238.00	58,273.25	2,784,273.45	4,395,441.09	1,848,796.9
	Function: 41670 - Engineering Total:	6,310,196.00	6,310,196.00	70,625.62	2,843,648.55	4,461,551.19	1,848,644.8
Function: 41700 - Planning & Codes							
<u>10-41700-110</u>	Planning & Codes - Salaries	325,963.00	350,876.00	26,512.77	323,246.69	323,246.69	27,629.3
<u>10-41700-117</u>	Planning & Codes - Annual Longevity	6,967.00	6,967.00	0.00	7,200.00	7,200.00	-233.0
<u>10-41700-130</u>	Planning & Codes - Employee Benefit	26,682.00	26,682.00	2,032.64	25,441.57	25,441.57	1,240.4
<u>10-41700-142</u>	Planning & Codes - Hospital & Health	86,168.00	90,110.00	7,730.00	80,072.94	80,072.94	10,037.0
<u>10-41700-143</u>	Planning & Codes - Retirement	32,564.00	32,564.00	2,648.64	32,292.49	32,292.49	271.5
<u>10-41700-144</u>	Planning & Codes - Dental Insurance	2,341.00	2,341.00	230.00	2,392.00	2,392.00	-51.0
<u>10-41700-145</u>	Planning & Codes - Vision Benefit	929.00	929.00	0.00	200.00	200.00	729.0
<u>10-41700-147</u>	Planning & Codes - Unemployment In	97.00	97.00	0.00	104.99	104.99	-7.9
<u>10-41700-148</u>	Planning & Codes - Employee Ed. & Tr	15,885.00	15,885.00	-784.00	13,353.12	13,353.12	2,531.8
<u>10-41700-200</u>	Planning & Codes - Contractual Servic	55,765.00	55,765.00	3,043.45	52,654.47	52,654.47	3,110.5
<u>10-41700-211</u>	Planning & Codes - Postage, Box Rent	394.00	394.00	107.36	1,002.67	1,002.67	-608.6
<u>10-41700-235</u>	Planning & Codes - Memberships/Su	1,950.00	1,950.00	0.00	726.43	726.43	1,223.5
<u>10-41700-237</u>	Planning & Codes - Advertising & Pub	3,623.00	3,623.00	92.00	2,930.40	2,930.40	692.6
<u>10-41700-245</u>	Planning & Codes - Phones / Fax / Int	5,388.00	5,388.00	405.58	5,060.05	5,060.05	327.9
<u>10-41700-261</u>	Planning & Codes - R & M Vehicles	5,388.00	6,388.00	0.00	7,069.30	7,069.30	-681.3
<u>10-41700-287</u>	Planning & Codes - Meals & Entertain	812.00	812.00	0.00	250.38	250.38	561.6
<u>10-41700-312</u>	Planning & Codes - Small Items Of Eq	3,716.00	3,716.00	0.00	2,846.89	2,846.89	869.1
<u>10-41700-320</u>	Planning & Codes - Operating Supplie	5,574.00	4,574.00	0.00	3,653.41	3,653.41	920.5
<u>10-41700-331</u>	Planning & Codes - Oil, Fuel, Etc.	1,858.00	1,858.00	252.80	1,949.55	1,949.55	-91.5
	Function: 41700 - Planning & Codes Total:	582,064.00	610,919.00	42,271.24	562,447.35	562,447.35	48,471.6
Function: 41800 - Building Maintenance							
<u>10-41800-110</u>	Building Maint. - Salaries	39,071.00	42,058.00	3,235.20	42,591.74	42,591.74	-533.7
<u>10-41800-112</u>	Building Maint. - Overtime	2,787.00	2,787.00	181.98	1,395.20	1,395.20	1,391.8
<u>10-41800-114</u>	Building Maint. - Part Time Wages	18,135.00	18,135.00	1,022.97	15,430.99	15,430.99	2,704.0
<u>10-41800-117</u>	Building Maint. - Annual Longevity Pa	371.00	371.00	0.00	400.00	400.00	-29.0
<u>10-41800-130</u>	Building Maint. - Employee Benefits	4,764.00	4,764.00	340.34	4,621.88	4,621.88	142.1
<u>10-41800-142</u>	Building Maint. - Hospital & Health In	9,238.00	9,661.00	821.00	9,348.69	9,348.69	312.3

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/202

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
<u>10-41800-143</u>	Building Maint. - Retirement	4,182.00	4,182.00	341.38	4,394.31	4,394.31	-212.3
<u>10-41800-144</u>	Building Maint. - Dental Insurance	936.00	936.00	46.00	552.00	552.00	384.0
<u>10-41800-145</u>	Building Maint. - Vision Benefit	185.00	185.00	0.00	200.00	200.00	-15.0
<u>10-41800-147</u>	Building Maint. - Unemployment Insu	39.00	39.00	1.96	41.98	41.98	-2.9
<u>10-41800-148</u>	Building Maint. - Employee Ed. & Trai	2,787.00	287.00	0.00	40.00	40.00	247.0
<u>10-41800-200</u>	Building Maint. - Contractual Services	121,141.00	113,141.00	14,148.31	106,316.39	106,939.86	6,201.1
<u>10-41800-245</u>	Building Maint. - Phones / Fax / Inter	2,787.00	2,787.00	86.16	1,340.40	1,340.40	1,446.6
<u>10-41800-260</u>	Building Maint. - R & M Facilities	67,817.00	88,317.00	5,754.65	84,506.09	86,561.09	1,755.9
<u>10-41800-261</u>	Building Maint. - R & M Vehicles	3,251.00	1,251.00	0.00	979.21	979.21	271.7
<u>10-41800-262</u>	Building Maint. - R & M Equipment	1,858.00	1,858.00	0.00	699.26	699.26	1,158.7
<u>10-41800-312</u>	Building Maint. - Small Items Of Equip	4,180.00	4,180.00	0.00	2,458.75	2,953.74	1,226.2
<u>10-41800-320</u>	Building Maint. - Operating Supplies	9,290.00	8,290.00	1,560.68	6,769.44	8,220.01	69.9
<u>10-41800-326</u>	Building Maint. - Clothing And Unifor	1,207.00	1,207.00	761.36	1,196.09	1,196.09	10.9
<u>10-41800-331</u>	Building Maint. - Oil, Fuel, Etc.	3,716.00	3,716.00	0.00	2,230.94	2,230.94	1,485.0
<u>10-41800-900</u>	Building Maint. - Capital Outlay	18,580.00	16,580.00	1,250.00	14,820.00	14,820.00	1,760.0
Function: 41800 - Building Maintenance Total:		316,322.00	324,732.00	29,551.99	300,333.36	304,957.39	19,774.6
Function: 41921 - Special Events							
<u>10-41921-320</u>	Special Events - Operating Supplies	37,160.00	37,160.00	10,067.75	33,943.05	34,293.05	2,866.9
Function: 41921 - Special Events Total:		37,160.00	37,160.00	10,067.75	33,943.05	34,293.05	2,866.9
Function: 42100 - Police Patrol							
<u>10-42100-110</u>	Police Patrol - Salaries	1,231,651.00	1,319,982.00	87,774.50	1,212,345.91	1,212,345.91	107,636.0
<u>10-42100-112</u>	Police Patrol - Overtime	139,350.00	139,350.00	5,308.66	106,413.96	106,413.96	32,936.0
<u>10-42100-115</u>	Police Patrol - Supplement Pay	23,039.00	23,039.00	0.00	12,800.00	12,800.00	10,239.0
<u>10-42100-117</u>	Police Patrol - Annual Longevity Pay	9,382.00	9,382.00	0.00	9,200.00	9,200.00	182.0
<u>10-42100-130</u>	Police Patrol - Employee Benefits	113,366.00	142,366.00	6,977.50	103,825.31	103,825.31	38,540.6
<u>10-42100-142</u>	Police Patrol - Hospital & Health Insur	463,391.00	484,592.00	34,036.00	402,278.89	402,278.89	82,313.1
<u>10-42100-143</u>	Police Patrol - Retirement	138,819.00	196,169.00	9,298.99	132,411.38	132,411.38	63,757.6
<u>10-42100-144</u>	Police Patrol - Dental Insurance	10,768.00	17,768.00	920.00	11,730.00	11,730.00	6,038.0
<u>10-42100-145</u>	Police Patrol - Vision Benefit	4,087.00	6,087.00	0.00	1,263.76	1,263.76	4,823.2
<u>10-42100-147</u>	Police Patrol - Unemployment Insura	429.00	429.00	10.78	466.11	466.11	-37.1
<u>10-42100-148</u>	Police Patrol - Employee Ed. & Trainin	23,225.00	23,225.00	0.00	2,055.93	2,055.93	21,169.0
<u>10-42100-163</u>	Police Patrol - THSO Overtime	18,580.00	25,580.00	0.00	19,760.00	19,760.00	5,820.0
<u>10-42100-200</u>	Police Patrol - Contractual Services	7,432.00	7,432.00	0.00	7,333.34	7,333.34	98.6
<u>10-42100-235</u>	Police Patrol - Memberships/Subscrip	0.00	0.00	0.00	520.00	520.00	-520.0
<u>10-42100-245</u>	Police Patrol - Phones / Fax / Internet	8,361.00	8,361.00	775.97	8,776.98	8,776.98	-415.9
<u>10-42100-261</u>	Police Patrol - R & M Vehicles	55,740.00	55,740.00	2,252.63	40,659.91	45,822.27	9,917.7
<u>10-42100-312</u>	Police Patrol - Small Items Of Equipm	32,515.00	32,515.00	0.00	30,208.64	30,208.64	2,306.3
<u>10-42100-320</u>	Police Patrol - Operating Supplies	27,870.00	27,870.00	0.00	7,323.83	7,323.83	20,546.1
<u>10-42100-326</u>	Police Patrol - Clothing And Uniforms	46,450.00	46,450.00	4,741.00	17,693.51	25,523.51	20,926.4
<u>10-42100-331</u>	Police Patrol - Oil, Fuel, Etc.	60,385.00	60,385.00	5,145.94	55,656.81	55,656.81	4,728.1
<u>10-42100-900</u>	Police Patrol - Capital Outlay	139,350.00	0.00	0.00	0.00	0.00	0.0
Function: 42100 - Police Patrol Total:		2,554,190.00	2,626,722.00	157,241.97	2,182,724.27	2,195,716.63	431,005.3
Function: 42120 - Police Support Services							
<u>10-42120-110</u>	Police Support - Salaries	375,033.00	403,696.00	26,075.91	340,224.44	340,224.44	63,471.5
<u>10-42120-112</u>	Police Support - Overtime	16,722.00	16,722.00	783.86	15,111.91	15,111.91	1,610.0
<u>10-42120-115</u>	Police Support - Supplement Pay	2,972.00	2,972.00	0.00	2,400.00	2,400.00	572.0
<u>10-42120-117</u>	Police Support - Annual Longevity Pay	7,246.00	7,246.00	0.00	6,900.00	6,900.00	346.0
<u>10-42120-130</u>	Police Support - Employee Benefits	32,148.00	32,148.00	2,007.02	27,580.59	27,580.59	4,567.4
<u>10-42120-142</u>	Police Support - Hospital & Health Ins	119,913.00	125,399.00	8,395.00	95,289.59	95,289.59	30,109.4
<u>10-42120-143</u>	Police Support - Retirement	39,136.00	39,136.00	2,683.30	35,498.19	35,498.19	3,637.8
<u>10-42120-144</u>	Police Support - Dental Insurance	2,809.00	2,809.00	230.00	2,760.00	2,760.00	49.0
<u>10-42120-145</u>	Police Support - Vision Benefit	1,114.00	2,114.00	0.00	730.74	730.74	1,383.2
<u>10-42120-147</u>	Police Support - Unemployment Insur	117.00	117.00	0.00	105.01	105.01	11.9
<u>10-42120-148</u>	Police Support - Employee Ed. & Train	14,864.00	14,864.00	0.00	12,428.45	12,428.45	2,435.5
<u>10-42120-237</u>	Police Support - Advertising & Pub. R	3,716.00	3,716.00	0.00	3,260.80	3,260.80	455.2
<u>10-42120-245</u>	Police Support - Phones / Fax / Intern	1,439.00	2,439.00	118.09	1,426.62	1,426.62	1,012.3
<u>10-42120-261</u>	Police Support - R & M Vehicles	5,574.00	11,374.00	124.28	7,537.31	9,731.94	1,642.0
<u>10-42120-320</u>	Police Support - Operating Supplies	3,716.00	3,716.00	0.00	1,612.88	1,612.88	2,103.1

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
<u>10-42120-326</u>	Police Support - Clothing And Unifor	3,716.00	3,716.00	0.00	1,056.55	1,056.55	2,659.4
<u>10-42120-331</u>	Police Support - Oil, Fuel, Etc.	4,645.00	4,645.00	220.30	2,385.93	2,385.93	2,259.0
Function: 42120 - Police Support Services Total:		634,880.00	676,829.00	40,637.76	556,309.01	558,503.64	118,325.3
Function: 42150 - Police Administration							
<u>10-42150-110</u>	Police Admin - Salaries	324,668.00	349,482.00	26,883.21	349,231.25	349,231.25	250.7
<u>10-42150-115</u>	Police Admin - Supplement Pay	1,486.00	2,486.00	0.00	1,600.00	1,600.00	886.0
<u>10-42150-117</u>	Police Admin - Annual Longevity Pay	6,967.00	9,967.00	0.00	7,500.00	7,500.00	2,467.0
<u>10-42150-130</u>	Police Admin - Employee Benefits	26,692.00	38,692.00	2,101.34	28,035.14	28,035.14	10,656.8
<u>10-42150-142</u>	Police Admin - Hospital & Health Insu	36,339.00	38,002.00	3,228.00	36,686.01	36,686.01	1,315.9
<u>10-42150-143</u>	Police Admin - Retirement	32,435.00	46,435.00	2,685.64	34,888.30	34,888.30	11,546.7
<u>10-42150-144</u>	Police Admin - Dental Insurance	1,404.00	2,404.00	138.00	1,656.00	1,656.00	748.0
<u>10-42150-145</u>	Police Admin - Vision Benefit	557.00	557.00	0.00	485.42	485.42	71.5
<u>10-42150-147</u>	Police Admin - Unemployment Insura	58.00	58.00	0.00	63.00	63.00	-5.0
<u>10-42150-148</u>	Police Admin - Employee Ed. & Traini	11,148.00	11,148.00	0.00	7,301.08	7,301.08	3,846.9
<u>10-42150-200</u>	Police Admin - Contractual Services	371,600.00	371,600.00	24,895.77	372,064.85	372,308.85	-708.8
<u>10-42150-211</u>	Police Admin - Postage, Box Rent, Etc.	278.00	278.00	8.49	158.80	158.80	119.2
<u>10-42150-235</u>	Police Admin - Memberships/Subscri	2,322.00	2,322.00	500.00	2,400.00	2,400.00	-78.0
<u>10-42150-241</u>	Police Admin - Electric	26,941.00	26,941.00	1,742.40	22,276.01	22,276.01	4,664.9
<u>10-42150-242</u>	Police Admin - Water	1,579.00	1,579.00	73.33	895.65	895.65	683.3
<u>10-42150-243</u>	Police Admin - Sewer	1,579.00	1,579.00	74.90	946.71	946.71	632.2
<u>10-42150-245</u>	Police Admin - Phones / Fax / Interne	13,935.00	13,935.00	823.65	9,840.65	9,840.65	4,094.3
<u>10-42150-249</u>	Police Admin - Stormwater Fee	1,950.00	1,950.00	134.85	1,618.20	1,618.20	331.8
<u>10-42150-260</u>	Police Admin - R & M Facilities	23,225.00	15,575.00	0.00	12,179.81	12,613.31	2,961.6
<u>10-42150-261</u>	Police Admin - R & M Vehicles	4,645.00	4,645.00	259.82	1,187.77	1,979.68	2,665.3
<u>10-42150-287</u>	Police Admin - Meals & Entertainmen	3,344.00	3,344.00	0.00	2,205.00	2,205.00	1,139.0
<u>10-42150-312</u>	Police Admin - Small Items Of Equipm	33,444.00	33,444.00	0.00	9,755.84	9,755.84	23,688.1
<u>10-42150-320</u>	Police Admin - Operating Supplies	9,290.00	9,290.00	61.49	6,711.10	6,711.10	2,578.9
<u>10-42150-326</u>	Police Admin - Clothing And Uniforms	1,858.00	1,858.00	0.00	1,788.00	1,788.00	70.0
<u>10-42150-331</u>	Police Admin - Oil, Fuel, Etc.	3,251.00	3,251.00	179.67	2,096.49	2,096.49	1,154.5
<u>10-42150-900</u>	Police Admin - Capital Outlay	0.00	11,650.00	0.00	8,361.38	8,361.38	3,288.6
Function: 42150 - Police Administration Total:		940,995.00	1,002,472.00	63,790.56	921,932.46	923,401.87	79,070.1
Function: 42200 - Firefighting Operations							
<u>10-42200-110</u>	Firefighting Oper. - Salaries	1,309,284.00	1,409,348.00	103,138.06	1,338,842.65	1,338,842.65	70,505.3
<u>10-42200-112</u>	Firefighting Oper. - Overtime	255,475.00	240,475.00	16,808.29	210,562.36	210,562.36	29,912.6
<u>10-42200-115</u>	Firefighting Oper. - Supplement Pay	14,864.00	17,604.00	0.00	17,600.00	17,600.00	4.0
<u>10-42200-117</u>	Firefighting Oper. - Annual Longevity	16,814.00	12,804.00	0.00	12,800.00	12,800.00	4.0
<u>10-42200-130</u>	Firefighting Oper. - Employee Benefits	126,999.00	126,999.00	9,243.03	122,691.81	122,691.81	4,307.1
<u>10-42200-142</u>	Firefighting Oper. - Hospital & Health	332,962.00	348,196.00	32,506.00	352,310.90	352,310.90	-4,114.9
<u>10-42200-143</u>	Firefighting Oper. - Retirement	156,320.00	156,320.00	11,982.62	153,949.66	153,949.66	2,370.3
<u>10-42200-144</u>	Firefighting Oper. - Dental Insurance	10,768.00	10,768.00	1,012.00	12,466.00	12,466.00	-1,698.0
<u>10-42200-145</u>	Firefighting Oper. - Vision Benefit	3,901.00	3,901.00	780.26	2,082.22	2,082.22	1,818.7
<u>10-42200-147</u>	Firefighting Oper. - Unemployment In	409.00	409.00	0.00	508.88	508.88	-99.8
<u>10-42200-148</u>	Firefighting Oper. - Employee Ed. & Tr	41,805.00	38,805.00	1,729.92	33,244.36	33,244.36	5,560.6
<u>10-42200-261</u>	Firefighting Oper. - R & M Vehicles	60,385.00	85,985.00	17,308.68	78,169.34	78,178.24	7,806.7
<u>10-42200-312</u>	Firefighting Oper. - Small Items Of Eq	0.00	0.00	0.00	799.98	799.98	-799.9
<u>10-42200-326</u>	Firefighting Oper. - Clothing And Unif	31,586.00	34,586.00	6,026.65	31,662.92	34,137.73	448.2
<u>10-42200-331</u>	Firefighting Oper. - Oil, Fuel, Etc.	27,870.00	17,270.00	2,085.01	21,461.48	21,461.48	-4,191.4
<u>10-42200-900</u>	Firefighting Oper. - Capital Outlay	840,745.00	941,945.00	21,389.97	935,882.60	935,882.60	6,062.4
Function: 42200 - Firefighting Operations Total:		3,230,187.00	3,445,415.00	224,010.49	3,325,035.16	3,327,518.87	117,896.1
Function: 42210 - Fire Administration & Inspection							
<u>10-42210-110</u>	Fire Admin & Insp - Salaries	423,004.00	455,333.00	34,812.80	452,720.33	452,720.33	2,612.6
<u>10-42210-112</u>	Fire Admin & Insp - Overtime	1,858.00	1,858.00	0.00	1,349.82	1,349.82	508.1
<u>10-42210-115</u>	Fire Admin & Insp - Supplement Pay	2,972.00	2,972.00	0.00	3,200.00	3,200.00	-228.0
<u>10-42210-117</u>	Fire Admin & Insp - Annual Longevity	6,410.00	8,610.00	0.00	8,600.00	8,600.00	10.0
<u>10-42210-130</u>	Fire Admin & Insp - Employee Benefit	34,793.00	34,793.00	2,666.96	35,974.49	35,974.49	-1,181.4
<u>10-42210-142</u>	Fire Admin & Insp - Hospital & Health	96,533.00	100,950.00	9,373.00	106,456.86	106,456.86	-5,506.8
<u>10-42210-143</u>	Fire Admin & Insp - Retirement	42,444.00	42,444.00	3,477.80	45,361.63	45,361.63	-2,917.6
<u>10-42210-144</u>	Fire Admin & Insp - Dental Insurance	2,809.00	2,809.00	230.00	2,806.00	2,806.00	3.0

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
<u>10-42210-145</u>	Fire Admin & Insp - Vision Benefit	929.00	929.00	0.00	600.00	600.00	329.0
<u>10-42210-147</u>	Fire Admin & Insp - Unemployment I	97.00	97.00	0.00	105.02	105.02	-8.0
<u>10-42210-148</u>	Fire Admin & Insp - Employee Ed. & T	10,219.00	9,289.00	0.00	6,302.70	6,302.70	2,986.3
<u>10-42210-200</u>	Fire Admin & Insp - Contractual Servi	44,127.00	44,127.00	2,818.13	41,876.88	42,001.08	2,125.9
<u>10-42210-211</u>	Fire Admin & Insp - Postage, Box Rent	46.00	46.00	0.00	9.61	9.61	36.3
<u>10-42210-237</u>	Fire Admin & Insp - Advertising & Pub	6,967.00	4,567.00	0.00	4,523.49	4,523.49	43.5
<u>10-42210-241</u>	Fire Admin & Insp - Electric	18,580.00	18,580.00	1,617.78	20,139.22	20,139.22	-1,559.2
<u>10-42210-242</u>	Fire Admin & Insp - Water	1,858.00	1,858.00	164.86	2,059.51	2,059.51	-201.5
<u>10-42210-243</u>	Fire Admin & Insp - Sewer	2,972.00	2,972.00	263.41	3,190.75	3,190.75	-218.7
<u>10-42210-244</u>	Fire Admin & Insp - Gas	4,180.00	4,180.00	184.50	5,217.87	5,217.87	-1,037.8
<u>10-42210-245</u>	Fire Admin & Insp - Phones / Fax / Int	13,935.00	13,935.00	994.05	12,092.98	12,092.98	1,842.0
<u>10-42210-249</u>	Fire Admin & Insp - Stormwater Fee	2,415.00	2,415.00	215.76	2,589.12	2,589.12	-174.1
<u>10-42210-260</u>	Fire Admin & Insp - R & M Facilities	23,225.00	11,225.00	1,226.11	9,688.60	9,688.60	1,536.4
<u>10-42210-261</u>	Fire Admin & Insp - R & M Vehicles	4,645.00	4,645.00	0.00	3,739.74	3,739.74	905.2
<u>10-42210-262</u>	Fire Admin & Insp - R & M Equipment	13,935.00	2,935.00	245.50	2,118.94	2,118.94	816.0
<u>10-42210-287</u>	Fire Admin & Insp - Meals & Entertain	4,645.00	4,645.00	50.00	3,326.84	3,326.84	1,318.1
<u>10-42210-320</u>	Fire Admin & Insp - Operating Supplie	55,554.00	48,654.00	840.52	40,666.13	40,786.82	7,867.1
<u>10-42210-331</u>	Fire Admin & Insp - Oil, Fuel, Etc.	3,716.00	3,716.00	166.64	1,724.19	1,724.19	1,991.8
<u>10-42210-900</u>	Fire Admin & Insp - Capital Outlay	25,083.00	20,083.00	0.00	18,950.00	18,950.00	1,133.0
Function: 42210 - Fire Administration & Inspection Total:		847,951.00	848,667.00	59,347.82	835,390.72	835,635.61	13,031.3
Function: 43000 - Public Works							
<u>10-43000-110</u>	Public Works - Salaries	238,448.00	256,672.00	22,412.01	264,070.93	264,070.93	-7,398.9
<u>10-43000-112</u>	Public Works - Overtime	16,722.00	16,722.00	-13,043.70	13,281.17	13,281.17	3,440.8
<u>10-43000-117</u>	Public Works - Annual Longevity Pay	1,672.00	1,672.00	0.00	1,800.00	1,800.00	-128.0
<u>10-43000-130</u>	Public Works - Employee Benefits	20,537.00	20,537.00	1,771.19	22,734.53	22,734.53	-2,197.5
<u>10-43000-142</u>	Public Works - Hospital & Health Insu	95,407.00	90,929.00	8,452.00	84,118.27	84,118.27	6,810.7
<u>10-43000-143</u>	Public Works - Retirement	25,491.00	25,491.00	2,326.50	29,098.10	29,098.10	-3,607.1
<u>10-43000-144</u>	Public Works - Dental Insurance	2,809.00	2,809.00	322.00	3,864.00	3,864.00	-1,055.0
<u>10-43000-145</u>	Public Works - Vision Benefit	1,114.00	1,114.00	544.16	933.16	933.16	180.8
<u>10-43000-147</u>	Public Works - Unemployment Insura	117.00	117.00	0.00	125.99	125.99	-8.9
<u>10-43000-148</u>	Public Works - Employee Ed. & Traini	17,627.00	11,176.00	0.00	11,025.31	11,175.31	0.6
<u>10-43000-200</u>	Public Works - Contractual Services	63,741.00	50,741.00	2,491.90	42,510.68	44,608.05	6,132.9
<u>10-43000-211</u>	Public Works - Postage, Box Rent, Etc.	557.00	10.00	0.00	9.45	9.45	0.5
<u>10-43000-235</u>	Public Works - Memberships/Subscri	407.00	407.00	0.00	677.00	677.00	-270.0
<u>10-43000-237</u>	Public Works - Advertising & Pub. Rel	3,251.00	3,251.00	0.00	2,942.81	2,942.81	308.1
<u>10-43000-241</u>	Public Works - Electric	150,498.00	159,341.00	7,215.05	153,158.83	153,158.83	6,182.1
<u>10-43000-243</u>	Public Works - Sewer	557.00	557.00	49.76	597.12	597.12	-40.1
<u>10-43000-244</u>	Public Works - Gas	3,344.00	3,344.00	59.18	3,526.46	3,526.46	-182.4
<u>10-43000-245</u>	Public Works - Phones / Fax / Internet	4,013.00	4,013.00	405.19	4,579.21	4,579.21	-566.2
<u>10-43000-249</u>	Public Works - Stormwater Fee	2,006.00	2,006.00	179.80	2,157.60	2,157.60	-151.6
<u>10-43000-260</u>	Public Works - R & M Facilities	9,475.00	6,475.00	175.00	4,209.29	4,209.29	2,265.7
<u>10-43000-261</u>	Public Works - R & M Vehicles	39,018.00	29,188.00	1,139.49	25,488.30	25,632.68	3,555.3
<u>10-43000-262</u>	Public Works - R & M Equipment	14,864.00	14,864.00	0.00	14,878.35	14,878.35	-14.3
<u>10-43000-287</u>	Public Works - Meals & Entertainmen	0.00	1,000.00	0.00	638.17	638.17	361.8
<u>10-43000-312</u>	Public Works - Small Items Of Equipm	11,612.00	13,612.00	13.99	9,220.37	9,220.37	4,391.6
<u>10-43000-320</u>	Public Works - Operating Supplies	107,959.00	113,410.00	3,236.99	102,122.90	107,638.44	5,771.5
<u>10-43000-326</u>	Public Works - Clothing And Uniforms	4,645.00	4,645.00	243.12	4,689.17	4,689.17	-44.1
<u>10-43000-331</u>	Public Works - Oil, Fuel, Etc.	11,148.00	11,148.00	1,613.64	16,511.61	16,838.26	-5,690.2
<u>10-43000-900</u>	Public Works - Capital Outlay	707,333.00	731,710.00	703.00	454,740.16	661,033.34	70,676.6
Function: 43000 - Public Works Total:		1,554,372.00	1,576,961.00	40,310.27	1,273,708.94	1,488,236.06	88,724.9
Function: 44310 - Senior Center							
<u>10-44310-114</u>	Senior Center - Part Time Wages	17,546.00	17,546.00	1,434.64	15,653.27	15,653.27	1,892.7
<u>10-44310-130</u>	Senior Center - Employee Benefits	1,342.00	1,342.00	109.75	1,197.51	1,197.51	144.4
<u>10-44310-147</u>	Senior Center - Unemployment Insur	19.00	19.00	2.61	21.00	21.00	-2.0
<u>10-44310-200</u>	Senior Center - Contractual Services	42,826.00	42,826.00	2,774.00	35,898.00	42,826.00	0.0
<u>10-44310-237</u>	Senior Center - Advertising & Pub. Rel	464.00	464.00	0.00	0.00	0.00	464.0
<u>10-44310-245</u>	Senior Center - Phones / Fax / Interne	325.00	325.00	28.87	346.97	346.97	-21.9
<u>10-44310-261</u>	Senior Center - R & M Vehicles	1,393.00	1,393.00	0.00	0.00	0.00	1,393.0
<u>10-44310-320</u>	Senior Center - Operating Supplies	1,858.00	1,858.00	42.09	1,093.05	1,096.07	761.9

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
<u>10-44310-331</u>	Senior Center - Oil, Fuel, Etc.	464.00	464.00	30.19	313.59	313.59	150.4
	Function: 44310 - Senior Center Total:	66,237.00	66,237.00	4,422.15	54,523.39	61,454.41	4,782.5
	Function: 44520 - Museum						
<u>10-44520-110</u>	Museum - Salaries	43,129.00	46,426.00	3,571.20	46,585.66	46,585.66	-159.6
<u>10-44520-112</u>	Museum - Overtime	3,716.00	3,716.00	259.47	3,113.64	3,113.64	602.3
<u>10-44520-117</u>	Museum - Annual Longevity Pay	836.00	836.00	0.00	900.00	900.00	-64.0
<u>10-44520-130</u>	Museum - Employee Benefits	3,809.00	3,809.00	270.75	3,666.79	3,666.79	142.2
<u>10-44520-142</u>	Museum - Hospital & Health Insuranc	25,358.00	26,519.00	2,251.00	25,530.74	25,530.74	988.2
<u>10-44520-143</u>	Museum - Retirement	4,680.00	4,680.00	382.68	4,964.95	4,964.95	-284.9
<u>10-44520-144</u>	Museum - Dental Insurance	468.00	468.00	46.00	552.00	552.00	-84.0
<u>10-44520-145</u>	Museum - Vision Benefit	185.00	185.00	0.00	856.40	856.40	-671.4
<u>10-44520-147</u>	Museum - Unemployment Insurance	19.00	19.00	0.00	21.01	21.01	-2.0
<u>10-44520-148</u>	Museum - Employee Ed. & Training	1,491.00	1,491.00	0.00	261.55	261.55	1,229.4
<u>10-44520-200</u>	Museum - Contractual Services	12,123.00	12,123.00	38.00	11,764.00	11,802.00	321.0
<u>10-44520-235</u>	Museum - Memberships/Subscriptio	959.00	959.00	15.00	612.74	612.74	346.2
<u>10-44520-237</u>	Museum - Advertising & Pub. Relatio	4,482.00	1,588.00	0.00	1,588.00	1,588.00	0.0
<u>10-44520-241</u>	Museum - Electric	4,645.00	4,645.00	393.71	4,979.33	4,979.33	-334.3
<u>10-44520-242</u>	Museum - Water	232.00	232.00	14.36	176.12	176.12	55.8
<u>10-44520-243</u>	Museum - Sewer	789.00	789.00	53.98	658.45	658.45	130.5
<u>10-44520-244</u>	Museum - Gas	2,787.00	2,787.00	46.20	2,383.66	2,383.66	403.3
<u>10-44520-245</u>	Museum - Phones / Fax / Internet	1,858.00	1,858.00	155.33	1,866.55	1,866.55	-8.5
<u>10-44520-249</u>	Museum - Stormwater Fee	401.00	401.00	35.96	431.52	431.52	-30.5
<u>10-44520-260</u>	Museum - R & M Facilities	5,643.00	8,537.00	4,252.48	6,687.31	7,448.26	1,088.7
<u>10-44520-287</u>	Museum - Meals & Entertainment	1,449.00	1,449.00	0.00	1,414.30	1,414.30	34.7
<u>10-44520-320</u>	Museum - Operating Supplies	4,645.00	4,645.00	213.94	2,674.16	2,752.16	1,892.8
	Function: 44520 - Museum Total:	123,704.00	128,162.00	12,000.06	121,688.88	122,565.83	5,596.1
	Function: 44700 - Parks Admin						
<u>10-44700-110</u>	Parks Admin - Salaries	389,787.00	419,578.00	34,196.50	419,973.25	419,973.25	-395.2
<u>10-44700-112</u>	Parks Admin - Overtime	2,322.00	2,322.00	409.28	2,101.40	2,101.40	220.6
<u>10-44700-114</u>	Parks Admin - Part Time Wages	295,834.00	295,834.00	19,009.51	209,135.85	209,135.85	86,698.1
<u>10-44700-117</u>	Parks Admin - Annual Longevity Pay	4,273.00	4,273.00	0.00	4,800.00	4,800.00	-527.0
<u>10-44700-130</u>	Parks Admin - Employee Benefits	54,405.00	54,405.00	4,126.98	49,259.60	49,259.60	5,145.4
<u>10-44700-142</u>	Parks Admin - Hospital & Health Insur	66,318.00	69,352.00	8,607.00	80,902.81	80,902.81	-11,550.8
<u>10-44700-143</u>	Parks Admin - Retirement	39,172.00	39,172.00	3,218.99	38,403.09	38,403.09	768.9
<u>10-44700-144</u>	Parks Admin - Dental Insurance	3,745.00	3,745.00	322.00	3,956.00	3,956.00	-211.0
<u>10-44700-145</u>	Parks Admin - Vision Benefit	1,486.00	1,486.00	0.00	400.00	400.00	1,086.0
<u>10-44700-147</u>	Parks Admin - Unemployment Insura	487.00	487.00	28.20	701.46	701.46	-214.4
<u>10-44700-148</u>	Parks Admin - Employee Ed. & Trainin	3,716.00	3,716.00	0.00	950.00	950.00	2,766.0
<u>10-44700-200</u>	Parks Admin - Contractual Services	118,912.00	106,912.00	5,646.94	92,383.86	98,686.46	8,225.5
<u>10-44700-211</u>	Parks Admin - Postage, Box Rent, Etc.	278.00	278.00	0.00	6.21	6.21	271.7
<u>10-44700-235</u>	Parks Admin - Memberships/Subscrip	6,339.00	6,339.00	0.00	5,623.06	5,623.06	715.9
<u>10-44700-237</u>	Parks Admin - Advertising & Pub. Rela	8,082.00	8,082.00	1,152.87	6,677.40	6,832.40	1,249.6
<u>10-44700-241</u>	Parks Admin - Electric	116,125.00	82,125.00	5,344.14	49,126.49	49,126.49	32,998.5
<u>10-44700-242</u>	Parks Admin - Water	41,805.00	41,805.00	321.43	2,797.54	2,797.54	39,007.4
<u>10-44700-243</u>	Parks Admin - Sewer	27,870.00	27,870.00	111.30	1,760.86	1,760.86	26,109.1
<u>10-44700-244</u>	Parks Admin - Gas	18,580.00	18,580.00	2,704.44	21,299.00	21,299.00	-2,719.0
<u>10-44700-245</u>	Parks Admin - Phones / Fax / Internet	5,852.00	7,852.00	667.02	7,809.26	7,809.26	42.7
<u>10-44700-249</u>	Parks Admin - Stormwater Fee	7,432.00	7,432.00	215.76	3,173.47	3,173.47	4,258.5
<u>10-44700-260</u>	Parks Admin - R & M Facilities	7,432.00	7,432.00	60.00	6,473.22	6,414.27	1,017.7
<u>10-44700-261</u>	Parks Admin - R & M Vehicles	1,207.00	1,207.00	0.00	239.84	239.84	967.1
<u>10-44700-287</u>	Parks Admin - Meals & Entertainment	1,579.00	1,579.00	628.50	1,957.00	1,963.00	-384.0
<u>10-44700-320</u>	Parks Admin - Operating Supplies	84,074.00	84,074.00	4,698.78	80,376.51	83,448.11	625.8
<u>10-44700-326</u>	Parks Admin - Clothing And Uniforms	4,645.00	4,645.00	2,059.04	3,472.22	3,472.22	1,172.7
<u>10-44700-331</u>	Parks Admin - Oil, Fuel, Etc.	696.00	696.00	43.74	368.70	368.70	327.3
<u>10-44700-900</u>	Parks Admin - Capital Outlay	0.00	25,000.00	0.00	18,750.00	25,000.00	0.0
	Function: 44700 - Parks Admin Total:	1,312,453.00	1,326,278.00	93,572.42	1,112,878.10	1,128,604.35	197,673.6
	Function: 44740 - Parks Maintenance						
<u>10-44740-110</u>	Parks Maint. - Salaries	335,470.00	361,109.00	28,051.15	361,254.51	361,254.51	-145.5

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/202

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainin
<u>10-44740-112</u>	Parks Maint. - Overtime	4,645.00	4,645.00	370.71	2,462.46	2,462.46	2,182.5
<u>10-44740-117</u>	Parks Maint. - Annual Longevity Pay	6,224.00	6,224.00	0.00	6,700.00	6,700.00	-476.0
<u>10-44740-130</u>	Parks Maint. - Employee Benefits	27,743.00	27,743.00	2,204.73	28,860.15	28,860.15	-1,117.1
<u>10-44740-142</u>	Parks Maint. - Hospital & Health Insur	89,412.00	93,503.00	7,942.00	90,262.82	90,262.82	3,240.1
<u>10-44740-143</u>	Parks Maint. - Retirement	33,978.00	33,978.00	2,839.34	36,335.31	36,335.31	-2,357.3
<u>10-44740-144</u>	Parks Maint. - Dental Insurance	3,745.00	3,745.00	368.00	4,416.00	4,416.00	-671.0
<u>10-44740-145</u>	Parks Maint. - Vision Benefit	1,486.00	1,486.00	0.00	497.99	497.99	988.0
<u>10-44740-147</u>	Parks Maint. - Unemployment Insura	156.00	156.00	0.00	174.34	174.34	-18.3
<u>10-44740-148</u>	Parks Maint. - Employee Ed. & Trainin	4,645.00	4,645.00	0.00	731.00	731.00	3,914.0
<u>10-44740-200</u>	Parks Maint. - Contractual Services	70,232.00	80,232.00	5,122.34	67,120.07	68,581.35	11,650.6
<u>10-44740-241</u>	Parks Maint. - Electric	74,320.00	74,320.00	4,710.69	60,746.05	60,746.05	13,573.9
<u>10-44740-242</u>	Parks Maint. - Water	55,740.00	55,740.00	6,967.14	47,917.90	47,917.90	7,822.1
<u>10-44740-243</u>	Parks Maint. - Sewer	11,148.00	11,148.00	1,942.86	13,006.73	13,006.73	-1,858.7
<u>10-44740-244</u>	Parks Maint. - Gas	3,716.00	3,716.00	0.00	2,863.50	2,863.50	852.5
<u>10-44740-245</u>	Parks Maint. - Phones / Fax / Internet	4,124.00	4,124.00	330.81	4,623.58	4,623.58	-499.5
<u>10-44740-249</u>	Parks Maint. - Stormwater Fee	19,754.00	19,754.00	1,438.40	17,260.80	17,260.80	2,493.2
<u>10-44740-260</u>	Parks Maint. - R & M Facilities	39,482.00	39,482.00	5,881.80	28,601.76	34,285.24	5,196.7
<u>10-44740-261</u>	Parks Maint. - R & M Vehicles	7,432.00	7,432.00	6.99	6,541.53	6,616.32	815.6
<u>10-44740-262</u>	Parks Maint. - R & M Equipment	13,006.00	4,506.00	0.00	11,495.37	12,133.16	-7,627.1
<u>10-44740-320</u>	Parks Maint. - Operating Supplies	92,900.00	101,900.00	14,734.21	95,101.75	101,450.28	449.7
<u>10-44740-326</u>	Parks Maint. - Clothing And Uniforms	4,180.00	4,180.00	0.00	3,365.77	3,365.77	814.2
<u>10-44740-331</u>	Parks Maint. - Oil, Fuel, Etc.	18,580.00	18,580.00	789.53	17,171.36	17,171.36	1,408.6
<u>10-44740-900</u>	Parks Maint. - Capital Outlay	0.00	8,500.00	0.00	0.00	0.00	8,500.0
Function: 44740 - Parks Maintenance Total:		922,118.00	970,848.00	83,700.70	907,510.75	921,716.62	49,131.3
Function: 44800 - Library							
<u>10-44800-110</u>	Libraries - Salaries	379,469.00	408,471.00	30,309.81	385,578.98	385,578.98	22,892.0
<u>10-44800-112</u>	Libraries - Overtime	3,716.00	3,716.00	0.00	56.27	56.27	3,659.7
<u>10-44800-114</u>	Libraries - Part Time Wages	29,832.00	29,832.00	1,931.59	18,874.37	18,874.37	10,957.6
<u>10-44800-117</u>	Libraries - Annual Longevity Pay	5,666.00	5,666.00	0.00	4,800.00	4,800.00	866.0
<u>10-44800-130</u>	Libraries - Employee Benefits	34,107.00	34,107.00	2,484.36	31,740.08	31,740.08	2,366.9
<u>10-44800-142</u>	Libraries - Hospital & Health Insuranc	98,891.00	103,415.00	9,529.00	104,134.81	104,134.81	-719.8
<u>10-44800-143</u>	Libraries - Retirement	38,280.00	38,280.00	3,027.96	38,525.07	38,525.07	-245.0
<u>10-44800-144</u>	Libraries - Dental Insurance	3,745.00	3,745.00	322.00	3,542.00	3,542.00	203.0
<u>10-44800-145</u>	Libraries - Vision Benefit	1,486.00	1,486.00	200.00	786.76	786.76	699.2
<u>10-44800-147</u>	Libraries - Unemployment Insurance	234.00	234.00	5.79	245.67	245.67	-11.6
<u>10-44800-148</u>	Libraries - Employee Ed. & Training	12,913.00	2,913.00	0.00	1,730.15	1,730.15	1,182.8
<u>10-44800-200</u>	Libraries - Contractual Services	13,006.00	10,006.00	46.03	7,788.32	8,462.07	1,543.9
<u>10-44800-211</u>	Libraries - Postage, Box Rent, Etc.	255.00	255.00	34.78	943.13	943.13	-688.1
<u>10-44800-235</u>	Libraries - Memberships/Subsorption	28,956.00	26,456.00	582.75	23,972.90	26,219.90	236.1
<u>10-44800-237</u>	Libraries - Advertising & Pub. Relation	1,858.00	1,858.00	0.00	701.60	892.60	965.4
<u>10-44800-241</u>	Libraries - Electric	46,450.00	46,450.00	3,833.91	44,529.43	44,529.43	1,920.5
<u>10-44800-242</u>	Libraries - Water	5,280.00	5,280.00	142.74	2,123.80	2,123.80	3,156.2
<u>10-44800-243</u>	Libraries - Sewer	3,810.00	3,810.00	98.86	1,746.06	1,746.06	2,063.9
<u>10-44800-245</u>	Libraries - Phones / Fax / Internet	13,489.00	13,489.00	1,020.65	10,296.97	10,296.97	3,192.0
<u>10-44800-249</u>	Libraries - Stormwater Fee	601.00	601.00	53.94	647.28	647.28	-46.2
<u>10-44800-260</u>	Libraries - R & M Facilities	15,049.00	15,049.00	5,398.00	14,029.19	15,114.56	-65.5
<u>10-44800-280</u>	Libraries - Travel	371.00	3,371.00	0.00	1,198.78	2,318.78	1,052.2
<u>10-44800-287</u>	Libraries - Meals & Entertainment	1,300.00	1,300.00	504.55	1,970.44	1,988.05	-688.0
<u>10-44800-312</u>	Libraries - Small Items Of Equipment	11,426.00	18,426.00	2,896.74	17,874.73	18,406.92	19.0
<u>10-44800-320</u>	Libraries - Operating Supplies	12,657.00	12,657.00	23.99	12,857.61	12,974.80	-317.8
<u>10-44800-330</u>	Libraries - Inventory Supplies	24,154.00	29,654.00	10,102.65	27,370.60	29,651.83	2.1
<u>10-44800-331</u>	Libraries - Oil, Fuel, Etc.	520.00	520.00	20.11	51.61	51.61	468.3
Function: 44800 - Library Total:		787,521.00	821,047.00	72,570.21	758,116.61	766,381.95	54,665.0
Function: 51000 - Miscellaneous Expense							
<u>10-51000-200</u>	Misc. Exp. - Contractual Services	13,006.00	13,006.00	1,583.67	19,886.20	19,886.20	-6,880.2
<u>10-51000-500</u>	Misc. Exp. - Insurance Premiums / Co	445,920.00	445,920.00	4,166.51	404,234.60	404,234.60	41,685.4

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
<u>10-51000-826</u>						
Misc. Exp. - Medical Claims Paid	27,870.00	27,870.00	0.00	25,310.45	25,310.45	2,559.55
Function: 51000 - Miscellaneous Expense Total:	486,796.00	486,796.00	5,750.18	449,431.25	449,431.25	37,364.75
Expense Total:	23,075,848.00	23,715,848.00	1,201,576.72	18,538,522.83	20,456,428.84	3,259,419.17
Fund: 110 - General Fund Surplus (Deficit):	-7,321,043.00	-7,961,043.00	-335,315.47	-3,161,732.88	-5,079,638.89	-2,881,404.11

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
und: 120 - Economic Development Fund							
Revenue							
<u>20-33800</u>	Local Revenue Allocations	140,000.00	140,000.00	0.00	70,847.54	70,847.54	69,152.4
<u>20-36100</u>	Interest Earnings	11,400.00	11,400.00	432.92	10,064.70	10,064.70	1,335.3
<u>20-36700</u>	Contri And Donation From Private So	0.00	0.00	0.00	2,500.00	2,500.00	-2,500.0
	Revenue Total:	151,400.00	151,400.00	432.92	83,412.24	83,412.24	67,987.7
Expense							
Function: 48000 - Economic Development Fund							
<u>20-48000-200</u>	Econ. Dev. Fund - Contractual Service	30,000.00	20,535.00	0.00	11,578.61	11,578.61	8,956.3
<u>20-48000-235</u>	Econ. Dev. Fund - Memberships/Subs	6,500.00	6,500.00	0.00	4,134.00	4,134.00	2,366.0
<u>20-48000-280</u>	Econ. Dev. Fund - Travel	9,600.00	9,600.00	0.00	8,046.81	10,392.44	-792.4
<u>20-48000-287</u>	Econ. Dev. Fund - Meals & Entertainm	1,600.00	1,600.00	0.00	1,488.00	1,488.00	112.0
<u>20-48000-320</u>	Econ. Dev. Fund - Operating Supplies	8,000.00	8,000.00	-84.61	5,459.69	6,116.62	1,883.3
<u>20-48000-700</u>	Econ. Dev. Fund - Donations / Contrib	40,500.00	40,500.00	0.00	40,000.00	40,000.00	500.0
<u>20-48000-900</u>	Econ. Dev. Fund - Capital Outlay	125,000.00	134,465.00	0.00	134,465.00	134,465.00	0.0
	Function: 48000 - Economic Development Fund Total:	221,200.00	221,200.00	-84.61	205,172.11	208,174.67	13,025.3
	Expense Total:	221,200.00	221,200.00	-84.61	205,172.11	208,174.67	13,025.3
	Fund: 120 - Economic Development Fund Surplus (Deficit):	-69,800.00	-69,800.00	517.53	-121,759.87	-124,762.43	54,962.4

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 121 - State Street Aid Fund							
Revenue							
<u>21-33551</u>	State Gasoline And Motor Fuel Tax	228,000.00	228,000.00	19,340.91	231,738.27	231,738.27	-3,738.2
<u>21-33554</u>	State Shared Tax - Gas 1989	36,600.00	36,600.00	3,147.36	36,265.88	36,265.88	334.1
<u>21-33555</u>	State Shared Tax - Gas 2017 Improve	114,000.00	114,000.00	9,671.70	116,749.68	116,749.68	-2,749.6
<u>21-33556</u>	State Shared Tax - Gas 3 Cent	63,600.00	63,600.00	5,811.59	66,964.69	66,964.69	-3,364.6
<u>21-33558</u>	State Shared Tax - Transportation Mo	5,160.00	5,160.00	708.18	7,575.82	7,575.82	-2,415.8
<u>21-36100</u>	Interest Earnings	22,800.00	22,800.00	1,699.99	18,921.87	18,921.87	3,878.1
	Revenue Total:	470,160.00	470,160.00	40,379.73	478,216.21	478,216.21	-8,056.2
Expense							
Function: 43100 - State Street Aid							
<u>21-43100-200</u>	State Street Aid - Contractual Service	30,000.00	36,821.00	9,433.00	36,820.05	36,820.05	0.9
<u>21-43100-320</u>	State Street Aid - Operating Supplies	25,000.00	18,179.00	0.00	2,749.60	2,749.60	15,429.4
<u>21-43100-900</u>	State Street Aid - Capital Outlay	600,000.00	600,000.00	87,041.17	513,222.15	600,000.00	0.0
	Function: 43100 - State Street Aid Total:	655,000.00	655,000.00	96,474.17	552,791.80	639,569.65	15,430.3
	Expense Total:	655,000.00	655,000.00	96,474.17	552,791.80	639,569.65	15,430.3
	Fund: 121 - State Street Aid Fund Surplus (Deficit):	-184,840.00	-184,840.00	-56,094.44	-74,575.59	-161,353.44	-23,486.5

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 122 - Parks Sales Tax Fund							
Revenue							
<u>22-33400</u>	State Grants	330,000.00	330,000.00	154,341.99	177,173.23	177,173.23	152,826.7
<u>22-36100</u>	Interest Earnings	16,200.00	16,200.00	2,667.90	35,801.45	35,801.45	-19,601.4
<u>22-36425</u>	Parks Sales Tax Receipts	1,274,000.00	1,274,000.00	116,887.44	1,360,122.01	1,360,122.01	-86,122.0
	Revenue Total:	1,620,200.00	1,620,200.00	273,897.33	1,573,096.69	1,573,096.69	47,103.3
Expense							
Function: 44400 - Recreation							
<u>22-44400-900</u>	Recreation - Capital Outlay	1,098,450.00	1,848,450.00	4,870.87	1,449,804.41	1,494,321.25	354,128.7
	Function: 44400 - Recreation Total:	1,098,450.00	1,848,450.00	4,870.87	1,449,804.41	1,494,321.25	354,128.7
Function: 49000 - Debt Service							
<u>22-49000-610</u>	Debt Service - Bonds (Principal)	173,000.00	173,000.00	0.00	173,000.00	173,000.00	0.0
<u>22-49000-631</u>	Debt Service - Bonds (Interest)	53,000.00	53,000.00	0.00	52,926.30	52,926.30	73.7
	Function: 49000 - Debt Service Total:	226,000.00	226,000.00	0.00	225,926.30	225,926.30	73.7
	Expense Total:	1,324,450.00	2,074,450.00	4,870.87	1,675,730.71	1,720,247.55	354,202.4
	Fund: 122 - Parks Sales Tax Fund Surplus (Deficit):	295,750.00	-454,250.00	269,026.46	-102,634.02	-147,150.86	-307,099.1

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
und: 123 - Solid Waste Fund							
Revenue							
<u>23-34400</u>	Sanitation User Fees	1,764,000.00	1,764,000.00	165,672.00	1,930,248.00	1,930,248.00	-166,248.0
<u>23-36000</u>	Other Revenues	0.00	0.00	0.00	38.97	38.97	-38.9
<u>23-36100</u>	Interest Earnings	4,000.00	4,000.00	3,959.85	51,474.75	51,474.75	-47,474.7
<u>23-37794</u>	Sale Of Materials	4,800.00	4,800.00	1,032.00	6,413.00	6,413.00	-1,613.0
<u>23-38000</u>	Collected Written Off Revenue	0.00	0.00	17.00	372.48	372.48	-372.4
	Revenue Total:	1,772,800.00	1,772,800.00	170,680.85	1,988,547.20	1,988,547.20	-215,747.2
Expense							
Function: 43200 - Sanitation							
<u>23-43200-110</u>	Sanitation - Salaries	198,533.00	198,533.00	14,510.40	200,825.18	200,825.18	-2,292.1
<u>23-43200-112</u>	Sanitation - Overtime	3,000.00	31,332.00	28,605.78	36,247.49	36,247.49	-4,915.4
<u>23-43200-117</u>	Sanitation - Annual Longevity Pay	2,650.00	2,650.00	0.00	2,650.00	2,650.00	0.0
<u>23-43200-130</u>	Sanitation - Employee Benefits	16,359.00	16,359.00	1,130.64	16,312.66	16,312.66	46.3
<u>23-43200-142</u>	Sanitation - Hospital & Health Insuran	38,511.00	38,511.00	3,178.00	38,140.08	38,140.08	370.9
<u>23-43200-143</u>	Sanitation - Retirement	20,134.00	20,134.00	1,476.95	20,661.13	20,661.13	-527.1
<u>23-43200-144</u>	Sanitation - Dental Insurance	1,638.00	1,638.00	46.00	621.00	621.00	1,017.0
<u>23-43200-145</u>	Sanitation - Vision Benefit	650.00	650.00	0.00	0.00	0.00	650.0
<u>23-43200-147</u>	Sanitation - Unemployment Insuranc	68.00	68.00	0.00	76.60	76.60	-8.6
<u>23-43200-148</u>	Sanitation - Employee Ed. & Training	3,000.00	3,000.00	0.00	0.00	0.00	3,000.0
<u>23-43200-167</u>	Sanitation - OPEB Expense	1,000.00	1,000.00	0.00	0.00	0.00	1,000.0
<u>23-43200-200</u>	Sanitation - Contractual Services	1,551,000.00	1,522,668.00	124,092.09	1,433,608.08	1,476,023.75	46,644.2
<u>23-43200-211</u>	Sanitation - Postage, Box Rent, Etc.	15,000.00	15,000.00	0.00	13,252.84	13,252.84	1,747.1
<u>23-43200-245</u>	Sanitation - Phones / Fax / Internet	900.00	900.00	75.01	903.67	903.67	-3.6
<u>23-43200-260</u>	Sanitation - R & M Facilities	5,000.00	2,142.00	0.00	1,661.54	1,661.54	480.4
<u>23-43200-261</u>	Sanitation - R & M Vehicles	30,000.00	32,858.00	110.47	29,889.12	30,840.67	2,017.3
<u>23-43200-287</u>	Sanitation - Meals & Entertainment	0.00	1,000.00	0.00	638.16	638.16	361.8
<u>23-43200-312</u>	Sanitation - Small Items Of Equipmen	0.00	0.00	0.00	14.99	14.99	-14.9
<u>23-43200-320</u>	Sanitation - Operating Supplies	12,000.00	11,000.00	359.04	7,745.91	7,745.91	3,254.0
<u>23-43200-326</u>	Sanitation - Clothing And Uniforms	2,100.00	2,100.00	84.44	1,698.22	1,698.22	401.7
<u>23-43200-331</u>	Sanitation - Oil, Fuel, Etc.	6,000.00	6,000.00	1,027.17	12,516.74	12,841.03	-6,841.0
<u>23-43200-500</u>	Sanitation - Insurance Premiums / Co	10,700.00	10,700.00	0.00	9,784.00	9,784.00	916.0
<u>23-43200-540</u>	Sanitation - Depreciation	26,000.00	26,000.00	976.00	11,712.00	11,712.00	14,288.0
<u>23-43200-900</u>	Sanitation - Capital Outlay	181,500.00	181,500.00	1,406.00	25,344.26	270,850.13	-89,350.1
	Function: 43200 - Sanitation Total:	2,125,743.00	2,125,743.00	177,077.99	1,864,303.67	2,153,501.05	-27,758.0
	Expense Total:	2,125,743.00	2,125,743.00	177,077.99	1,864,303.67	2,153,501.05	-27,758.0
	Fund: 123 - Solid Waste Fund Surplus (Deficit):	-352,943.00	-352,943.00	-6,397.14	124,243.53	-164,953.85	-187,989.1

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 125 - Parks Impact							
Revenue							
<u>25-33400</u>	State Grants	209,500.00	209,500.00	120,304.97	174,916.85	174,916.85	34,583.1
<u>25-36100</u>	Interest Earnings	24,000.00	24,000.00	1,400.51	24,255.45	24,255.45	-255.4
<u>25-36422</u>	Parks Impact Fees	400,000.00	400,000.00	21,056.00	384,565.00	384,565.00	15,435.0
	Revenue Total:	633,500.00	633,500.00	142,761.48	583,737.30	583,737.30	49,762.7
Expense							
Function: 51020 - Impact Fee Parks							
<u>25-51020-900</u>	Parks Impact Fees - Capital Outlay	435,000.00	786,000.00	50,800.13	751,633.77	757,763.77	28,236.2
	Function: 51020 - Impact Fee Parks Total:	435,000.00	786,000.00	50,800.13	751,633.77	757,763.77	28,236.2
	Expense Total:	435,000.00	786,000.00	50,800.13	751,633.77	757,763.77	28,236.2
	Fund: 125 - Parks Impact Surplus (Deficit):	198,500.00	-152,500.00	91,961.35	-167,896.47	-174,026.47	21,526.4

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 126 - Police Impact							
Revenue							
<u>26-36100</u>	Interest Earnings	54,000.00	54,000.00	5,526.63	68,297.79	68,297.79	-14,297.7
<u>26-36423</u>	Police Impact Fees	300,000.00	300,000.00	14,976.00	419,585.40	419,585.40	-119,585.4
	Revenue Total:	354,000.00	354,000.00	20,502.63	487,883.19	487,883.19	-133,883.1
Expense							
Function: 51030 - Impact Fee Police							
<u>26-51030-900</u>	Police Impact Fees - Capital Outlay	1,254,000.00	1,254,000.00	86,995.65	440,048.72	1,215,792.92	38,207.0
	Function: 51030 - Impact Fee Police Total:	1,254,000.00	1,254,000.00	86,995.65	440,048.72	1,215,792.92	38,207.0
	Expense Total:	1,254,000.00	1,254,000.00	86,995.65	440,048.72	1,215,792.92	38,207.0
	Fund: 126 - Police Impact Surplus (Deficit):	-900,000.00	-900,000.00	-66,493.02	47,834.47	-727,909.73	-172,090.2

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 127 - Fire Impact							
Revenue							
<u>27-36100</u>	Interest Earnings	40,800.00	40,800.00	2,510.53	41,161.46	41,161.46	-361.4
<u>27-36424</u>	Fire Impact Fees	200,000.00	200,000.00	9,882.00	276,932.43	276,932.43	-76,932.4
	Revenue Total:	240,800.00	240,800.00	12,392.53	318,093.89	318,093.89	-77,293.8
Expense							
Function: 51040 - Impact Fee Fire							
<u>27-51040-900</u>	Fire Impact Fees - Capital Outlay	626,000.00	626,000.00	57,402.87	618,785.76	619,392.90	6,607.1
	Function: 51040 - Impact Fee Fire Total:	626,000.00	626,000.00	57,402.87	618,785.76	619,392.90	6,607.1
	Expense Total:	626,000.00	626,000.00	57,402.87	618,785.76	619,392.90	6,607.1
	Fund: 127 - Fire Impact Surplus (Deficit):	-385,200.00	-385,200.00	-45,010.34	-300,691.87	-301,299.01	-83,900.9

Monthly Draft Report

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 128 - Roads Impact							
Revenue							
<u>28-36100</u>	Interest Earnings	51,600.00	51,600.00	6,437.95	68,824.93	68,824.93	-17,224.9
<u>28-36421</u>	Roads Impact Fees	500,000.00	500,000.00	20,726.00	600,553.50	600,553.50	-100,553.5
	Revenue Total:	551,600.00	551,600.00	27,163.95	669,378.43	669,378.43	-117,778.4
	Fund: 128 - Roads Impact Total:	551,600.00	551,600.00	27,163.95	669,378.43	669,378.43	-117,778.4

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 140 - Police Drug Fund							
Revenue							
<u>40-35140</u>	Drug Related Fines	3,000.00	3,000.00	0.00	3,503.12	3,503.12	-503.1
<u>40-36000</u>	Other Revenues	3,000.00	3,000.00	0.00	594.65	594.65	2,405.3
<u>40-36100</u>	Interest Earnings	2,340.00	2,340.00	172.39	2,199.11	2,199.11	140.8
	Revenue Total:	8,340.00	8,340.00	172.39	6,296.88	6,296.88	2,043.1
Expense							
Function: 42129 - Police Drug Fund							
<u>40-42129-200</u>	Drug Fund - Contractual Services	2,000.00	2,000.00	650.00	1,800.00	1,800.00	200.0
<u>40-42129-320</u>	Drug Fund - Operating Supplies	2,000.00	2,000.00	90.98	809.10	1,118.12	881.8
	Function: 42129 - Police Drug Fund Total:	4,000.00	4,000.00	740.98	2,609.10	2,918.12	1,081.8
	Expense Total:	4,000.00	4,000.00	740.98	2,609.10	2,918.12	1,081.8
	Fund: 140 - Police Drug Fund Surplus (Deficit):	4,340.00	4,340.00	-568.59	3,687.78	3,378.76	961.2

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For Fiscal: 2025-2026 Period Ending: 06/30/202

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
und: 200 - Debt Service Fund (General)							
Revenue							
<u>00-31110</u>	Real & Personal Property Tax(Current	1,074,128.00	1,074,128.00	2,212.00	1,074,847.00	1,074,847.00	-719.0
<u>00-31610</u>	Local Sales Tax	2,563,000.00	2,563,000.00	239,807.04	2,733,842.37	2,733,842.37	-170,842.3
<u>00-36100</u>	Interest Earnings	84,000.00	84,000.00	2,448.51	79,966.67	79,966.67	4,033.3
	Revenue Total:	3,721,128.00	3,721,128.00	244,467.55	3,888,656.04	3,888,656.04	-167,528.0
Expense							
Function: 49000 - Debt Service							
<u>00-49000-200</u>	Debt Service - Contractual Services	2,000.00	2,000.00	0.00	1,842.50	1,842.50	157.5
<u>00-49000-610</u>	Debt Service - Bonds (Principal)	2,421,000.00	2,421,000.00	0.00	2,421,000.00	2,421,000.00	0.0
<u>00-49000-620</u>	Debt Service - Notes (Principal)	162,000.00	162,000.00	0.00	162,000.00	162,000.00	0.0
<u>00-49000-631</u>	Debt Service - Bonds (Interest)	1,435,000.00	1,435,000.00	0.00	1,434,742.80	1,434,742.80	257.2
<u>00-49000-633</u>	Debt Service - Notes (Interest)	22,000.00	22,000.00	0.00	21,700.50	21,700.50	299.5
	Function: 49000 - Debt Service Total:	4,042,000.00	4,042,000.00	0.00	4,041,285.80	4,041,285.80	714.2
	Expense Total:	4,042,000.00	4,042,000.00	0.00	4,041,285.80	4,041,285.80	714.2
Fund: 200 - Debt Service Fund (General) Surplus (Deficit):		-320,872.00	-320,872.00	244,467.55	-152,629.76	-152,629.76	-168,242.2

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
und: 412 - Sewer Fund						
Revenue						
<u>12-36000</u> Other Revenues	20,000.00	20,000.00	0.00	14,481.43	14,481.43	5,518.5
<u>12-36100</u> Interest Earnings	318,000.00	318,000.00	27,229.01	367,731.93	367,731.93	-49,731.9
<u>12-36350</u> Insurance Recoveries	0.00	0.00	0.00	3,196.37	3,196.37	-3,196.3
<u>12-37210</u> Application Fees	110,000.00	110,000.00	6,980.00	83,425.00	83,425.00	26,575.0
<u>12-37230</u> Sewer User Fees	6,600,000.00	6,600,000.00	575,307.18	6,719,117.93	6,719,117.93	-119,117.9
<u>12-37290</u> Wastewater Availability Fee	1,800.00	1,800.00	0.00	2,900.00	2,900.00	-1,100.0
<u>12-37294</u> Capital Cost Recovery Fee	0.00	0.00	4,167.00	16,505.00	16,505.00	-16,505.0
<u>12-37298</u> Capacity Fees	2,000,000.00	2,000,000.00	170,120.00	2,109,730.00	2,109,730.00	-109,730.0
<u>12-37490</u> Wastewater Plans Review Fee	1,200.00	1,200.00	0.00	1,800.00	1,800.00	-600.0
<u>12-37496</u> Inspection Fee	12,000.00	12,000.00	390.00	3,270.00	3,270.00	8,730.0
<u>12-37995</u> Connection Fees	120,000.00	120,000.00	10,200.00	126,150.00	126,150.00	-6,150.0
<u>12-38000</u> Collected Written Off Revenue	0.00	0.00	17.96	1,132.34	1,132.34	-1,132.3
Revenue Total:	9,183,000.00	9,183,000.00	794,411.15	9,449,440.00	9,449,440.00	-266,440.0
Expense						
Function: 49000 - Debt Service						
<u>12-49000-200</u> Debt Service - Contractual Services	18,000.00	18,000.00	1,429.00	17,148.00	17,148.00	852.0
<u>12-49000-620</u> Debt Service - Notes (Principal)	1,320,000.00	1,320,000.00	109,997.10	1,319,965.20	1,319,965.20	34.8
<u>12-49000-633</u> Debt Service - Notes (Interest)	214,000.00	214,000.00	17,815.30	213,783.60	213,783.60	216.4
Function: 49000 - Debt Service Total:	1,552,000.00	1,552,000.00	129,241.40	1,550,896.80	1,550,896.80	1,103.2
Function: 52210 - WW Collection						
<u>12-52210-110</u> Collection - Salaries	814,591.00	814,591.00	63,593.73	780,885.42	780,885.42	33,705.5
<u>12-52210-112</u> Collection - Overtime	90,000.00	110,000.00	12,983.32	113,999.80	113,999.80	-3,999.8
<u>12-52210-117</u> Collection - Annual Longevity Pay	10,100.00	10,100.00	0.00	9,800.00	9,800.00	300.0
<u>12-52210-130</u> Collection - Employee Benefits	73,005.00	73,005.00	5,774.11	69,050.17	69,050.17	3,954.8
<u>12-52210-142</u> Collection - Hospital & Health Insuran	298,701.00	298,701.00	24,523.00	263,793.95	263,793.95	34,907.0
<u>12-52210-143</u> Collection - Retirement	90,369.00	90,369.00	7,650.06	89,008.30	89,008.30	1,360.7
<u>12-52210-144</u> Collection - Dental Insurance	8,064.00	8,064.00	690.00	8,050.00	8,050.00	14.0
<u>12-52210-145</u> Collection - Vision Benefit	3,200.00	3,200.00	174.80	1,332.80	1,332.80	1,867.2
<u>12-52210-147</u> Collection - Unemployment Insuranc	336.00	336.00	0.00	343.20	343.20	-7.2
<u>12-52210-148</u> Collection - Employee Ed. & Training	36,000.00	36,000.00	0.00	20,267.91	21,507.91	14,492.0
<u>12-52210-167</u> Collection - OPEB Expense	10,000.00	10,000.00	0.00	0.00	0.00	10,000.0
<u>12-52210-200</u> Collection - Contractual Services	405,000.00	306,395.00	26,693.37	292,825.64	318,331.86	-11,936.8
<u>12-52210-211</u> Collection - Postage, Box Rent, Etc.	21,500.00	21,500.00	173.74	14,991.58	14,991.58	6,508.4
<u>12-52210-235</u> Collection - Memberships/Subscriptio	26,200.00	26,200.00	0.00	11,727.12	11,727.12	14,472.8
<u>12-52210-237</u> Collection - Advertising & Pub. Relati	4,000.00	4,000.00	0.00	3,035.01	3,035.01	964.9
<u>12-52210-241</u> Collection - Electric	240,000.00	240,000.00	16,568.10	193,414.40	193,414.40	46,585.6
<u>12-52210-242</u> Collection - Water	5,000.00	5,000.00	49.64	1,505.54	1,505.54	3,494.4
<u>12-52210-245</u> Collection - Phones / Fax / Internet	16,500.00	16,500.00	772.02	9,272.25	9,272.25	7,227.7
<u>12-52210-260</u> Collection - R & M Facilities	70,000.00	79,000.00	23,231.34	71,127.70	76,127.70	2,872.3
<u>12-52210-261</u> Collection - R & M Vehicles	62,000.00	62,000.00	3,952.31	59,257.78	60,622.75	1,377.2
<u>12-52210-262</u> Collection - R & M Equipment	155,000.00	105,937.00	0.00	20,314.91	20,636.50	85,300.5
<u>12-52210-287</u> Collection - Meals & Entertainment	1,800.00	1,800.00	0.00	1,118.45	1,118.45	681.5
<u>12-52210-312</u> Collection - Small Items Of Equipmen	33,600.00	33,600.00	450.19	32,175.20	32,175.20	1,424.8
<u>12-52210-320</u> Collection - Operating Supplies	98,500.00	88,500.00	1,781.52	78,142.59	82,751.85	5,748.1
<u>12-52210-326</u> Collection - Clothing And Uniforms	20,900.00	20,900.00	773.03	15,989.58	18,209.47	2,690.5
<u>12-52210-330</u> Collection - Inventory Supplies	145,000.00	145,000.00	987.00	105,719.46	105,719.46	39,280.5
<u>12-52210-331</u> Collection - Oil, Fuel, Etc.	42,000.00	57,000.00	5,862.33	62,150.99	62,150.99	-5,150.9
<u>12-52210-500</u> Collection - Insurance Premiums / Co	130,000.00	197,305.00	0.00	197,304.75	197,304.75	0.2
<u>12-52210-900</u> Collection - Capital Outlay	3,730,000.00	3,756,363.00	198,500.26	2,716,531.33	3,755,832.73	530.2
<u>12-52210-904</u> Collection - Capital Outlay Grinder Pu	550,000.00	649,457.00	45,562.64	629,226.93	641,326.68	8,130.3
Function: 52210 - WW Collection Total:	7,191,366.00	7,270,823.00	440,746.51	5,872,362.76	6,964,025.84	306,797.1
Function: 52213 - WW Treatment						
<u>12-52213-110</u> Sewer Treatment - Salaries	181,293.00	181,293.00	14,650.51	190,971.66	190,971.66	-9,678.6
<u>12-52213-112</u> Sewer Treatment - Overtime	23,000.00	23,000.00	955.13	12,090.11	12,090.11	10,909.8
<u>12-52213-117</u> Sewer Treatment - Annual Longevity	3,900.00	3,900.00	0.00	3,900.00	3,900.00	0.0
<u>12-52213-130</u> Sewer Treatment - Employee Benefits	16,602.00	16,602.00	1,192.93	15,945.94	15,945.94	656.0

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
<u>12-52213-142</u>	Sewer Treatment - Hospital & Health	55,512.00	55,512.00	4,559.00	51,782.20	51,782.20	3,729.8
<u>12-52213-143</u>	Sewer Treatment - Retirement	20,409.00	20,409.00	1,559.01	20,285.87	20,285.87	123.1
<u>12-52213-144</u>	Sewer Treatment - Dental Insurance	1,512.00	1,512.00	138.00	1,656.00	1,656.00	-144.0
<u>12-52213-145</u>	Sewer Treatment - Vision Benefit	600.00	600.00	186.76	186.76	186.76	413.2
<u>12-52213-147</u>	Sewer Treatment - Unemployment In	63.00	63.00	0.00	62.98	62.98	0.0
<u>12-52213-148</u>	Sewer Treatment - Employee Ed. & Tr	6,500.00	6,500.00	0.00	2,033.00	3,033.00	3,467.0
<u>12-52213-200</u>	Sewer Treatment - Contractual Servic	142,000.00	142,000.00	18,740.54	94,318.36	102,523.13	39,476.8
<u>12-52213-241</u>	Sewer Treatment - Electric	200,000.00	200,000.00	11,545.72	171,566.06	171,566.06	28,433.9
<u>12-52213-242</u>	Sewer Treatment - Water	33,000.00	33,000.00	1,645.99	22,341.01	22,341.01	10,658.9
<u>12-52213-244</u>	Sewer Treatment - Gas	8,000.00	8,000.00	186.59	6,536.30	6,536.30	1,463.7
<u>12-52213-245</u>	Sewer Treatment - Phones / Fax / Inte	3,000.00	3,000.00	214.24	2,479.08	2,479.08	520.9
<u>12-52213-260</u>	Sewer Treatment - R & M Facilities	90,000.00	84,125.00	5,509.83	68,486.87	78,100.22	6,024.7
<u>12-52213-261</u>	Sewer Treatment - R & M Vehicles	8,000.00	8,000.00	0.00	195.28	3,000.00	5,000.0
<u>12-52213-262</u>	Sewer Treatment - R & M Equipment	130,000.00	130,000.00	0.00	52,733.99	53,387.47	76,612.5
<u>12-52213-287</u>	Sewer Treatment - Meals & Entertain	300.00	300.00	0.00	300.00	300.00	0.0
<u>12-52213-312</u>	Sewer Treatment - Small Items Of Eq	19,600.00	10,600.00	0.00	7,932.90	7,932.90	2,667.1
<u>12-52213-320</u>	Sewer Treatment - Operating Supplie	91,000.00	100,000.00	172.17	91,792.25	93,627.23	6,372.7
<u>12-52213-326</u>	Sewer Treatment - Clothing And Unif	6,100.00	6,100.00	0.00	691.20	691.20	5,408.8
<u>12-52213-330</u>	Sewer Treatment - Inventory Supplies	120,000.00	120,000.00	3,270.34	62,453.79	62,862.83	57,137.1
<u>12-52213-331</u>	Sewer Treatment - Oil, Fuel, Etc.	10,000.00	5,000.00	188.59	4,320.31	4,320.31	679.6
<u>12-52213-900</u>	Sewer Treatment - Capital Outlay	570,000.00	501,418.00	90,146.36	489,081.75	556,431.87	-55,013.8
Function: 52213 - WW Treatment Total:		1,740,391.00	1,660,934.00	154,861.71	1,374,143.67	1,466,014.13	194,919.8
Function: 52223 - Depreciation / Amortization							
<u>12-52223-540</u>	Wastewater - Depreciation	2,500,000.00	3,400,000.00	190,768.00	2,289,216.00	2,289,216.00	1,110,784.0
Function: 52223 - Depreciation / Amortization Total:		2,500,000.00	3,400,000.00	190,768.00	2,289,216.00	2,289,216.00	1,110,784.0
Function: 52623 - Fund Transfers Out							
<u>12-52623-761</u>	Transfers to Other Funds	290,000.00	290,000.00	21,457.00	257,484.00	257,484.00	32,516.0
Function: 52623 - Fund Transfers Out Total:		290,000.00	290,000.00	21,457.00	257,484.00	257,484.00	32,516.0
Expense Total:		13,273,757.00	14,173,757.00	937,074.62	11,344,103.23	12,527,636.77	1,646,120.2
Fund: 412 - Sewer Fund Surplus (Deficit):		-4,090,757.00	-4,990,757.00	-142,663.47	-1,894,663.23	-3,078,196.77	-1,912,560.2

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 416 - Dental Care Fund							
Revenue							
<u>16-36100</u>	Interest Earnings	7,920.00	7,920.00	670.66	8,125.54	8,125.54	-205.5
<u>16-36960</u>	Operating Transfer In From Other Fun	91,000.00	91,000.00	9,036.00	104,395.00	104,395.00	-13,395.0
	Revenue Total:	98,920.00	98,920.00	9,706.66	112,520.54	112,520.54	-13,600.5
Expense							
Function: 51520 - Dental Care Fund							
<u>16-51520-200</u>	Dental Care Fund - Contractual Servic	11,000.00	11,000.00	1,000.50	10,773.50	10,773.50	226.5
<u>16-51520-826</u>	Dental Care Fund - Medical Claims Pai	85,000.00	85,000.00	4,142.18	75,885.79	75,885.79	9,114.2
	Function: 51520 - Dental Care Fund Total:	96,000.00	96,000.00	5,142.68	86,659.29	86,659.29	9,340.7
	Expense Total:	96,000.00	96,000.00	5,142.68	86,659.29	86,659.29	9,340.7
	Fund: 416 - Dental Care Fund Surplus (Deficit):	2,920.00	2,920.00	4,563.98	25,861.25	25,861.25	-22,941.2

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budge Remainin
und: 417 - Stormwater Utility							
Revenue							
<u>17-32690</u>	Other Permits	24,000.00	24,000.00	0.00	10,700.00	10,700.00	13,300.0
<u>17-33100</u>	Federal Grants	280,000.00	280,000.00	0.00	0.00	0.00	280,000.0
<u>17-34124</u>	Stormwater Utility Fee	1,270,000.00	1,270,000.00	108,145.21	1,274,098.82	1,274,098.82	-4,098.8
<u>17-36000</u>	Other Revenues	7,800.00	7,800.00	700.00	8,330.00	8,330.00	-530.0
<u>17-36100</u>	Interest Earnings	45,600.00	45,600.00	2,625.88	38,101.07	38,101.07	7,498.9
<u>17-38000</u>	Collected Written Off Revenue	0.00	0.00	8.99	123.77	123.77	-123.7
Revenue Total:		1,627,400.00	1,627,400.00	111,480.08	1,331,353.66	1,331,353.66	296,046.3
Expense							
Function: 51530 - Stormwater							
<u>17-51530-110</u>	Stormwater - Salaries	367,887.00	367,887.00	28,588.89	343,773.15	343,773.15	24,113.8
<u>17-51530-112</u>	Stormwater - Overtime	18,000.00	18,000.00	-13,903.90	7,819.73	7,819.73	10,180.2
<u>17-51530-117</u>	Stormwater - Annual Longevity Pay	2,450.00	2,450.00	0.00	2,350.00	2,350.00	100.0
<u>17-51530-130</u>	Stormwater - Employee Benefits	31,077.00	31,077.00	2,189.21	28,277.91	28,277.91	2,799.0
<u>17-51530-142</u>	Stormwater - Hospital & Health Insur	119,592.00	119,592.00	11,573.00	116,092.37	116,092.37	3,499.6
<u>17-51530-143</u>	Stormwater - Retirement	38,551.00	38,551.00	2,906.77	35,942.77	35,942.77	2,608.2
<u>17-51530-144</u>	Stormwater - Dental Insurance	4,158.00	4,158.00	460.00	4,485.00	4,485.00	-327.0
<u>17-51530-145</u>	Stormwater - Vision Benefit	1,450.00	1,450.00	130.00	130.00	130.00	1,320.0
<u>17-51530-147</u>	Stormwater - Unemployment Insuran	152.00	152.00	4.78	198.27	198.27	-46.2
<u>17-51530-148</u>	Stormwater - Employee Ed. & Trainin	0.00	13,000.00	0.00	11,717.94	11,717.94	1,282.0
<u>17-51530-167</u>	Stormwater - OPEB Expense	10,000.00	10,000.00	0.00	0.00	0.00	10,000.0
<u>17-51530-200</u>	Stormwater - Contractual Services	101,950.00	101,950.00	386.37	66,228.44	67,338.44	34,611.5
<u>17-51530-211</u>	Stormwater - Postage, Box Rent, Etc.	12,500.00	12,500.00	62.64	11,137.40	11,137.40	1,362.6
<u>17-51530-235</u>	Stormwater - Memberships/Subscrip	8,200.00	8,200.00	0.00	360.00	360.00	7,840.0
<u>17-51530-237</u>	Stormwater - Advertising & Pub. Rela	8,500.00	10,500.00	0.00	9,724.27	9,724.27	775.7
<u>17-51530-245</u>	Stormwater - Phones / Fax / Internet	3,600.00	3,600.00	313.85	3,722.49	3,722.49	-122.4
<u>17-51530-260</u>	Stormwater - R & M Facilities	6,000.00	6,000.00	175.00	2,074.06	2,074.06	3,925.9
<u>17-51530-261</u>	Stormwater - R & M Vehicles	15,000.00	15,000.00	111.13	10,621.12	11,894.64	3,105.3
<u>17-51530-262</u>	Stormwater - R & M Equipment	12,000.00	12,000.00	0.00	7,359.44	7,359.44	4,640.5
<u>17-51530-287</u>	Stormwater - Meals & Entertainment	1,000.00	1,000.00	0.00	638.17	638.17	361.8
<u>17-51530-312</u>	Stormwater - Small Items Of Equipme	12,000.00	12,000.00	0.00	10,432.12	10,432.12	1,567.8
<u>17-51530-320</u>	Stormwater - Operating Supplies	136,500.00	121,500.00	11,741.46	70,608.19	71,354.80	50,145.2
<u>17-51530-326</u>	Stormwater - Clothing And Uniforms	8,000.00	8,000.00	675.46	5,635.16	5,635.16	2,364.8
<u>17-51530-331</u>	Stormwater - Oil, Fuel, Etc.	15,000.00	15,000.00	1,764.80	12,677.89	13,010.36	1,989.6
<u>17-51530-500</u>	Stormwater - Insurance Premiums / C	18,400.00	18,400.00	0.00	13,814.00	13,814.00	4,586.0
<u>17-51530-540</u>	Stormwater - Depreciation	190,000.00	210,000.00	8,467.00	101,604.00	101,604.00	108,396.0
<u>17-51530-900</u>	Stormwater - Capital Outlay	1,286,500.00	1,286,500.00	1,406.00	791,699.29	1,038,980.16	247,519.8
Function: 51530 - Stormwater Total:		2,428,467.00	2,448,467.00	57,052.46	1,669,123.18	1,919,866.65	528,600.3
Expense Total:		2,428,467.00	2,448,467.00	57,052.46	1,669,123.18	1,919,866.65	528,600.3
Fund: 417 - Stormwater Utility Surplus (Deficit):		-801,067.00	-821,067.00	54,427.62	-337,769.52	-588,512.99	-232,554.0

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remainder
Fund: 433 - Hillcrest City Cemetery							
Revenue							
<u>33-34110</u>	General Cemetery Services	1,200.00	1,200.00	0.00	2,565.00	2,565.00	-1,365.00
<u>33-34321</u>	Cemetery Burial Charges	300.00	300.00	1,200.00	1,800.00	1,800.00	-1,500.00
<u>33-34323</u>	Grave - Opening, Closing, & Engraving	22,800.00	22,800.00	3,000.00	28,000.00	28,000.00	-5,200.00
<u>33-36100</u>	Interest Earnings	12,000.00	12,000.00	894.58	11,606.74	11,606.74	393.26
<u>33-36340</u>	Sale Of Cemetery Lots	16,700.00	16,700.00	6,750.00	38,250.00	38,250.00	-21,550.00
	Revenue Total:	53,000.00	53,000.00	11,844.58	82,221.74	82,221.74	-29,221.74
Expense							
Function: 43400 - Cemetery							
<u>33-43400-200</u>	Cemeteries - Contractual Services	22,500.00	22,500.00	1,675.00	18,271.84	20,796.84	1,703.16
<u>33-43400-241</u>	Cemeteries - Electric	1,200.00	1,200.00	94.98	1,182.39	1,182.39	17.61
<u>33-43400-242</u>	Cemeteries - Water	200.00	200.00	10.34	122.00	122.00	78.00
<u>33-43400-260</u>	Cemeteries - R & M Facilities	13,000.00	17,800.00	860.63	15,193.56	15,584.56	2,215.44
<u>33-43400-262</u>	Cemeteries - R & M Equipment	300.00	300.00	0.00	0.00	0.00	300.00
<u>33-43400-320</u>	Cemeteries - Operating Supplies	3,000.00	3,000.00	0.00	1,189.74	1,189.74	1,810.26
<u>33-43400-900</u>	Cemeteries - Capital Outlay	40,000.00	35,200.00	480.00	26,623.55	26,623.55	8,576.45
	Function: 43400 - Cemetery Total:	80,200.00	80,200.00	3,120.95	62,583.08	65,499.08	14,700.92
	Expense Total:	80,200.00	80,200.00	3,120.95	62,583.08	65,499.08	14,700.92
	Fund: 433 - Hillcrest City Cemetery Surplus (Deficit):	-27,200.00	-27,200.00	8,723.63	19,638.66	16,722.66	-43,922.66
	Report Surplus (Deficit):	-13,400,612.00	-16,061,612.00	48,309.60	-5,423,709.09	-9,985,093.10	-6,076,518.90

Monthly Draft Report

For Fiscal: 2025-2026 Period Ending: 06/30/2026

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
110 - General Fund	-7,321,043.00	-7,961,043.00	-335,315.47	-3,161,732.88	-5,079,638.89	-2,881,404.11
120 - Economic Developmen	-69,800.00	-69,800.00	517.53	-121,759.87	-124,762.43	54,962.43
121 - State Street Aid Fund	-184,840.00	-184,840.00	-56,094.44	-74,575.59	-161,353.44	-23,486.56
122 - Parks Sales Tax Fund	295,750.00	-454,250.00	269,026.46	-102,634.02	-147,150.86	-307,099.14
123 - Solid Waste Fund	-352,943.00	-352,943.00	-6,397.14	124,243.53	-164,953.85	-187,989.15
125 - Parks Impact	198,500.00	-152,500.00	91,961.35	-167,896.47	-174,026.47	21,526.47
126 - Police Impact	-900,000.00	-900,000.00	-66,493.02	47,834.47	-727,909.73	-172,090.27
127 - Fire Impact	-385,200.00	-385,200.00	-45,010.34	-300,691.87	-301,299.01	-83,900.99
128 - Roads Impact	551,600.00	551,600.00	27,163.95	669,378.43	669,378.43	-117,778.43
140 - Police Drug Fund	4,340.00	4,340.00	-568.59	3,687.78	3,378.76	961.24
200 - Debt Service Fund (Ge	-320,872.00	-320,872.00	244,467.55	-152,629.76	-152,629.76	-168,242.24
412 - Sewer Fund	-4,090,757.00	-4,990,757.00	-142,663.47	-1,894,663.23	-3,078,196.77	-1,912,560.23
416 - Dental Care Fund	2,920.00	2,920.00	4,563.98	25,861.25	25,861.25	-22,941.25
417 - Stormwater Utility	-801,067.00	-821,067.00	54,427.62	-337,769.52	-588,512.99	-232,554.01
433 - Hillcrest City Cemetery	-27,200.00	-27,200.00	8,723.63	19,638.66	16,722.66	-43,922.66
Total Surplus (Deficit):	-13,400,612.00	-16,061,612.00	48,309.60	-5,423,709.09	-9,985,093.10	-6,076,518.90

10724-045

Budget Adjustment Form

SCANNED ^{MD.}

Date: 5/28/26 06:02:12			
Dept: Fire			
Explanation: to cover additional helmets (What unexpected expenses caused this?)			
	Budget Code	\$ amount	
Over budget line	110-42200-326	\$3,000	
Over budget line			
Over budget line			
Surplus line	110-42200-148	\$3,000	✓
Surplus line			
Surplus line			
Surplus line			
Surplus line			
Surplus line			
Surplus line			

Dept. Head Signature [Signature]City Administrator Signature [Signature]Finance Director Signature [Signature] 6/2/26

Form Version 4 (Revised 7/22/2025)

040-040

Budget Adjustment Form

SCANNED

MO.

Date: 6/1/26			
Dept: Parks & Recreation			
Explanation: This was something we felt was necessary to keep the building looking presentable. It ended up costing more than expected but we have saved money in the advertising line to (What unexpected expenses make up for it. The budget cut also attributed to this line not having enough to cover the caused this?) cost.			
	Budget Code	\$ amount	
Over budget line	110-44520-260	\$2,894	
Over budget line			
Over budget line			
Surplus line	110-44520-237	\$2,894	✓
Surplus line			
Surplus line			
Surplus line			
Surplus line			
Surplus line			
Surplus line			

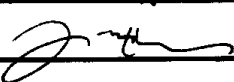
Dept. Head Signature



City Administrator Signature



Finance Director Signature

 6/8/26

Form Version 4 (Revised 7/22/2025)

140-047

SCANNED

MO

Budget Adjustment Form

Date: 6/8/26			
Dept: Wastewater			
Explanation: Some unexpected contractual expenses have hit at the end of the budget year (off-site asphalt repairs, and some electrical work), which have pushed this line-item over its original budget. The proposed (What unexpected expenses transfer amount has a small amount of contingency, should additional unforeseen needs arise. caused this?)			
		Budget Code	\$ amount
	Over budget line	412-52210-200	\$0,500
	Over budget line		\$ 12,500
	Over budget line		
	Surplus line	412-52210-262	\$0,500
	Surplus line		\$ 12,500
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		

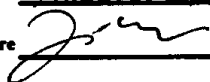
Dept. Head Signature

 06-08-2026

City Administrator Signature



Finance Director Signature

 6/9/26

Form Version 4 (Revised 7/22/2025)

BP210-040

Budget Adjustment Form

SCANNED MO.

Date: 6/16/26			
Dept: Public Works			
Explanation: Moving funds from line 142 into overbudget line 241 (What unexpected expenses caused this?) <i>did not budget enough for electric</i>			
	Over budget line	Budget Code	\$ amount
		110-43000-241	\$8,843
	Over budget line		
	Over budget line		
	Surplus line	110-43000-142	\$8,843
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		

Dept. Head Signature

City Administrator Signature

Finance Director Signature

Form Version 4 (Revised 7/22/2025)

BPA26-049

Budget Adjustment Form**SCANNED** *MO*

Date: 6/16/26			
Dept: Public Works			
Explanation: Moving funds from Public Works line to cover overbudget line 320 (What unexpected expenses caused this?)			
	Budget Code	\$ amount	
Over budget line	110-43000-320	\$6,451	
Over budget line			
Over budget line			
Surplus line	110-43000-148	\$6,451	✓
Surplus line			
Surplus line			
Surplus line			
Surplus line			
Surplus line			
Surplus line			

Dept. Head Signature

City Administrator Signature

Finance Director Signature

Form Version 4 (Revised 7/22/2025)

BPAU-050

Budget Adjustment Form

SCANNED

MO.

Date: 6/16/26		
Dept: Public Services		
Explanation: Moving funds to cover Stormwater and Public works overtime for (What unexpected expenses winter storm Fern brush collection. Jason will do journal entry. caused this?)		
	Budget Code	\$ amount
Over budget line	123-43220-442	\$28,332
Over budget line	123-43200-112	
Over budget line		
Surplus line	123-43200-200	\$28,332
Surplus line		
Surplus line		
Surplus line		
Surplus line		
Surplus line		
Surplus line		

Dept. Head Signature

City Administrator Signature

Finance Director Signature

Form Version 4 (Revised 7/22/2025)

13PAU-052

Budget Adjustment Form

SCANNED

MD.

Date: 6/23/26			
Dept: Wastewater			
Explanation: Additional existing electrical assessments beyond the originally planned scope were required due to limitations discovered in the field during the project. There are adequate savings on other Capital projects from both the Treatment and Collections budgets to cover the cost overages. Board approved original \$349,026 proposal on 07-17-2025. Unexpected overages total \$34,797.88. (What unexpected expenses caused this?)			
		Budget Code	\$ amount
	Over budget line	412-52213-900	\$25,000
	Over budget line		
	Over budget line		
	Surplus line	412-52210-990	\$25,000
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		
	Surplus line		

Dept. Head Signature



06/23/2026

City Administrator Signature



Finance Director Signature



Form Version 4 (Revised 7/22/2025)

BAPCO-051

ORDINANCE 26-06

SCANNED

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,
AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2025 AND ENDING JUNE 30, 2026.**

- Whereas, Tenn. Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

Wastewater Fund	FY 2026 Proposed
Operating Revenues	
Charges for Services	\$ 6,710,000
Licenses and Permits	2,135,000
Other Operating Revenues	20,000
Total Operating Revenues	\$ 8,865,000
Operating Expenses	
Sewer	\$ 4,099,757
Depreciation	2,546,000
Total Operating Expenses	\$ 6,644,757
Operating Income (Loss)	\$ 2,220,243
Nonoperating Revenues (Expenses)	
Revenue: Interest	\$ 318,000
Other Income	-
Expense: Debt Service - Interest Expense	(214,000)
Other Expense	-
Total Nonoperating Revenues (Expenses)	\$ 104,000
Income (Loss) Before Capital Contributions and Transfers	\$ 2,324,243
Capital Contributions and Transfers	
Capital Contributions - Grants	\$ -
Transfers Out - to Other Funds (PILOT)	(290,000)
Total Capital Contributions and Transfers	\$ (290,000)
Change in Net Position	\$ 3,034,243
Beginning Net Position July 1	\$ 44,189,009
Ending Net Position June 30	\$ 46,323,253

Wastewater Fund (proposed change #1)	FY 2026 Proposed	Amendment Change Amt.	G/L
Operating Revenues			
Charges for Services	\$ 6,710,000		
Licenses and Permits	2,135,000		
Other Operating Revenues	20,000		
Total Operating Revenues	\$ 8,865,000		
Operating Expenses			
Sewer	\$ 4,099,757		
Depreciation	3,400,000	855,000	412-52223-540
Total Operating Expenses	\$ 7,499,757		
Operating Income (Loss)	\$ 1,365,243		
Nonoperating Revenues (Expenses)			
Revenue: Interest	\$ 318,000		
Other Income	-		
Expense: Debt Service - Interest Expense	(214,000)		
Other Expense	-		
Total Nonoperating Revenues (Expenses)	\$ 104,000		
Income (Loss) Before Capital Contributions and Transfers	\$ 1,469,243		
Capital Contributions and Transfers			
Capital Contributions - Grants	\$ -		
Transfers Out - to Other Funds (PILOT)	(290,000)		
Total Capital Contributions and Transfers	\$ (290,000)		
Change in Net Position	\$ 1,179,243		
Beginning Net Position July 1	\$ 44,189,009		
Ending Net Position June 30	\$ 45,368,252		

1) To amend (Increase) appropriated depreciation expenditures for the current fiscal year (2026) for the Wastewater Fund and to decrease the proposed ending net position.

Stormwater Fund	FY 2026 Proposed
Operating Revenues	
Charges for Services	\$ 1,270,000
Licenses and Permits	24,000
Other Operating Revenues	7,800
Total Operating Revenues	\$ 1,301,800
Operating Expenses	
Stormwater	\$ 951,967
Depreciation	198,000
Total Operating Expenses	\$ 1,141,967
Operating Income (Loss)	\$ 159,833
Nonoperating Revenues (Expenses)	
Revenue: Interest	\$ 45,600
Other Income	-
Expense: Debt Service - Interest Expense	-
Other Expense	-
Total Nonoperating Revenues (Expenses)	\$ 45,600
Income (Loss) Before Capital Contributions and Transfers	\$ 205,433
Capital Contributions and Transfers	
Capital Contributions - Grants	\$ 280,000
Transfers Out - to Other Funds	-
Total Capital Contributions and Transfers	\$ 280,000
Change in Net Position	\$ 485,433
Beginning Net Position July 1	\$ 3,859,702
Ending Net Position June 30	\$ 4,345,135

Stormwater Fund (proposed change #2)	FY 2026 Proposed	Amendment Change Amt.	G/L
Operating Revenues			
Charges for Services	\$ 1,270,000		
Licenses and Permits	24,000		
Other Operating Revenues	7,800		
Total Operating Revenues	\$ 1,301,800		
Operating Expenses			
Stormwater	\$ 951,967		
Depreciation	210,000	20,000	417-51530-540
Total Operating Expenses	\$ 1,161,967		
Operating Income (Loss)	\$ 139,833		
Nonoperating Revenues (Expenses)			
Revenue: Interest	\$ 45,600		
Other Income	-		
Expense: Debt Service - Interest Expense	-		
Other Expense	-		
Total Nonoperating Revenues (Expenses)	\$ 45,600		
Income (Loss) Before Capital Contributions and Transfers	\$ 185,433		
Capital Contributions and Transfers			
Capital Contributions - Grants	\$ 280,000		
Transfers Out - to Other Funds	-		
Total Capital Contributions and Transfers	\$ 280,000		
Change in Net Position	\$ 465,433		
Beginning Net Position July 1	\$ 3,859,702		
Ending Net Position June 30	\$ 4,325,135		

2) To amend (increase) appropriated depreciation expenditures for the current fiscal year (2026) for the Stormwater Fund and to decrease the proposed ending net position.

Passed First Reading:

May 21, 2026

Passed Second and Final Reading:

June 18, 2026

Mayor

Attest: City Recorder

RESOLUTIONS....

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator
Jason Barnes, Finance Director

From: Derek Watson, Administrative Services Director
Renee Wilson, Purchasing Coordinator

Re: Resolution Approving Updated Purchasing Procedures Manual

The 2026 revision of the Purchasing Manual provides updates to the City's purchasing procedures to clarify approval requirements, strengthen contract administration, align retainage practices with Tennessee law, and improve vendor account controls. The proposed revisions are shown in the manual with strikethrough text for deletions and bold/highlighted text for additions.

The purchase order change process has been updated to remove discretionary language for requests that exceed the \$25,000 threshold. The revised language clearly states that when a purchase order increase reaches the threshold requiring Board approval, governing body approval is required before proceeding with the change. This provides clearer direction to departments and ensures purchase order increases do not bypass the same approval requirements that would apply to a new purchase at that amount.

The contracts section has been updated to better distinguish multi-year contracts, agreements, and subscriptions. The prior language stating that all multi-year agreements required approval regardless of amount has been revised to require Board of Mayor and Aldermen approval for multi-year contracts, agreements, or subscriptions that equal or exceed \$25,000 for the term of the agreement. The City Administrator's authority has also been clarified to include subscriptions and agreements, provided the item is less than \$25,000 or otherwise does not require Board approval.

The automatic renewal language has been expanded into a broader contract changes and auto-renewal provision. Under the revised language, changes to current contracts or contracts with automatic renewal clauses do not require Board approval unless the contract amount increases by more than 10% of the originally approved amount, the requested change causes the total contract amount to equal or exceed \$25,000, or the requested change itself equals or exceeds \$25,000. The update also provides limited authority for the City Administrator to approve certain emergency or time-sensitive contract, agreement, or subscription increases when delay would impact an existing project, with the requirement that the Board be informed of the change at the next Board of Mayor and Aldermen meeting.

A new Retainage section has been added to establish uniform procedures for withholding, managing, and releasing retainage on contracts for the improvement of real property. The new section states that retainage shall be utilized in accordance with Tennessee Code Annotated § 66-34-104 and applicable contract terms. It clarifies when retainage applies, the retainage amount, escrow account requirements, release requirements, and the responsibilities of Purchasing, Finance, and the Project Manager or Department Director. The added language also establishes that retained funds must be placed in a separate interest-bearing escrow account when required by law and that retainage and any accrued interest must be released in accordance with Tennessee law and contract requirements.

The vendor account and credit application section has also been strengthened. Credit applications may only be completed by the Purchasing Agent and must be signed by the City Administrator. New vendor account setup procedures now require vendors to submit information through the City's online form, including W-9 and remit-to

address information, for Purchasing review and setup. Updates to current vendor information, including legal name, tax identification number, and remittance address changes, must be submitted directly to the Purchasing Agent and verified before any changes are made.

These updates are intended to improve consistency, reduce ambiguity, strengthen internal controls, and ensure departments have clear guidance for purchase order increases, contract changes, retainage, and vendor management. Adoption of the revised manual will provide a more accurate and transparent framework for purchasing operations citywide while maintaining compliance with the City's purchasing procedures and applicable Tennessee law.

If you have any questions regarding these updates leading to the meeting, please reach out to myself or Renee.

Thank you,

Derek Watson
Administrative Services Director

RESOLUTION 26-10

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

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

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

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

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

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

This resolution shall be effective upon passage.

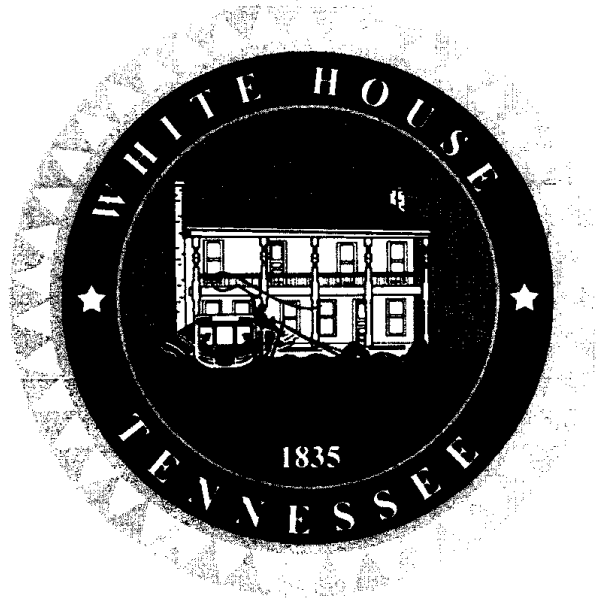
Adopted this 16th day of July 2026.

John Corbitt, Mayor

ATTEST:

Derek Watson, City Recorder

City of White House



Purchasing Manual

Manual Revised July 1, 2026

**CITY OF WHITE HOUSE
MUNICIPAL CODE**

**CHAPTER 5
PURCHASING**

SECTION

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

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

5-503. Purchasing procedures.

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

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

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

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

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

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Foreword

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

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

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

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

CITY OF WHITE HOUSE, TENNESSEE Purchasing Manual

I. Purchasing Agent and Authority

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

II. Purchase Limits

The Purchasing Agent shall have the authority to make purchases, leases, and lease purchases of more than ten-thousand dollars (\$10,000) and less than twenty-five thousand dollars (\$25,000) singly or in the aggregate during any fiscal year and, except as otherwise provided herein, shall require three (3) competitive bids or quotations, either verbal with email confirmation or written, whenever possible prior to each purchase. Quotations for the purchase of items which cost less than ten-thousand dollars (\$10,000) are desirable but not mandatory. All competitive bids or quotations received shall be recorded and maintained in the office of the Purchasing Agent for a minimum of seven (7) years after contract expires. When requisitions are required, the competitive bids or quotations received shall be submitted with the requisitions via the City's Financial Software system. Awards shall be made to the lowest responsible bidder or quotation. The following purchase limits shall be observed:

<u>Dollar Amount of Purchase</u>	<u>Requirement</u>
\$0.00 to \$9,999.99	Quotes/Bids are not required
\$10,000.00 to \$24,999.99	Three quotes
\$25,000.00 or over	Sealed Bid Process

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

III. Exceptions to Purchasing Limits

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

- Sole source of supply or proprietary products as determined after complete search by using department and the Purchasing Agent, with governing body approval
- Emergency expenditures with subsequent approval of the governing body
- Purchases from instrumentalities created by two (2) or more cooperating governments
- Purchases from non-profit corporations whose purpose or one of whose purposes is to provide goods or services specifically to municipalities
- Purchases, leases, or lease-purchases of real property
- Purchases, leases, or lease-purchases, from any federal, state, or local governmental unit or agency, of second-hand articles or equipment or other materials, supplies, commodities, and equipment
- Purchases through other units of governments as authorized by the Municipal Purchasing Law of 1983
- Purchases from pre-vetted vendors listed under the city's participating cooperatives. *See Section VIII:*

*Statewide/Federal Contracts and Cooperative Purchasing.**"continued on next page"*

- Purchases directed through or in conjunction with the state Department of General Services
- Purchases from Tennessee state industries
- Professional service contracts as provided in *Tennessee Code Annotated* 12-4-106
- Tort Liability Insurance as provided in *T.C.A.* 29-20-407
- Purchases of fuels, fuel products, or perishable commodities
- Purchases for resale of natural gas and propane gas

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

IV. Relations of Other Departments with the Purchasing Agent

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

V. Purchasing Agent's Responsibility

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

VI. Using Department's Responsibility

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

VII. Requisition and Purchase Order Process

A Requisition is used to initiate the request for goods and services from vendors. The requisition should contain all the necessary information about the products or services being requested, such as vendor name, quantity, price, account coding and more

A Purchase Order authorizes the seller to ship and invoice materials and services as specified. Purchase orders shall be written in a clear, concise, and complete manner. This will prevent confusion and unnecessary correspondence with suppliers. *See Appendix A for sample of Purchase Order.*

A. Purchases Under \$10,000

1. Who Prepares Requisition?
Using Department creates requisition via City's Financial Software system prior to executing the purchase. The using departments will not enter into negotiations with suppliers for the purchase of equipment, supplies, materials, services, or other items except when operating under emergency purchase procedures and as otherwise provided herein.
2. Supporting Documents:
Vendor quotes are not required; however, obtaining competitive quotes is highly encouraged to ensure the City is receiving the best possible value. All supporting documents will need scanned or attached to the requisition.
3. Who Approves?
Using Department Head and the Purchasing Agent approves requisition after verification of account coding; any other required information and available funding.
4. Final Steps
Using Department will be notified via email of the Purchase Order approval and will be responsible for initiating the purchase of equipment, supplies, materials, services, etc.

B. Purchases between \$10,000 up to \$24,999

1. Who Prepares Requisition?
Using Department creates requisition via City's Financial Software system prior to executing the purchase. The using departments will not enter into negotiations with suppliers for the purchase of equipment, supplies, materials, services, or other items prior to receiving approvals except when operating under emergency purchase procedures and as otherwise provided herein. *See Section VII, Part D: Requisition Preparation instructions.* Preparation for this request should be 30 days in advance of desired delivery or project start date.
2. Supporting Documents:
Three or more vendor quotes are required unless otherwise outlined in *Section III: Exceptions to Purchasing Limits*. All supporting documents will need scanned or attached to the requisition.
3. Who Approves?
Using Department Head, Purchasing Agent and Finance Director approves requisition after verification of account coding; any other required information and available funding. The approved purchase order will be given to the lowest responsible vendor.
4. Final Steps
Using Department will be notified via email of the Purchase Order approval and will be responsible for initiating the purchase of equipment, supplies, materials, services, etc.

C. Purchases for \$25,000 or more

1. Who Prepares Requisition?
Using Department creates a bid in-take request via the City's Procurement Software system unless otherwise stated in *Section III, Exceptions to Purchasing Limits*. *See Section X: Sealed Bids or Proposals* for more information on the bid in-take. After Bid process has completed and such purchases are approved by the governing body: the Using Department completes requisition via City's Financial Software system prior to executing the purchase. The using departments will not enter into negotiations with suppliers for the purchase of equipment, supplies, materials, services, or other items prior to receiving approval except when operating under emergency purchase procedures and as otherwise provided herein. *See Section VII part D below for Requisition Preparation instructions.* Preparation for this request should be 90 days in advance of desired delivery or project start date.
2. Supporting Documents:
The Awarded Bidder's Bid Form, Proposal or Quote is required. All supporting documents will need scanned or attached to the requisition. *See Appendix C for sample of Bid Form.*

3. Who Approves?

Following the initial approval by the governing body, the Using Department Head, Purchasing Agent and Finance Director approves requisition after verification of account coding; any other required information and available funding. The approved purchase order will be given to the lowest responsible vendor.

4. Final Steps

Using Department will be notified via email of the Purchase Order approval and is responsible for initiating the purchase of equipment, supplies, materials, services, etc.

D. Requisition Preparation

1. Submit required information through the City's Financial Software system. All submissions are done electronically.

a) If request is **between \$10,000 and \$24,999** add the following additional information to the requisition:

- Select Next Number to generate a Purchase Order #.
- Insert lowest responsible quoter in the Vendor field.
- Under Detailed Description, list all the vendors and their quoted price. Provide a clear description of the items and list each item separately on the Items Entry section.
- If request qualifies under *Section III: Exceptions to Purchasing Limits* then add the exception information to the Special Instructions located under Item Entry.
Example: Sourcewell Contract #123-456
- Scan all supporting documents for review by approving bodies.

b) If request is **over \$25,000** add the following additional information to the requisition:

- *These requests will require the bid process unless otherwise stated in *Section III, Exceptions to Purchasing Limits*.
- Select Next Number to generate a Purchase Order #.
- Add **BMA Approval Date** and (if applicable) any exceptions that may qualify under *Section III: Exceptions to Purchasing Limits* to the Special Instructions section located under Item Entry. Example: BMA approval date 04/17/2025 Sole Source or Sourcewell Contract #123-456
- Scan all supporting documents for review by approving bodies.

2. Verify that the account code and the project account name (if applicable) are correct. If account code is prompting an over budget warning please refer to the Financial Control Manual for Budget Adjustment information.

3. Submit the Requisitions to initiate the approval process for a Purchase Order.

E. Using Department Notice

1. Incomplete information will result in the requisitions being returned for clarification
2. Under no circumstances should multiple purchase requisitions be submitted to avoid procedures required for requests over \$10,000
3. The Department Head is responsible for keeping expenses within budgetary appropriations as well as determining the best source of supply by considering price and quality.

F. Who Issues the Purchase Order

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

G. How Purchase Orders are Handled

The purchase order is made from the approved requisition and will be made available electronically within the City's Financial Software system.

H. Cancellations, Liquidation, Voids and Changes Requests

The Purchasing Agent must initiate all cancellations, liquidations, voids and change requests upon requests by the Using Department.

1. Cancellations, Liquidated and Voids

- a) The Purchasing Agent has the ability to cancel or modify a purchase order after it has been issued based on the following conditions.
 - Non-performance: The vendor fails to meet agreed-upon terms (e.g., quality standards, delivery times)
 - Budgetary Constraints: If funding for the project or purchase is no longer available.
 - Change in Requirements: The using department's needs or priorities change, making the purchase unnecessary or irrelevant.
 - Supplier Insolvency or Business Disruption: If the vendor goes out of business or experiences significant disruptions that affect their ability to fulfill the contract.
 - Force Majeure: Unexpected circumstances, like natural disasters, pandemics, or geopolitical crises, could lead to cancellation.
 - Errors: This process will be necessary based on correcting purchase order error.
- b) Notification Process
 - If a vendor has been provided a purchase order but a cancellation is necessary the vendor should be notified in writing (either by email or formal letter) of the cancellation, clearly stating the reasons for cancellation.
 - A standard notice period is usually defined in the contract or purchase order. If no period is specified, a reasonable time frame (e.g., 30 days) may apply.

2. Change Purchase Order

- a) Purchase Order changes may be necessary due to unforeseen circumstances or changes in requirements or needs. This policy helps ensure transparency, accountability, and fairness in how changes to purchase orders are handled. Purchasing Agent has the ability to modify the purchase order after it has been issued based on the following conditions.
 - Pricing Changes: Adjustments in cost due to price fluctuations, discounts, shipping or agreed-upon revisions in terms.
 - Errors and Corrections: Changes to the vendor information, account code, or additional notes added to purchase order required by vendor.
- b) Procedures for Requesting Changes.
 - Purchasing Agent will be notified by the Using Department of a request to change the amount. Exceeding the \$10,000 threshold will follow the same approval requirements as a normal Requisition & Purchase Order over \$10,000. A Purchase Order Increase Request Form (*see Appendix I*) will be required under the following conditions:
 - Request surpasses the \$10,000 threshold, as stated in *Section VII, Part B: Purchases between \$10,000 up to \$24,999*.
 - Request exceeds the \$25,000 threshold, as outlined in *Section VII, Part C: Purchases of \$25,000 or More*. ~~It may be deemed necessary to require a governing body approval prior to proceeding with the change.~~ *add: This will require governing body approval prior to proceeding with the change.*

I. Standing Purchase Orders

A purchase order that allows multiple purchases over a set period without requiring individual purchase approvals for each transaction.

1. The following conditions are set for the use of a Standing Purchase Order;
 - a) May be used for recurring purchases where the quantity and frequency are predictable.
 - b) Must be used for planned items specified on the purchase order.
 - c) If an item is not planned a separate purchase order must be created.
 - d) Cannot be used for capital equipment purchases, high dollar items or maintenance repairs.

VIII. Statewide/Federal Contracts and Cooperative Purchasing

Cooperative purchasing policies allow government entities to leverage collective buying power for cost savings and efficiency. Cooperative purchasing helps governments access pre-vetted vendors, reduce administrative costs, and improve procurement efficiency. The following provides information on the City of White House's approved cooperative entities.

A. The General Services Administration (GSA)

Offers cooperative purchasing programs that allow state and local governments to buy IT, law enforcement, and security-related products and services at federal contract prices. Local governments – including the City of White House – are authorized by 40 United States Code § 502(c)(1)(B) to make purchases through federal GSA contracts for certain categories of goods and/or services. Pursuant to TCA §12-3-1201(c), the City of White House is granted the necessary authority to make purchases through federal general services administration contracts as long as the purchase is permitted by federal law or regulation. Cooperative contract number must be referenced on the requisition/purchase order

B. Central Procurement Office (CPO)

The State of Tennessee CPO has centralized procurement offices that manage statewide contracts for commonly used goods and services, ensuring competitive pricing and streamlined purchasing. Cooperative contract number must be referenced on the requisition/purchase order

C. Cooperative Contracts

The City of White House passed resolutions to allow buying from the following cooperative entities. Cooperative contract number must be referenced on the requisition/purchase order.

1. Sourcewell
2. HGAC
3. Omnia Partner

IX. Material Receiving Report

A. Purpose

The material receiving report form, or an original packing slip, is designed to let the Accounts Payable know an item(s) of a particular order has been received. *See Appendix B* to view a sample.

B. When Prepared

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

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

C. Who Prepares

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

D. How to Prepare

A proper material receiving report must contain the following information:

1. **Purchase Order Number:** The number from the purchase order on which the items were ordered.
2. **From:** Name of vendor
3. **Material received by:** Person receiving the item

4. **Date received:** Date the goods are received
5. **Quantity:** Number of items received
6. **Description:** Brief statement describing item(s)
7. **Price:** Unit price from the purchase order
8. **Per:** Unit measure (foot, lb., etc.)
9. **Amount:** Amount equal to quantity times unit cost
10. **Freight Charge:** Amount (if any) charged for delivery

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

X. Sealed Bids or Proposals

Sealed bids are required on purchases of twenty-five thousand dollars (\$25,000) or more unless otherwise outlined in *Section III: Exceptions to Purchasing Limits*. Bids must be advertised on the City's Procurement Software system, City's website and in a local newspaper of general circulation no less than ten (10).

A. Using Departments Responsibility

1. Initiate bid requests utilizing the City's Procurement Software system at least 90 days prior to the anticipated delivery or project start date.
2. Review and approve final bid documents via City's Procurement Software system.
3. Assist in evaluation of bid results and if applicable, attend Bid Opening.
4. Make recommendations to award to governing body for approval
5. Prepare requisition. See *Section VII: Requisition Preparations*.

B. Purchasing Agents Responsibility

1. Prepare and finalize bid submissions for advertisement.
2. Coordinate bid opening process
3. Coordinate evaluation process, bid tabulation and review
4. Assist in contract preparation, if necessary
5. Notification of bid results to all bidders and requested entities.
6. Maintain all specification and bid data files.

C. General Information about Sealed Bids or Proposals

The following policies shall apply to sealed bids:

1. **Bid or Proposal Opening:** Bids will be opened at the time and date specified on the bid request. All bids are opened publicly and read aloud, with a tabulation provided to all vendors participating. See *Appendix D for sample of Bid Tabulation*. Proposals for extensive systems, complicated equipment, or construction projects, with prior approval of the governing body, may be opened privately in cases where the disclosure of the contents of the proposal could not be readily evaluated and would have a negative impact on both the vendor and the City.
2. **Bid Invitation:** The Invitation for Bids shall be electronically distributed via the City's Procurement Software system, City's website and in a local newspaper of general circulation. Such bids or proposals shall contain specific reference to the Invitation for Bids; the items, quantities, and prices for which the bid is submitted; the time and place of delivery; and a statement that the bidder agrees to all the terms, conditions, and provisions of the Invitation for Bids.
3. **Late Bids:** No bids received after closing time will be accepted. All late bids will be returned unopened to the vendor. Bids postmarked on the bid opening date but received after the specified time will be considered late and will be returned unopened.
4. **Bid Opening Schedule:** The Purchasing Agent is responsible for setting bid opening dates and times.
5. **Telephone Bids:** The Purchasing Agent won't accept any bid by telephone.
6. **Bid Form:** The Purchasing Agent provides a bid request form to each bidder via the City's Procurement Software system. Bids won't be accepted on any vendor letterhead, vendor's bid form, or other substitutions unless special permission is given by the Purchasing Agent.

7. **Unsigned Bids:** Failure of a vendor representative to sign a bid proposal removes that bid from consideration. A typed official's name won't be acceptable without that person's written signature.
8. **Acceptance of Bids:** The City reserves the right to reject any or all bids, to waive any irregularities in a bid, to make awards to more than one bidder, to accept any part or all of a bid, or to accept that bid (or bids) which in the judgment of the governing body is in the best interest of the City.
9. **Shipping Charges:** Bids are to include all shipping charges to the point of delivery. Bids will only be considered on the basis of delivered price, except as otherwise authorized by the governing body.
10. **Sample Product Policy:** The Purchasing Agent may request a sample product as part of a bid. If this is stated on the bid proposal form, the vendor is required to comply with this request or have the bid removed from consideration.
11. **Approved Equal Policy:** Specifications in the request for bid are intended to establish a desired quality or performance level or other minimum requirements which will provide the City with the best product available at the lowest possible price. Brands and/or models other than those designated as "equal to" products shall receive equal consideration.
When a brand name and/or model is designated, it signifies the minimum quality acceptable. If an alternate is offered, the bidder must include the brand name or model to be furnished, along with complete specifications and descriptive literature and, if requested, a sample for testing.
12. **Alternate Bids:** Should it be found, after bids have been opened, that a product has been offered with an alternative specification and that this product would be better for the City to use, all bids for that item may be rejected and specifications re-drawn to allow all bidders an equal opportunity to submit bids on the alternate item.
13. **Vendor Identification:** Potential suppliers are selected from existing vendor files, using department's suggestions, and any and all sources available to locate vendors related to a specific product or service. New suppliers are added to the bid list as they are found.
14. **Debarment List:** Federal and State agencies keep lists of debarred vendors/contractors that are not allowed to bid/quote on any government project. The City should also keep an updated list of vendors/contractors that have done poor work with the City. This list should contain the name of the company, owner's name, address, and reason why the company is on the debarred list. Any bids from these vendors/contractors should not be accepted on any circumstance.
15. **Cancellation of Invitation for Bid or Request for Proposal:** An invitation to bid, a request for proposal, or other solicitations may be canceled, or any or all bids or proposals may be rejected in part as may be specified in the solicitation when it is in the best interest of the City. The reasons shall be made a part of the bid or proposal file.
16. **Tie Bids:** A tie bid is one in which two or more vendors bid identical items at the same unit cost. Tie bids may be determined by one of the following factors:

(a) Discount allowed	(d) Vendor location
(b) Delivery schedule	(e) Trade-in value offered
(c) Previous performance	
17. **Public Advertisement:** In addition to publication in a newspaper of general circulation as required by law, the Purchasing Agent may make any other efforts to let all prospective bidders know about the invitation to bid. This may be accomplished by delivery, verbally, mail, or by posting the invitation to bid in a public place. It is not required that specifications be included in the invitation to bid. However, this notice should state clearly the purchase to be made.
18. **Mistakes in Bids:** Mistakes in bids detected prior to bid opening may be corrected by the bidder withdrawing the original bid and submitting a revised bid prior to the bid opening date and time. Bidder mistakes detected by the bidder after the bids have been opened based on miscalculation may be withdrawn only with the approval of the Purchasing Agent. The Purchasing Agent shall determine if all or a portion of any bid bond shall be surrendered to the City as liquidated damages for any costs associated with the bid withdrawal.
19. **Bid Bond:** The Purchasing Agent may require that bidders submit a bid bond or other acceptable guarantee equal to 5% of the bid to ensure that the lowest responsible bidder selected by the Board enters into a contract with the City. All or a portion of the bid bond shall be surrendered to the City as liquidated damages should the successful bidder fail to enter into a contract awarded by the Board. If a bidder does not comply with the bid specifications, the bid bond could be pulled by contacting the bid bond surety.

20. **Performance Bond:** The Purchasing Agent may require and then include in the bid documents a requirement for the successful bidder to post a performance bond or other guarantee satisfactory to the City Attorney which shall ensure the faithful performance of all of the terms and conditions of the purchase contract.
21. **Approval of the Bid:** The Board of Mayor and Aldermen must approve the Competitive Sealed Proposals method of purchasing before each proposal request is sent out. The following is taken from *The Model Procurement Code for State and Local Governments*. American Bar Association, February, 1979. Pages 21-22.
 - (a) "Competitive sealed bidding as defined in this Code, is the preferred method of procurement. Although the formal sealed bid process should remain a standard in public purchasing, there is a place for competitive negotiation' (State and Local Government Purchasing. The Council of State Governments (1975) at 2.2). The competitive sealed proposal method (similar to competitive negotiation) is available for use when competitive sealed bidding is either not practicable or not advantageous.
 - (b) Both methods assure price and product competition. The use of functional or performance specifications is allowed under both methods to facilitate consideration of alternative means of meeting [state] needs (with evaluation and where appropriate) on the basis of total or life cycle costs. The criteria to be used in the evaluation process under either method must be fully disclosed in the solicitation. Only criteria disclosed in the solicitation may be used to evaluate the items bid or proposed.
 - (c) These two methods of source selection differ in the following ways:
 - Under competitive sealed bidding, judgmental factors may be used only to determine if the supply, service, or construction item bid meets the purchase description. Under competitive sealed proposals, judgmental factors may be used to determine not only if the items being offered meet the purchase description but may also be used to evaluate competing proposals. The effect of this different use of judgmental evaluation is that under competitive sealed bidding, once the judgmental evaluation is completed, award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, the quality of competing products or services may be compared, and trade-offs made between price and quality of the products or services offered (all as set forth in the solicitation). Award under competitive sealed proposals is then made to the responsible offer or whose proposal is most advantageous to the City.
 - Competitive sealed bidding and competitive sealed proposals also differ in that, under competitive sealed bidding, no change in bids is allowed once they have been opened, except for correction of errors in limited circumstances. The competitive sealed proposal method on the other hand, permits discussions after proposals have been opened to allow clarification and changes in proposals provided that adequate precautions are taken to treat each bidder fairly and to ensure that information gleaned from competing proposals is not disclosed to other bidders.

D. Other Aspects to Consider in Bid Awards

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

1. The ability of the bidder to perform the contract or provide the material or service required.
2. Whether the bidder can perform the contract or provide the material or service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, experience, and efficiency of the bidder
4. The previous and existing compliance, by the bidder, with laws and ordinance relating to the contract or service
5. The ability of the bidder to provide future maintenance and service for the use of the subject contract
6. Terms and conditions stated in bid
7. Compliance with specifications or request for proposals

E. Non-Performance Policy

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

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

F. Delinquent Delivery

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

XI. Sole Source Purchases**A. Purpose**

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

B. Who Makes Them

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

C. Who Authorizes

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

D. How to Prepare

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

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

XII. Capital Asset Purchases

The accounting treatment for property, plant and equipment and infrastructure assets (e.g. roads, bridges, sidewalks and similar items) (capital assets) depends on whether the assets are used in government fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements. In government-wide

financial statement, capital assets used in governmental activities with a total cost greater than \$5,000 and has a useful life of three (3) years or more are capitalized at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair value at the date of donation.

Capital assets in the proprietary funds with a cost of \$5,000 and has a useful life three (3) years or more are capitalized at the original cost of construction or acquisition, which includes the cost of contracted services, direct labor, materials and overhead items. Maintenance and repairs, including the renewal of minor items of plant, are charged to the appropriate maintenance or other expense accounts. Depreciation of capital assets is computed and recorded in the statement of activities with accumulated depreciation reflected in the statement of net position.

A. Useful Life Examples

Governmental activities:

Buildings and improvements	5 - 40 years
Infrastructure assets	15 - 50 years
Machinery and equipment	3 - 20 years

Business-type activities:

Machinery and equipment	3 - 15 years
Wastewater plant	5 - 50 years

XIII. Emergency Purchases

A. Purpose

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

B. Who Makes Them

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

C. Who Authorizes

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

D. How to Prepare

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

1. Notify the Purchasing Agent of the need and nature of the emergency. The department will be given a verbal approval and will follow steps listed in *section 4* below.
2. Using department must use sound judgment about prices when making emergency purchases of materials and supplies and for labor on equipment. Orders should be placed with vendors who have a good track record with the department.
3. Suppliers shall furnish sales tickets, delivery slips, invoices, etc., for the supplies or services rendered. Terms of the transactions, indicating price and other data, shall be shown.
4. As soon as the buy is complete, on the same business day, the using department must:
 - Complete a requisition through the City's Financial Software system and approved by the department head.
 - "Emergency Purchase" must be notated on the requisition.
 - The sales ticket, delivery slips, invoices, and material receiving report confirming the purchase must be attached to the emergency requisition.
 - The Purchasing Agent will issue a purchase.
5. If an emergency should occur outside normal City hall business hours, or was not reported on the same business day of purchase then the using department will need to initiate the check request process with Accounts Payable.

6. On purchases more than \$25,000, the Finance Director will include a report in the next agenda packet to the Board of Mayor and Aldermen specifying the amount paid, from whom purchase was made, and nature of emergency for all emergency purchases occurring during the month.
7. The Purchasing Agent should keep a file for all emergency expenditures. A sample of the Emergency Expenditure Listing form can be found in *Appendix E*.

XIV. Contracts

A. Purpose

This policy establishes procedures for the approval and execution of contracts entered into by the City of White House, to ensure compliance with applicable procurement laws and internal controls regarding fiscal responsibility.

B. Policy

1. Contracts Requiring Board Approval

- a) Any contract, agreement, or procurement valued at **\$25,000 or more** shall be presented to and approved by the **Board of Mayor and Aldermen** prior to execution.
- b) ~~Multi-year agreements, regardless of amount,~~ *add: Multi-year contracts, agreements, or subscriptions that equal or exceed twenty-five thousand dollars (\$25,000) for the term of the agreement* shall require Board of Mayor and Aldermen approval.

2. Authority of the City Administrator

- a) The **City Administrator** is authorized to execute contracts, *add: subscriptions* and agreements on behalf of the City that:
 1. Are for less than \$25,000, *and add: or*
 2. ~~Have a term of one year or less, or~~ *remove #2 completely*
 3. Essential utility services, including but not limited to: water, sewer, gas, telephone, fire alarm services, and monitoring.

3. ~~Auto-Renewal Provisions~~ *add: Contract Changes/Auto-Renewal Provisions*

- a) ~~Contracts with automatic renewal clauses do not require Board re-approval unless;~~ *add: Changes to current contracts or contracts* with automatic renewal clauses do not require Board of Mayor and Aldermen approval unless:
 1. The scope of services is changed, or
 2. The contract amount increases by **more than 10%** of the originally approved amount, *add: or*
 3. *add: The change requested causes the total contract amount to equal or exceed twenty-five thousand dollars (\$25,000), or*
 4. *add: The change requested is equal or exceed twenty-five thousand dollars (\$25,000).*
 - a. *add: If a contract, agreement or subscription increase is requested due to an emergency as outlined in Section XIII: Emergency Purchases or the request would delay progress of current existing project, the City Administrator is authorized to approve the request but must inform the board of this change during the next Boards of Mayor and Alderman meeting.*

4. Expired Contracts

- a) Contracts valued at **\$25,000 or more** that have expired must be **re-bid** in accordance with applicable procurement procedures.
- b) Contracts valued at **under \$25,000** must be re-evaluated by the using department, and new quotes must be obtained prior to entering into a new agreement.

XV. *add: Retainage*

A. Purpose

The purpose of this policy is to establish uniform procedures for the withholding, management, and release of retainage on contracts for the improvement of real property in compliance with Tennessee law.

B. Policy Statement

The City of White House shall utilize retainage on contracts for the improvement of real property in accordance with Tennessee Code Annotated § 66-34-104 and the terms of the applicable contract.

C. Applicability

1. Retainage shall be withheld on all contracts for the improvement of real property with a total contract value of \$500,000 or greater.
2. The retainage amount shall be specified in the solicitation documents and contract.
3. All retained funds shall be deposited into a separate interest-bearing escrow account with a third-party financial institution as required by Tennessee law.
4. The Finance Department shall maintain records of all escrow accounts and retained funds.

D. Retainage Amount

The City of White House shall withhold retainage in the amount of five percent (5%) of each progress payment on contracts for the improvement of real property where retainage is required or utilized. Under no circumstances shall retainage exceed the maximum amount permitted by Tennessee law.

E. Escrow Account Requirements

When retainage is withheld:

1. Funds shall be deposited into a separate interest-bearing escrow account within the timeframe required by law.
2. The contractor shall provide written notice identifying:
 - a) The financial institution holding the escrow account;
 - b) The account number or other identifying information as permitted by law; and
 - c) The amount of retainage deposited.

F. Release of Retainage

1. Upon satisfactory completion of the project and acceptance by the City, retainage and any accrued interest shall be released in accordance with Tennessee law and the contract requirements.
2. Prior to release, the City may require:
 - a) Final inspection and acceptance;
 - b) Submission of all closeout documents;
 - c) Receipt of final lien waivers; and
 - d) Resolution of any outstanding claims or deficiencies.

G. Responsibilities**1. Purchasing Department**

- a) Ensure bid documents and contracts clearly state retainage requirements.
- b) Notify using department and Finance Department to coordinate with contractor regarding escrow account set-up.

2. Finance Department

- a) Work with contractor and using department to establish and maintain escrow accounts.
- b) Track retainage balances and interest earnings.
- c) Process release of retainage upon authorization.

3. Project Manager/Department Director

- a) Work with contractor and Finance Department to establish and maintain escrow accounts.
- b) Verify project completion.
- c) Recommend release of retainage when contractual obligations have been satisfied.

H. Compliance

Compliance with this policy is mandatory. Any retainage withheld shall be managed in accordance with Tennessee Code Annotated § 66-34-104 and any subsequent amendments thereto.

XVI. Disposal of Surplus Property**A. Purpose**

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

1. General Rules

- a) Surplus property is either usable property, which shall be transferred or sold, or unusable property, which may be destroyed, as hereinafter provided:
 1. Surplus property which is perishable food may be destroyed without delay or notification.

2. Surplus property which is determined to not be usable by the City, has little or no salvage or other economic value, and is not on the City asset list, as recorded in the Finance Department, may be destroyed or disposed of by the department head by an appropriate method.
3. Surplus property which is determined to not be usable by the City, has little or no salvage or other economic value, and is on the City asset list may only be disposed by the department upon approval of the Purchasing Agent in writing. The Purchasing Agent will notify the Finance Department to remove such property from the asset list and notify the department head to destroy or dispose of such unusable surplus property.
- b) Usable surplus property may only be disposed of as described in this section of the policy.
- c) Surplus property in which the Federal or State Government or other entity has a legal interest should be transferred to such entity when no longer needed.
- d) Possession of surplus property sold to the general public under any method prescribed under this section shall not pass until payment is made by cash, personal check, cashier's check or certified check, or money order.
- e) Possession shall pass to other governmental agencies or non-profit organizations upon receipt of responsibility from that governmental agency or non-profit organization.
2. **General Disposal Procedures**
 - a) When a department has usable property that is deemed surplus the department head shall notify the Purchasing Agent in writing by using one of the forms found in Appendix F with the following minimum information:
 1. A brief description of the item proposed for sale, including manufacturer, model number, serial number, age, legal description, and condition.
 2. The department to which the property is assigned
 3. An explanation of why the property is no longer needed by the department
 4. An approximate value for each item listed
 - b) The Purchasing Agent will be the responsible authority for the disposal of surplus property and the communications and procedures concerning the disposal of surplus property.
 - c) The Purchasing Agent shall request approval by the governing body on any surplus property with a value of more than \$25,000.
 - d) No article of usable property may be disposed of as surplus except by one of the following methods:
 1. Trade-in, when due to the nature of the property or equipment;
 2. Transfer to other department within the City
 3. Transfer to other governmental agency or non-profit
 4. Public auction, publicly advertised and held
 5. Sale under sealed bids, publicly advertised, opened and recorded
 6. Sale by Internet Auction such as GovDeals
 - e) The Purchasing Agent shall maintain written documentation for the selection of method of disposal.
 - f) The Purchasing Agent, upon disposal of surplus property or transfer of surplus property to another department, shall notify the Finance Department, in writing, to remove the surplus property from the City's asset list or to transfer it to another department.
3. **Trade-In on Replacement**
 - a) Items that must be replaced such as weapons, equipment, vehicles, etc. may, subject to the requirements of this section, be traded in on replacement property.
 - b) Weapons may only be traded-in to licensed firearms dealers for additional weapons or ammunition.
 - c) The Purchasing Agent shall perform the following functions in connection with the trade-in method of disposal:
 1. Issue invitations to bid asking for bids with trade-in and without trade-in and receive and review bids
 2. Make an evaluation of the condition and fair market value of the property to be disposed of; through comparisons of bids and the evaluation prepared, make a determination whether it is in the best interests of the City to dispose

- of the property by trade-in or by one of the other methods of disposal
4. **Transfer to other Department within the City**
 - a) The Purchasing Agent shall notify department heads by email the availability of usable surplus property with the following information:
 1. The name of the individual in the department to contact for additional information.
 2. The location of the property for inspection
 3. The condition and a photograph of the property
 4. The original cost and fair market value of the property
 - b) The first department which makes a written request to the Purchasing Agent for the surplus property shall be entitled to receive such property
 - c) In the event that no department requests transfer of available surplus property within ten (10) business days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.
 - d) If a transfer takes place, the Purchasing Agent must notify the Finance Department with details of the transfer.
 5. **Transfer to another Governmental Agency or Non-Profit Organizations**
 - a) The department head shall notify the Purchasing Agent by email the availability of usable surplus property with the following information;
 1. The name of the individual in the department to contact for additional information
 2. The location of the property for inspection
 3. The condition of the property
 4. A photograph of the property
 5. The original cost and fair market value of the property
 - b) The department may suggest a governmental agency, or non-profit, to donate the surplus asset to.
 - c) The property may be donated and transferred once receipt of responsibility from the governmental agency, or non-profit organization, is received.
 6. **Public Auctions and Sales Under Sealed Bids**
 - a) Public auctions and sales under sealed bids, as provided in this policy, shall be publicly advertised and publicly held.
 1. Notice of intended disposal by auction or sale under sealed bid shall be entered by the Purchasing Agent in at least one (1) newspaper of general circulation in the City describing the property and specifying the date, time, place, manner, and conditions of the disposal.
 2. The advertisement shall be entered in the public notice or equivalent section of the newspaper and shall run not less than three (3) days in the case of a daily paper and not less than twice in the case of a weekly.
 3. The disposal shall not be held sooner than ten (10) business days after the last publication nor later than fifteen (15) business days after the last day of publication of the required notice.
 4. Prominent notice shall also be conspicuously posted for ten (10) business days prior to the date of disposal.
 - b) The Purchasing Agent should attempt to include as many items in each sale as is practical and feasible.
 - c) All notices of sales of such property shall provide that the property is to be sold "as is" with transportation costs assumed by the purchaser
 - d) All sales by bid or auction shall be with reserve, and when bids received are unreasonably below the fair market value as determined by the Purchasing Agent, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.
 7. **Disposal of Waste Products**
 - a) Marketable waste products such as paper and paper products, used lumber, bottles and glass, rags, and similar materials of nominal value classified as scrap may be sold directly to dealers at the going market rate without soliciting bids. Each department shall keep a record of the volume and unit price of such materials sold on the scrap market.

- b) Waste products which are subject to storage and are normally accumulated until such quantities are available to make a sale economically feasible shall be sold under sealed bids as follows:
 - 1. Invitations to bid shall be mailed to known buyers of the particular item
 - 2. Three firm bids shall be secured when possible
 - 3. Sealed bids shall be publicly opened and recorded ten (10) business days, after the invitations to bid are mailed
 - 4. The highest bidder shall be awarded the contract and shall be notified of the date for removal of the property and the method of payment which will be acceptable
 - 5. A file shall be maintained for each disposal for the purpose documenting the sale and should include all documents and information pertinent to the disposal

8. Sale by Internet

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

9. Sale of Dangerous Property

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

10. Unauthorized Sales

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

11. Unauthorized Purchases or Bidding

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

XVII. Other Purchasing Agent Related Responsibilities

A. Cardholder Responsibility and Purchasing Guideline

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

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

Cardholder privileges and procedures are contingent upon the following:

If a credit card charge is justified, all receipts must be obtained and preserved. Turn in all receipts to Accounts Payable, so that it may be compared with the credit card statement. Failure to produce legible receipts will be subject to strict scrutiny by the finance department and auditors. ***In***

the event a receipt is lost, you must submit a "Missing Receipt Affidavit" (Appendix H) in lieu of the receipt. Failure to provide receipts may result in disciplinary action.

B. Purchasing Card (P-Card) Policy and Procedure

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

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

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

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

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

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

C. Credit Application/Account Set-ups

1. Credit Applications: For most vendors, credit applications are required to set up accounts to allow City employees to procure items off purchase orders. Since these applications are opening a new line of credit, the forms may only be filled out by the Purchasing Agent *add: and signed by the City Administrator.*
2. *add: New Account Set-ups:* New vendors are to submit their information through the city's online form, and should include the W9 and remit to address information. *The form will be submitted to a Purchasing Agent automatically for review and set-up.*
3. *add: Current Vendor Updates:* changes to a vendor's legal name, tax identification number, and remittance address must be submitted in writing directly to a Purchasing Agent. *Purchasing Agent will verify request is valid before making any updates.*

D. Items Covered by Warranty or Guarantee

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

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

E. Signatures

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

F. Inspection and Testing

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

G. Other Information**1. Federal Excise Tax:**

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

2. Standardization Requirements

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

3. Correspondence with Suppliers

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

4. Claims

The Using Department with assistance from the Purchasing Agent shall prosecute all claims for shortages, breakages, or other complaints against either shipper or carrier in connection with shipments.

5. Public Inspection of Records:

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

XVIII. Definitions

1. **Accept**: To receive with approval or satisfaction.
2. **Acknowledgment**: Written confirmation from the vendor to the purchaser of an order implying obligation or incurring responsibility.
3. **Agreement**: A coming together in opinion or determination; understanding and agreement between two or more parties.
4. **All or none**: In procurement, the City reserves the right to award each item individually or to award all items on an "all or none" basis.
5. **Annual**: Recurring, done, or performed every year.
6. **Appropriations**: Public funds set aside for a specific purpose or purposes.
7. **Approved**: To be satisfied with; admit the propriety or excellence of; to be pleased with; to confirm or ratify.
8. **Approved equal**: Alike; uniform; on the same plane or level with respect to efficiency, worth, value, amount or rights.
9. **Architect or engineer required**: Plans, specifications and estimates for any public works project exceeding \$25,000 must be prepared by a registered architect or engineer as required by T.C.A. 62-2-107.
10. **Attest**: To certify to the verity of a public document formally by signature; to affirm to be true or genuine.
11. **Award**: The presentation of a contract to a vendor; to grant; to enter into with all required legal formalities.
12. **Awarded bidder**: Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the City.
13. **Back order**: The portion of a customer's order undelivered due to temporary unavailability of a particular product or material.
14. **Bid/quote**: A vendor's response to an Invitation for Bids or Request for Proposal; the information concerning the price or cost of materials or services offered by a vendor.
15. **Bidder**: Any individual, company, firm, corporation, partnership or other organization or entity bidding on solicitations issued by the City and offering to enter into contracts with the City.

16. **Bid Bond**: An insurance agreement in which a third party agrees to be liable to pay a certain amount of money should a specific vendor's bid be accepted and the vendor fails to sign the contract as bid. Bid bonds may be determined by the purchasing agent or the governing body.
17. **Bid file**: A folder containing all of the documentation concerning a particular bid. This documentation includes the names of all vendors to whom the invitation to bid was mailed, the responses of the vendors, the bid tabulation forms and any other information as may be necessary.
18. **Bid opening**: The opening and reading of the bids, conducted at the time and place specified in the invitation for bids and in the presence of anyone who wishes to attend.
19. **Bid solicitation**: Invitations for bids.
20. **Blanket bid order**: A type of bid used by buyers to purchase repetitive products. The City establishes its need for a product for a specified period of time. The vendor is then informed of the City's expected usage during the duration of the proposed contract. The City may then order small quantities of these items from the vendor, at the bid price, over the term of the contract.
21. **Business**: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or legal entity through which business is conducted.
22. **Cancel**: To revoke a contract or bid.
23. **Capital asset**: Purchase which has a life expectancy of three (3) years or longer and a value in excess of \$5,000. Additionally, real estate shall be considered a capital asset.
24. **Cash discount**: A discount from the purchase price allowed to the purchaser if payment is made within a specified period of time.
25. **Caveat emptor**: Let the buyer beware; used in proposals or contracts to caution a buyer to avoid misrepresentation.
26. **Certify**: To testify in writing; to make known or establish as a fact.
27. **City**: The City of White House, Tennessee.
28. **Competitive Bidding**: Bidding on the same undertaking or material items by more than one vendor.
29. **Conspicuously**: To be prominent or obvious; located, positioned, or designed to be noticed.
30. **Construction**: The building, alteration, demolition, or repair of public buildings, structures, highways and other improvements or additions to real property.
31. **Contract**: An agreement, grant, or order for the procurement, use, or disposal of supplies, services, construction, insurance, real property or any other item.
32. **Customarily Purchased**: Items that are regularly purchased under specific circumstances considered reasonable and appropriate. (Example: After two consecutive years; then, not required after two consecutive years of not attaining the total amount of \$10,000).
33. **Date**: Recorded information, regardless of form or characteristic.
34. **Delivery schedule**: The required or agreed upon rate of delivery of goods or services.
35. **Designee**: When a position such as Purchasing Agent, Finance Director, or department head is mentioned, their assistants or designees are acceptable substitutes if they have written permission.
36. **Discount for prompt payment**: A predetermined discount offered by a vendor for prompt payment.
37. **Encumber**: To reserve funds against a budgeted line item; to charge against an account.
38. **Evaluation of bid**: The process of examining a bid to determine a bidder's responsibility, responsiveness to requirements, qualifications, or other characteristics of the bid that determine the eventual selection of a winning bid.
39. **Fiscal year**: An accounting period of 12 months, July 1 through June 30.
40. **F.O.B. destination**: An abbreviation for "free on board" that refers to the point of delivery of goods. The seller absorbs the transportation charges and retains title to and responsibility for the goods until the City of White House, Tennessee has received and signed for the goods.
41. **Goods**: All materials, equipment, supplies, and printing.
42. **Invitation for bid**: All documents utilized for soliciting bids.
43. **Invoice**: A written account of merchandise and process, delivered to the purchaser; a bill.
44. **Lead time**: The period of time from the date of ordering to the date of delivery which the buyer must reasonably allow the vendor to prepare goods for shipment.
45. **Life cycle costing**: A procurement technique that considers the total cost of purchasing, maintaining, operating, and disposal of a piece of equipment when determining the low bid.
46. **Like Items**: Items that are similar and may be bought at the lowest common denominator, such as size, color, etc.
47. **Local bidder**: A bidder who has and maintains a business office located within the City limits of White House, Tennessee.
48. **Lot**: A single grouping of like items to be purchased at one time.

49. **Material receiving report:** A form used by the department head or supervisor to inform others of the receipt of good purchased.
50. **Performance bond:** A bond given to the purchaser by a vendor or contractor guaranteeing the performance of certain services or delivery of goods within a specified period of time. The purpose is to protect the purchaser against a cash loss which might result if the vendor did not deliver as promised. Performance bonds may be determined by the purchasing agent or the governing body.
51. **Pre-bid conference:** A meeting held with potential vendors a few days after an invitation for bids has been issued to promote uniform interpretation of work statements and specifications by all prospective contractors.
52. **Procurement or purchasing:** Buying, renting, leasing, or otherwise obtaining supplies, services, construction, insurance or any other item. It also includes functions that pertain to the acquisition of such supplies, services, construction, insurance and other items, including descriptions of requirements, selection and solicitation of sources, preparation and award of contracts, contract administration, and all phases of warehousing and disposal.
53. **Proprietary product:** A brand-name product made and marketed by one having the exclusive right to manufacture and sell.
54. **Public:** Open to all.
55. **Public purchasing unit:** Means the State of Tennessee, any county, city, town, governmental entity and other subdivision of the State of Tennessee, or any public agency, or any other public authority.
56. **Purchasing Card (P-Card):** A credit/debit card that is assigned to an entire department or individual employee to make purchases without creating vendor accounts and prolonging a single purchase or travel.
57. **Purchase order:** A legal document used to authorize a purchase from a vendor. A purchase order, when given to a vendor, should contain statements about the quantity, description, and price of goods or services ordered, agreed terms of payment, discounts, date of performance, transportation terms, and all other agreements pertinent to the purchase and its execution by the vendor. *see Appendix A.*
58. **Reject:** Refuse to accept, recognize, or make use of; repudiate, to refuse to consider or grant.
59. **Responsive bidder:** One who has submitted a bid which conforms in all materials respects to the invitation for bids.
60. **Sealed:** Secured in any manner so as to be closed against the inspection of contents.
61. **Single source of supply:** When only one vendor is available for a product or service within a reasonable marketable distance of the city.
62. **Sole source procurement:** An award for a commodity which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
63. **Specifications:** Any description of the physical or functional characteristics of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.
64. **Standardization:** The making, causing, or adapting of items to conform to recognized qualifications.
65. **Surplus property:** Property which has been determined to be obsolete, outmoded, unusable or no longer usable by the City, or property for which future needs do not justify the cost of maintenance and/or storage.
66. **Telephone bids:** Contacting at least three vendors to obtain verbal quotes with email confirmation for items of a value of less than \$10,000.00.
67. **Using department:** The City Department seeking to purchase goods and services or which will be the ultimate user of the purchased goods and services.
68. **Vendor:** The person who transfers property, goods, or services by sale.
69. **Within the limits of the approved budget:** Purchases must stay within appropriation limits in funds requiring budgets either by law, regulation, or policy. Appropriation limits don't apply to nonexpendable funds not requiring budgets, such as enterprise funds, intergovernmental service funds, and nonexpendable trust fund.



CITY OF WHITE HOUSE
105D College Street
White House, TN 37188
PH: (615) 672-4350

PURCHASE ORDER

PO Number: FY##-#### **Date:** MM/DD/YYYY
Requisition #: ##### **Vendor #:** #####

ISSUED TO: Vendor Name
Vendor Address
Vendor State and Zip

SHIP TO: City of White House
Attn: Department
Address of Department
White House, TN 37188

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Brief Description of good/service	###-#####-###	#####-###-##	\$\$\$	\$\$\$

Authorized by: _____

Purchasing Agent: _____

SUBTOTAL:	\$\$\$\$
TOTAL TAX:	0.00
SHIPPING:	\$\$\$\$
TOTAL	\$\$\$\$

1. Original invoice must be sent to: City of White House Accounts Payable, 105 College Street, White House, TN 37188.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property is received or installed.
9. Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 62-0860081

Accounts Payable (615) 672-4350 FAX (615) 672-2939

APPENDIX B



Material Receiving Report

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

Purchase Order No: _____

From: _____

QUANTITY	DESCRIPTION	PRICE	PER	AMOUNT

Freight Charge _____

TOTALS \$ _____

Materials Received By: _____

Date Received: _____

APPENDIX C**CITY OF WHITE HOUSE**

REQUEST FOR QUOTES

PROJECT NAME

PURCHASING DEPARTMENT

105 COLLEGE STREET

WHITE HOUSE, TN 37188

PHONE: 615-672-4350 Extension _____ FAX: 615-672-2939

BID NUMBER

DATE:

**QUOTES WILL BE RECEIVED UNTIL
ON****TO BIDDER:**

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

FIRM'S NAME:

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

DATE: _____ SIGNATURE: _____

GRAND TOTAL OF QUOTE: _____

DELIVERY TIME/PROJECT DATE IF APPLICABLE: _____

APPENDIX D



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

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

APPENDIX E

CITY OF WHITE HOUSE
EMERGENCY PURCHASING EXPENDITURE LISTING

INCIDENT NAME/CAUSE-

DATE OF INCIDENT:

LAST UPDATED:

[illegible]

APPENDIX F

Generic Inspection Form

Inventory ID: _____	Asset Number _____	Anticipated Sale Price: _____
Short Description: _____ Year _____ Manufacturer _____ Model _____		
Please fill in or check if apply:		
Long Description: This Equipment: ☐ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown ☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days Serial # _____ Repairs needed: _____ _____ Description of Use _____ _____ _____ Color _____ ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☐ Wood ☐ Rubber Minor damage to: _____ Major damage to: _____ Size: Length: Feet: _____ Inches: _____ Width Depth: Feet: _____ Inches: _____ Height: Feet: _____ Inches: _____ Men's Size: _____ Women's Size: _____ _____ Additional Equipment: Manufacturer _____ Model _____ Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition Description: _____ Additional Equipment: Manufacturer _____ Model _____ Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition Description: _____ Additional Equipment: Manufacturer _____ Model _____ Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition Description: _____ Comments: _____ _____ _____		
Location of Asset: _____ For more information contact: _____		

Inventory ID:	Asset Number:	Fair Market Value:
---------------	---------------	--------------------

Short Description:
Year _____ Make _____ Model _____

VIN: [][][][][][][][][][][][][][][][] Title Restriction: ☐ Y ☐ N
Odometer: [][][][][][] ☐ Miles ☐ Kilometers Odometer Accurate ☐ Y ☐ N: _____

Long Description:

This Vehicle: ☐ Starts ☐ Starts with a Boost & ☐ Runs/Driveable ☐ Engine Runs ☐ Does Not Run ☐ For Parts Only
Engine- Type: ____ L, V ____ ☐ Gas ☐ Diesel Engine ☐ Propane/Natural Gas ☐ Gas/Electric Hybrid
Engine Condition: ☐ Runs ☐ Needs repair ☐ is in unknown condition
Repairs needed: _____
This vehicle was maintained every _____ ☐ Days ☐ Hours ☐ Miles
Date Removed From Service: _____ Maintenance Records: ☐ Available ☐ Not Available For Inspection
Transmission: ☐ Automatic ☐ Manual Speed Condition: ☐ Operable ☐ Needs repair ☐ Is Unknown Condition
Repairs Needed: _____
Drivetrain: ☐ 2 Wheel Drive ☐ 4 Wheel Drive Condition: _____

Exterior: Color: _____ Windows: ☐ No Cracked Glass ☐ Cracked _____
Minor: ☐ Dents ☐ Scratches ☐ Dings Tire Condition: _____ Tread: _____ #Flat _____ Hubcaps # _____
Major Damage to: _____
Additional Damage: _____
Decals: ☐ None ☐ Have Been Sprayed or ☐ Have been Removed & ☐ Impressions Remain ☐ No Impressions
Emergency equip: ☐ None ☐ Has been removed & ☐ There are holes in the exterior ☐ There are no holes

Interior: Color _____ ☐ Cloth ☐ Vinyl ☐ Leather
Damage to Seats: _____
Damage to Dash/Floor: _____
Radio: ☐ Stock or ☐ Brand & Model: _____ ☐ AM ☐ AM/FM ☐ AM/FM Cassette ☐ AM/FM CD
☐ AC (Condition: ☐ Cold ☐ Unknown) ☐ No AC Air Bags: ☐ Driver's Side ☐ Dual
☐ Cruise Control ☐ Tilt Steering ☐ Remote Mirrors ☐ Climate Control
Power: ☐ Steering ☐ Windows ☐ Door Locks ☐ Seats

Additional Equipment: _____
Manufacturer _____ Model _____ Serial # _____
☐ Tool Box ☐ Light Bar ☐ Ladder Rack ☐ Utility Body: Brand _____ ☐ Hitch: Type _____

Location of Asset: _____
For more information contact: _____
Reminder: Do not close items on or surrounding a Holiday, on Friday nights, or Weekends. Stagger closing times by 10 minutes.

Asset ID:	Inventory ID:	Fair Market Value:
Short Description:		
Year	Manufacturer	Model
VIN: []		Title Restriction: ☐ Y ☐ N
Mileage/Odometer: [] [] [] [] [] []		Odometer Accurate ☐ Y ☐ N:
Long Description:		
This Apparatus is a: ☐ Pumper ☐ Ladder ☐ Tanker ☐ Rescue ☐ HazMat ☐ Crash ☐ Other _____		
☐ Starts ☐ Starts with a Boost & ☐ Runs ☐ Does Not Run: _____		
Engine: Manufacture: _____ Size: _____ L, V _____ Gas ☐ Diesel ☐ Hours: _____		
This Apparatus was maintained every _____ Days ☐ Hours ☐		
Engine Condition: ☐ Is operable ☐ Needs repair ☐ Is Unknown Condition		
Engine Repairs Needed: _____		
Transmission: Manufacture: _____ Automatic ☐ Manual ☐ Speed _____ Hours _____		
Transmission Condition: ☐ Is operable ☐ Needs repair ☐ Is in Unknown Condition		
Transmission Repairs Needed: _____		
Date Removed From Service: _____ Maintenance Records: ☐ Available ☐ Not Available For Inspection		
NOTE: PUMP AND LADDER CERTIFICATIONS ARE REQUIRED FOR SOME ADVERTISING		
Ladder: Manufacture: _____ Model _____ Serial # _____		
Length _____ Last Tested ____/____/____		
Ladder Certification ☐ Yes-Certification Expires ____/____/____ ☐ No Certification-Expired ____/____/____		
Pump: Manufacture: _____ Model _____ Serial # _____		
Operable: ☐ Yes ☐ No Hours _____ GPM _____ Last Tested ____/____/____		
Pump Certification ☐ Yes-Certification Expires ____/____/____ ☐ No Certification-Expired ____/____/____		
Additional Equip: ☐ Tank Size: _____ Gallons ☐ Fiberglass ☐ Poly ☐ Metal ☐ Hose (Gauge _____ Feet _____)		
# Of Intakes _____ Location/Size _____		
# Of Discharges _____ Location/Size _____		
Tire Condition: ☐ Good ☐ Fair ☐ Poor ☐ Low # _____ ☐ Flat # _____		
Additional Features (Lights, Generators, Loose Equipment): _____		
Exterior: Color _____ Chassis _____ Body _____ Windows: ☐ Not Cracked ☐ Cracked _____		
Minor ☐ Dents ☐ Scratches ☐ Dings Damage To: _____		
Decals: ☐ None ☐ Have been sprayed ☐ Have been removed & ☐ Impressions remain ☐ No impressions		
Interior: Color _____ Cloth ☐ Vinyl ☐ Leather		
Damage to Seats/Dash/Floor: _____		
Interior Equipment: _____		

APPENDIX G

CITY OF WHITE HOUSE

CREDIT CARD USER AGREEMENT

I, _____, agree to comply with the terms and of this agreement, including all of the City's policies and procedures included in the Credit Card Policy.

I understand that the City of White House is *liable for all charges*.

I agree that I will not use a credit card to make personal purchases for others or myself.

I understand that I will not request or receive cash back from suppliers as a result of exchanges, rebates, and refunds or for any other reason.

I have reviewed the City of White House Credit Card Policy. I understand the procedures and requirements for using the credit card and for providing the required documentation for each transaction made on this card.

I understand that any violation of the terms of this agreement may result in disciplinary action, up to and including termination of employment. I understand that where allowed by State and Federal law the City may deduct from my compensation the money amount equal to the total of any discrepancies of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that the City of White House may elect to collect this money and also recover the reasonable costs of said collection, even if the City no longer employs me.

Employee Name (Print)

Department

Employee Signature

Date

APPENDIX H



**CITY OF WHITE HOUSE
MISSING RECEIPT AFFIDAVIT**

I, _____ have either misplaced or not received a receipt for a card purchase.

This form is submitted in lieu of the original receipt.

Vendor Name: _____

Transaction Date: _____ Amount: \$ _____

Purchase Order No. _____

Items Purchased:

I certify that the goods shown above were purchased for the City of White House's operating purposes as outlined in the policies and procedures.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____

APPENDIX I

Purchase Order Increase Request Form

(For requests making the purchase order exceed the \$10,000 threshold this form must be completed. Exceeding the \$10,000 threshold will follow the same approval requirements as a normal Requisition & Purchase Order over \$10,000)

Date of Request: _____ Requested By: _____

Purchase Order Details

Purchase Order Number: _____ Purchase Order Description: _____

Increase Amount: _____ New PO Total: _____

Account Code: _____

Reason for Increase Request (If applicable, please attach additional documentation)

Approval Requirements

Please provide back-up materials, such as quotes, cooperative information, agreement info., etc.. to justify the reason for exceeding the original price. *See Purchasing Manual for details.*

- ☐ Request exceeds \$10,000 threshold (under \$25,000)
(Department Head and Finance Department Head Signature)
- ☐ Request exceeds \$25,000 threshold
(Department Head, Finance Department Head, and City Administrator or BMA Approval)

Approvals

Department Head Signature: _____ Date: _____

Finance Dept. Head Signature: _____ Date: _____

City Administrator's Signature (if applicable): _____ Date: _____

7/16/2025

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Derek Watson, Administrative Services Director
Re: Resolution Approving Updated Public Records Request Policy

The proposed revision of the City's Public Records Policy provides updates to clarify procedures for public records inspections, use of personal duplication equipment during inspection, and records disposal. The proposed revisions are shown in the policy with strikethrough text for deletions and yellow highlighted text for additions.

Several administrative updates have been made to modernize the City's contact information. The City website has been updated, the public records email addresses have been updated to reflect the City's current email format, and the mailing address has been updated to the new City Hall.

The primary substantive change is in the Copies of Records section. The existing policy allowed a requestor to take photographs of public records with a personal camera or device if the records custodian determined the photography was unlikely to damage the records. That language has been revised to provide clearer direction during inspections. The proposed language states that requestors may take handwritten notes during inspection but may not use personal scanners, portable copiers, tripods, recording equipment, cell phones, cameras, video recording devices, audio recording devices, livestreaming devices, or other personal equipment to photograph, record, scan, copy, livestream, or otherwise duplicate public records during inspection unless expressly authorized in advance by the Public Records Request Coordinator or records custodian.

This change is intended to protect integrity, confidentiality, security, and orderly inspection of City records. It also helps prevent confidential, exempt, non-responsive, or unrelated information from being inadvertently captured during an inspection. The update does not eliminate a Tennessee citizen's right to inspect public records and does not impose a charge for inspection only. If copies are requested during or after inspection, copies will continue to be made by City personnel or a person or entity designated by the records custodian in accordance with the City's adopted fee schedule, the Tennessee Public Records Act, and applicable guidance from the Tennessee Office of Open Records Counsel.

The proposed revision also adds language to the Public Records Disposal section. This addition clarifies that disposal of records shall be conducted in accordance with Tennessee law, MTAS records retention schedules, the City's Public Records Policy, and any records disposal resolution adopted by the Board of Mayor and Aldermen, including Resolution 25-05 and any successor or superseding resolution.

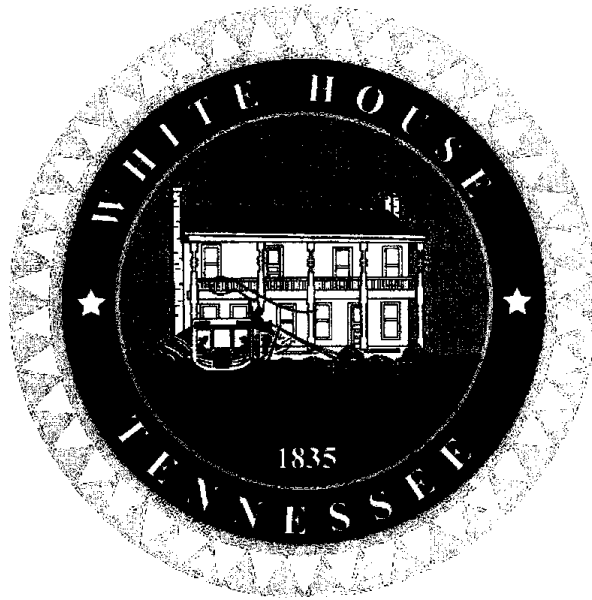
These updates are intended to improve clarity, strengthen records management procedures, protect records during inspection, and ensure the City's policy reflects current contact information and records disposal practices.

If you have any questions regarding these updates leading to the meeting, please reach out to me.

Thank you,

Derek Watson
Administrative Services Director

CITY OF WHITE HOUSE



PUBLIC RECORDS POLICY

Public Records Policy
Page 1 of 12

PUBLIC RECORDS POLICY
City of White House, Tennessee

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of White House is hereby adopted by the Board of Mayor and Aldermen to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of White House are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of White House shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of White House, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the City of White House or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of the City Recorder. Additionally, this policy is posted online at www.cityofwhitehouse.com. This Policy shall be reviewed periodically as needed. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of White House.

I. Definitions

- A. **Records Custodian**: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. **Requestor**: A Tennessee citizen seeking access to a public record, whether it is for inspection or duplication.
- A. **Permanent Records**: records which have permanent administrative, fiscal, historical or legal value.
- B. **Public Records**: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. **Public Records Request Coordinator**: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. **Temporary Records**: Material which can be disposed of in a short period of time as being without value in documenting the functions of an agency. Temporary records will be scheduled for disposal by requesting approval from the Records Custodian, City Recorder, and the City Administrator utilizing a records disposition authorization.

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

II. Public Records Request Coordinator

- A. Pursuant to Tenn. Code Ann. § 10-7-503(g)(4), the City Recorder is designated as the City's Public Records Request Coordinator for records requests. The City Recorder's address and contact information is as follows:

Public Records Request Coordinators and Contact Information

- 1) General Information
 - a. City Recorder
Phone: 615-672-4350, ext. 2111
Fax: 615-672-2939
admin@cityofwhitehouse.com Admin@WhiteHouseTN.gov
- 2) Human Resources
 - a. Human Resources Director
Phone: 615-672-4350, ext. 2109
Fax: 615-616-1058
humanresources@cityofwhitehouse.com HumanResources@WhiteHouseTN.gov
- 3) Police Department
 - a. Records Clerk
Phone: 615-672-4350, ext. 1177
Fax: 615-672-4915
records@cityofwhitehouse.com Records@WhiteHouseTN.gov

An option to contact the Public Records Request Coordinators via mail is by mailing requests to 105-D College Street, White House, TN 37188.

III. Requesting Access to Public Records

- A. Public record requests from Tennessee citizens shall be made to the appropriate Public Records Request Coordinator ("PRRC") to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection of public records may be made orally, either by phone or in person. Requests for inspection may also be submitted in writing by mail, by email or in person. When the requestor wishes only to inspect records, but the requested records are not immediately available, the PRRC may provide a copy of the Public Records Request Form (Appendix A). If the requestor does not wish to complete the form or is unable to do so, a City of White House employee will complete the form with the information provided by the requesting party.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing using the Public Records Request Form (Appendix A), or may submit a letter or other written request, provided the request includes the same information required in the Public Records Request Form. The request may be submitted by mail, by email, by fax, or in person.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.

The Records Custodian and/or the Records Officer in each department shall be the public records Request Custodian. Pursuant to the TPRA this person(s) will ensure that full access and assistance is given in a timely and efficient manner to **Tennessee residents** who request access to public documents in accords with the policy. (The only time a non-Tennessee resident's request for a public record shall be granted is if the requestor was involved in a traffic crash or was a victim of a crime in which a City of White House Police Officer took a report.

IV. Responding to Public Records Requests

A. Public Record Request Coordinator -- Initial Determination

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the City of White House is the custodian of the records.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form (Appendix B), based on the form developed by the OORC.
3. If a records custodian denies a public record request, he or she shall deny the request in writing using the Public Records Request Response Form (Appendix B).
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form (Appendix B) to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Acknowledgement of Request and Response

The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):

1. Advise the requestor of this Policy and the elections made regarding:
 - a. Proof of Tennessee citizenship;
 - b. Form(s) required for copies;
 - c. Fees (and labor threshold and waivers, if applicable); and
 - d. Aggregation of multiple or frequent requests.

2. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - a. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - b. The request lacks specificity;
 - c. An exemption makes the record not subject to disclosure under the TPRA;
 - d. The City of White House is not the custodian of the requested records; or
 - e. The records do not exist.
3. If appropriate, contact the requestor to see if the request can be narrowed.
4. Forward the records request to the appropriate records custodian in the City of White House.
5. If requested records are in the custody of a different governmental entity, advise the requestor of the correct governmental entity and contact information for the entity if known.

D. Records Available Online

Many of the City's public records, including meeting agendas, minutes and financial reports, are available on the City's website (www.cityofwhitehouse.com www.WhiteHouseTN.gov). If requested records are available on the City's website, the City Recorder, or records custodian responding to a public record request will advise the requestor accordingly.

E. Production of Records – Denials

1. Upon receiving a public record request, the City shall, if practicable, promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the employee responding to the request needs assistance to determine if an applicable exemption applies, the employee may consult with the City Attorney or the OORC.
2. Within seven (7) business days from receipt of a public record request, the City shall advise the requestor if it is not practicable to promptly provide the requested records because additional time is necessary to:
 - a. Determine whether the requested records exist;
 - b. To search for, retrieve, or otherwise gain access to records;
 - c. To determine whether the requested records are open records;
 - d. To redact records; or
 - e. For other similar reasons.
3. If the City denies a public record request, the employee responding to the request shall deny the request in writing. Denial of a request must be based on appropriate grounds, such as one of the following:
 - a. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - b. The request lacks specificity. (The written denial may include an offer to assist in clarification.)
 - c. An exemption makes the record not subject to disclosure under the TPRA. (Provide the exemption in the written denial.)
 - d. The City of White House is not the custodian of the requested records.
 - e. The records do not exist.
 - f. The requestor has made two (2) or more requests to view a public record within a six-month period and, for each request, the requestor failed to view the public record within fifteen (15) business days of receiving notification of the record's availability for viewing. In such cases, the City may deny any public records request from the same requestor for a period of six (6) months from the date of

the second request to view a public record unless the City determines failure to view the public record was for good cause. (See Tenn. Code Ann. § 10-7-503(a)(7)(A)(viii)(a)).

- g. The requestor has made a request for copies of a public record and, after copies were produced, the requestor failed to pay the City the cost for producing such copies. In such cases, the City may deny any public records request from the same requestor until the requestor pays for such copies; provided that the requestor was given an estimated cost for producing the copies in accordance with Section VII.B. of this Policy and the requestor agreed to pay the estimated cost for such copies. (See Tenn. Code Ann. § 10-7-503(a)(7)(A)(viii)(b)).
 - 4. If a City employee responding to a public record request reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the employee shall notify the requestor that production of the records will be in segments and that the records will be provided as expeditiously as practicable. If appropriate, the employee should contact the requestor to discuss possibilities for narrowing the request.
 - 5. If a City employee responding to a public record request discovers records responsive to the request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.
 - 6. The Public Records Request Response Form (Appendix B) included with this Policy shall be used for all responses by the City to a public record request when it is not practicable to promptly provide the requested records; or in the alternative, the employee responding to the request may provide a letter or other document to the requestor that includes the same information that would be provided on the Public Records Request Response Form (Appendix B).
- F. Confidential Records – Redaction
- 1. To the extent that certain records have been designated by law as confidential, such confidential records are to be withheld from persons who have not been authorized to view them.
 - 2. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with the City Attorney or other appropriate parties regarding review and redaction of records.
 - 3. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

G. Protection of Records

All City personnel shall protect the integrity and organization of public records with respect to the manner in which the records are inspected and copied. If the public records requested are fragile due to age or other conditions, or if the records custodian determines that copying of the records may cause damage to the original records, the records custodian may deny a request for copies but shall offer to make an appointment for inspection of the records.

V. Inspection of Records

- A. There shall be no charge for inspection of public records.

- B. The location for inspection of records within the offices of the City of White House shall be determined by either the PRRC or the records custodian responding to the public records request.
- C. All inspections of records must be performed under the supervision of the PRRC to be inspected or such person's designee.
- D. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

VI. Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the City employee responding to the request.
- C. Upon payment for postage or delivery costs, copies will be delivered by the United States Postal Service or other delivery service to the address provided by the requestor.
- D. All copying of public records must be performed by employees of the City, or, in the event that City personnel are unable to copy the records, by an entity or person designated by the records custodian. A requestor will not be allowed to make copies of records with personal equipment. ~~A requestor may take photographs of public records with a personal camera or other device if the records custodian determines that the photography is unlikely to cause damage to the records.~~

E. During inspection of public records, a requestor may take handwritten notes. To protect the integrity, confidentiality, security, and orderly inspection of City records, requestors shall not use personal scanners, portable copiers, tripods, recording equipment, cell phones, cameras, video recording devices, audio recording devices, livestreaming devices, or any other personal equipment to photograph, record, scan, copy, livestream, or otherwise duplicate public records during inspection, unless expressly authorized in advance by the Public Records Request Coordinator or the records custodian.

If copies are requested following or during inspection, copies shall be made by City personnel or by a person or entity designated by the records custodian and shall be provided in accordance with the City's adopted fee schedule, the Tennessee Public Records Act, and applicable guidance from the Tennessee Office of Open Records Counsel. Nothing in this section shall be construed to impose a charge for inspection only, except where otherwise authorized or required by law.

VII. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records.
- B. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- C. Fees for copies are shown on the Schedule of Fees for Records (Appendix C). With the approval of the City Administrator, fees may be waived if it is determined that such a waiver is in the best interest of the City.
- D. Payment is to be made in the form of cash, check, or credit card (transaction fees apply) payable to the City of White House, presented to the PRRC.

E. Aggregation of Frequent and Multiple Requests

1. The City of White House will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
2. If more than four (4) requests are received within a calendar month:
 - a. The City shall charge a fee for all labor that is reasonably necessary to produce copies of the aggregated records after informing the requestor that the aggregation limit has been met. A request for copies of records may not be broken down into multiple requests in order to qualify for free labor charges or waiver of fees.
 - b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
 - c. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include, but are not limited to: all board meeting minutes, agendas, and agenda packets.

VIII. Public Records Disposal

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

Working Papers

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

Temporary Records

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

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

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

Permanent Records

Permanent records have permanent administrative, fiscal, historical or legal value. These records require the utmost care in storing and protecting from decay, loss, or destruction. These records need to be stored in an environment suitable for long term storage. This policy approved by resolution of the Board of Mayor and Alderman, notwithstanding any law provision of law contrary, authorizes the disposal of any permanent **paper** record of this municipality only when the permanent record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer media, including CD-ROM disks, in accordance with T.C.A. 10-7-121. Reference T.C.A. 10-7-702.

Disposal of records shall be conducted in accordance with applicable Tennessee law, the MTAS records retention schedules, this Policy, and any records disposal resolution adopted by the Board of Mayor and Aldermen, including Resolution 25-05 and any successor or superseding resolution.

PUBLIC RECORDS POLICY
City of White House, Tennessee
APPENDIX A



INSPECTION/DUPLICATION OF RECORDS REQUEST

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information, create, or recreate records that do not exist. To make a request please complete the form in its entirety.

To: City of White House, 105 College Street, White House, TN 37188

From: Requestor Information

Name of requestor: _____
(Print or Type; Initials of requestor are required for copy requests)

Address: _____

Telephone number: _____

Email address: _____

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ **Inspection** (The TPRA does not permit fees or require a written request for inspection only.¹)

☐ **Copy/Duplicate**

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference: ☐ On-Site Pick-up ☐ USPS First-Class Mail
☐ Electronic ☐ Other _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the person responding to the request to identify the specific records you are seeking. Additional pages may be used.

 Signature of Requestor & Date

 Submitted Signature of Public Records Request Coordinator & Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

PUBLIC RECORDS POLICY
City of White House, Tennessee
APPENDIX B



PUBLIC RECORD REQUEST RESPONSE FORM
City of White House
105 College Street, White House, TN 37188

Date

[Requestor's Name and Contact Information]:

In response to your records request received on _____, our office is taking the action(s)¹ indicated below:
Date Request Received

☐ The public record(s) responsive to your request will be made available for inspection at:

Location: _____
Date & Time: _____

☐ Copies of public record(s) responsive to your request are:

☐ Attached

☐ Available for pickup at the following location:

_____; or

☐ Being delivered via:

☐ USPS First-Class Mail

☐ Electronically

☐ Other: _____

☐ Your request is denied on the following grounds:

- ☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
- ☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.
- ☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
- ☐ You are not a Tennessee citizen.
- ☐ You have not paid the estimated copying/production fees.
- ☐ The following state, federal or other applicable law prohibits disclosure of the requested records: _____

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

- ☐ It has not yet been determined that records responsive to your request exist; or
- ☐ Our office is still in the process of retrieving, reviewing, and/or redacting the requested records

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact me.

Sincerely,

[Name, Title, Contact Information]

¹ If all requested records do not have the same response, so indicate.

PUBLIC RECORDS POLICY
City of White House, Tennessee
APPENDIX C

Schedule of Fees for Records

Fees and charges for records are as follows, if the amount provided is higher than the OORC Schedule of Reasonable Charges, is included.

- 1) Standard 8.5 x 11 (letter) or 8.5 x 14 (legal) black and white copy - \$.15 per page
- 2) Standard 8.5 x 11 (letter) or 8.5 x 14 (legal) color copy - \$.50 per page
- 3) Maps, plats and other large format documents in sizes other than 8.5 x 11 (letter) or 8.5 x 14 (legal) that can be printed in house - \$2.00 per square foot
- 4) Maps, plats and other large format documents in sizes other than 8.5 x 11 (letter) or 8.5 x 14 (legal) that must be printed by an outside vendor – Actual cost to the City
- 5) CR-ROM, DVD, or USB copies - \$1.00 each
- 6) No charges will be imposed for documents sent by electronic mail or other electronic means, unless the time required to search, redact and provide the records exceeds one hour, in which case labor charges will be assessed.
- 7) Cost of postage or other shipping charges and packaging materials will be added if documents are mailed or shipped.
- 8) In addition to the other charges assessed for copies of documents, the cost of employee labor in excess of one hour of research, retrieval, redaction and duplication will be charged to the requestor. Labor charges shall be based on the employee's hourly wage. Requests requiring one hour or less of employee labor for research, retrieval, redaction and duplication will not result in an assessment of labor charges to the requestor. For a response to a request involving more than one employee, labor charges will be assessed based on the following formula:
 - a. Records custodian shall determine the total number of hours each employee spent responding to the request.
 - b. The records custodian shall then subtract the one hour threshold from the number of hours the highest paid employee(s) spent responding to the request.
 - c. The records custodian shall then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage.
 - d. The records custodian shall add together the total charges for all employees involved in responding to the request. The sum will be the total amount of labor to be charged.

ORDINANCES....

PURCHASING....

July 8, 2026

MEMORANDUM

To: City Administrator Gerald Herman & Board of Mayor and Alderman
CC: To File
From: Isaiah Manfredi, Public Services Director
Re: Covington Heights Stormwater Project Residential Property Repair

On this day, July 16, 2026, The Public Services Department, Stormwater Division is requesting the approval for City Administrator Gerald Herman to enter in an agreement for combined \$92,133.00 to be paid to homeowners at the addresses of 301 and 308 Covington Bend Road for damages sustained to their properties. The Public Services Director recommends approval.

During the Covington Heights Stormwater Drainage Project, the low-bid contractor was required to install large reinforced concrete pipe that measured 8' (ft) L x 48" (in) H, 76" (in) W and weighing 11,700 lbs. per section. Additionally, the contractor encountered a layer of rock that needed to be hammered and excavated to a depth of 3'(ft) in some cases, to ensure the pipe was installed on proper grade while working in small spaces with large machines in front of, between, and behind these homes. While completing this project with the obstacles, unforeseen circumstances, and questionable quality of work by the contractor, additional damages beyond what was expected were sustained to the four addresses listed above. Due to the extent of the damages and questionable quality of work, the homeowners located at the aforementioned addresses are unwilling to allow L & G Construction to complete repairs of the excessive damage sustained on their property. These homeowners have chosen to acquire their own quotes and have separate contractors perform the work to their satisfaction.

When evaluating the cost of this request, The Public Services Department considered that the average cost of the eight potential bidding companies was \$800,000.00, and the low-bid price that was \$563,164.00 and the addition of the \$167,887.68, would bring the grand total of this project to \$731,051.68. Comparatively, the cost savings between the average bid price and the current total with the requested amount, would be \$68,948.32.

The costs above have been adjusted from the June 18, 2026 Board Meeting based on the change in cost related to the repairs specific to the address 308 Covington Bend Road; the cost of the previous quote was \$31,700.00 to the current quote of \$47,773.00. An updated quote was not received by The Public Services Department from the homeowner at 301 Covington Bend, because of this I have included the previously submitted quote for reconsideration. In this quote there were two separate dollar amounts provided to us, the higher dollar amount has been included in this memo as an estimate. The lower dollar amount for on this quote is available if discussion is requested.

If the below amounts are approved, the City Attorney will draft individual settlement agreements for each homeowner in these amounts.

Property repair cost itemized by address:

- 301 Covington Bend Road driveway repair - \$44,336.00
- 304 Covington Bend Road mailbox, yard, and driveway - \$37,326.00 – Awaiting Settlement Agreement
- 305 Covington Bend Road mailbox, yard, and driveway - \$38,452.68 – Awaiting Settlement Agreement
- 308 Covington Bend Road mailbox, yard, and driveway - \$47,773.00

Grand Total: \$167,887.68.

ESTIMATE

Culman Construction Inc
 4857 Palestine Rd
 Springfield, TN 37172-6097

Info@culmancg.com
 +1 (615) 579-1947
<https://www.culmanconstructiongroup.com/>

301 Covington Bend



Bill to
 Daniel Camp
 301 Covington Bend
 White House TN 37188

Estimate details

Estimate no.: 1559
 Estimate date: 06/01/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Concrete Demo & Re-Pour	Demo, grade, form and pour aprx 2600 sqft of concrete drive and walk way areas. Repour existing foot print area. Quote include demo haul off, pump trucks, rock, site work, either aggregate and sealer finish or broom finish.		\$0.00	\$0.00
			3500 psi fiber mesh			
			Wire mesh			
			Compacted rock base			
			Site clean up			
			Grade work			
			Demo and haul off			
			Surface retarder if needed			
			Sealer if needed			
			Exposed aggregate			
			\$44,336			
			Broom finish			
			\$37,512			
Total						\$0.00

Accepted date

Accepted by

Derek Watson

301 Covington

From: Isaiah Manfredi
Sent: Friday, July 3, 2026 8:21 AM
To: Derek Watson
Cc: Gerald Herman
Subject: FW: 301 Covington Bend Driveway

Derek,

Can you please include these pictures in the upcoming BMA Packet please. There are 4 separate addresses that will need to be included which means I will send 4 separate emails for each individual addresses. Standby for emails.

From: Isaiah Manfredi
Sent: Friday, July 3, 2026 8:18 AM
To: Jason Barnes <JBarnes@whitehousetn.gov>
Cc: Gerald Herman <GHerman@whitehousetn.gov>
Subject: 301 Covington Bend Driveway

Jason,

Please see the attached information for 301 Covington Bend Road.

The attached pictures and ring doorbell footage shows the proximity to the driveways and the contractor utilizing the driveway at 301 Covington Bend Road and driving an excavator on the driveway.

<https://ring.com/share/369e0577-9719-49df-9eb7-7200c8ef36eb>



Derek Watson

308 Covington

From: Isaiah Manfredi
Sent: Friday, July 3, 2026 9:35 AM
To: Derek Watson
Cc: Gerald Herman
Subject: FW: 308 Covington Bend, White House

Derek,

Please see the email below with the cost breakdown for repairs at 308 Covington Bend Road. Please print and use the email below for supporting documentation purposes please.

I have begun editing the previous months memo to match 308 Covington Bend's new quote, but will not be able to submit a final copy to you until such time that Tim at 301 provides his itemized quote.

From: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Sent: Monday, June 22, 2026 3:08 PM
To: Gerald Herman <GHerman@whitehousetn.gov>
Cc: Isaiah Manfredi <IManfredi@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Mike Wall <mwall@whitehousetn.gov>
Subject: Re: 308 Covington Bend, White House

Just so I am aware which Alderman voted no.

Sent via the Samsung Galaxy XCover6 Pro, an AT&T 5G smartphone
 Get [Outlook for Android](#)

From: Gerald Herman <GHerman@whitehousetn.gov>
Sent: Saturday, 20 June 2026 09:44:00
To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Cc: Isaiah Manfredi <IManfredi@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Mike Wall <mwall@whitehousetn.gov>
Subject: Re: 308 Covington Bend, White House

Mr. Schoenheit,

Your frustration with the city is understood. It is our full intention to settle with you a reasonable mutually agreed upon cost for damages to your property. At this past council meeting we were only one vote shy of getting this done. It was agreed by council to defer your case until their July 16th meeting (this will be my official last day). It would be in the best interest of all of us if you, your spouse, or both can be present to answer questions. We will present your request as you have given to us in this most current email.

Gerald O. Herman
 City Administrator
 City of White House
Gherman@WhiteHouseTN.gov

On Jun 19, 2026, at 9:07 PM, Wayne Schoenheit <wschoenheit@robertsonsheriff.com> wrote:

Thought you retired but here you go. Might as well include you.

Sent via the Samsung Galaxy XCover6 Pro, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Sent: Friday, June 19, 2026 7:25:44 PM
To: Isaiah Manfredi <IManfredi@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Mike Wall <mwall@whitehousetn.gov>; GMAIL <schoenheit.shannon@gmail.com>
Subject: Re: 308 Covington Bend, White House

So here is my breakdown now that I hear two have been approved and mine was not needed but is now needed.

Driveway- \$26000.00 is the cost for aggregate.
Tearout- \$6500.00
Yard- \$9000.00 regrading, sod, and maintenance
Landscaping- \$300.00
Mailbox- \$1630.00
Water line damage- Repaired
10% incidental cost because I am liable at this point.
Total 47,773.00

As you see my numbers are higher than my ask as I told you before. At this point I should just ask for it all. These could of been provided last week but I was told I was fine and it was not needed by Mr. Isaiah. I am tired of him back peddling and slowing progress. I have had to explain myself to death to him over and over and with all the emails, pictures, and documentation he should of been able to tell everything. Between the trash being dumped in our yards, damage, workers impeding on my entry to my driveway for over a year, peeing in our front yard, picking up their mess this should be resolved. As these meetings go if you had any questions this should have been posed before the meeting. Isaiah stated he was preparing the book a week ago. Did the Alderman wait till the meeting to know what was happening. This project and resolution has waited long enough. Mr. Herman said give me your number. Mr. Wall you had two months to come talk to me. You have been included in the emails for two months. As far as my yard looking ok due to Mr. Wall taking pictures and a Google pic from 2022, I drove thru my yard for 2-3 months and it needs to be regraded. It was not just the front where sod was laid and have the pictures to back-up anymore arguments. Since L and G has failed in so many ways I am taking on the role of the contractor as I figured I would, all liability, and any problems that arise. The flooding has cost me thousands of dollars in damage to my pool which I had to repair. Mud would flood my back yard and pool to the point I just closed it. I should not have to wait till next month

to get this going. I have waited long enough. I expect a call Monday morning with some sort of resolution. I have done more than my part documenting everything for you.

Wayne Schoenheit

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Isaiah Manfredi <IManfredi@whitehousetn.gov>
Sent: Thursday, 18 June 2026 22:10:07
To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>; John Corbitt <jcorbitt@whitehousetn.gov>; Mike Wall <mwall@whitehousetn.gov>; GMAIL <schoenheit.shannon@gmail.com>
Subject: Re: 308 Covington Bend, White House

Additionally, since I had a number of \$30,000 from you via email I used that number plus the quote for the mailbox and came up with a number of \$31,700. So I did proceed with what you provided so that I could adhere to a timeline and presented these numbers and recommended approval of them to the board. I presented what I was given. I did not exclude you from the memo do limited information, I performed my job appropriately and truthfully.

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From: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Sent: Thursday, 18 June 2026 20:46:13
To: Isaiah Manfredi <IManfredi@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Mike Wall <mwall@whitehousetn.gov>; GMAIL <schoenheit.shannon@gmail.com>
Subject: Re: 308 Covington Bend, White House

Here is your response after that. Let's at least be truthful. I had your email and replied. This is getting tiring. My yard still needs to be graded, repaired and sod added. I am not a 100% positive I can get my camper out of the driveway.

Wayne Schoenheit

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Isaiah Manfredi <IManfredi@whitehousetn.gov>
Sent: Thursday, 18 June 2026 20:37:11
To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Subject: Fw: 308 Covington Bend, White House

Please see the email from June 9th at 1:15PM.

[Get Outlook for iOS](#)

From: Isaiah Manfredi <IManfredi@whitehousetn.gov>
Sent: Tuesday, June 9, 2026 1:15 PM
To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Subject: Re: 308 Covington Bend, White House

Wayne,

Do you happen to have an itemized quote that you can send to me, so that I can include it in the Board of Mayor and Alderman Report Packet please.

Thank you

Isaiah Manfredi
Public Services Director
City of White House
615-917-6800
725 Industrial Drive White House TN, 37188



From: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Sent: Tuesday, June 9, 2026 11:03 AM
To: Isaiah Manfredi <IManfredi@whitehousetn.gov>
Subject: Re: 308 Covington Bend, White House

\$1700.00

Sent from my T-Mobile 5G Device
[Get Outlook for Android](#)

From: Isaiah Manfredi <IManfredi@whitehousetn.gov>
Sent: Monday, June 8, 2026 10:55:00 AM
To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>; Mike Wall <mwall@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Gerald Herman <GHerman@whitehousetn.gov>
Cc: GMAIL <schoenheit.shannon@gmail.com>
Subject: Re: 308 Covington Bend, White House

Derek Watson

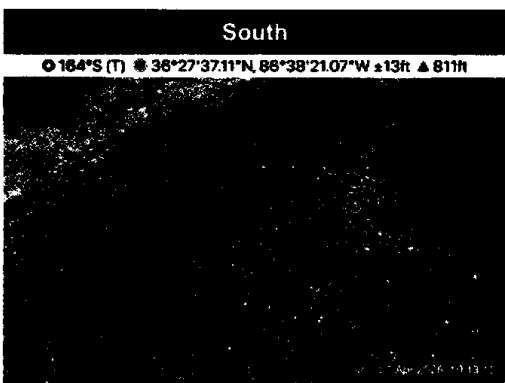
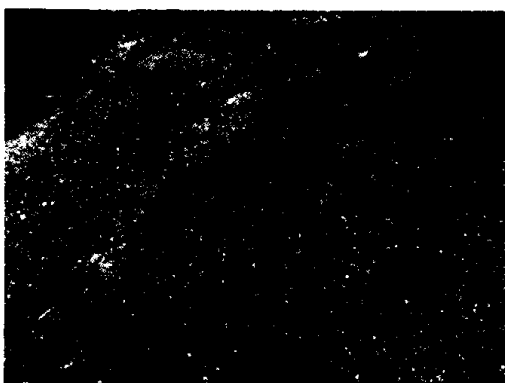
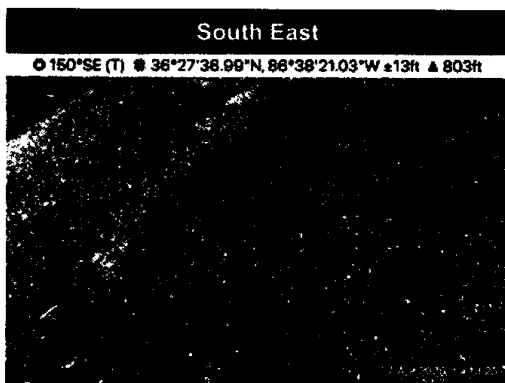
From: Isaiah Manfredi
Sent: Friday, July 3, 2026 8:23 AM
To: Derek Watson
Subject: FW: 308 Covington Bend Driveway Pictures

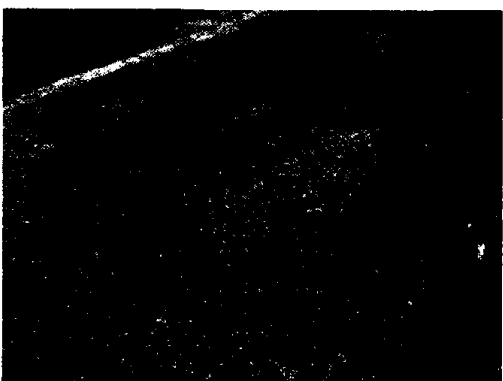
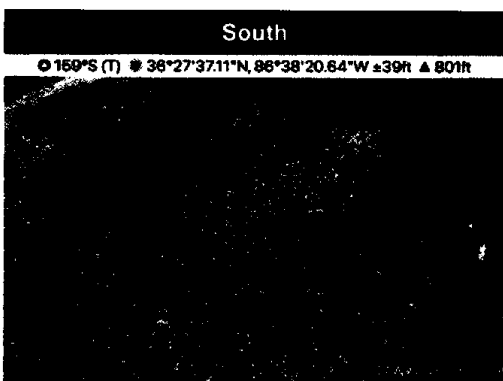
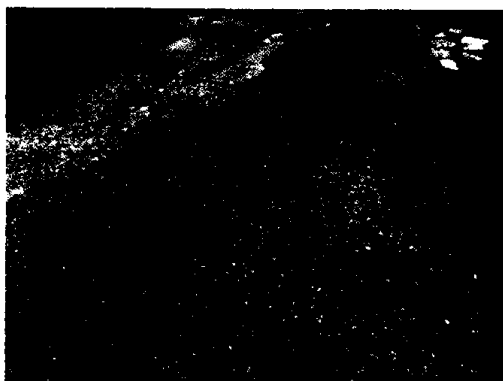
Derek,

Can you add this to the upcoming BMA Packet please.

From: Isaiah Manfredi
Sent: Friday, July 3, 2026 8:04 AM
To: Jason Barnes <JBarnes@whitehousetn.gov>
Cc: Gerald Herman <GHerman@whitehousetn.gov>
Subject: 308 Covington Bend Driveway Pictures









Sent from my iPhone

Sent from my iPhone

Sent from my iPhone

Thank you,



From:
Alfonso Urbano
 Urbano Custom Masonry

308 Covington

To:
Shannon Schoenheit
 308 Covington Bend
 White House, TN 37188

Date issued: 6/07/26
 Valid until: 8/07/26

Brick Mailbox

Overview

Remove old mailbox and rebuild new one with square top

Fee Structure

Item Title	Quantity	Rate	Total
3 Bags of Type N Mortar	1.00	\$70.00	\$70.00
16 Blocks (8x8x16)/ Sand	1.00	\$100.00	\$100.00
300 Bricks	1.00	\$200.00	\$200.00
Concrete Pad	1.00	\$100.00	\$100.00
New Mailbox	1.00	\$100.00	\$100.00
2 Mailbox Address Plaques	1.00	\$260.00	\$260.00
Labor	1.00	\$700.00	\$700.00
Trash Removal	1.00	\$100.00	\$100.00
Subtotal			\$1,630.00
Taxes			\$0.00
Discount			(\$0.00)
Total			\$1,630.00

Contractor

Alfonso Urbano

Date

June 8, 2026 (UTC)

Client

Preview Signature

Date

@ Alfonsaurbano615@gmail.com

615-739-2069

Derek Watson

308 Covington

From: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Sent: Friday, May 22, 2026 1:39 PM
To: Isaiah Manfredi; Mike Wall; John Corbitt; Gerald Herman
Cc: GMAIL
Subject: RE: 308 Covington Bend, White House

I have been able to talk to all the contractors that will be involved in the repairs. I was not aware sod costs as much as it does and after the contractor looking at the yard, he stated it would all have to be regraded in order to fix what was done. With that being said All contractors is totaling \$30,000.00 for the repairs to the areas we spoke of. Mr. Herman, I want to thank you for taking the time to listen and go over everything with me.

Thank You,

Mr. Wayne Schoenheit

From: Isaiah Manfredi <IManfredi@whitehousetn.gov>
Sent: Monday, May 11, 2026 2:55 PM
To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>; Mike Wall <mwall@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Gerald Herman <GHerman@whitehousetn.gov>
Cc: GMAIL <schoenheit.shannon@gmail.com>
Subject: Re: 308 Covington Bend, White House

Wayne,

I am working to finish a time sensitive report and will get back to you with your requested update as quickly as possible.

Get [Outlook for iOS](#)

From: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>
Sent: Monday, May 11, 2026 2:38:01 PM
To: Isaiah Manfredi <IManfredi@whitehousetn.gov>; Mike Wall <mwall@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Gerald Herman <GHerman@whitehousetn.gov>
Cc: GMAIL <schoenheit.shannon@gmail.com>
Subject: RE: 308 Covington Bend, White House

Update of progress 308 Covington Bend 5/11/2026. Updates to 1, 4, 5, and 6.

1. Full driveway removal. Date for full removal?
 - o Contractor is advising they will be starting this week for driveway removal. Can you confirm please and when this is taking place?
 - I was not informed by Leonard that he would be removing driveways. I cannot confirm that. I will speak to him tomorrow on-site and get back to you. 04/27/2026

- Edwin stated Jason the Engineer is the one who approved for our driveway to be done this date. No advanced notification that our driveway would be blocked. No communication from contractor.
 - That is now the approach that will be taken. I was wrong when I stated how the curbing would be done. Leonard has committed to bringing road plates to place in front of your driveway and your neighbor's driveway to allow access through the curing time of the curbs. 04/27/2026
 - I expressed my concerns with Edwin with the driveway curbing already being added. I advised the tear out is yet to take place. I ask Edwin if the curbing would be fixed again if damaged during the driveway tear out.
- Isaiah on 4/23/2026 stated curb in front of driveway would not be done till the driveway was removed.
 - I was incorrect. Their approach is to do this in a manner to be sure road height, curb height, and catch basin heights are correct. This is the best option. Apologies for confusion in this matter. 04/27/2026
 - Your driveway will be torn out between now and end of May 05/04/2026.
 - What is your expectation as far as the contractor to perform the work on your driveway? Will you be using the gentlemen that you have told me that you know? Will you allow L & G Construction to complete the repair to the first 4 sections of the driveway? Will you use the gentlemen that Robert McLaughlin suggested to you?
 1. As far as the tear out I prefer for L&G to do the full tear out in case any more damage is incurred to the areas that have been repaired. I spoke with my contractor and they quoted \$5000.00 for the full tear out with haul off. I understand the cost is cheaper for the city because to my understanding and our conversations the city was managing the haul off. \$4000.00 if the city had a truck ready for removal at all times during the removal process.
 2. 05/08/2026 Mr. Manfredi "I have been had conversations with Leonard regarding the driveways as well, while we do not have a definitive date still, additional binder asphalt will be installed next week by L & G Construction it is my plan to see the driveways removed after the additional binder asphalt is installed and before final asphalt is installed. Driveway removal should be completed by end of May or sooner."
 - a. Need a two-week window for full driveway tear out by L&G so I can inform the concrete company performing the driveway replacement. Also need to know so someone can be present to allow garage access for removal of concrete and to ensure all vehicles and campers moved to avoid damage.

2. Curb (Completed)

- Contractor is onsite now and is stating we will not have access to our driveways for a couple days. Can you also confirm this because per our discussion curbing was not being done in front of the driveways until the driveways were repaired? -
 - I was incorrect about this and they will pour curbing beginning tomorrow morning but they will put road plates in place to allow access while the curbs are curing. Although, I argued my case about having the lowered curb section damaged if they do it in this

manner, Leonard stated that he would place road plates there to prevent damage and will replace curbing if it is in fact damaged. 04/27/2026

- Curb currently extending majority of road frontage of home.
 - Yes, however, I made them change the width of the board from 2" x 10" to a 2" x 4" per your request so that you could extend the width of your driveway. The smaller 2 x 4 will be the form they use to pour the lowered section of curbing that allows your access when completed and keeps water in the roadway.
 - I have showed Leonard in pictures what the curbing in front of your home should look like. If it's wrong, I will have him change it. 04/27/2026
 - 04/30/2026 Curbs are completed.

3. Pressure valve to house. (Completed)

- Repaired as of 04/25/2026. Debris from waterline break found in water valve. Repair has currently fixed issue and has not re-occurred since. Thank you to the water department for taking care of this so fast.

4. Replacement of the four panels

1. Cost breakdown to be presented to homeowner. Current breakdown \$9845 04/23/2026. Requested full tear out this date.
2. Will you allow L & G Construction to complete the repair to the first 4 sections of the driveway?

i. As far as the replacement of driveway this will be done by the contractor I have choose. Contractor is waiting for the tear out to complete the job. Contractor can complete job estimated first or second week of June.

-Need to know how I will be re-imbursed for the driveway from the City of White House before the tear out since I am refusing L&G to perform the driveway replacement.

3.

Description	UNIT	PRICE	QUANTITY	TOTAL
1 - REMOVAL OF RIDIG PAVEMENT, SIDEWALK, ETC (0"-8")	SY	\$50.00	52	\$2,600.00
2 - REMOVAL OF CURB(ALL TYPES)	LF	\$10.00	15	\$150.00
3 - FURNISHING & SPREADING TOPSOIL	CY	\$20.00	10	\$200.00
4 - BASE 57 STONE	TON	\$55.00	20	\$1,100.00
5 - SAW CUTTING CONCRETE PAVEMENT(FULL DEPTH)	LF	\$5.00	20	\$100.00
6 - CONCRETE SIDEWALK (4")	SF	\$8.00		\$0.00
7 - CONCRETE DRIVEWAY EXPOSED AGG (6")	SF	\$12.00	465	\$5,580.00
8 - CONCRETE CURB RAMP	SF	\$10.00		\$0.00
9 - CONCRETE CURB	LF	\$12.50		\$0.00
10 - SEED/EROSION CONTROL BLANKET (TYPE I)	SY	\$20.00	10	\$200.00
11 - CHANNELIZERS	EACH	\$25.00	10	\$250.00
TOTAL				\$10,180.00 0

3. Replacement of four panels

i. Leveling of driveway (dirt work)

- ii. Forms
- iii. Gravel
- iv. 6" at entry and 4" remaining for replacement of concrete

5

5. Repair of Yard

- 1. Cost breakdown
- 2. Yard has been attempted to be fixed twice, seeded twice, and now has rock all through it and looks like crap. -
 - i. This will be completed and I will discuss with Leonard tomorrow 04/27/2026
- b. Requested topsoil brought in at end of project and smoothed out to level yard from vehicle traffic during road repair. -
 - i. This will be completed and I will discuss with Leonard tomorrow. If necessary, City Staff will complete this work internally. 04/27/2026
 - ii. 04/29/2026 all the fill from the curbing was put back into the yard. Rocks, asphalt, and construction trash was mixed into the dirt. Advised Isaiah.
 - iii. 04/30/2026 construction crew came back out and covered the dirt/gravel/rock spread 04/29/2026 this date and did not clear the soil they spread the day before of remaining trash. Emails and pictures sent to Isaiah.
 - iv. 05/01/2026 construction crew came back out filled the remaining portion in.
- v. Sod was laid as of 05/07/2026.

6. Mailbox replaced at same specs and likeness

- 1. Cost breakdown and who contractor is to repair.
- 2. Still sitting in front yard. Requested the mailbox to be moved and be the last item repaired. -
 - i. I expressly told Leonard to remove that mailbox today and he stated he still wanted to pour a foundation under it and I expressly told him that is not what I requested. I will further discuss with him tomorrow. I told him I wanted it removed today and put on the lot next to 304 Covington Bend. 04/27/2026
 - 1. Mailbox has been removed
 - 2. Mailbox brick confirmed as good to move forward as of 05/08/2026. Mailbox rebuild to take place 05/11/2026 per Mr. Manfredi's email 05/08/2026.

From: Isaiah Manfredi <IManfredi@whitehousetn.gov>

Sent: Monday, May 4, 2026 8:19 PM

To: Wayne Schoenheit <wschoenheit@robertsonsheriff.com>; Mike Wall <mwall@whitehousetn.gov>; John Corbitt <jcorbitt@whitehousetn.gov>; Gerald Herman <GHerman@whitehousetn.gov>



CSR Engineering Inc.
2010 Hwy. 49E
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

June 30, 2026

Gerald Herman
City of White House
105D College Street
White House, TN 37188

Re: Calista Road Widening Project Bid Certification

Dear Mr. Herman,

To the best of my knowledge, the attached Bid Tab is a true and exact tabulation of bids received. CSR has reviewed the bids for responsiveness and responsibility. After review with City Staff, we are in support of awarding to the lowest responsive and responsible bidder, TugSun Group Inc., in the amount of \$1,374,282.50.

Sincerely,

A handwritten signature in black ink, appearing to read "JL Reynolds".

Jason Reynolds, P.E.
CSR Engineering

Attachment: Bid Tab Summary (All Bidders)
Calista Road Widening Bid Forms (TugSun Group Inc.)



CITY OF WHITE HOUSE
41670-23-02B 2026 Calista Rd Widening
BID OPENING: June 29, 2026 @ 2:00 pm

DESCRIPTION					
Company Name	Norris Brothers Excavating, LLC	Concrete Structures, Inc	Tugsun Group Inc	Walker Building Group, LLC	Sessions Paving Company
Address	22 Northside Lane, Crossville, TN 38571	PO Box 128, Charlotte, TN 37036	PO Box 3305, Clarksville, TN 37043	2617 Locust Street, Nashville, TN 37207	PO Box 90266, Nashville, TN 37209
License Number	48700	8132	76982	57127	6962
License Expiration	7/31/2028	9/30/2027	10/31/2027	3/31/2028	1/31/2028
License Classification and Limit	Unlimited, HC,HRA,MUA,MUC,MUD	Unlimited, HRA	Unlimited,BCA,BCB,HRA-A, HRA-G 3, HRA E.5,MU	BC,HC,HRA,MU UNLIMITED	AGLM UNLIMITED;BC;CE-A;CE-B;HC-D;HRA,MU
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID					
SIGNED BID BOND					
SIGNED BID					
BASE BID TOTAL	\$4,626,620.00	\$1,777,334.00	\$1,374,282.50	\$2,172,974.50	\$2,603,132.70

DESCRIPTION					
Company Name	Rogers Group, Inc	West Construction	Adams Contracting, LLC	Jarrett Builders, Inc	Bedrock Construction Company LLC
Address	2124 Nashville Pike, Gallatin, TN 37066	PO Box 92, Dixon Springs, TN 37057	131 Prosperous Place, Suite19A Lexington, KY 40509	1106 Lebanon Pike, Nashville, TN 37210	5214 Caintuck Road, Kingsport, TN 37664
License Number	1774	76635	68891	40392	84178
License Expiration	3/31/2028	7/31/2027	7/31/2027	8/31/2026	10/31/2027
License Classification and Limit	Unlimited;BC,HRA,MU,MU-A.2,MU-A.3	MU-A,MU-C \$3000000	HRA,MU-A,C,D	BC-A;BC-B(SM) \$750k; CE;CMC;CMC-A;CMC-D;HRA-A;HRA-B;HRA-C;HRA-E;LMC;MU-A;MU-C;MU-D	HRA
IF ALL ITEMS LISTED ABOVE ARE INCLUDED - OPEN BID					
SIGNED BID BOND					
SIGNED BID					
BASE BID TOTAL	\$1,721,984.50	\$1,721,000.00	\$1,828,860.50	\$2,419,949.50	\$1,995,821.88

BID FORMPlace: City of White House, TennesseeDate: 6-29-26

BID for the City of White House, Tennessee.

TO THE PURCHASING COORDINATOR
CITY OF WHITE HOUSE, TENNESSEEI/WE Tugson Group Inc

Name of Bidder

2421 Hwy 41A bldg 5th 400 Clarksville TN 37043

Address of Bidder

The undersigned, as Bidder, in compliance with your invitation for bids for the **2026 CALISTA ROAD WIDENING PROJECT**, propose to furnish all necessary labor, machinery, tools, apparatus, equipment, service, and other necessary supplies, in strict accordance with the terms and conditions of the Plans and Bid Documents hereto attached and the Specifications referred to herein and do such other work incidental thereto as may be ordered by the Engineer or his/her agent, in writing, within the time set forth therein, and the price stated below.

The Bidder declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Plans, Specifications and Bid Documents for the work, and has read all documents furnished prior to the opening of bids; and that he has satisfied himself relative to the work expected to be performed.

TIME FOR COMPLETION AND LIQUIDATED DAMAGES: Bidder hereby agrees that if they are awarded the contract for this work, they will commence work within 7 days from the date of a Notice to Proceed/Start Work Order from the Owner and to substantially complete the work within one hundred and fifty (150) calendar days and full completion within one hundred and eighty (180) days calendar days (see TDOT Standard Specifications for details of time requirements). As time is of the essence, bidder also agrees to pay **\$1500.00/day** as liquidated damages for each consecutive calendar day thereafter for substantial completion and shall include completion of all punch list items for final completion. **Time extensions will not be allowed for shop drawing submittals or other related materials ordering schedules. The owner expects materials ordering and any verification/certification shall occur between the time contracts are fully effective and the first start work date as will be defined in the Notice to Proceed.**

PROJECT PROPOSAL: Bidder agrees to perform all of the WORK on said roadway installations described in the bid documents and shown on the plans as estimated and itemized below and to be completed within the project duration limits, as follows:

CALISTA WIDENING BID QUANTITIES					
ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ITEM BID PRICE	TOTAL ITEM BID
199-01	CONSTRUCTION STAKES, LINES AND GRADES	LS	1	\$8,500.00	\$8,500.00
201-01	CLEARING AND GRUBBING	LS	1	\$7,500.00	\$7,500.00
202-01	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$15,500.00	\$15,500.00
204-01	ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C Y	2360	\$14.50	\$34,075.00
203-03	BORROW EXCAVATION (UNCLASSIFIED)	C Y	300	\$32.00	\$9,600.00
203-04	PLACING AND SPREADING TOPSOIL	C Y	587	\$10.00	\$5,870.00
203-06	UNDERCUTTING	C Y	730	\$78.00	\$58,500.00
204-06 01	BACKFILL MATERIAL (FLOWABLE FILL)	C Y	5	\$275.00	\$1,375.00
203-07	PLACING AND SPREADING TOPSOIL	C Y	40	\$58.00	\$3,480.00
205-05	SEDIMENT REMOVAL	C Y	1	\$135.00	\$405.00
206-06 04	TEMPORARY ENHANCED BILT FENCE	LF	1200	\$4.75	\$5,700.00
206-06 09	FILTER SOCK CHECK DAM	EACH	5	\$350.00	\$1,750.00
209-09 43	CURB INLET PROTECTION (TYPE 4)	EACH	13	\$265.00	\$3,445.00
303-01	MINERAL AGGREGATE, TYPE A BASE GRADING D	TON	3700	\$30.00	\$105,300.00
303-10 01	MINERAL AGGREGATE (SIZE 57)	TON	40	\$49.00	\$3,920.00
307-01 08	ASPHALT CONCRETE MIX (PG64-22) GRADING & BASE	TON	1500	\$145.75	\$218,625.00
402-01	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	TON	7	\$1,150.00	\$8,050.00
402-02	AGGREGATE FOR COVER MATERIAL (PC)	TON	28	\$75.00	\$2,100.00
403-01	BITUMINOUS MATERIAL FOR TACK COAT (TC)	TON	4	\$1,500.00	\$6,000.00
407-20 06	SAW CUTTING ASPHALT PAVEMENT	LF	278	\$7.00	\$1,925.00
411-01 10	ASPHALT CONCRETE MIX (PG64-22) GRADING D	TON	908	\$205.00	\$184,500.00
411-01 11	ACB MIX (PG64-22) GRADING & ROWAY (DRAINWAYS) (MATCH EXISTING)	S.F.	1500	\$10.50	\$15,750.00
415-01 02	COLD PLACING BITUMINOUS PAVEMENT	S Y	2270	\$7.50	\$16,500.00
607-02 02	18" CONCRETE PIPE CULVERT (B)	LF	625	\$68.00	\$42,500.00
607-03 02	18" CONCRETE PIPE CULVERT (B)	LF	310	\$78.00	\$24,882.00
607-05 02	24" CONCRETE PIPE CULVERT (B)	LF	64	\$110.00	\$7,040.00
611-02 11	JUNCTION BOX (B)	EACH	1	\$7,500.00	\$7,500.00
611-07 51	18" ENDWALL (CROSS DRAIN) 3'1"	EACH	6	\$3,600.00	\$21,600.00
611-07 54	18" ENDWALL (CROSS DRAIN) 3'1"	EACH	2	\$3,900.00	\$7,800.00
611-07 57	24" ENDWALL (CROSS DRAIN) 3'1"	EACH	1	\$4,750.00	\$4,750.00
611-25 01	CATCH BASIN, TYPE 25, 0' - 8" DEPTH	EACH	9	\$5,400.00	\$48,600.00
611-25 02	CATCH BASIN, TYPE 25, 0' - 8" DEPTH	EACH	1	\$7,000.00	\$7,000.00
611-26 01	CATCH BASIN, TYPE 26, 0' - 8" DEPTH	EACH	1	\$7,250.00	\$7,250.00
611-26 02	CATCH BASIN, TYPE 26, 0' - 8" DEPTH	EACH	1	\$9,000.00	\$9,000.00
701-01 01	CONCRETE SIDEWALK (4")	S.F.	9000	\$7.75	\$74,400.00
701-01 07	EXPOSED AGGREGATE CONCRETE DRIVEWAY (MATCH EXISTING)	S.F.	380	\$17.00	\$10,030.00
701-02	CONCRETE DRIVEWAY (MATCH EXISTING)	S.F.	4800	\$11.00	\$50,600.00

701-02 43	CONCRETE CURB RAMP	S F	43	\$55.00	\$2,475.00
702-03	CONCRETE COMBINED CURB & GUTTER	C Y	470	\$330.00	\$155,100.00
703-05 06	MACHINED RIP-RAP (CLASS A-1)	TON	13	\$155.00	\$2,015.00
712-01	TRAFFIC CONTROL	LS	1	\$18,500.00	\$18,500.00
713-16 20	SIGNS (PERMANENT)	EACH	9	\$800.00	\$7,200.00
713-16 41	RELOCATE SIGN (R2-1) (W13-25)	EACH	2	\$650.00	\$1,300.00
713-16 50	REMOVE SIGN SUPPORT AND FOOTING	EACH	9	\$225.00	\$2,025.00
716-02 06	PLASTIC PAVEMENT MARKING (STOP LINE)	L F	172	\$11.00	\$1,892.00
716-02 06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	2	\$500.00	\$1,000.00
716-02 06	PLASTIC PAVEMENT MARKING (P DOTTED LINE)	L F	118	\$9.00	\$990.00
716-04 03	ENHANCED FLATLINE THERMO PAINT MARKING (4IN LINE)	L M	1	\$6,250.00	\$6,250.00
716-05 23	PAINTED PAVEMENT MARKING (F LINE)	L M	1	\$3,000.00	\$3,000.00
716-12 06	ENHANCED FLAT LINE THERMO (8IN LINE)	L F	106	\$11.00	\$1,155.00
717-01	MOBILIZATION	LS	1	\$35,000.00	\$35,000.00
740-10 03	GEO TEXTILE (TYPE EROSION CONTROL)	S Y	40	\$12.00	\$480.00
740-11 05	TEMPORARY SEDIMENT TUBE (F)	L F	20	\$18.00	\$360.00
785-09 09	RELOCATE /RECONNECT SERVICE ASSEMBLY (SEWER)	EACH	3	\$4,250.00	\$12,750.00
785-09 09	RELOCATE /RECONNECT SERVICE ASSEMBLY (WATER) (SHORT TAP)	EACH	2	\$4,750.00	\$9,500.00
785-09 09	RELOCATE /RECONNECT SERVICE ASSEMBLY (WATER) (LONG TAP)	EACH	2	\$5,750.00	\$11,500.00
785-11 04	RELOCATE FIRE HYDRANT	EACH	2	\$9,250.00	\$18,500.00
785-12 20	ADJUST EXISTING VALVE BOXES	EACH	16	\$450.00	\$7,200.00
801-01	SEEDING (WITH MULCH)	UNIT	2	\$1,250.00	\$2,500.00
801-02	SEEDING (WITHOUT MULCH)	UNIT	4	\$650.00	\$2,600.00
801-03	WATER (SEEDING & SODDING)	M G	3	\$225.00	\$675.00
802-01 10	TREES (2-4 CALIPER EACH)	EACH	4	\$600.00	\$2,400.00
802-03 01	SHRUBS (2 GAL)	EACH	4	\$150.00	\$600.00
803-01	SODDING (NEW SOD)	S Y	100	\$12.00	\$1,200.00
805-12 03	EROSION CONTROL BLANKET (TYPE B)	S Y	3000	\$3.25	\$12,018.50
	MANHOLE RELOCATION AND REPLACEMENT	EACH	8	\$325.00	\$2,675.00

and for the Project Total of

One Million Three Hundred Seventy Four Thousand Two Hundred Eighty Two Dollars and Fifty Cents

(\$ 1,374,282.50)

(Amount shall be shown in both words and figures.)

The above itemized and total price for the project shall include all labor, materials, shoring, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for.

Bidder understands that the Owner reserves the right to reject any or all bids, and any combination including or not including add alternatives, and to waive any informality in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids. Upon receipt of written notice of the acceptance of this bid, Bidder will execute a formal Agreement provided by the City and deliver as defined in the attached project schedule below.

The undersigned Bidder does hereby declare and stipulate that this bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Bid Documents and Specifications, and the Plans pertaining to the work to be done.

Respectfully submitted:



Prime Contractor Signature

Name: Joanna Rausch

Company: Tug Sun Group Inc

Title: President

Business Address: 2421 Hwy 41A Bypass Ste 400
Clarksville TN 37043

Contractor's License No: 76982

License Expiration Date: 10-31-27

Telephone Number: 931-237-6696

Email Contact: office@tugsun.com

July 8, 2026

M E M O R A N D U M

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Engineering Services Proposal – Union Road Widening to I-65, Phase II

The City has received a proposal from CSR Engineering, Inc. for professional engineering services related to Phase II of the Union Road Widening Project. This phase will begin at the end of the previously approved Phase I improvements and continue south approximately 3,200 feet, ending at the I-65 overpass bridge and State right-of-way line.

The proposed scope of work includes topographic and boundary/right-of-way survey, roadway design plans, bid package preparation, project meetings, easement/right-of-way acquisition assistance, and utility coordination. The final construction plans will include roadway plans and cross sections, grading and drainage plans, erosion prevention and sediment control measures, signage plans, pavement marking plans, traffic control plans, drainage details, applicable TDEC general permits, and finalized documents for bidding.

CSR Engineering has proposed a lump sum fee of \$346,512.00 for the engineering services outlined in the proposal. Utility coordination and any required plan modifications related to utility relocations will be billed separately at CSR's standard hourly rates, as the extent of that work will depend on the utility owners involved. The proposal also excludes environmental investigations, environmental reports, mitigation, specialized permitting, right-of-way acquisition costs, and right-of-way fees.

This project is an important continuation of the City's efforts to improve Union Road and provide safer, more efficient connectivity to the I-65 corridor. Approval of this proposal will allow CSR Engineering to proceed with the design and bidding documents necessary to move Phase II forward.

If you have any questions regarding these updates leading to the meeting, please reach out to me.

Thank you,

Gerald Herman
City Administrator



CSR Engineering Inc.
2010 Hwy 49E
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

May 7, 2026

CSR Engineering Proposal No. 2024-14j

Gerald Herman
City of White House
105D College Street
White House, TN 37188

**RE: PROPOSAL FOR ENGINEERING SERVICES UNION ROAD WIDENING
(PHASE II) PROJECT – CITY OF WHITE HOUSE, ROBERTSON COUNTY,
TN**

Mr. Herman,

CSR Engineering, Inc. is pleased to offer our professional services associated with an design of your Union Road widening project in White House. As previously agreed under separate contract, we will be widening the current Union Road connection to SR76 and extend widening south for approximately 1,500 feet (Phase I). This proposed Phase II Project will start at the end of Phase I and continue with widening Union Road south for 3,200 additional feet ending at the I–65 overpass bridge and State ROW line. We propose this scope of work in accordance with your prior discussed layouts and associated fees below. Please accept this Letter Agreement as our proposal for these engineering and related services. The professional services provided by CSR under this Agreement are limited to the following **General Scope of Work**.

General Scope of Work

1. **Topographic, Boundary/ROW Survey** of the project area to determine/verify locations of pertinent roadway and drainage features and visible utility and related infrastructure. Includes boundary and topographic survey of observable pertinent field conditions and property limits and research with utility owners in the area to understand their existing infrastructure (excluding excavation for locating of utilities). This finalized survey version will supplement and extend the preliminary surveys used in recent, adjacent engineering studies and layouts.
2. **Roadway Design Plans and Bid Package:** Construction plans will be developed according to City design guidelines, the latest traffic counts and projected traffic for this roadway segment. CSR will prepare a bid package containing specifications and plans for the City to issue for bids. The final set of plans for construction will include:

Gerald Herman
City of White House
Page 2

- Quantities with General and Special Notes
- Roadway Plans and Cross Sections
- Grading and Drainage Plans
- Erosion Prevention and Sediment Control
- Signage Plans
- Pavement Marking Plans
- Traffic Control in accordance with MUTCD
- Drainage Details (cross drain and side drain pipes/ditches)
- Finalized plans, details and documents for bidding
- Applicable TDEC permits (General type only, not Individual)

A final opinion of probable cost will be given once plans are complete. The opinion will be based on TDOT Average Unit Prices. Utility relocation costs will not be included in the Opinion of Probable Cost.

3. **Attend Scheduled Project Meetings:** Prepare the agenda, attend, and conduct meetings as required with any City or State personnel, contractors, , utility owners or other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies.
4. **Survey for necessary Easement/ROW acquisition assistance** and coordination with City administration and City Attorney (includes the survey documents, descriptions and staking that will be part of the acquisition procedures, assumes City Attorney corresponds with owners and coordinates Title, Closing and Register tasks)
5. **Utility Coordination** – Utility Coordination will occur under this contract to accommodate the roadway plans as desired by the City. The services for Utility Coordination and any required plans modifications will be billed separately at CSR standard hourly rates as the amount of work associated with such modifications is yet to be determined and influenced by the separate utility owners involved.

The fee for these services will be a lump sum of **\$346,512.00**. Services provided will be limited to the detailed scope of work written above. This proposal does not include any items not stated in the General Scope of Work, and **specifically excludes environmental investigation/reports, mitigation, or specialized permitting**. Also excluded is Right-of-Way acquisition and fees. Any subsequent engineering services desired by the city will be included in later proposals.

CSR's engineering services will be subject to the Terms and Conditions as attached in Exhibit "A." We will bill by percentage complete at the end of any significant portion of work. The fee quoted includes compensation for basic services listed above. We will begin work immediately upon receipt of a signed contract and will

Gerald Herman
City of White House
Page 3

work on a reasonable and coordinated schedule to submit documents as required by the City's plan for project construction and/or funding coordination efforts.

If this proposal meets with your approval, please execute the original and return a signed copy of this agreement to this office via post, email or fax. Again, we appreciate the opportunity to develop this proposal and look forward to completion of a successful project.

CSR Engineering, Inc.



Jason L. Reynolds, P.E.
Civil Manager

Accepted by:

Gerald Herman, City Administrator

Date

Gerald Herman
City of White House
Page 4

EXHIBIT "A"
CSR ENGINEERING, INC.
GENERAL TERMS AND CONDITIONS

1. **Relationship between Engineer and Client.** Engineer shall serve as Client's professional engineering consultant in those phases of the Project to which this Agreement applies. The relationship is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client.

2. **Responsibility of the Engineer.** Engineer will strive to perform services under this Agreement in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any agreement between the Client and any other party concerning the Project, the Engineer shall not have control of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction; or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any contractor or subcontractor, or any other engineer, architect or consultant not under contract to the Engineer to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project.

Engineer shall determine the amounts owing to the construction contractor and recommend in writing payments to the contractor in such amounts. By recommending any payment, the Engineer will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made to check the quality or quantity of the contractor's work.

3. **Responsibility of the Client.** Client shall provide all criteria and full information as to his

requirements for the Project, including budgetary limitations. Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project.

Client shall give prompt written notice to the Engineer whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Engineer's services, or any defect or nonconformance in the work of any construction contractor.

Client shall examine all documents presented by Engineer, obtain advice of an attorney or other consultant as Client deems appropriate for such examinations and provide decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.

4. **Designation of Authorized Representatives.** Each party shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the party.

5. **Ownership of Documents.** Drawings, specifications, reports and any other documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be the property of Engineer. Engineer shall have the right to retain copies of all documents and drawings for its files.

6. **Reuse of Documents.** All documents, including drawings and specifications furnished by Engineer pursuant to this Agreement, are intended for use on the Project only. Client agrees they should not be used by Client or others on extensions of the Project or on any other project. Any reuse, without written verification or adaption by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

7. **Opinions of Cost.** Since the Engineer has no control over the cost of labor, materials, equipment or services furnished by the contractor, or over the contractor's methods of determining prices, or over

Gerald Herman
City of White House
Page 5

competitive bidding or market conditions, the Engineer cannot and does not guarantee that proposals, bids or actual construction costs will not vary from his opinions or estimates of construction costs.

8. **Changes.** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments; and Engineer and Client shall negotiate appropriate adjustments in fee and/or schedule acceptable to both parties to accommodate any changes.
9. **Delays.** If the Engineer's services are delayed by the Client, or for other reasons beyond the Engineer's control, for more than one year, the fee provided for in this Agreement shall be adjusted equitably.
10. **Subcontracts.** Engineer may subcontract portions of the services, but each subcontractor must be approved by Client in writing.
11. **Suspension of Services.** Client may, at any time, by written order to Engineer, require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. Client, however, shall pay all costs associated with suspension including all costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension of work order. Engineer will not be obligated to provide the same personnel employed prior to suspension when the services are resumed in the event the period of any suspension exceeds 30 days. Client will reimburse Engineer for the costs of such suspension and remobilization.
12. **Termination.** This Agreement may be terminated by either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
13. **Notices.** Any notice or designation required to be given by either party hereto shall be in writing and,

unless receipt of such notice is expressly required by the terms hereof, it shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereinafter furnish to the other party by written notice as herein provided.

15. **Legal Proceedings.** In the event Engineer's employees are at any time required by Client to provide testimony, answer interrogatories or otherwise provide information ("testimony") in preparation for or at a trial, hearing, proceeding on inquiry ("proceeding") arising out of the services that are the subject of this Agreement, where Engineer is not a party to such proceeding, Client will compensate Engineer for its services and reimburse Engineer for all related direct costs incurred in connection with providing such testimony. This provision shall be of no effect if the parties have agreed in a separate agreement or an amendment to this Agreement to terms which specifically supersede this provision, nor shall this provision apply in the event Client engages Engineer to provide expert testimony or litigation support, which services shall be the subject of a separate agreement or an amendment to this Agreement.
16. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
17. **Insurance.** Within the context of prudent business practices, Engineer shall endeavor to maintain workmen's compensation and unemployment compensation of a form and in an amount as required by state law; comprehensive general liability with limits of at least \$500,000/\$1,000,000; automotive liability with limits of at least \$500,000/\$500,000; and professional liability insurance with an annual limit of at least \$500,000. Client recognizes that insurance market is erratic and Engineer cannot guarantee to maintain the coverage identified above.
18. **Information Provided by the Client.** The Engineer shall indicate to the Client the information needed for rendering of services hereunder. The Client may elect to provide this information (including services by others) to the Engineer. In this case, the Client recognizes that the Engineer cannot assure the sufficiency of such information. Accordingly, the Engineer shall not be liable for

Gerald Herman
City of White House
Page 6

any claims for injury or loss arising from errors, omissions or inaccuracies in documents or other information provided by the Client. In addition, the Client agrees to compensate the Engineer for any time spent or expenses incurred in defending such claim or in making revisions to his work as a direct or indirect result of information provided by the Client which is insufficient.

19. **Subsurface Conditions and Utilities.** Client recognizes that a comprehensive sampling and testing program implemented by trained and experienced personnel of Engineer or Engineer's sub-consultants with appropriate equipment may fail to detect certain hidden conditions. Client also recognizes that actual environmental, geological and geotechnical conditions that Engineer properly inferred to exist between sampling points may differ significantly from those that actually exist.

Engineer will locate utilities which will affect the project from information provided by the Client and utility companies and from Engineer's surveys. In that these utility locations are based, at least in part, on information from others, Engineer cannot and does not warrant their completeness and accuracy.

20. **Hazardous Materials.** When hazardous materials are known, assumed or suspected to exist at a project site, Engineer is required to take appropriate precautions to protect the health and safety of his personnel, to comply with the applicable laws and regulations and to follow procedures deemed prudent to minimize physical risks to employees and the public. Client hereby warrants that, if he knows or has any reason to assume or suspect that hazardous materials may exist at the project site, he will inform Engineer in writing prior to initiation of services under this Agreement.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Client agrees that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Engineer agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client waives any claim against Engineer and agrees to indemnify, defend and hold Engineer harmless from any claim or liability for injury or loss arising from Engineer's encountering unanticipated hazardous materials or suspected hazardous materials. Client also agrees to compensate Engineer for any time spent and

expenses incurred by Engineer in defense of any such claim.

21. **Risk Allocation.** The Client recognizes that Engineer's fee includes an allowance for funding a variety of risks which affect the Engineer by virtue of his agreeing to perform services on the Client's behalf. One of these risks stems from the Engineer's potential for human error. In order for the Client to obtain the benefits of a fee which includes a lesser allowance for risk funding, the Client agrees to limit the Engineer's liability to the Client and all construction contractors arising from the Engineer's professional acts, errors or omissions, such that the total aggregate liability of the Engineer to all those named shall not exceed \$50,000 or the Engineer's total fee for the services rendered on this project, whichever is greater.
22. **Anticipated Change Orders.** Client recognizes and expects that a certain amount of imprecision and incompleteness is to be expected in construction contract documents; that contractors are expected to furnish and perform work, materials and equipment that may reasonably be inferred from the contract documents or from the prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for; and that a certain amount of change orders are to be expected. As long as Engineer provides services in a manner consistent with that standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions, client agrees not to make any claim against Engineer for cost of these change orders unless these costs become a significant part of the construction contract amount. In no case will Client make claim against Engineer for costs incurred if the change order work is a necessary part of the Project for which Client would have incurred cost if work had been included originally in the contract documents unless Client can demonstrate that such costs were higher through issuance of the change order than they would have been if originally included in the contract documents in which case any claim of Client against Engineer will be limited to the cost increase and not the entire cost of the change order.
23. **Payment.** Engineer shall submit monthly statements to Client. Payment in full shall be due upon receipt of the invoice. If payments are delinquent after 30 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one percent per month. Payment for Engineer's services is not contingent on any factor except Engineer's ability to provide services in a manner consistent with that

Gerald Herman
City of White House
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standard of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. If Engineer brings any action at law or in equity to enforce or interpret the terms of this Agreement, or if Engineer must either prosecute or defend any action related to the subject matter of the Agreement, and prevails in such action, then Engineer shall be entitled to reasonable attorney's fees, expenses and costs, including expert witness fees, if applicable.

24. **Force Majeure.** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control, including, but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
25. **Compliance with Laws.** To the extent they apply to its employees or its services, the Engineer shall comply with all applicable United States, state, territorial and commonwealth laws, including ordinances of any political subdivisions or agencies of the United States, any state, territory or commonwealth thereof.
26. **Separate Provisions.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding.
27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the principal place of business of the Engineer.
28. **Amendment.** This Agreement shall not be subject to amendment unless another instrument is executed by duly authorized representatives of each of the parties.
29. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.

July 7, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
Gerald Herman, City Administrator

From: Rob Brewer, Fire Chief

Re: MSA Self-Contained Breathing Apparatus

Mayor and Board of Aldermen,

I am requesting approval for the purchase of new MSA Airpacks, along with accompanying air bottles and masks, to fully equip our newly acquired Pierce engine. This investment directly supports operational readiness, training sustainability, and apparatus reliability across the department.

Our new Pierce engine is now in our possession and ready to be placed into service. To do so, we are requesting that it be outfitted with a complete set of modern SCBA units, including airpacks, bottles, and masks. Outfitting this engine with new equipment allows us to:

- Maintain consistent frontline reliability
- Ensure crews have dependable respiratory protection during high-risk operations
- Align the engine's equipment profile with current NFPA and departmental standards

Providing new airpacks, bottles, and masks ensures the engine enters service with equipment that meets our expectations for safety, durability, and readiness.

We train often with live-fire evolutions, search drills, confined-space simulations, and endurance training. These environments place significant wear and tear on our SCBA units. Some of our current airpacks, masks, and bottles are among the most heavily used pieces of equipment in the department.

By purchasing new airpacks for the Pierce engine, we can shift our most worn units to be utilized on our backup apparatus. This ensures:

- Training does not prematurely degrade frontline equipment
- Crews train with realistic gear while preserving operational readiness
- We extend the service life of newer airpacks by reducing unnecessary exposure to harsh training conditions

This purchase also strengthens our apparatus deployment strategy. With additional airpacks available, we can fully stock our backup apparatus without pulling units from frontline engines during breakdowns or maintenance downtime.

The total cost of this project would be \$48,070.00. The purchase would be made through Safe Industries via the Sourcewell buying cooperative, ensuring competitive pricing and compliance with procurement requirements. This purchase will be funded through fire impact fees.

I respectfully request board approval to proceed with the purchase of new MSA airpacks for deployment on the Pierce engine. This action strengthens our operational capability, supports our training program, and ensures consistent readiness across all apparatus.

Thank you for your consideration. If you have any questions or concerns, please feel free to contact me at 615-672-5338.



5031 Highway 153 Easley, SC 29642

Quote

#EST47770
7/2/2026

Bill To Finance Department City of White House Fire Department 105D College St White House TN 37188 United States	Ship To Blake Garrett City of White House Fire Department 120 Business Park Dr White House TN 37188 United States
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TOTAL

\$47,940.00

Expires: 8/31/2026

Expires 8/31/2026	Sales Rep Robby Hall	Partner	Shipping Method
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Quantity	Item	Comments	Price	Extended Price
4	A-G1FS444MA2C2LAR MSA - SYSTEM_PRESSURE 4 4500 PSIG CYLINDER_CONNECTION 4 CGA Quick Connect Remote Con HARNESS 4 Serviceable Tunnel with Ch.S CRADLE_TYPE M Metal Band LUMBAR_TYPE A Adjustable Swivel Lumbar Pad REGULATOR_TYPE 2 Solid Cover Left Shd. T4 REGULATOR_HOSE_TYPE C Continuous EMERGENCY_BREATHING_SUPPORT 2 Universal Extendaire II SPEAKER_MODULE L Left Chest PASS A PASS Right Shoulder BATTERY_TYPE R Rechargeable	NFPA 2025 Ed. Sourcewell Contract# 011824-MSS (List Price: \$11,888.90) Contract is 15% off List \$10,105.57	\$8,500.00	\$34,000.00
8	10175708 MSA - CYL VLV QC G1 RC 4500 PSIG, LP, 45 MINUTE CYLINDER	(List Price: \$2057) Contract is 15% off List \$1748.45	\$1,500.00	\$12,000.00
2	10161810 MSA - Fcpc, G1, FS, MD, MD NC, 4PT C-HARN,C-N	List \$666 Contract is 15% off list \$566.10	\$485.00	\$970.00
2	10161811 MSA - Fcpc, G1, FS, LG, LG NC, 4PT C-HARN,C-NS	List \$666 Contract is 15% off list \$566.10	\$485.00	\$970.00
1	Freight Due to continued disruptions in the global supply chain, fuel surcharges, and fluctuating freight/shipping charges, we will no longer be able to estimate nor include any shipping charges on a quote. Shipping charges will be finalized on the Invoice. As always, we will continue to provide the best product pricing as possible but this volatile market has necessitated a change in our day to day operations. We hope you understand and continue to put your trust in Safe Industries.		\$0.00	\$0.00

Subtotal	\$47,940.00
Tax	\$0.00
Total	\$47,940.00





White House Police Department
John W. Decker Police Facility
303 North Palmers Chapel Rd.
White House, TN 37188



John Corbitt
Mayor

Gerald O. Herman
City Administrator

Patrick M. Brady
Chief of Police

MEMORANDUM

To: The Board of Mayor and Alderman
From: Patrick Brady, Chief of Police *PB*
Date: July 1, 2026
Re: Purchase of 24 Axon Body Cameras (5 Year Payment Term)

The White House Police Department is requesting the approval to enter a 5 Year Payment Term with Axon Enterprises, Inc. The Contract will be for Twenty-four (24) Axon Body Cameras, accessories, license, virtual training and warranty.

The total Cost of Equipment with 5 Year Payment Terms is as follows:

1 st year (2026) -	\$19,659.04
2 nd year (2027) -	\$17,159.04
3 rd year (2028) -	\$17,159.04
4 th year (2029) -	\$17,159.04
5 th year (2030) -	\$17,159.04
Total	\$88,295.20

Axon Enterprises, Inc. is who we will purchase the body cameras from.
Axon Enterprises is on Government State Contract (Contract Omnia Contract 3544-21-4615)
(PA-Tennessee #82619).

Thank you for your attention to this matter.

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



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-784600-46101MK

Issued: 03/20/2026

Quote Expiration: 05/30/2026

Estimated Contract Start Date: 12/01/2026

Account Number: 311019

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
White House Police Dept. - TN 303 N Palmers Chapel Rd White House, TN 37188-9066 USA	White House Police Dept. - TN 303 N Palmers Chapel Rd White House TN 37188-9066 USA Email:	Matthew Kolb Phone: 443-257-5197 Email: mkolb@axon.com Fax:	Eric Enck Phone: 6154065710 Email: eenck@whitehousetn.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$88,295.20
ESTIMATED TOTAL W/ TAX	\$88,295.20

Discount Summary

Average Savings Per Year	\$14,524.22
TOTAL SAVINGS	\$72,621.12

Payment Summary

Date	Subtotal	Tax	Total
Nov 2026	\$19,659.04	\$0.00	\$19,659.04
Nov 2027	\$17,159.04	\$0.00	\$17,159.04
Nov 2028	\$17,159.04	\$0.00	\$17,159.04
Nov 2029	\$17,159.04	\$0.00	\$17,159.04
Nov 2030	\$17,159.04	\$0.00	\$17,159.04
Total	\$88,295.20	\$0.00	\$88,295.20

Quote Unbundled Price: \$160,914.40
 Quote List Price: \$88,295.20
 Quote Subtotal: \$88,295.20

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
B00102	AXON BODY CAMERA STARTER PLAN	24	60	\$110.01	\$59.58	\$59.58	\$85,795.20	\$0.00	\$85,795.20
A la Carte Services									
102531	PSO VIRTUAL TRAINING	1			\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
Total							\$88,295.20	\$0.00	\$88,295.20

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AXON BODY CAMERA STARTER PLAN	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	24	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	100206	AXON BODY 4 - 8 BAY DOCK	3	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	27	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	27	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	3	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	3	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	74020	AXON BODY - MOUNT - MAGNET FLEXIBLE RAPIDLOCK	27	1	11/01/2026
AXON BODY CAMERA STARTER PLAN	73309	AXON BODY - TAP REFRESH 1 - CAMERA	24	1	05/01/2029
AXON BODY CAMERA STARTER PLAN	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	3	1	05/01/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
AXON BODY CAMERA STARTER PLAN	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	24	12/01/2026	11/30/2031
AXON BODY CAMERA STARTER PLAN	73746	AXON EVIDENCE - ECOM LICENSE - PRO	1	12/01/2026	11/30/2031
AXON BODY CAMERA STARTER PLAN	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	24	12/01/2026	11/30/2031

Services

Bundle	Item	Description	QTY
A la Carte	102531	PSO VIRTUAL TRAINING	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
AXON BODY CAMERA STARTER PLAN	80464	AXON BODY - TAP WARRANTY - CAMERA	24	11/01/2027	11/30/2031
AXON BODY CAMERA STARTER PLAN	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	3	11/01/2027	11/30/2031

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	303 N Palmers Chapel Rd	White House	TN	37188-9066	USA

Payment Details

Nov 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Upfront PSO	102531	PSO VIRTUAL TRAINING	1	\$2,500.00	\$0.00	\$2,500.00
Year 1	B00102	AXON BODY CAMERA STARTER PLAN	24	\$17,159.04	\$0.00	\$17,159.04
Total				\$19,659.04	\$0.00	\$19,659.04

Nov 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	B00102	AXON BODY CAMERA STARTER PLAN	24	\$17,159.04	\$0.00	\$17,159.04
Total				\$17,159.04	\$0.00	\$17,159.04

Nov 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	B00102	AXON BODY CAMERA STARTER PLAN	24	\$17,159.04	\$0.00	\$17,159.04
Total				\$17,159.04	\$0.00	\$17,159.04

Nov 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	B00102	AXON BODY CAMERA STARTER PLAN	24	\$17,159.04	\$0.00	\$17,159.04
Total				\$17,159.04	\$0.00	\$17,159.04

Nov 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	B00102	AXON BODY CAMERA STARTER PLAN	24	\$17,159.04	\$0.00	\$17,159.04
Total				\$17,159.04	\$0.00	\$17,159.04

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract Omnia Contract 3544-21-4615 (PA - Tennessee #82619) is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

3/20/2026



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Q-784600-46101MK

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for purchase authorization: Wastewater Equipment and Office Building

Please be advised that on this day (July 16th, 2026), the Wastewater Department is requesting that the Board of Mayor and Aldermen approve and authorize the City Administrator to enter into contract with Wold Architects and Engineers for all task orders associated with the proposed Wastewater Equipment and Office Building design, in the amount of \$406,500.

The Concept Plan for this proposed facility was completed earlier this year. The proposed building site is adjacent to the new WWTP structures, and will make for a more compact area for Wastewater staff.

The purpose of the proposed project is to design a new office building (approximately 5,000 square feet) specifically for the Wastewater Department staff (including administrative, inspectors, and collections personnel); with attached workshop space, inventory storage space, and significant garage space for the expanding department staff and fleet. The office space will be able to accommodate all existing staff, and has been specified with future personnel needs in mind. The proposed garage space is substantial, and has been specified to accommodate equipment needs forecast for the foreseeable future.

Once the new building is constructed, the intention is for the existing on-site office building currently utilized by both the Wastewater and Public Services administrative personnel to be yielded to the Public Services Department for their operational needs. The existing on-site garage buildings currently utilized by Wastewater personnel would be kept by the Wastewater Department to utilize for additional storage space, and to provide a dedicated area for vehicle/equipment maintenance.

This proposed agreement is for design services for the new facility. The Wastewater Department tentatively expects to break ground on this project in approximately 2 years.



17 June 2026

Gerald Herman
City Administrator
105-D College Street
White House, TN 37188

Re: City of White House – Wastewater Admin and Vehicle Garage
Construction Documents Design Fee Proposal

Mr. Herman:

Wold is a dedicated partner to serving our local governments and community organizations, and we are grateful for the opportunity to work with you and your team to provide a design services for the Wastewater Admin and Vehicle Garage project.

Scope of Services

Wold Architects and Engineers will provide full architectural and engineering design services for the Wastewater Admin and Vehicle Garage project.

Design services include architectural, interior, structural, civil, mechanical, electrical, plumbing, fire protection, and basic low-voltage (IT/AV) design, along with two coordinated cost estimates.

Compensation

We propose a fixed fee of \$406,500.00 for the basic services described above. Reimbursables are included in our fixed fee. The fees for bidding and construction administration phases will be agreed upon in writing at a later date.

We are excited to continue working with the City of White House on this project. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Beth Meadows".

Beth Meadows | AIA, CDT
Associate

pc: Jared Brown, Wold

If this meets with your approval, please sign, and return as our Notice to Proceed.

Date: _____
Approving Officer

Print Name: _____

Wold Architects and Engineers
214 Centerview Drive, Suite 300
Brentwood, TN 37027
woldae.com | 615 370 8500

**PLANNERS
ARCHITECTS
ENGINEERS**

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for purchase authorization: WWTP Headworks/EQ Improvements

Please be advised that on this day (July 16th, 2026), the Wastewater Department is requesting that the Board of Mayor and Aldermen approve and authorize the City to enter into contract with Jacobs Engineering for all task orders associated with the proposed Wastewater Treatment Plant (WWTP) Headworks and Equalization (EQ) Improvements design, in the amount of \$998,000.

The purpose of the proposed project is to design a replacement Headworks structure at the WWTP, and to redesign current facility EQ capabilities. The recently-completed WWTP Facility Plan prepared by Jacobs Engineering was drafted to forecast growth trends through approximately 2050, and identifies future growth/expansion needs for the facility in the order that they will arise. The first capacity hurdle identified is the existing Headworks structure, which was not replaced or significantly modified during the most recent facility expansion project. Additionally, expanded/improved equalization capabilities have been identified as a critical and cost-effective need for all additional future expansion projects.

The existing Headworks structure utilizes rotary drum-screens, with influent force-mains plumbed directly to the screens. These units experience significant hydraulic constraints during peak flows, as a result. These existing screens are also in an open-air configuration, which results in both odor issues as well as severe icing problems in the winter months. Due to these difficulties, the new facility will be designed to be a fully enclosed structure, and will utilize a completely different in-channel screening technology better capable of handling surge-loads than the current structure.

This proposed agreement is for design services for the new facility. The Wastewater Department tentatively expects to break ground on this project in approximately 2 years.



AGREEMENT FOR PROFESSIONAL SERVICES

WWTP HEADWORKS FACILITY

Task Order No. _____

Client Project No. _____ Engineer Project No. _____

This Task Order is entered into on the effective date noted above pursuant to the "Master Agreement for Professional Services" between CITY of WHITE HOUSE, Tennessee ("Client") and JACOBS ENGINEERING GROUP INC. ("Engineer"), dated February 18, 2016 ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order.

Services Authorized & Compensation

The Client authorizes the Engineer to perform services and be compensated as detailed within Exhibits A and B.

CITY OF WHITE HOUSE, TENNESSEE

JACOBS ENGINEERING GROUP INC.

By: _____

By: _____

Date: _____

Name: Robert Cook, P.E.

Title: Manager of Projects

Date: _____

Exhibit A
Task Order 2026.09
Scope of Services
WWTP Headworks Facility

Project Understanding

The City of White House (the City) owns and operates the White House Wastewater Treatment Plant (WWTP), which includes an aerated equalization lagoon, headworks, bioreactors, tertiary filtration, and ultraviolet (UV) disinfection systems. The WWTP discharges treated effluent to Frey Branch in accordance with an existing National Pollutant Discharge Elimination System (NPDES) permit.

The City has requested professional services for site investigation and detailed design associated with one of the priority improvements to WWTP outlined in the recently completed WWTP Facility Plan Report. The improvements focus on headworks screening, aerated equalization, and equalization pumping. The proposed upgrades include construction of a new headworks screening building, installation of larger equalization pumps, and replacement of the existing aerators within the equalization lagoon. The objective of the project is to provide reliable headworks screening and better utilize the existing equalization lagoon to mitigate the current and future peak flows received during and following rain events.

Task 1: Project Management

Services will include:

1. Prepare project management plan including a schedule, quality control plan, and field safety instructions.
2. Prepare and host scheduled status update meetings with the City to review and discuss the progression of the project. Anticipated number of status update meetings consists of one per month (12 total).
3. Prepare and submit monthly invoices and supporting documentation.
4. Prepare and hold Kick-Off Meeting with the City.
5. Conduct major milestone workshops (30%, 60%, and 90%) to review the detailed design.

Task 2: Data Collection and Field Investigation

Services include:

1. Topographic Survey and Subsurface Utility Engineering (SUE) Services:
 - a. Topographic survey:
 - i. Jacobs' survey team will:
 - a) Prepare 1-foot contours of the existing White House WWTP,
 - b) Survey perimeter of above ground improvements within an area approximately 4 acres.
 - c) Survey the utilities identified and marked by the SUE subcontractor
 - d) Survey accessible critical elevations internal of structures (weirs, top of structures/walls, etc).
 - e) Provide four horizontal and vertical temporary control points as benchmarks at the site. These would be ½ "rebar with cap or nail and washer in pavement.

- f) Establish the horizontal datum as Tennessee State Plane (NAD 83) and the vertical datum as NAVD 88, using observations tied to the local virtual GPS network.
 - b. SUE Services:
 - i. Jacobs will subcontract the SUE services. The subcontractor will:
 - a) Designate/mark conductive subsurface utilities such as water lines, gas lines, electric lines, and telephone as can be determined utilizing radio frequency and Ground Penetrating Radar (GPR) techniques (Quality Level B).
 - b) Vacuum excavation to determine the depth of existing utilities is included. Jacobs will determine the location and quantity of vacuum excavations necessary to support the design of improvements.
 - c) SUE services are limited to existing and proposed headworks area.
- 2. Geotechnical Investigation
 - i. Jacobs will subcontract geotechnical field investigation to:
 - a) Perform soil borings, field oversight, and collect soil samples,
 - b) Perform laboratory analysis and provide a geotechnical data report (GDR).

Task 2 Deliverables

1. Signed reproducible and separate PDF of the completed base map survey, at 1" = 20' scale on a 22" X 34" sheet, with original seal and signature of a Tennessee Professional Land Surveyor along with digital drawing files in AutoCAD Civil 3D. The AutoCAD Civil 3D digital files will provide planimetric data in two dimensions along with a digital terrain model (DTM).
2. One electronic copy (PDF) of the Geotechnical Data Report

Task 3: Schematic (30%) Design

This phase of the project involves advancing relevant components in the previous alternative study into a Basis of Design Report and includes 30-percent design drawings, list of specification sections, and drafts of major equipment specifications. The design will include sizing the Headworks Facility and EQ Basin and Pump Station, associated structures, and major equipment, as well as recommended equipment layout. Scope items include:

1. Design phase hydraulic model evaluation using the hydraulic model developed in the previous plant evaluation and alternatives analysis. The model will be updated with data from the topographical survey and finalized for use in design of the improvements; a preliminary hydraulic profile will be developed.
2. Jacobs will coordinate with the City to schedule a one-day site visit. The purpose of the site visit to for the design leads to perform site and facility reconnaissance to support development of the 30-percent design.
3. With the above information, the design team will proceed with preparation of 30-percent design drawings, list of specification sections, and draft of major equipment specifications. The design will include sizing all facilities, structures, and major equipment, as well as recommended equipment layout. The design will include the following:
 - a. An overall process flow diagram.
 - b. An updated preliminary hydraulic profile.
 - c. Overall site plan with routing of onsite major piping.
 - d. Equipment list with vendor cut sheets.
 - e. 2D drawings to convey conceptual design.

- f. Plan drawings for headworks facility indicating space allocations and building elevations.
 - g. Structural, mechanical, architectural, electrical, and instrumentation design criteria and parameters for subsequent design phases.
 - h. Preliminary control block diagram defining integration with existing supervisory control and data acquisition (SCADA) and networks.
 - i. Preliminary single-line diagrams including concept for backup or alternate power sources.
 - j. Quality control (QC) review will be conducted prior to delivering 30-percent design documents to the City.
4. Update opinion of probable construction cost (OPCC) prepared in the recently completed WWTP Facility Plan Report.
 5. Jacobs will prepare a Final Basis of Design Report that includes 30-percent design drawings, list of specifications, draft of major equipment specifications, and summary of design criteria to be used by all disciplines. Jacobs will provide the 30-percent drawings, specifications list, and BODR to the City for review prior to the review workshop.
 6. Jacobs will submit the BODR and WWTP Facility Plan (prepared under other Task Order) to TDEC to satisfy requirements of the PER and 30-percent design submittal review requirements.

Task 3 Deliverables

1. Electronic copy (PDF) of the Basis of Design Report (Draft and Final)
2. 30-percent construction cost estimate
3. 30-percent review workshop meeting notes

Task 4: Detailed Design Development (60%, 90%, and Final Phases)

Utilizing the completed BODR and workshop comments from the City, Jacobs will advance the design through the remaining design phase milestones at 60-percent, 90-percent, and Final Design. An estimated drawing list is provided in Exhibit C. Key tasks include:

60-Percent Design Development

1. Detailed design drawings, details, and technical specifications will be developed to a 60 percent completion level, including responses and resolutions to issues raised in the 30 percent design workshop, integrating mutually agreed-upon improvements into the design.
2. Draft technical specifications developed using Jacobs standard specification sections for each project component.
3. A technical quality control (QC) review will be conducted prior to delivering the 60-percent documents to the City.
4. Jacobs will provide the 60-percent drawings, details, and specifications to the City for review prior to the 60-percent review workshop.
5. Jacobs will present the 60-percent design at a workshop with the City. Comments from the City will be captured and summarized in meeting notes and incorporated in subsequent detailed design phases.
6. Upon resolution of the 60% review comments the design concepts will be "frozen" (not changed) for the development of the final design phases.

90-Percent Design Development

1. Detailed design drawings, details, and technical specifications will be developed to a 90 percent completion level, including responses and resolutions to issues raised in the 60 percent design workshop, integrating mutually agreed-upon improvements into the design.
2. A three-dimensional design models will be substantially developed and presented at the workshop to fully define the Headworks Facility and EQ Pump Station.
3. Technical specifications developed using the Jacobs team standard specification sections for each project component.
4. A QC review will be conducted prior to delivering the 90-percent documents to the City.
5. Jacobs will provide the 90-percent drawings, details, and specifications to the City for review prior to the 90-percent review workshop.
6. Jacobs will present the 90-percent design at a workshop with the City. Comments from the City will be captured and summarized in meeting notes and incorporated in subsequent detailed design phases.

Final Design Development

Prepare detailed design drawings and technical specifications to achieve the 100-percent Final Design submittal. This effort includes addressing all comments from the 90-percent design workshop and integrating only those improvements mutually agreed upon by the Owner and Engineer. The engineer will sign and seal the complete set of contract documents for bid phase.

Permitting

1. Prepare and submit a Notice of Intent (NOI) to TDEC for a General National Pollutant Discharge Elimination System (NPDES) Permit for Stormwater Discharges from Construction Activities (TNR100000), including the development of a site-specific stormwater pollution prevention plan (SWPPP).
2. Jacobs will submit the final drawings and specifications to TDEC for review and approval.

Task 4 Deliverables

1. 60-percent deliverable including draft drawings and technical specifications in three volume electronic binder (PDF).
2. 60-percent review workshop meeting notes.
3. 90-percent deliverables including drawings and technical specifications, and draft bid documents in a three volume electronic binder (PDF)
4. 90-percent review workshop meeting notes
5. Final deliverables including final signed and sealed contract documents in a three volume electronic binder (PDF)
6. Submitted permit applications.

Estimated Schedule

The anticipated schedule of major deliverables and events is listed below. A detailed schedule will be prepared as part of Task 1 of this Task Order and will be provided to the City prior to the project kickoff meeting.

Description	Estimated Date
Notice to Proceed	July 24, 2026
City Kickoff Meeting	August 11, 2026
30% Design Deliverable	October 29, 2026
City 30% Review Workshop	November 12, 2026
60% Design Deliverable	January 28, 2027
City 60% Review Workshop	February 11, 2027
90% Design Deliverable	May 27, 2027
City 90% Review Workshop	June 10, 2027
Final Design Deliverable (TDEC Submittal)	August 12, 2027
Anticipated TDEC Approval (~45 Day Review Period)	September 27, 2027

Assumptions and Exclusions

1. Engineer proposes to provide the services necessary to complete the work in a timely manner. The proposed schedule is based on the orderly and continuous progression of the work through completion. In the event that issues arise beyond the Engineer's control, the proposed schedule shall be adjusted accordingly.
2. Approximately 45 days are included in the schedule for TDEC review period. This duration is subject to vary based upon TDEC availability to review.
3. The City shall provide Jacobs with the relevant data necessary to develop the detailed design documents. Jacobs will reasonably rely upon the accuracy and completeness of the information/data provided by the City.
4. The schedule anticipated the City to review and provide comments to Jacobs no later than two weeks after receipt of documents.
5. The planned improvements will not reclassify space or require code driven upgrades to existing electrical components.
6. The fee herein is an estimate and if additional services are necessary beyond the estimated fee the City and Jacobs will negotiate an amendment or authorize under a separate task order.
7. The design documents will be prepared for a single construction contract.
8. Foundation improvements or deep foundations is not required for proposed facilities.
9. Corrosion protection is limited to coatings and linings
10. Construction cost estimates will be in accordance with AACE Cost Estimate Classification System, Practice 18R-97 for Process Industries. Since the Engineer has no control over market conditions, the Engineer does not warrant that bids or ultimate costs will not vary from prepared estimates.
11. Deliverables are being provided under the terms of this task order and are not intended or represented to be suitable for reuse on any other project.

12. Differences may exist between the electronic files and the corresponding printed documents (hard copies). Because of the potential that the information presented in any digitally delivered files can be altered, modified and/or supplemented, unintentionally or otherwise, Jacobs makes no representation or warranty of any kind regarding the accuracy or completeness of the electronic files received. In the event that a conflict arises between the sealed PDF files prepared by Jacobs and any electronic files, the sealed PDFs shall govern in all respects.
13. In soils, foundation, groundwater, utilities, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of Jacobs.
14. Jacobs does not warrant or guarantee work performed by others, including vendors and subconsultants.
15. Existing Sanitary and Storm sewer sizes, types and materials will be determined as accurately as possible without entry to confined spaces. Inlets full of debris or inaccessible will be noted. Lines entering or exiting structures which cannot be tied to another upstream or downstream structure with certainty will be indicated and a direction of the observed line will be shown.
16. Due to lack of apparent evidence, site conditions, and/or missing records, additional active utilities, abandoned utilities, and below grade structures within the project limits may exist that are not shown on the base map.
17. The accuracy of subsurface infrastructure, as located by SUE investigation methods, can be influenced by factors beyond ENGINEER'S control, such as conductivity of materials and their surroundings, moisture, proximity of other underground utilities or structures, depth, etc. As such, ENGINEER is not liable for resulting inconsistencies or for information provided by others
18. Jacobs will reasonably rely upon the accuracy, and completeness of the information/data provided by the City or other third parties.
19. The topographic surveying scope of services does not include the following items. We will be pleased to offer these services upon your authorization for a reasonable adjustment in scope and compensation:
 - a. Surveying, computing, or overlaying property lines and right-of-way.
 - b. Location of individual plants or trees.
 - c. Research of existing easements
 - d. 3D laser scanning or modeling of exterior or interior of existing buildings or other above ground structures.
20. Jacobs does not warrant or guarantee work performed by others, including subcontractors.
21. Should additional services beyond the Scope of Services defined above be requested, an amendment or separate task order will be negotiated.
22. Design Phase Definitions:
 - a. 30% Design: Basis of design concepts, parameters, and layouts
 - b. 60% Design: Key equipment defined, elevations set, draft drawings developed. Upon resolution of 60% review comments all design concepts are "frozen" (not changed) for the development of the final design phases
 - c. 90% Design: Complete design drawings and specifications available for client review and comment
 - d. 100% Design: Bid documents submitted for bid phase

Compensation

For the services described herein, the City agrees to pay the Engineer monthly, for work completed, on the basis of the standard hourly billing rates provided in Attachment B.

Travel expenses include automobile mileage (at current IRS rate) will be reimbursable at cost. Direct expenses (including subcontractor, outside services, field equipment, etc.) are reimbursable at cost plus five percent. Projected reimbursable expenses have been included in the Task budgets.

Task Name	Estimated Fee
Project Management	\$25,000
Field Services	\$40,000 (allowance)
30% Design	\$162,000
60% Design	\$309,000
90% Design	\$300,000
Final Design	\$136,500
Permitting ¹	\$25,500
Total (not to exceed)	\$998,000

1) Permitting fees are not included and assumed to be paid by the City.

Attachment B
Task Order 2026.09
Rate Schedule
WWTP Headworks Facility

Functional Classification - Description	Hourly Rates ¹
Admin Staff I	79.31
Admin Staff II	101.97
Project Coordinator / Admin Staff	124.63
Designer / RPR - 0	90.64
Designer / RPR - 1	101.97
Designer / RPR - 2	125.66
Designer / RPR - 3	135.96
Designer / RPR - 4	147.29
Designer / RPR - 5	163.77
Designer / RPR - 6	181.28
Engineer / Consultant- 0	101.97
Engineer / Consultant- 1	118.45
Engineer / Consultant- 2	142.14
Engineer / Consultant- 3	163.77
Engineer / Consultant- 4	186.43
Engineer / Consultant- 5	197.76
Engineer / Consultant- 6	215.27
Engineer/ Consultant- 7	224.54
Project Manager / Design Manager / Construction Manager - 1	186.43
Project Manager / Design Manager / Construction Manager - 2	210.12
Project Manager / Design Manager / Construction Manager - 3	225.57
Project Manager / Design Manager / Construction Manager - 4	237.93
Technologist / Subject Matter Expert - 0	210.12
Technologist / Subject Matter Expert - 1	225.57
Principal Manager /Technologist / Subject Matter Expert - 2	254.41
Principal Manager /Technologist / Subject Matter Expert - 3	288.4
Principal Manager / Subject Matter Expert - 4	307.97

1. Rates are subject to 3% annual escalation each year on January 1st

Attachment C
Task Order 2026.09
Anticipated Drawing Index
WWTP Headworks Facility

Estimated Sheet Count	Sheet Number	Drawing Title
1	001-G-1000	Cover
2	001-G-1001	Drawing List
3	001-G-1002	Abbreviations
4	001-G-1003	Civil and General Legend
5	001-G-1004	Architectural Legend
6	001-G-1005	Structural Notes
7	001-G-1006	Structural Notes
8	001-G-1007	Process Mechanical Legend
9	001-G-1008	HVAC Legend
10	001-G-1009	Electrical Legend
11	001-G-1010	Electrical Legend
12	001-G-1011	I&C Legend
13	001-G-1012	I&C Legend
14	001-G-1013	Process Flow Diagram - Headworks and EQ
15	001-G-1014	Hydraulic Profile
16	005-C-1001	Existing Conditions Overall Survey Map
17	005-C-1002	Existing Conditions Partial Site Survey
18	005-C-1003	Overall Site and Paving Plan
19	005-C-1004	Partial Site Layout and Paving Plan
20	005-C-1005	Partial Site Grading and Drainage Plan
21	005-C-1006	Erosion and Sediment Control Plan
22	005-C-1007	Erosion and Sediment Control Details
23	005-C-5001	Civil Details
24	005-C-5002	Civil Details
25	005-Y-2001	Overall Yard Piping Plan
26	005-Y-2002	Partial Yard Piping Plan
27	005-Y-3001	Yard Piping Plan and Profile
28	005-Y-3002	Yard Piping Plan and Profile
29	005-Y-5001	Yard Piping Details
30	005-Y-5002	Yard Piping Details
31	005-E-4001	Electrical Overall Site Plan
32	005-E-4002	Electrical Partial Site Plan
33	005-E-4003	Electrical Duct Bank Sections
34	005-E-4004	Electrical Duct Bank Sections
35	008-N-6001	P&ID Headworks
36	008-N-6002	P&ID EQ Basin and PS
37	008-N-6003	Network Block Diagram
38	008-N-7001	Typical I/O Wiring Diagrams
39	009-A-2001	Life Safety Plan and Code Data
40	009-A-2002	Headworks Immediate Plan
41	009-A-2003	Headworks Upper Plan
42	009-A-2004	Headworks Building Roof Plan
43	009-A-3001	Headworks Building Elevations
44	009-A-5001	Headworks Building Details
45	009-A-5002	Standard Details
46	009-S-2001	Headworks Building Foundation Plan
47	009-S-2002	Headworks Building Intermediate Plan
48	009-S-2003	Headworks Building Roof Plan
49	009-S-3001	Headworks Building Sections
50	009-S-3002	Headworks Building Sections

Estimated Sheet Count	Sheet Number	Drawing Title
51	009-S-3003	Headworks Building Sections
52	009-S-3004	Headworks Building Partial Plan and Sections
53	009-S-4001	Headworks Building Sections and Details
54	009-S-4002	Headworks Building Sections and Details
55	009-S-5001	Standard Details
56	009-S-5002	Standard Details
57	009-S-5003	Standard Details
58	009-D-2001	Headworks Building Overall Plan
59	009-D-2002	Headworks Building Plan Lower
60	009-D-2003	Headworks Building Plan Upper
61	009-D-3001	Headworks Building Section
62	009-D-3002	Headworks Building Section
63	009-D-3003	Headworks Building Section
64	009-D-5001	Headworks Building Details
65	009-D-5002	Headworks Building Details
66	009-D-5003	Headworks Building Details
67	009-D-5004	Standard Details
68	009-D-5005	Standard Details
69	009-M-2001	Headworks Building HVAC Plan
70	009-M-3001	Headworks Building HVAC Sections, Details
71	009-M-4001	Schedules and Control Descriptions
72	009-E-2001	Headworks Building Power Plan
73	009-E-2002	Headworks Building Lighting Plan
74	011-S-2001	EQ Pump Station Foundation Plan and Section
75	011-S-2002	EQ Blower Foundation Plan and Section
76	011-S-5001	EQ Pump Station Structural Details
77	011-S-5002	EQ Blower Structural Details
78	011-D-2001	EQ Pump Station Plan
79	011-D-2002	EQ Blower Plan
80	011-D-2003	EQ Lagoon Diffuser Plan
81	011-D-3001	EQ Pump Station Sections
82	011-D-3002	EQ Blower Sections
83	011-D-5001	EQ System Details
84	011-D-5002	EQ System Details
85	011-E-2001	EQ Basin and PS Power Plan
86	011-E-3001	EQ Basin and PS Lighting Plan
87	060-E-2001	Electrical Building Plan and MCC Modifications
88	070-E-6001	Overall Plant One Line Diagram
89	070-E-6002	One Line Diagram - Headworks
90	070-E-6003	One Line Diagram - EQ Basin and PS
91	070-E-6004	Control Diagrams and Schedules
92	070-E-6005	Panel Schedules
93	070-E-6006	Standard Details

Note: Sheet count is estimated.

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for purchase authorization: E-One Grinder Pumps

Please be advised that on this day (July 16th, 2026), the Wastewater Department is requesting that the Board of Mayor and Aldermen approve and authorize the City Administrator to make a sole-source/single-source purchase of 420 E-One grinder pumps from Wascon Sales and Service for a grand total of \$599,948.40.

There are two option packages for the pumps proposed for purchase. 320 pumps would be a “pump only” option, totaling \$448,038.40 (\$1,400.12 per pump). A total of 100 of the pumps would include both the pump and the control board, totaling \$151,910.00 (\$1,519.10 per pump). Wascon is the approved sole-source/single-source/proprietary vendor for E-One pumps for the July 2026 through June 2027 fiscal year.



Quote #26-1151-1

June 23, 2026

City of Whitehouse
725 Industrial Drive
White House, TN 37188

REF: E/One Pricing

Travis,

WASCON is pleased to offer the following proposal for you on the above referenced project. Please see the specifics below.

Proposal to Include the following:

OPTION 1

1-E/One W-Series Pump (Extreme)

- 1HP, 240V, 1,725RPM, Thermally Protected Grinder Pump w/Integral Controls
- Flexible Discharge Hose

PRICE \$1,338.48 + \$40.00 Tariff Surcharge + \$21.64 Freight PER Pump (QTY-320 \$448,038.40)

OPTION 2

1-E/One W-Series Retrofit Kit (Extreme)

- 1HP, 240V, 1,725RPM, Thermally Protected Grinder Pump w/Integral Controls
- Flexible Discharge Hose
- Panel Bracket ASM

PRICE \$1,457.46 + \$40.00 Tariff Surcharge + \$21.64 Freight PER Retrofit (QTY-100 \$151,910.00)

NOTES:

1. Verify delivery at time of order.
2. WASCON Standard Terms and Conditions Apply.
3. Pricing is valid for 30 days from the date above.
4. Freight is included in the above pricing.
5. Any applicable taxes are not included in the above pricing.

WASCON looks forward to working with you on this proposal. If you have any questions regarding this proposal, please feel free to contact us at any time.

Thanks,

James Parsons

603 East Main Street, Livingston, TN 38570
931-823-1388 * Fax : 931-823-4924 * jamesp@wasconinc.com * www.wasconinc.com

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Travis Garmon, Wastewater Director
Re: Request for purchase authorization: Mini Track-Loader with Trailer and Attachments

Please be advised that on this day (July 16th, 2026), the Wastewater Department is requesting that the Board of Mayor and Aldermen approve and authorize the City Administrator to purchase a new Ditch Witch SK-1050 mini track-loader, an assortment of attachments for the mini track-loader, and a new Felling custom trailer utilizing a combination of Sourcewell cooperative contracts and open-market purchases.

This proposed machine will be a compliment to an older, slightly smaller unit already owned by the Wastewater Department that sees frequent and heavy usage. The existing unit is primarily utilized for yard repairs following ground-disturbing activities, and as a "yard dog" machine for lifting/moving inventory at the shop. The additional tools purchased for this new machine add additional functionality to those purposes, and also add new capabilities to the machine, drastically expanding its usefulness. All proposed new attachments will be interchangeable between this new mini track-loader, as well as the Department's existing machine. The objective is to reduce manual labor, and make existing job tasks faster, safer, and easier for crew members to execute.

The grand total of all planned purchases would be \$232,791.81. The allotted budget for the project is \$235,000.00. Specific assets proposed for purchase as part of this project are itemized as follows:

Description:	Brand:	Model:	Price:	Vendor:	Purchase Type
Mini Track Loader	Ditch Witch	SK-1050	\$47,100.00	RJV Kubota	Sourcewell
Trailer	Felling	FT-12-CL	\$23,140.00	RJV Kubota	Sourcewell
Tilt-Attach	Bradco	100145	\$2,600.00	RJV Kubota	Open Market
48" Rock Bucket	Bradco	118191	\$1,700.00	RJV Kubota	Open Market
48" Edged Bucket	Blue Diamond	108042	\$1,150.00	RJV Kubota	Open Market
48" Toothed Bucket	Blue Diamond	108047	\$1,600.00	RJV Kubota	Open Market
42" Pallet Forks	Blue Diamond	314001	\$1,100.00	RJV Kubota	Open Market
50" Scrap/Debris Grapple	Blue Diamond	106042	\$4,100.00	RJV Kubota	Open Market
50" Root/Brush Grapple	Blue Diamond	106043	\$3,700.00	RJV Kubota	Open Market
48" Angle Broom	Blue Diamond	116200	\$9,990.00	RJV Kubota	Open Market
42" Pickup Broom	Blue Diamond	116810	\$8,460.00	RJV Kubota	Open Market
Auger w/ Bits/Extensions	Blue Diamond	305709	\$18,720.00	RJV Kubota	Open Market
Trailer Spotter	Blue Diamond	112012	\$490.00	RJV Kubota	Open Market
Receiver Hitch Spreader	Blue Diamond	101055	\$3,530.00	RJV Kubota	Open Market
Sprayer	North Star	Deluxe 26	\$299.99	Amazon	Open Market
Receiver Hitch for Spray	Fabworks OEM	Hitch Only	\$219.00	Fabworks OEM	Open Market
48" Soil Conditioner	Erskine	900529	\$9,995.00	RJV Kubota	Open Market
48" Landscape Rake	Erskine	901875	\$8,830.00	RJV Kubota	Open Market
48" Planer/Scarifier	Erskine	900319	\$2,500.00	RJV Kubota	Open Market
49" Dozer Blade	Erskine	900510	\$5,075.00	RJV Kubota	Open Market
49" Snow Plow	Erskine	900338	\$3,700.00	RJV Kubota	Open Market
Ripper/Multitool	Ditch Witch	RH22	\$1,407.00	RJV Kubota	Sourcewell
Vibratory Cable Plow	Ditch Witch	VP121	\$9,995.00	RJV Kubota	Sourcewell
Trencher	Land Pride	CTR-1048	\$9,500.00	RJV Kubota	Sourcewell
Trench Backfiller	McCullough	1600	\$4,333.00	McCullough Cover Up	Open Market
Trench Compactor	Trench Grader	MP24	\$8,925.75	Trench Grader	Open Market
Mole w/ Bits/Extensions	McLaughlin	MSSA605	\$6,292.34	Vermeer Heartland	Open Market
48" Seeder	Skid Pro	KSS-48	\$7,600.00	Skid Pro Attachments	Open Market
Straw Blower	Straw Master	SMMI-4	\$16,336.36	Paragon Livestock	Open Market
T3 Post Driver	Danuser	21300	\$3,020.00	ACI Distributors	Open Market
Rotating Grabber Tool	EZ Spot UR	EZ00CR/EZ0010	\$7,383.37	EZ Spot UR	Open Market



RJV Equipment
122 Charter Place
La Vergne, TN 37086

City of White House
105 College Street
White House, TN 37188
Travis (615) 733-9989

Comments or Special Instructions:

None



Ditch Witch of TN
140 Charter Place
La Vergne, TN 37086

7/3/2026
SOURCEWELL #30789
DW Sourcewell # 110421-CMW
Chris Toupin

Column1	P.O. Number	Ship Date	F.O.B. Point	Terms
Chris Toupin	SourceWell			

Quantity	Description	Unit Price	Taxable?	Amount
1	2026 Ditch Witch SK1050 (2 Lever) (SOURCEWELL)	47100	No	47100
1	BD 48" Smooth Bucket (108042-25) (NON SW GVMN	1150	No	1150
1	BD 48" Tooth Bucket (108047-25) (NON SW GVMNT)	1600	No	1600
1	BD 50" Grapple w/ BCE (106042-25) (NON SW GVMN	4100		4100
1	BD 50" Root Grapple (106043) (NON SW GVMNT)	3700		3700
1	BD Mini Pallet Forks (314001-25) (NON SW GVMNT)	1100		1100
1	BD Trailer Spotter (112012-25) (NON SW GVMNT)	490		490
1	BD 48" Hydraulic Broom (116200) (NON SW GVMNT)	9990		9990
1	BD 42" Pick Up Broom (116810-25) (NON SW GVMNT)	8460		8460
1	BD Ex2 Mini Auger Drive (305709-25) (NON SW GVMN	3600		3600
1	BD 6" Auger Bit (105205) (NON SW GVMNT)	660		660
1	BD 9" Auger Bit (105210) (NON SW GVMNT)	1000		1000
1	BD 12" Auger Bit (105220) (NON SW GVMNT)	1100		1100
1	BD 15" Auger Bit (105225) (NON SW GVMNT)	1300		1300
1	BD 18" Auger Bit (105235) (NON SW GVMNT)	1500		1500
1	BD 24" Auger Bit (105239) (NON SW GVMNT)	2200		2200
1	BD 30" Auger Bit (105241) (NON SW GVMNT)	2700		2700
1	BD 36" Auger Bit (105243) (NON SW GVMNT)	3300		3300
1	BD 12" Auger Extension (205365) (NON SW GVMNT)	330		330
1	BD 24" Auger Extension (NON SW GVMNT)	480		480
1	BD 48" Auger Extension (NON SW GVMNT)	550		550
1	Erskine 48" Soil Conditioner (900529) (CO-OP SW)	9995		9995

Quantity	Description	Unit Price	Taxable?	Amount
1	Erskine Mini Landscape Rake (901875)(CO-OP SW)	8830		8830
1	Erskine Mini Planer (900319)(CO-OP SW)	2500		2500
1	Erskine Mini 6 Way Dozer Blade (900510)(CO-OP SW)	5075		5075
1	Erskine 48" Mini Snow Blade (900338)(CO-OP SW)	3700		3700
1	Bradco Tilt Attach Assy (100145-1B1)(CO-OP SW)	2600		2600
1	Bradco Rock Bucket (118191-1B1)(CO-OP SW)	1700		1700
1	Ditch Witch VP121 w/ Blade (SOURCEWELL)	9995		9995
1	Landpride 48" Trencher (AP CTR1048) (SOURCEWEL	9500		9500
1	Ditch Witch RH22 Ripper Hitch (SOURCEWELL)	1407		1407
1	BD Multi Purpose Spreader (NON SW GVMNT)	3530		3530
1	Felling FT-12 CL Trailer (SOURCEWELL)	23140		23140

	Subtotal	178382
If you have any questions concerning this quotation, please contact:	Tax Rate	0.00%
Christian (615) 981-7754 or cgreene@rjvequipment.com	Sales Tax	0
	Other	
Thank you for your business!	TOTAL	178382

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.



3220 New Town Boulevard
St. Charles, MO 63301
636-947-4457

Bill To:

C.O.D. PURCHASE ONLY

QUOTATION

Order Number	
1123340	
Order Date	Page
02/17/2026 14:15:22	1 of 1

Quote Expires On: 07/01/2026

Ship To:

CITY OF WHITE HOUSE, TN
725 INDUSTRIAL DR
ATTN: WASTEWATER DEPARTMENT
WHITE HOUSE, TN 37188

Customer ID: 10287

PO Number	Ship Route	Taker
CITY OF WHITE HOUSE 2.17		JSTERLING

Quantities				Item ID Item Description	Unit Price	Extended Price
Ordered	Allocated	Remaining	Disp.			

Delivery Instructions: **C.O.D. SHIPMENT**

1.00	0.00	1.00		DAN 21300 T3 DRIVER	2,305.0000	2,305.00
------	------	------	--	------------------------	------------	----------

Ordered As: 21300

1.00	0.00	1.00		DAN 220240 MINI-SKID-STEER Q.A. MOUNT MOUNTS TO MINI-SKID-STEERS WITH INTEGRATED POST PULLER. 55 LBS	325.0000	325.00
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Ordered As: 220240

1.00	0.00	1.00		DAN 21301 TILT BRACKET ASSEMBLY F/ T3	190.0000	190.00
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Ordered As: 21301

Total Lines: 3

SUB-TOTAL: 2,820.00

TAX: 0.00

Total Freight In: 0.00

Total Freight Out: 200.00

TOTAL FREIGHT: 200.00

All credit card payments will be assessed a 3.5% fee

AMOUNT DUE: 3,020.00

U.S. Dollars

EZ SPOT UR *Make it EZ!*
 ROTATING
 ATTACHMENTS
 803 25th Street North
 Fargo, ND 58102

Proposal

Date	Proposal #
6/24/2026	11390

Name / Address
City of White House Attn: Accounts Payable 105-D College Street White House, TN 37188

P.O. No.	Terms	Rep	FOB	Project
	Net 30	LGE		

Item	Description	Qty	Cost	Total
EZ-00CR	COMPACT UTILITY ROTATOR - ROTATES 200 DEGREES - SMALLER BASE PLATE WITH SMALLER QUICK ATTACH	1	4,179.97	4,179.97
DISC-02	GOVERNMENT BID DISCOUNT		-2.00%	-83.60
EZ-0010	3 FINGERED ROCK & TREE HANDLER - MULTI PURPOSE EXCAVATOR TOOL - LINED WITH RUBBER & RUBBER BUMPERS ON FINGERS	1	3,046.64	3,046.64
DISC-02	GOVERNMENT BID DISCOUNT		-2.00%	-60.93
EZ-R100	ROCK TIPS FOR ROCK AND TREE HAND (3 FINGER)	1	209.62	209.62
DISC-SPEC	SPECIAL DISCOUNT		-209.62	-209.62
P-EZ-BOB-WH-1...	14 PIN WIRE HARNESS FOR CAT/BOBCAT/KUBOTA/JD/CASE/NH/TAKEUCHI /JCB WITH BLUE EXTRACTION TOOL	1	175.60	175.60
DISC-SPEC	SPECIAL DISCOUNT		-175.60	-175.60
SHIPPING	SHIPPING		301.29	301.29
	*****COMES COMPLETE WITH SPRING HOSE KIT, FITTINGS, HOSES, COUPLERS, ELECTRICAL AND SMALLER SKID STEER QUICK ATTACH OFTEN REFEREED TO AS THE TORO MOUNT - ATTACHMENT COMES READY TO USE *****			
	*****CURRENTLY A 1 WEEK LEAD TIME FROM ORDER DATE*****			
Total				

Signature

Phone #	Fax #	E-mail	Web Site
1-877-433-5733	1-701-277-4625	lonny@ezspotur.com	www.ezspotur.com

EZ SPOTUR *Make it EZ!*
 ROTATING
 ATTACHMENTS
 803 25th Street North
 Fargo, ND 58102

Proposal

Date	Proposal #
6/24/2026	11390

Name / Address
City of White House Attn: Accounts Payable 105-D College Street White House, TN 37188

P.O. No.	Terms	Rep	FOB	Project
	Net 30	LGE		
Item	Description	Qty	Cost	Total
	YOUR CURRENT BARREL HANDLER TOOL HEAD CAN CONNECT TO THIS BASE			
Total				\$7,383.37

Signature _____

Phone #	Fax #	E-mail	Web Site
1-877-433-5733	1-701-277-4625	lonny@ezspotur.com	www.ezspotur.com

McCullough Coverup
2811 Old Paris Road
Mt. Pleasant, TX 75455

Estimate

Date	Estimate #
6/1/2026	157

Name / Address
City of White House Wastewater Department Travis Garmon 725 Industrial Drive White House, TN 37188

			Project
Description	Qty	Rate	Total
1600 Series Attachment	1	4,000.00	4,000.00
Pre Paid Freight		333.00	333.00
		Subtotal	\$4,333.00
		Sales Tax (0.0%)	\$0.00
		Total	\$4,333.00



OneStop

2574 US HWY 22 NW
Washington CH, OH 43160
740-335-8571 Office

424 S. Mulberry St
Elizabethtown, KY 42701
270-737-1721 Office

5900 MacCorkle Ave
Saint Albans, WV 25177
304-768-5965 Office

LaVergne
1600 Hell Quaker Blvd
La Vergne, TN 37086
615-535-0222 Office

Knoxville
9724 Parkside Dr
Knoxville, TN 37922
865-524-9174 Office

Cincinnati
6455 Gano Road
West Chester, OH 45069
513-587-6907 Office

Ship To: CITY OF WHITE HOUSE
725 INDUSTRIAL DR
WHITE HOUSE, TN 37188-5144

Invoice To: City of White House
725 Industrial Drive
White House TN 37188

Branch 40 - LA VERGNE, TN		
Date 06/01/2026	Time 15:26:33 (O)	Page 1
Account No WHITE020	Phone No 6156723654	Est No 02 Q03170
Ship Via		Purchase Order
Tax ID No		
RYAN DICK		Salesperson 304

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 07/01/2026	Amount
Stock #: E010024	Serial #: MS091525784		
New MC MSSA605			
New MCLAUGHLIN MSSA605 HYDRAULIC BORING ATTACHMENT (MCL)			
	Sale # 01 Subtotal:	4067.00	
	Total:	4067.00	
NEW 10' HD DRILL ROD @ 178.45 PER ROD (6 RODS)			
	Sale # 02 Subtotal:	1070.70	
	Total:	1070.70	
NEW COMPACTION BIT			
	Sale # 03 Subtotal:	187.57	
	Total:	187.57	
NEW REAMER 3 1/2 DIAMETER (LARGEST THEY MAKE)			
	Sale # 04 Subtotal:	681.79	
	Total:	681.79	
NEW SWIVEL SHANK 13			
	Sale # 05 Subtotal:	80.61	
	Total:	80.61	
NEW PULLING GRIPS -4			
	Sale # 06 Subtotal:	204.67	
	Total:	204.67	
	Subtotal:	6292.34	
Authorization: _____	Quote Total:	6292.34	

If above equipment is New: The Vermeer limited warranty is the only warranty applicable to this new equipment and is expressly in lieu of all other warranties by the seller/dealer, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. Nothing in this language shall modify or change the obligations set forth in the existing manufacturer's written warranty.

If above equipment is Used: Any used equipment sold to the purchaser by the dealer under this written agreement is sold at the time of delivery by seller/dealer without any guarantee or warranty of merchantability or fitness for a particular purpose, as to its condition or the condition of any part thereof except as may be otherwise specifically provided in writing on the face of this purchase order or in a separate writing furnished to the purchaser by the dealer at the time of sale.

A FINANCE CHARGE of 11/2% per month shall be charged to accounts on the 11th day of each month on the amount of the previous balance remaining unpaid. This FINANCE CHARGE is equivalent to an ANNUAL PERCENTAGE RATE OF 18%.
CUSTOMER IS RESPONSIBLE FOR ANY AND ALL TAXES NOT COLLECTED BY VERMEER HEARTLAND, INC.

Thank You For Your Business!



OneStep

2574 US HWY 22 NW
Washington CH, OH 43160
740-335-8571 Office

424 S. Mulberry St
Elizabethtown, KY 42701
270-737-1721 Office

5900 MacCorkle Ave
Saint Albans, WV 25177
304-768-5965 Office

LaVergne
1600 Hell Quaker Blvd
La Vergne, TN 37086
615-535-0222 Office

Knoxville
9724 Parkside Dr
Knoxville, TN 37922
865-524-9174 Office

Cincinnati
6455 Gano Road
West Chester, OH 45069
513-587-6907 Office

Ship To: CITY OF WHITE HOUSE
725 INDUSTRIAL DR
WHITE HOUSE, TN 37188-5144

Invoice To: City of White House
725 Industrial Drive
White House TN 37188

Branch 40 - LA VERGNE, TN		
Date 06/01/2026	Time 15:26:33 (O)	Page 2
Account No WHITE020	Phone No 6156723654	Est No 02 Q03170
Ship Via		Purchase Order
Tax ID No		
RYAN DICK		Salesperson 304

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 07/01/2026 Amount

We appreciate your business! Use your camera app to scan the QR Code above

to find out more about the MyDealer portal and paying your bill online.

If above equipment is New: The Vermeer limited warranty is the only warranty applicable to this new equipment and is expressly in lieu of all other warranties by the seller/dealer, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. Nothing in this language shall modify or change the obligations set forth in the existing manufacturer's written warranty.

If above equipment is Used: Any used equipment sold to the purchaser by the dealer under this written agreement is sold at the time of delivery by seller/dealer without any guarantee or warranty of merchantability or fitness for a particular purpose, as to its condition or the condition of any part thereof except as may be otherwise specifically provided in writing on the face of this purchase order or in a separate writing furnished to the purchaser by the dealer at the time of sale.

A FINANCE CHARGE of 11/2% per month shall be charged to accounts on the 11th day of each month on the amount of the previous balance remaining unpaid. This FINANCE CHARGE is equivalent to an ANNUAL PERCENTAGE RATE OF 18%.

CUSTOMER IS RESPONSIBLE FOR ANY AND ALL TAXES NOT COLLECTED BY VERMEER HEARTLAND, INC.

Thank You For Your Business!



Skid Pro Attachments
807 McKay Ave S
Alexandria MN 56308
United States

Estimate
EST148290
2/24/2026

Bill To
TRAVIS GARMON
CITY OF WHITE HOUSE WASTEWATER DEPARTMEN
725 INDUSTRIAL DR
WHITE HOUSE TN 37188
United States

Ship To
TRAVIS GARMON
CITY OF WHITE HOUSE WASTEWATER DEPARTMEN
725 INDUSTRIAL DR
WHITE HOUSE TN 37188
United States

Expires 3/10/2026	Phone 615-733-9989	Project	Sales Rep Shane Matchinsky	Expires 3/10/2026	Shipping Method Estes
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QTY	Item	Description	Customer Price	Line Total
1	PNKSS-48	Mini Seeder - 48"	\$7,495.00	\$7,495.00
1	PNKSS-901	Mini Seeder Plate Universal	\$350.00	\$350.00
1	Discount		\$0.00	\$-500.00
			Subtotal	\$7,345.00
			Shipping Cost	\$255.00
			Tax Total (9.75%)	\$0.00
			Total	\$7,600.00

Sales Tax:

State sales tax to be paid unless a valid exemption form is received prior to shipping. AL & TX Sales Tax calculated at flat 8% rate per state guidelines. ID calculated at 6% per state guidelines.

Freight Policy:

Please thoroughly inspect all equipment upon arrival. Should damage be found, please notate on the delivery receipt and sign after taking pictures of the attachment while the driver is present. If the damage is not notated the freight carrier will not consider any remedy for issues that may have occurred in transit.

Return Policy:

Order cancellations will be assessed a 5% fee. Returned items will be assessed a 20% restocking fee plus all applicable freight charges. Only new, unused equipment is eligible for returns. Used equipment may not be returned. All returns on new equipment require pre-approval and written authorization. Custom orders are non-refundable.



EST148290

1 of 1



170 Sensenig Rd
Ephrata, PA 17522

Estimate

Estimate #	Date
ESTM 1540	06/30/2026

Phone: 717-445-6020 EXT 2

Fax: 717-445-5189

Email: sales@paragonlivestock.net

Bill To:

White House Of Tennessee

Ship To:

White House Of Tennessee

Customer Ph: 615-672-3654 **Email:** tgarmon@whitehousetn.gov

		Est. Ship Dt	Ship Via	Terms	Sales Rep
		06/30/26	Pickup	Due on Receipt	Elvin L Hoover
Qty	Unit	Item #	Item Description	Rate	Amount Tax
1	ea	SMMI-4	Mini Bale Master for Mini Skidsteer / Skidsteer from 18-50 HP. Hydraulic Requirements: • 8-12 GPM at 3000 PSI • 25-35ft blowing distance • Bale size suitability: 48"L x 36"W x 36"H	15,600.00	15,600.00
1	ea	DMA	Dingo Mini Attachment	136.3636	136.36
1	ea	Freight	Freight	600.00	600.00
Customer Signature: _____					

Standard Terms & Conditions:

We appreciate your interest in our products. We look forward to serving you. To reserve the unit or items on the estimate we require a 30% down payment and then the balance when item(s) are picked up. We can email you payment link and you can pay either via credit card or ACH payment. Down Payments are non refundable.

Total: \$ 16,336.36

Thank You!



99 Hwy 64 West
Fair Oaks, AR 72101
Phone: 888-697-2225
Fax: 870-697-3330

QUOTE

DATE: JUNE 25, 2026

EXPIRATION DATE: JULY 5, 2026

**City of White House Tennessee
725 Industrial Dr
White House, TN 37188**

QUANTITY	ITEM	DESCRIPTION	PRICE
1	MP24	24" diameter trench compactor w/ 3" or 4" wheel width	\$8,500.00
1	Freight	LTL trucking to White House, TN (1 – 2 days transit)	\$425.75
Total			\$8,925.75

Quotation prepared by: *Ben Wallace*

This is a quotation on the goods named, subject to the conditions noted below: [Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.]

To accept this quotation, sign here and return: _____

Thank you for your business!

OTHER BUSINESS...

Tre Hargett
Secretary of State

James Ritter
State Librarian and Archivist

State of Tennessee



Department of State

Tennessee State Library and Archives
1001 Rep. John Lewis Way N
Nashville, Tennessee 37219-1115
(615) 741-7996

PUBLIC LIBRARY SERVICE AGREEMENT

**Red River Region
Robertson
County
FY2026-27**

Responsibilities of the following Public Library(ies): *Please list libraries below in this box.*

White House Public Library, White House, TN

The Public Library Board of Trustees will:

- 1) Confirm and provide proof (upon request) that the library has been legally established in accordance with Tennessee Code Annotated (T.C.A.) 10-3-101.
- 2) Furnish annual documents for participation in the Tennessee State Library and Archives Regional System, including:
 - a) The Public Library Maintenance of Effort Agreement
 - b) The Public Library Service Agreement
 - c) The Official Public Library Service Area Population Agreement
 - d) Official Library Board Appointment form
 - e) The Public Library Statistics Survey (Data Collection)
 - f) Tennessee Non-Metropolitan Public Library Standards Survey
 - g) Board of Trustees minutes and other reports made to the County or City governing body
 - h) A Long-Range Plan for Library Services and Technology
 - i) Bylaws and Policy Manual
- 3) Support the allocation of locally appropriated public funds at a level not less than the amount appropriated in the last fiscal year, as well as the expenditure of locally appropriated funds at a level not less than the total amount expended in the last fiscal year. This is referred to as "Maintenance of Effort" (MOE) in various documents and also applies to library operating hours as detailed in item 5 of this document. (T.C.A. 10-3-102)
- 4) Ensure compliance with the Public Library Maintenance of Effort agreement and this Public Library Service Agreement.
- 5) Maintain a schedule of service hours that best meets the needs of the residents and

that will not fall below the level set in the preceding year. (T.C.A. 10-3-102) Note: Unduplicated branch hours are included in the service hours provided system-wide.

- 6) Comply with all applicable federal, state, and local laws and regulations, including display, provision, and transmission of the mail-in or online Application for Voter Registration within the library facilities. (See T.C.A. §§ 2-2-202 to 2-2-206). Each library must determine which federal, state, and local laws, regulations, or orders apply to the library given its receipt of funds and governance structure. Compliance may require adherence to Executive Orders issued by the President of the United States or the Governor of Tennessee. Local libraries and their boards should work with their library's attorney concerning compliance.
- 7) Provide basic library services free to the inhabitants of the city or county. Extend the privileges and facilities of the library to persons residing outside the County or City upon such terms as the County or City may deem proper. (T.C.A. 10-3-107)
- 8) Adopt written bylaws and library usage policies. Bylaws must be reviewed every 3 years. With the exception of those policies listed below, usage policies must be reviewed at least every other year and filed with the region as revised and dated. The list of recommended policies can be found in the Standards for Public Libraries (*Tennessee Standards for Public Libraries 2018: Governance 3-8*). The following policies are essential for every library and must be reviewed and approved by the board annually:
 - Collection Development Policy (Includes Reconsideration of Materials Policy)
 - Internet Safety Policy (Recognizes the Children's Internet Protection Act – CIPA)

See Attached Collection Development and Internet Safety Policy Minimum Requirements, which are a part of this agreement.
- 9) For all applicable meetings, including committee meetings, follow Open Meetings Law, including adequate public notices (T.C.A. 8-44-103 & 112), a period for public comment (Public Chapter 300, 2023), and minutes properly recorded and distributed (T.C.A. 8-44-104).
- 10) Include Regional Director, or regional designee, in all board meetings as a non-voting participant, and provide information related to the meetings to Regional Director, or regional designee, in a timely manner. Such information should include official acts of the board and other pertinent information related to the library.
- 11) Participate in trustee continuing education and training provided by the Regional Library and the Tennessee State Library and Archives, including Trustee Workshops and the Tennessee Trustee Certification Program.
- 12) Require library staff to participate in a minimum number of hours of annual training and

to report the number of hours of annual training. Training may include a combination of in-person and online training.

- a. Administrative staff: Library directors and administration will receive a minimum of 25 hours of library-related training annually.
- b. Paid staff working 20 hours or more: Staff working 20 hours or more per week will receive a minimum of 10 hours of library-related training annually.
- c. Paid staff working less than 20 hours per week will receive a minimum of 5 hours of library-related training annually.

- 13) Provide complete and correct MARC records compatible with the statewide catalog database (ShareIT), which facilitates the statewide interlibrary loan program.

The following resources, available upon request, will be helpful to public libraries in meeting these responsibilities:

- a) Tennessee Code Annotated, Title 10
- b) Tennessee Standards for Public Libraries, 2018

Responsibilities of the State Library and Its Regional Libraries

Subject to availability of resources, the State will:

1. Assist County and City officials and library boards in developing a unified system of public library service for all residents of a county or city.
2. Provide professional library consultant services to local public library boards and staff, which may include:
 - Planning and Development
 - Personnel Management
 - Policy Development
 - Recruitment and Hiring of Library Directors
 - Collection Management
 - Grant Preparation Guidance
 - Automation Guidance
 - Facilities Management and Construction Guidance
3. Upon request, furnish technical and technology assistance to local public library boards and staff, which may include:
 - Materials Acquisitions
 - Original Cataloging
 - Data Collection and Analysis
 - Computer Hardware/Software Problem Resolutions
 - Shared ILS Problem Resolutions
4. Allocate and monitor State funds for a collection of library materials on indefinite loan.

5. Facilitate access to R.E.A.D.S. (Regional eBook and Audiobook Download System) or other digital resources provided by the regional library system.
6. Provide an annual summer reading program workshop and selected library participant materials for promotion and implementation.
7. Purchase and maintain a collection of print and online professional materials to support the improvement of library and management skills of local public library boards and staff.
8. Supply statistical information and data concerning the operation and use of the library.
9. Offer training specific to public library trustees, including the annual Tennessee Trustee Workshops and the Tennessee Trustee Certification program.
10. Offer a minimum of 30 hours of workshops and training for library boards and staff. Training may include in-services, workshops, roundtables, or online training.

If you wish to participate in the Regional Library System this year (July 1, 2026 through June 30, 2027), please acknowledge and agree to the Library Service Agreement as soon as possible.

_____ We acknowledge that our Collection Development and Internet Safety Policies meet the minimum requirements outlined in this document, and we have reviewed these policies within the last 12 months.

Date

Signature, Chair, White House Library Board

Print Name

Date

Bessie Davis, Director of Regional Libraries

References:

*Tennessee Code Annotated, Title 10 Tennessee
Standards for Public Libraries, 2018*

Revised form: 06/18/2026

Tennessee Regional Library System

Collection Development and Internet Safety Policy Minimum Requirements

Local libraries must ultimately make the decision on what materials to purchase. The Tennessee Regional Library System, however, recognizes that state and federal funds are often used by the local libraries to purchase materials, either directly or through the Regional Library System, and this guidance is intended to ensure that no state and federal funds are used to purchase books and materials that are harmful to minors. To be eligible to receive funding from the Tennessee Regional Library System, public libraries in the Regional Library System must include certain requirements in their Collection Development Policies and Internet Safety Policies, as discussed below.

Collection Development Policy: Every library participating in the Tennessee Regional Library System must have a Collection Development Policy that reflects the following:

1. All materials are selected by the local public library in accordance with the individual public library's full Collection Development Policy;
2. The public library's Collection Development Policy is approved by the public library's Board of Trustees (or equivalent governing body) at least annually;
3. The public library director is aware of all books selected for purchase by the individual public library, through the Regional Library System or otherwise, and the library director will share a list or lists of newly purchased materials with the public library's Board of Trustees (or equivalent governing body). While the public library director may delegate the selection and purchasing of materials to other library staff, the intention behind this requirement is to underscore that the ultimate responsibility for selecting and purchasing materials resides with the library director;
4. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography," is "harmful to minors," or is "obscene;"
5. Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly – even if this overrides the age-appropriateness recommended by the publisher;
6. The library has a written, publicly accessible library materials challenge policy that (a) defines which parties may dispute or challenge the library's age-appropriate designation on materials, with such definition, at a minimum, including but not limited to, a parent or guardian of a minor within the library district, (b) defines the process by which a materials challenge can be initiated, and (c) provides for the results of any such dispute or challenge to be disclosed in the public library's official Board of Trustee minutes.

Internet Safety Policy: Every library taking part in the Tennessee Regional Library System must have an Internet Safety Policy that reflects the following:

1. The policy must include an acknowledgment that the public library is aware of, and adheres to, the Children's Internet Protection Act (CIPA), <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>, which in part states:

Libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- a. Access by minors to inappropriate matter on the Internet;
 - b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
 - d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 - e. Measures restricting minors' access to materials harmful to them.
2. Annually, the public library's Board of Trustees must meet to discuss the library's Internet Safety Policy in an open-to-the-public Board Meeting and document the approval of the policy in the minutes of such meeting. (This is required to maintain CIPA compliance).
 3. The public library's Board of Trustees must review compliance with CIPA annually and must specifically acknowledge compliance under one of the following methods:

Method of compliance (Please Select One):

1. _____ Filtering software is in use for all PCs in the library, and an Internet Usage Policy is in place, which establishes measures to restrict minors from gaining access to material that is pornographic to minors, as determined by community standards.
2. _____ The Library is not supported with federal funding.
3. _____ The Library does not offer Internet Access.

Tre Hargett, Secretary of State
State of Tennessee



Tennessee State Library and Archives
 1001 Rep. John Lewis Way North
 Nashville, TN 37219-1115

James Ritter
 State Librarian and Archivist

615-741-2764
 Jamie.Ritter@tnsos.gov

**OFFICIAL PUBLIC LIBRARY SERVICE AREA
 2025-2026**

Red River Regional Library
County: Robertson
Official County Population: 80,175

LIBRARY

OFFICIAL SERVICE AREA POPULATION

Stokes Brown Public Library	64,140
White House Public Library	16,035

Methodology: The official service area populations for the libraries in this county were determined using one of a variety of methodologies. A complete explanation of the methodologies used is available from the regional library director.

Amendment: To amend this official service area population, please contact your state data coordinator. A description of alternative methodologies for determining library service area is available from your regional library director.

Endorsement: To endorse this official service area population, please sign below and return this form to your regional library director.

 Chair, Stokes Brown Library Board

 Date

 Chair, White House Public Library Board

 Date

Source: U.S. Census Bureau, Population Division. Annual Estimates of the Resident Population for Counties in Tennessee: April 1, 2020 to July 1, 2025 (CO-EST2025-POP-47) <https://www.census.gov/data/tables/time-series/demo/popest/2020s-counties-total.html#v2025> Release Date: March 2026
 Annual Estimates of the Resident Population for Incorporated Places in Tennessee: April 1, 2020 to July 1, 2025 (SUB-IP-EST205-POP-47) <https://www.census.gov/data/tables/time-series/demo/popest/2020s-total-cities-and-towns.html#v2025> Release Date: May 2026

July 7, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
City Administrator, Gerald Herman

From: Derek Watson, City Recorder

Re: Request for Approval of Alcohol on City Property, Special Occasion Beer Permit, and Certificate of Compliance for Blue Devil Foundation Banquet

The Blue Devil Foundation, which is a White House High School Alumni organization has submitted a request to use the Recreation Center for a banquet on September 26th, 2026 to announce the first nominees for the White House High School Hall of Fame. The event organizers would like to sell beer and wine during the banquet.

Because the event will be held on City property inside the Recreation Center, the Board of Mayor and Aldermen will need to approve the use and possession of alcohol on City property for this specific event. In addition, the Board is being asked to approve the applicant's request for a Special Occasion Beer Permit and Certificate of Compliance for Tennessee Alcoholic Beverage Commission requirements.

The purpose of the banquet is to bring White House High School alumni, supporters, and community members together for an alumni recognition and fundraising event. The organization has indicated that the event will be conducted as a nonprofit fundraising activity, with proceeds supporting the development of the White House High School Hall of Fame.

Approval of this request would authorize the applicant to continue through the required permitting process for this one-time event. Final approval is contingent upon Beer Board approval of the Special Occasion Beer Permit and the applicant obtaining and maintaining all required permits, licenses, insurance, and approvals from the City of White House, the Tennessee Alcoholic Beverage Commission, and any other applicable regulatory agency prior to the event.

The applicant will be responsible for complying with all applicable federal, state, and local laws and regulations, including but not limited to requirements related to the sale, service, possession, and consumption of beer and alcoholic beverages; age verification; prevention of service to minors or visibly intoxicated persons; event security; insurance; facility rental requirements; and any conditions placed upon the event by the City, the Beer Board, or the Tennessee Alcoholic Beverage Commission.

The Special Occasion Beer Permit, if approved by the Beer Board, shall be valid only for the Blue Devil Foundation Banquet on September 26, 2026, and shall expire at 11:59 p.m. on September 26, 2026.



City of White House, Tennessee

105-D College Street • White House, TN 37188
www.whitehousetn.gov
 Phone (615) 672-4350 • Fax (615) 672-2939
"Valuing our Future while Protecting our Heritage"

CERTIFICATE OF COMPLIANCE

Applicant name: Valerie Webb
 Address of applicant: P.O. Box 887, White House, TN 37188
 Date of Special Event: September 26, 2026
 Date of Beer Permit Approval: _____
 Event Name: Blue Devil Foundation Banquet
 Event Address: 105 College Street, White House, TN 37188

As a condition precedent to the issuance of a license under Tennessee Code Annotated §57-3-204, every applicant for a license under that section shall submit with the application to the commission a certificate signed by the Mayor of the City of White House.

Compliance Checklist *Yes or No*

Yes	The applicant or applicants who are in charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that in the official's opinion the applicant will not violate any of the provisions of Tennessee Code Annotated §57-3-208
Yes	The applicant or applicants have secured a location for the business which complies with all restrictions of any local law, ordinances, or resolution, duly adopted by the City of White House (Municipal Code Title 8).
Yes	The applicant or applicants have complied with any local law, ordinance or resolution duly adopted by the local authorities regulating the number of retail licenses to be issued within the City of White House.

On Thursday, July 16th, 2026, the Board of Mayor, and Aldermen granted the Certificate of Compliance for Valerie Webb for the Blue Devil Foundation Banquet. The location of said event complies with all restrictions of local law, ordinance or resolution, duly adopted by the Board of Mayor and Aldermen.

The applicant has the right to seek review of any denial of a certificate by instituting an action in the chancery court having jurisdiction over the municipality or county within sixty (60) days of the denial. A failure on the part of the issuing authority to grant or deny the certificate within sixty (60) days of the written application for such shall be deemed a granting of the certificate. The requirement imposed by this section to submit a certificate shall not be applicable to any applicant if:

1. The authority of the City of White House charged with the responsibility to issue the certificate required herein shall have failed to grant or deny the certificate within sixty (60) days after written application for such certificate is failed; or
2. The applicant submits a final order of a court holding that the denial of the required certificate was unreasonable.

The content in this certificate is based on information located in the Tennessee Code Annotated §57-3-208.

 John Corbitt, Mayor

 Date

cc: Alcoholic Beverage Commission

The City of White House is working towards the daily pursuit of excellence in management and delivery of services; while balancing the preservation of our small town atmosphere by nurturing orderly, proactive growth.



BEER / LIQUOR SALE PERMIT APPLICATION

Application for (check all that apply):

- ☐ *Manufacturers or Distributors Permit*
- ☐ *Off-Premises Permit: sale of package beer from location (BEER ONLY)*
- ☐ *On-Premises Restaurant Permit: serving and consumption of alcoholic beverages at location (50% or more sales in food)*
- ☐ *On-Premises Limited-Service Restaurant Permit: serving and consumption of alcoholic beverages at location (50% or less sales in food)*
- ☒ *Special Occasion Permit*
- ☐ *Festival Permit*
- ☐ *Hotel-Motel Permit*
- ☐ *Caterer Permit*
- ☐ *Golf Course Permit*

I hereby apply for a permit to sell, store, manufacture, or distribute beer or other beverages authorized to be sold, stored, manufactured or distributed under the provision of Tennessee Code Annotated Title 57, Chapter 4 and 5, and submit my application upon the answers to the following questions:

1. Full name of applicant(s) (owner and/or persons, firms, joint-stock companies, syndicates, or associations having at least 5% ownership interest in the business – attach additional sheets if more than three (3) owners):

Applicant #1: Blue Devil Foundation - (501(c)(3) nonprofit - no individual ownership)

Applicant #2: _____

Applicant #3: _____

2. Check all that apply: ☐ Person ☐ Firm ☒ Corporation. ☐ Syndicate ☐ Joint-Stock Company ☐ Association

3. Name of establishment: Blue Devil Foundation

4. Name this establishment will operate under: Blue Devil Foundation Banquet

5. Street Address of the Establishment: White House Recreation Center - 105A College St.

6. Specify the name, address, telephone, and email to receive annual privilege tax notices and any other communication from the City:

Name: Valerie Webb / Blue Devil Foundation

Address: P.O. Box 887 City: White House State: TN Zip: 37188

Phone: _____ Email: _____

7. List name and address of property owner if someone other than business owner:

Name: City of White House, TN

Address: 105D College Street City: White House State: TN Zip: 37188

8. Give current home address, date of birth, and social security number of applicant(s) (attach additional sheets if more than three (3) owners):

Applicant #1:

Name: Blue Devil Foundation Social Security #: N/A Birth Date: N/A
Address: P.O. Box 887 City: White House State: TN Zip: 37188

Applicant #2:

Name: N/A Social Security #: _____ Birth Date: _____
Address: _____ City: _____ State: _____ Zip: _____

Applicant #3:

Name: N/A Social Security #: _____ Birth Date: _____
Address: _____ City: _____ State: _____ Zip: _____

9. List previous address(es) within last 10 years of applicant(s) (attach additional sheets if needed).

Applicant #1: N/A

Applicant #2: _____

Applicant #3: _____

10. Will the permit be used to operate two or more restaurants or other businesses under the same permit as permitted by Tennessee Code Annotated § 57-5-103(a)(4) within the same building?

Check one: ☐ Yes ☒ No If so, specify number: N/A

List the names of the restaurants or other businesses with address (attach additional sheets if needed).

Location #1:

Business Name: N/A - single special event
Address: _____ City: _____ State: _____ Zip: _____

Location #2:

Business Name: N/A
Address: _____ City: _____ State: _____ Zip: _____

11. Has any person having at least a 5% ownership interest listed in question 1, or any other employee of the business been convicted of any violation of beer or alcoholic beverage laws or any crime (other than minor traffic violations)?

Check one: ☒ No

☐ Yes*

If yes, please give details of each charge, court, and date convicted:

N/A

12. Has the applicant or the owner's organization had a beer permit revoked, suspended, or denied in the State of Tennessee?

Check one: ☒ No

☐ Yes*

If yes, please list the business name(s) and address(es):

N/A

13. Do you own / manage any other businesses in Tennessee that sell beer / alcohol?

Check one: ☒ No

☐ Yes*

If yes, please list the business name(s) and address(es):

N/A

14. Have you previously owned / managed any establishments in Tennessee which have sold beer / alcohol?

Check one: ☒ No

☐ Yes*

If yes, please list the business name(s) and address(es):

N/A

15. Give the name, relationship to applicant (if applicable) and current address of the former permittee at this location:

Name: N/A

Relationship (if applicable): N/A

Address: _____ City: _____ State: _____ Zip: _____

16. What is the name and address of the church (or other place of worship) nearest to your business?

Name: White House Church of Christ

Street Address: 205 Spring Street

17. What is the name and address of the school nearest to your business?

Name: Heritage Elementary

Street Address: 220 West Drive

White House Municipal Code, Title 8, Chapter 2, Section 8-209: No permit authorizing the sale of beer will be issued when such business would cause congestion of traffic or would interfere with schools, churches, or other places of public gathering, or would otherwise interfere with the public health, safety, and morals. No permit will be issued authorizing the storage, sale or manufacture of beer at places within one hundred fifty (150) feet of any church or school, as measured in a straight line from the nearest corner of the school or church structure to the nearest corner of the structure where beer is to be stored, sold or manufactured.

By signing below, I acknowledge receipt of Title 8 of the White House Municipal Code governing alcoholic beverages in the City of White House. I am knowledgeable of the laws prohibiting the sale of beer to minors. I hereby certify that no person having at least a 5% ownership interest, nor any person to be employed in this distribution or sale of beer in my establishment, has been convicted of any violation of the beer or alcoholic beverage laws nor any crime involving moral turpitude. I am also aware that I shall not be issued a permit, or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other places of public gathering, or otherwise interferes with public health, safety and morals.

By signing below, I also authorize the City of White House to investigate my background and secure additional information about me in order to verify my moral character. I hereby release from liability the City of White House and its representatives for seeking such information and all other persons, corporations or organizations for providing such information.

Blue Devil Foundation
by: Valerie Webb, President

 Signature of Applicant / Owner (or Authorized Corporate Officer)

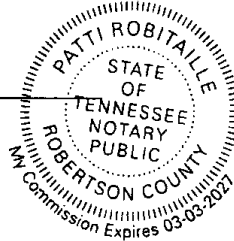
7/7/26

 Date

Sworn to and subscribed before me this *7th* day of *July*, 20*26*

(SEAL)

My commission expires: _____



Patti Robitaille

 NOTARY PUBLIC

July 8, 2026

MEMORANDUM

To: Board of Mayor and Aldermen
Gerald Herman, City Administrator

From: Derek Watson, Administrative Services Director

Re: Ward 3 Alderman Vacancy

The City received a total of eight applications from residents interested in being considered for appointment to the vacant Ward 3 Alderman position. Two applicants have requested that their names be removed from the applicant pool. The remaining applicants were interviewed during a public meeting on Tuesday, July 7, 2026, at 6:00 p.m.

Interviews were conducted in alphabetical order by last name. The applicants scheduled for interview were:

1. Keith Futch
2. Richard Luft, Jr.
3. Jerry Napier
4. Mollie Platt
5. J. Ritterbeck
6. Gianni Scramuzza

All applicants have been notified that this appointment will only fill the vacancy until the official election process is completed. The Ward 3 Alderman position will appear on the November 3, 2026, ballot as an unexpired term.

Applicants were also informed that anyone interested in officially running for the position must pull a petition through the Sumner County Election Commission. The first day to pull a petition was Monday, June 22, 2026, and the qualifying deadline is Thursday, August 20, 2026, at 12:00 noon. Additional election and candidate information is available through the Sumner County Election Commission website at VoteSumnerTN.org.

Please let me know if you have any questions or concerns leading up to the meeting.

Thank you,

Derek Watson

DISCUSSION ITEMS...

OTHER INFORMATION....