

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
October 17, 2013
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer / Pledge
3. Roll Call
4. Adoption of the Agenda
5. Approval of Minutes of the September 19, 2013 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 13-08:** An ordinance amending the Municipal Code Title 13, Chapter 4 Miscellaneous. *Second Reading*.
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Court Clerk
 - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. **Resolution 13-15:** A resolution approving certain amendments and revisions to the Personnel Manual.
 - b. **Resolution 13-16:** A resolution supporting sidewalk infrastructure extension along US 31W and associated application for grant funding support.
11. Consideration of the Following Ordinances:
 - a. **Ordinance 13-08:** An ordinance amending the Municipal Code Title 13, Chapter 4 Miscellaneous. *Second Reading*.
 - b. **Ordinance 13-09:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance. *First Reading*.
12. Finance
 - a. To approve or reject Change Order #3 for \$74,734.00 for the North Palmer's Chapel Vacuum Pump Station Motor Control Center Replacement project. The Public Services Director recommends approval.
 - b. To approve or reject Change Order #1 for \$223,300.00 for the Hobbs/Dawn Court Sewer project. The Public Services Director recommends approval.

- c. To approve or reject Sessions Paving's bid of \$951,415.96 for the Highway 76 Sidewalk project. The City Administrator recommends approval.
- d. To approve or reject Local Government Corporation's proposal of \$19,736.23 for replacement of the City's main server. The City Administrator recommends approval.
- e. To approve or reject CSR Engineering's proposal of \$23,453 for professional engineering services for the Municipal Park Trail Renovation. The Parks and Recreation Director recommends approval.

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
September 19, 2013
7:00 p.m.

1. Call to Order by the Vice-Mayor

Meeting was called to order at 7:00 pm.

2. Prayer / Pledge

Prayer and Pledge to the American Flag was led by Vice-Mayor Bibb.

3. Roll Call

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

4. Adoption of the Agenda

Vice-Mayor Bibb amended the agenda to allow for a correction on 13. (b). Above All Roofing Contract, LLC was replaced with Don Kenney Roofing Company.

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

5. Approval of Minutes of the August 15, 2013 meeting.

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

6. Approval of Minutes of the September 9, 2013 meeting.

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

7. Welcome Visitors

Vice-Mayor Bibb welcomed all visitors.

8. Public Hearings

a. None

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik complimented the renovation work done on the Board Room.

Ald. Paltzik stated how pleased he was with the recent increase of the City's bond rating.

Ald. Hutson also complimented the renovation work done on the Board Room.

City Administrator Gerald Herman provided an update regarding the SR76 Sidewalk project.

City Administrator Gerald Herman announced that the City has received TDEC approval of the contract for the City Park Trailway improvements RTP grant.

City Administrator Gerald Herman stated that the new restroom facility at the City Park is now operational.

City Administrator Gerald Herman announced the completion of the cemetery gates project.

City Administrator Gerald Herman stated that the City did not receive funding on the Safe Routes to School grant and the Fire Prevention Education Trailer grant.

City Administrator Gerald Herman noted that he and Planning and Codes Director Reed Hillen would be attending training on the Safe Routes to School grant process and would be reapplying for the grant in the fall.

City Administrator Gerald Herman gave a brief outline for the Christmas Parade and the Miracle on Main Street celebration at City Hall scheduled for December 7th.

10. Acknowledge Reports

- | | | |
|-----------------------|-----------------------|------------------------------|
| A. General Government | E. Wastewater | H. Library |
| B. Police | F. Planning and Codes | I. Court Clerk |
| C. Fire | G. Parks | J. Monthly Financial Summary |
| D. Public Works | | |

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

11. Consideration of the Following Resolutions:

- a. None

12. Consideration of the Following Ordinances:

- a. **Ordinance 13-08:** An ordinance amending the Municipal Code Title 13, Chapter 4 Miscellaneous. *First Reading*.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 13-08 passed on first reading.**

13. Finance

- a. To approve or reject Rogers Group's bid of \$269,225.00 for the Parking Lot Expansion project at City Hall. The City Administrator recommends approval.

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

- b. To approve or reject Don Kenney Roofing Company's bid of \$75,545 for replacement of the gymnasium roof. This bid includes replacement of an estimated 300 square feet of roof decking at \$6.00 per square foot, Alternative #2, and Alternative #3. The Parks and Recreation Director recommends approval.

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

- c. To approve or reject Craig Johnson Construction's bid of \$32,500.00 for the Christian Drive Drainage project. The Public Services Director recommends approval.

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

- d. To approve or reject the Grant Agreement with Sumner County for \$500,000 for construction of a new library facility. The City Administrator recommends approval.

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

- e. To approve or reject removing from the asset list a 1997 Ford F-150 4x4 truck (VIN #: 1FTDF182XVND29312). The Parks and Recreation Director recommends approval.

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

- f. To approve or reject Stringfellow, Inc.'s bid of \$132,983.00 for a 2014 TYMCO Model 435 Street Sweeper. The Public Services Director recommends approval.

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

- g. To approve or reject removing from the asset list a Case International Tractor, Model 1140 (Serial #: CCJ0094705). The Parks and Recreation Director recommends approval.

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

- h. To approve or reject a contract with CSR Engineering for professional engineering services effective August 1, 2013. The City Administrator recommends approval.

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

- i. To approve or reject a contract with CSR Engineering for engineering services for the SR76 Sidewalks project.

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

14. Other Business

- a. To approve or reject approval of the filing of Public Form CT-0253 for the State Revolving Fund Loan CG2 2013-326. The Finance Director recommends approval.

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

- b. To approve or reject the ATM partnership agreement with The Credit Union of Robertson County. The Finance Director recommends approval.

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

15. Discussion Items

a. None

16. Other Information

a. None

17. Adjournment

Meeting was adjourned at 7:35 pm.

ATTEST:

Farris Bibb, Vice-Mayor

Amanda Brewton, City Recorder

REPORTS....

**General Government Department
September 2013**

Administration

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

- September 04 - City Recorder Interviews
- September 05 - Chamber of Commerce Luncheon
- September 10 - Regional Transportation Authority Operations Committee Meeting
- September 11 - Tennessee / Kentucky Idea Exchange
- September 12
 - Tennessee / Kentucky Idea Exchange
 - Library Board Meeting
- September 13 - United Way Kickoff Event
- September 17 - Robertson County E911 Board Meeting
- September 18 - Metropolitan Planning Organization Meeting
- September 19
 - Safe Routes to School Grant Meeting
 - Board of Mayor and Aldermen Meeting
- September 23 - MTAS Water and Sewer Training Class
- September 25
 - TVA Economic Development Retail Forum
 - Sumner County Council of Governments Luncheon

Website Management

	2013 - 2014 Update Requests	2012 - 2013 Update Requests	2013 - 2014 Page Visits	2012 - 2013 Page Visits
July	162	31	250,487	85,214
August	186	49	468,840	63,924
September	126	32	262,563	82,694
October		24		113,317
November		21		121,011
December		22		98,573
January		51		98,082
February		45		96,253
March		22		118,982
April		45		170,040
May		212		223,064
June		117		193,101
Total	474	554	981,890	1,366,173

Facebook Management

	2013 - 2014 New Likes	2012 - 2013 New Likes	2013 - 2014 # of Posts	2012 - 2013 # of Posts
July	34	19	14	5
August	25	13	22	3
September	10	14	11	4
October		17		4
November		18		10
December		17		6
January		9		3
February		15		2
March		10		2
April		7		3
May		6		3
June		15		18
Total	44	306	47	59

General Government Department
September 2013

Twitter Management

	2013 - 2014	2012 - 2013	2013 - 2014	2012 - 2013
	Total Followers	Total Followers	# of Tweets	# of Tweets
July	294	223	14	5
August	314	227	22	1
September	322	237	11	2
October		237		4
November		239		10
December		245		6
January		260		3
February		262		2
March		267		2
April		277		3
May		284		3
June		275		18
Total	N/A	N/A	47	59

Building Maintenance Projects

Special Maintenance Projects

- Alarm and door repair at City Hall
- Installation of LED fixture at City Hall
- Bid collection for electrical work for ATM at City Hall
- Bid collection for new metal doors at City Hall
- Completed Board Room renovations
- Installation of security gates in the records storage room at City Hall

General Maintenance

- Landscaping at City Hall
- Trash pickup at City Hall
- Cleaning at City Hall
- Bulb replacement at City Hall
- Replacement of Ballast at Public Works
- Bulb replacement at Library
- Landscaping at Library
- Safety checks at City Hall
- School zone light timing adjustments
- Bulb and photo switch replacement at trailhead
- Faucet replacement at soccer field
- Toilet repair at City Hall

**Finance Department
September 2013**

Finance Section

During September only \$480.19 was collected in delinquent property taxes, leaving a collection rate of 97% of the tax base and a 3% delinquency. The City Attorney did file suit in Sumner County this month on delinquent 2011 taxes, so we will no longer be able to collect those. They will have to be collected by the Sumner County Court Clerk. The City Attorney is currently finalizing activity to file suit on the Robertson County delinquent 2011 taxes as well.

The Finance Director attended the Rotary Club meeting each Thursday in September, attended and held a staff meeting two times in September, and attended the September Board of Mayor and Alderman meeting. The Finance Director also participated in two rating calls with the bond rating agencies, our financial advisor, and the City Administrator which resulted in bond rating increases for the City with both agencies. The Finance Director completed an article for the Word on White House that explains this increase for our citizens. The Finance Director participated in five 1 hour long webinars hosted by our insurance broker, Hylant Group, during the month of September. The topics were all concerning Health Care Reform and covered issues including Updated Notice & Disclosure Statements, Defining Affordability & Minimum Value, Wellness Rules, Demystifying the Exchange, and Defining Full-Time & Variable Hour Employees. The Finance Director and Utility Billing Specialist, along with the City Administrator and Public Works Director attended an MTAS class that covered Water & Sewer Rates & Fees.

We still have been unable to fill the part-time Finance position. It seems that there are not enough hours to interest any adults, and a more aggressive search at the high school level will be necessary. The Finance Director is planning to contact several teachers directly at each high school since sending the job posting to the guidance counselors did not yield any benefit. As began in June and continued through July, August, and now September the Finance Department has been providing secretarial support to the Public Services Department during the absence and return transition of key personnel.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$430,443.85	\$3,536,910.29
Sanitation	\$27,947.53	\$496,048.16
Wastewater	\$928,356.06*	\$1,831,936.46

- All Cash Balances are bank balances reported as of October 4, 2013.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$235,645.20.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 0 special	6 paper checks 185 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	September	FY	Last September	Last FY
Total Invoices Processed	397	938	296	960

Call and Counter Logs

	Finance	Admin	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	182	2	13	0	15	0	4	24	6	2	3	251
Customers	92	0	3	11	9	0	0	487	2	0	9	613

**Finance Department
September 2013**

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	0	5	12	79	84	2	182
Customers	0	6	2	72	12	0	92

Purchase Orders

Codes	2	\$114.81	Court	0	\$0.00
Fire	12	\$9,790.77	Library	16	\$279,685.54
Police	8	\$3,344.87	Wastewater	11	\$19,264.87
Human Resources	6	\$1,413.83	Public Works	14	\$181,567.06
Engineering	1	\$89,849.94	Sanitation	2	\$1,249.00
Administration	7	\$1,766.79	Parks	45	\$85,539.77
Finance	4	\$519.98	Bldg. Maintenance	12	\$7,060.14
			Cemetery	2	\$536.00
Total	142	\$681,703.37	Void	4	

	Number of PO's	Value of PO's
Purchase Orders Under \$2,000	127	\$46,809.24
Purchase Orders \$2000 - \$9999	10	\$34,791.19
Purchase Orders Over \$10,000	5	\$600,102.94
Total	142	\$681,703.37

Emergency Purchase Orders – September - None

Number	Vendor	Items	Amount	Nature of Emergency	Department

Business License Activity – September

Opened	3
Closed	3

Delinquency Rate: 60%

Cumulative Information

Class	Total Licenses	Delinquencies
1	42	31
2	152	87
3	251	175
4	195	88
Total	640	381

**Finance Department
September 2013**

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	0	Open Container Law	0
Child Restraint-under 4	0	Parking Violation	2
Anti-Noise Regulations	0	Vehicle Registration Law	30
Texting While Driving	0	Seat Belt Violation – 18 and Older	43
Failure to Yield Right of Way	3	Speeding	68
Financial Responsibility Law	94	Careless Driving	1
Following Too Closely	0	Disobedience to Traffic Control Device	19
Motor Vehicle Requirements/Misc.	4	One Way Street	2
Improper Passing	0	Drivers License Law	8
Drivers Exercise Due Care	5	Turn to Avoid Signal	0
Codes Violations/Animal Control	5	Improper Backing	0
Stop Signs	11	Move Over Law	0
		Total	295

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	84
Guilty as Charged	17
Dismissal	18
Dismissed upon presentation of insurance	77
Not Guilty	0
Dismissed to Traffic School	13
Dismissed with Costs and Fines	42
Dismissed with Costs	22
Dismissed with Fines	22
Case Transferred to County	0
Dismissed with Public Service	0
Total	295

Wastewater Billing

New Service Connections: 5
 Applications: 36
 Late Penalties Applied: \$5,723.93
 Adjustments: 22
 Number of Reconnect Fees Paid: 18
 Non-Payment Cut-Offs: 44

**Human Resources Department
August 2013**

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

- September 04: City Recorder Interviews
- September 05: Chamber of Commerce Luncheon
- September 09: Part Time Library Clerk Interviews
- September 12: Health Care Reform: Updated Notice & Disclosure Requirements Training Webinar
- September 13: United Way Kickoff Event
- September 16: Health Care Reform: 2014 Benefit Mandates Training Webinar
- September 17: Miracle on Main Street meeting with the Chamber of Commerce
- September 18: MTAS Municipal Management Academy Level II Training Class
- September 19: Health Care Reform: Wellness Rules Training Webinar
- September 21: Police / Reserve Officer Testing
- September 23: Health Care Reform: 2014 Benefit Mandates Training Webinar
- September 24: Firefighter Testing
- September 25: MTAS Issues in Human Resources Training Class
- September 26: Health Care Reform: Demystifying the Exchanges Training Webinar
- September 30: Health Care Reform: Defining Full-Time & Variable Hour Employees Training Webinar

Injury Reports:

	2013-2014	2012-2013	2011 - 2012
July	2	0	0
August	0	1	2
September	1	1	0
October		0	1
November		1	1
December		2	0

	2013-2014	2012-2013	2011 - 2012
January		2	0
February		0	0
March		0	0
April		2	3
May		2	0
June		1	0
Total	3	12	7

Property/Vehicle Damage Reports:

	2013-2014	2012-2013	2011 - 2012
July	2	0	0
August	0	1	0
September	1	0	0
October		1	1
November		1	0
December		1	2

	2013-2014	2012-2013	2011 - 2012
January		0	0
February		0	3
March		1	0
April		1	1
May		0	0
June		0	0
Total	3	6	7

City Wide Turnover:

	2013-2014	2012-2013	2011 - 2012
July	2.0%	0.0%	0.0%
August	1.0%	1.0%	0.0%
September	0.0%	1.0%	0.0%
October		1.0%	1.0%
November		1.0%	2.0%
December		0.0%	2.0%

	2013-2014	2012-2013	2011 - 2012
January		1.0%	1.0%
February		1.0%	2.0%
March		1.0%	1.0%
April		1.0%	1.0%
May		1.0%	1.0%
June		0.0%	1.0%
Total	3.0%	9.0%	12.0%

Human Resources Department
August 2013

Employee Disciplinary Reports: (T) - Termination (S) - Suspension

	2013-2014	2012-2013	2011 - 2012
July	0		
August	0		
September	1 (S)		
October			
November			
December			

	2013-2014	2012-2013	2011 - 2012
January		2 (S)	
February		0	
March		1 (T)	
April		0	
May		1 (S)	
June		0	
Total	1	4	

**Police Department
September 2013**

Highlights

- The Governor's Highway Safety Law Enforcement Challenge Banquet was held the beginning of September. The banquet was held to recognize the 2012 Traffic Safety Programs of law enforcement agency's across the state of Tennessee. The White House Police Department placed 2nd in the state in our category of 11-25 Officers. In the last four years, we have placed 3rd three times and 2nd once. Besides a 2nd place trophy, the following are items we won at the banquet for our department:

Stream Light LED Flashlight (\$120.00)
Pivothead 1080HD Camera Glasses (\$300.00)
Apple I-Pad 3 (\$600.00)

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in September:* Tennessee Lifesaver's Conference (Sept. 6th), Department Head Meeting (Sept. 9th & 24th), Robertson County Chief's Meeting (Sept. 10th), 911 User Group (Sept. 11th), Westmoreland Police Department Hiring Oral Board (Sept. 16th), 911 Board Meeting (Sept 17th), Drug Task Force Meeting (Sept. 18th), and Board of Mayor & Alderman Meeting (Sept. 19th).
- *Captain Mingledorff attended the following meeting in September:* Chamber of Commerce monthly meeting on September 5, 2013.
- *Captain Ring attended the following meeting in September:* Portland Police Department Hiring Oral Board (Sept. 18th).

Police Department Administration Performance Measurements

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by November 22, 2013.* The accreditation process has 152 professional standards that need to be met. Policy and procedures need to be written and proofs shown for each standard prior to approval by an assessor. One hundred one (101) files have been approved by an assessor. Chief Brady is currently reviewing 19 files. Susan Johnson is correcting 14 files needing proofs which were recommended by the assessor. She has also started working on six (6) new files. We received an extension date of November 22, 2013.
2. *Our department training goal is that each police employee receives 40 hours of in-service training each year.* The White House Police Department has 24 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 960 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	368	0	368
February	0	272	0	272
March	0	125	60	185
April	0	151	0	151
May	0	32	0	32
June	0	88	0	88
July	1	26	0	26
August	8	128	0	136
September	0	200	0	200
Grand Total	0	1,390	60	1,458

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 401 shifts during the Fiscal Year 2012-2013. (There are 730 Patrol Shifts each year.)*

Police Department
September 2013

Number of Officers on Shift	September 2013	FY 2013-2014
Two (2) Officers per Shift	10	43
Three (3) Officers per Shift	50	141

2. *Acquire and place into service two Police Patrol Vehicles.* We have ordered two new Police Interceptor Vehicles for Patrol. We are hoping to have these two new vehicles in our fleet by fall.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2012-2013.* The White House Police Department will conduct a Fall and Spring Compliance check.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 80 per 1,000 population during the calendar year of 2013.*

Group A Offenses	September 2013	Per 1,000 Pop.	Total 2013	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	7	<1	73	7
Crimes Against Property	22	2	305	29
Crimes Against Society	2	<1	122	12
Total	31	3	499	48
Arrests	19		284	

*U.S. Census Estimate 2011 – 10,419

5. *Maintain a traffic collision rate at or below the three-year average of 312 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2013.*

	September 2013	TOTAL 2013
Traffic Crashes Reported	24	216
Enforce Traffic Laws:		
Written Citations	250	2,639
Written Warnings	123	1,184
Verbal Warnings	417	3,611

6. *Maintain an injury to collision ratio of not more than the three-year average of 17% by selective traffic enforcement and education during the calendar year 2013.*

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
September	24	7	29%	17%

Traffic School: Det. Sgt. Dan Hunter instructed the DDC-4 Traffic School Class in September. There were 12 students in attendance.

Staffing

Testing for a new Officer was held on September 21st. Written and Physical testing was completed with 14 applicants in attendance.

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

Sumner County Emergency Response Team: Nothing to report at this time.

Volunteer Reserve Officers: In September, the Reserves trained in a tactical trauma course instructed by Dr. Joe Valdez.

Police Department
September 2013

Support Services Performance Measurements

Maintain or exceed a Group A crime clearance rate at the three-year average of 68.6% during calendar year 2013.

2013 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
September	65%	75%

Communications Section

	September 2013	Total 2013
Calls for Service	1,191	12,488
Alarm Calls	31	288

Request for Reports

	September 2013	FY 2013-14
Requests for Reports	15	62
Amount taken in	\$11.25	\$59.45
Tow Bills	\$100.00	\$100.00
Emailed at no charge	21	72
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): See Highlights.

Volunteer Police Explorers: Explorers held their monthly meeting/training.

Item(s) sold on Govdeals: Nothing sold in the month of September.

Crime Prevention/Community Relations Performance Measurements

- Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.*
The program commenced on Monday, September 30th, at Heritage Elementary School. DARE Instructor, Captain Mingleдорff, will teach seven classes of 157 5th graders the ten week program. There will be one class taught at Christian Community School which will begin on Tuesday, October 1st. Both graduations are scheduled for December.
- Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* This year's event was held on Monday, September 2, 2013 (Labor Day). *Completed.*
- Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* Class #13 commenced on Tuesday, February 19th with 30 citizens attending. Classes met once a week for three hours, for ten weeks. Graduation was held on Tuesday, April 23rd in the auditorium at City Hall with 30 citizens completing the course. *Complete. Applications for Class #14 are being accepted. Class will begin February 2014.*
- Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
 - White House Library Fall Safety Program:* Captain Mingleдорff visited the White House Library on Tuesday, September 24th, and presented a class to approximately 12 parents on Child Passenger Restraint Law updates.

**Police Department
September 2013**

- ***Wheels In Motion:*** The program resumed on Thursday, September 19th, at H. B. Williams Elementary, White House Heritage Elementary and Christian Community. The White House Rotary Club presented each winner with a bicycle and Captain Mingledorff presented each winner with a helmet.

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

White House Middle School Football Security Detail: Sept. 10th & 24th.

White House High School Football Security Detail: Sept 6th & 20th.

White House High School Homecoming Parade: Sept. 20th.

National Prayer at the Flag Pole – Heritage Elementary School: Sept. 25th.

Upcoming Events:

- *Drug Take Back Event – scheduled for October 26, 2013.*

2013 Participation in Joint Community Events		
	September 2013	Year to Date
Community Activities	8	61

Fire Department September 2013

Summary of Month's Activities

Fire Operations

The department responded to 83 requests for service during the month with 55 responses being medical emergencies. The department responded to 5 vehicle accidents with reported injuries with six patients transported to area hospitals.

- **September 5th 1:44pm** – The Department responded to a vehicle accident on Portland Rd. involving a truck and trailer that left the roadway off an embankment. It took fire and EMS personnel some time to remove the patients from the vehicle because of its location. There were three patients transported, two of which were transported by Vanderbilt Lifeflight.
- **September 23rd 9:03am** – The Department was dispatched to a reported structure fire on Volunteer Dr. when fire units arrived on scene the fire had been extinguished by the homeowner. The fire had started in the kitchen and filled the house with smoke with some damage to the kitchen cabinets. The smoke was removed and the structure was checked thoroughly for extension of the fire into the attic area, it was confirmed the fire was confined to the kitchen.

Fire Administration

- **September 2nd** - Chief Palmer, Captain Holman, members of C shift, and fire explorers participated in the safety day event.
- **September 9th** – Chief Palmer and Asst. Chief Sisk visited the National Weather Service Office in Nashville to renew our “Storm Ready Program”.
- **September 10th** – Asst. Chief Sisk assisted the police department with a control burn.
- **September 12th** – Asst. Chief Sisk met with WHUD for a plan review.
- **September 17th** – Chief Palmer, city employees, and members of the Chamber of Commerce attended a planning session for the holiday extravaganza hosted at the fire station.
- **September 18th** – Chief Palmer met with a representative with Vanderbilt Lifeflight to designate landing zones within areas of the city.
- **September** – Chief Palmer and Captain Holman attended a Target Solutions user group training session in Gallatin.

Update on the Department's Goals and Objectives

- Complete annual firefighter training 228 hours for career and 48 for Part-time and Volunteer Firefighters by June 30th, 2014. **(In progress)**
- Complete the Risk Watch public safety education program with all 1st grade students by June 30th, 2014. **(In progress)**
- Complete the annual Fire Apparatus Pump Testing by December 1st, 2013.
- Complete the annual Fire Hose Testing by November 1st, 2013.
- Complete the annual Fire Hydrant Service Program by June 30th, 2014.
- Update all Pre-incident surveys by May 1st, 2014.

Departmental Highlight

The annual Safety Day event was held on September 2nd at the city park with the police department activities and our fire prevention education program. The Cottontown and Shackle Island Volunteer Fire Departments attended along with Robertson County Emergency Management and Vanderbilt Lifeflight. There were over 140 children who completed the home fire survival challenge the event gives us an opportunity to promote fire safety in our community.

**Fire Department
September 2013**

Monthly Performance Indicators

Incident Responses

Structure Fires	1	Vehicle Accidents (General Cleanup)	1
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	5
Vehicle Fires	0	Rescue	0
Grass, Brush, & Trash Fires	1	False Alarms / Calls	7
Hazmat	1	Assist Other Governmental Agency	0
Other Calls	12	Total Responses for the Month	83
Emergency Medical Responses	55	Total Responses YTD	225

Fire Fighter Training

Total Training Man Hours for the Month	363.15
Total Training Man Hours YTD	1,170.39

Fire Inspection

	This Month	YTD
Fire Inspections	6	12
Fire Investigations	1	1
Plat / Plan Reviews	2	6
Fire Preplans	1	2

Public Fire Education

	This Month	YTD
Participants	509	718
Education Hours	37.25	51.25
Number of Occurrences	13	43

Public Services Department - Public Works Division
September 2013

Staffing: The public works department is authorized 11 full time employees. Due to the change in solid waste operations, we now have the following employee's assigned to public works:

1. Three (3) full-time Sanitation (1) driver & (2) maintenance workers);
2. Two (2) full-time Streets equipment operators (Operator I & Operator II);
3. One (1) Supervisor.

Training & Staff Meetings: 39 Hours

Sanitation Collection: Waste Industries (WI) has completed the 10th full month of operation in the City. I've been monitoring Waste Industries web based portal to see the type and quantity of calls.

The September 2013 report show that staff has made **53** requests on the WI web portal system, which is the lower than the month before. The breakdown for the type of request made for the residential & commercial customers are as follows:

1. **30** calls came from residents that had container issues, they either needed a replacement, moved out and needed them picked up, or they moved in and need containers delivered;
2. **15** calls came from residents that had "missed" garbage service;
3. **4** calls came from residents that had "missed" recycling service;
4. **4** calls came from residents that did not have their cans at the curb in time for the truck, had issues with container not being emptied completely or the placement of container after it has been serviced.

The total volume of recyclables collected curbside during September was approximately **39 tons** of material which is a savings of about **\$887.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for September was approximately **\$349.00**. This is a net gain of **\$1,236.00**.

City Public Works Tasks & Drainage Improvement Projects

1. **Hobbs WW Drainage Ditch Clearing Project:** Staff cleaned out the drainage ditch on the north and south side of Hobbs Drive at Edwards Court. This project was a commitment we made in exchange for a wastewater easement. Due to the extent of overgrowth and severe depressions from washouts, we had to rent a bulldozer to efficiently remove the material and dress the ditch line and banks. After completing the final leveling with the grader and Harley rake, the area was further cleaned of debris then seeded and bedded with straw.
 1. Man-hours – **262**
 2. Tree & Brush removal – **43 Truck Loads**
 3. Fill Material – **76 tons**
 4. Seed – **200 lbs.**
 5. Straw – **120 bales**
 6. Seed Mat – **1**
 7. Rip-Rap – **1 ton**
2. **Shady Lane Dry Detention Pond Rehabilitation Project:** Rain has again kept staff from completing this rehabilitation project. But, it has been dry enough to continue working on the project. Staff was able to seed and mat the embankments. Staff attempted to level the basin floor but it was still too wet and we were not able to finish the leveling.
 1. Man-hours – **10**
 2. Seed – **25 lbs.**
 3. Seed Mats - **2**
3. **Rolling Acres Culvert Crossing Replacement:** We replaced three (3) old galvanized 24" corrugate metal pipes that crossed Rolling Acres Drive at Forest Lane with 40' of 36" corrugated plastic pipe. This is the first phase of a large scale rehabilitation project for that area.
 1. Man-hours – **40**
 2. Crush & Run – **5 tons**
 3. Screenings – **45 tons**
4. **204 Beechbrook Court Yard Restoration:** Staff had previously did some work in the ditch at the rear of this location. The area was wet and the equipment created ruts in the yard. Staff restored the area to the property owners satisfaction.
 1. Man-hours – **12**
 2. Top Soil – **8 tons**
 3. Seed – **5 lbs.**
 4. Straw – **1 bale**

**Public Services Department - Public Works Division
September 2013**

5. **City's Soccer Complex at 31W:** The City Administrator requested PW to cut down the large mound at the front of the complex to make the sign more visible. Staff moved the bulldozer to the site after completing the Hobbs drainage ditch project.
 1. Man-hours – 18
 2. Seed Matting – 200 feet
 3. Straw – 2 bales

6. **103 Timberwood Court:** Our garbage truck had caused damage to the yard and left a large depression in the ground. Staff repaired the damage.
 1. Man-hours – 3
 2. Seed – 1 lb.

7. **Asphalt & Shoulder Repairs:** Autumnwood Drive - Covington Bend - Cedar Point
 1. Man-hours – 85
 2. Asphalt – 5 Tons
 3. Crush & Run – 64 Tons
 4. Shoulder Repairs – 700 feet

8. **Yard Waste Collection:**
 1. Residential Stops – 366
 2. Number of Truck Loads – 81
 3. Hours for Yard Waste - 120
 4. Bagged Leaves/Grass – 193
 5. Hours for Bag Collection - 35

9. **Litter Control:**
 1. Number of bags – 43
 2. Number of hours – 56
 3. Dead Animals - 1

10. **Right-of-Way Mowing, Spraying & Tree Trimming/Removal:** The side-mount mower was used to clear several R-O-W's and staff used weed-eaters in several areas.
 1. Man-hours – 38

11. **Sign Maintenance:** Staff continues sign repair and maintenance on an as needed basis. In addition, we've started upgrading the signs at the signalized intersections.
 1. Man-hours – 2

12. **Time Worked:**
 1. Sanitation Hours – 232
 2. Streets Hours – 488
 3. Facility Maintenance Hours – 2
 4. Fleet Maintenance - 25
 5. Meeting/Training Hours – 39
 6. Leave Hours – 101
 7. Overtime Hours – 10
 8. Administrative Hours - 74

Performance

	Available Hours	Total Hours Worked
Streets and Roads	425	488
Sanitation	425	232
Facility Maintenance	N/A	2
Fleet Maintenance	N/A	25
Training	N/A	39
Leave	N/A	101
Overtime	N/A	10

Public Services Department - Public Works Division
September 2013

SERVICES PROVIDED	TOTAL	YTD
BRUSH PICK UP	366 Stops	4217 Stops
BRUSH TRUCK LOAD	81	476
EMERGENCY CALL OUTS	0	11
FREE CLEAN UP DROP OFFS	27	918
CURBS REPAIRED	0	2
SHOULDERS REPAIRED	1	8
SHOULDERS WORK	700 Feet	2888 feet
LITTER REMOVAL	43 Bags	394 Bags
DRAINAGE REQUESTS	0	29
SPECIAL PICK-UP	0	6
DRAINAGE WORK	840 Feet	2977 Feet
POTHOLE REPAIRED	0	181
SALT USAGE (TONS)	0 Tons	4 Tons
SIGNS INSTALLED	0	116
SIGNS REMOVED	0	8
SIGNS RESET	1	23
SIGNS RELOCATED	0	9
SIGNS REPLACED	0	39
MOVE IN SPECIAL PICK UP	0	19
MOVE OUT SPECIAL PICK UP	0	3
DEAD ANIMAL REMOVALS	0	16
MOWING R.O.W. (Hours)	38 Hours	346 Hours

Sanitation Enterprise Fund Totals

# of customers billed	Total Billed	Revenue Received	Total Billed YTD	Revenue Received YTD
3,719	\$57,437.00	\$57,377.49	\$172,309.50	\$174,986.65

Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Solid Waste (Tons)	304	288	281										873
Disposal Fee	\$7,451	\$7,130	\$7,167										\$21,748.00
Roll-off Service (Tons)	10	11	15										36
Disposal Fee	\$992	\$1,025	\$1,868										\$3,886.00
Recycling Tons	42	40	39										121
Recycling Revenue	\$484.75	\$335.79	\$349.24										\$1,170.00
Oil/Steel/Battery			5										5
Metal Revenue			\$739.00										\$739.00

Public Services Department - Wastewater Division
September 2013

Collection System Activities

1. **Green Project:** We have received the cost estimates for some additional work which I've included in the BMA agenda packet for the October meeting.
2. **Hobbs Project:** The Hall Construction mobilized the week of the 16th and has begun working along the east side of Tyree Springs Road. We have a conflict with other utilities on the west side of the road which will necessitate a change order (CO) at the October BMA meeting.
3. **GIS/GEO JOBE:** We have been working with the new GIS based work order system for a couple of months now. Since the work order system requires the internet, we had staff's smart phones activated as wi-fi hot spots. This negates the use of costly air cards.
4. **Lift Stations:** We've been working on the sandblasting and sealing of the North Palmers & Calista Road vacuum lift stations. The final engineering inspection was completed on September 25. The sealing system requires a total of approximately 9.0 mils thickness between the three coats (primary, intermediate and finish). Upon initial review, the finish coat did not have the required mils and we are awaiting the mil reports from the contractor for further review. The sandblasting process was very good with the exception of a couple of very minor flaws which will also be addressed by the contractor. Our next meeting is scheduled for mid-October.

Staff replaced a bad check valve and had a new shaft installed in pump 2 at the Highway 76 lift station.

Staff replaced an impeller in pump 1 at the Calista Road vacuum station.

Staffed worked with the generator repair crew on replacing bad relays in the transfer switch at the Copes Crossing lift station, which was discovered during a power outage.

Wastewater Treatment Plant

A. FLOW.....	0.664 MGD
B. CAPACITY.....	1.40 MGD
C. % OF PLANT THROUGHPUT.....	47% (0.664 MGD/1.40 MGD)
D. ACTUAL CAPACITY.....	1.12 MGD (1.4 MGD x 80%)
E. % OF ALLOCATED CAPACITY.....	59% (0.664 MGD)/(1.12MGD)
F. RAINFALL.....	2.93"

1. **Violations:** The plant had no violations in September. Our permit requirements for water quality are well below the state limits.
2. **H2S & FERRIC SULFATE:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. We've been feeding ferric for thirteen (14) months and the overall results remain positive at the plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of eight (8) gallons per day at the Union Road lift station and ten (10) gallons per day at the Old Tyree lift station due to the high levels of H2S within the system.

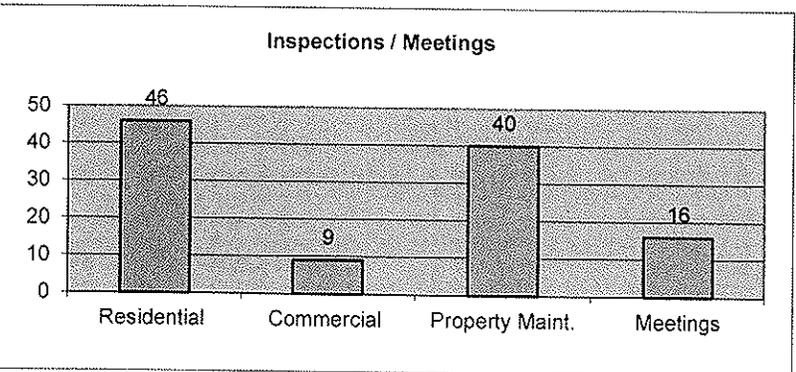
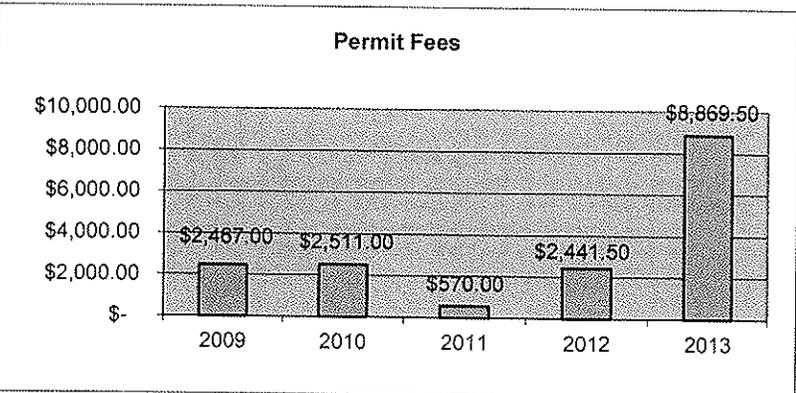
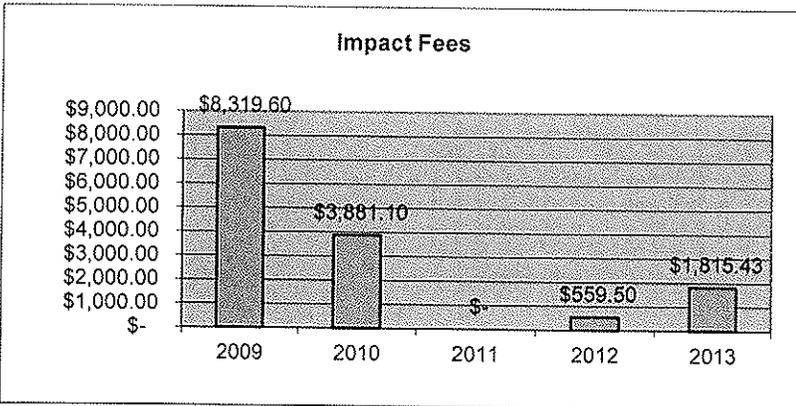
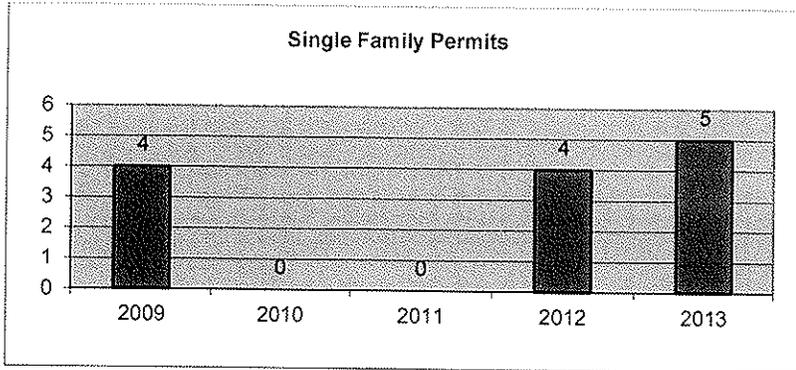
**Public Services Department - Wastewater Division
September 2013**

3. **Oxidation Ditch:** We are still waiting for parts for the gearbox/bearing failures with the #2 orbal. The gearbox for the #1 orbal had a bearing seal leak but has been repaired. Nevertheless, the oxidation ditch continues to produce a clean effluent.
4. **UV System:** The Trojan Ultra-Violet (UV) system main controller *has failed* and we have it on a bypass system. I'm working with Ben to determine if replacing the current system is still the most cost effective method or seeking a retrofit. Cost will be the mitigating factor on a retrofit. The chamber continues to have problems due to increased algae levels. Derek and Chris are working hard to keep the algae from building up and we are getting a below limit kill on coliform bacteria.
5. **Treatment Plant:** Staff is still working on painting of the Sludge pump building, which has greatly improved the appearance of the building. The only area's lacking paint is the floor. Staff will hold off on finishing the floor until the headworks are installed.

SCADA Alarms Responses		
July - 2013		
	Month	YTD
North Palmers	224	811
Calista	53	415
Wilkinson	10	12
Portland Road	0	0
Cope Crossing	43	77
Union Road	3	5
Meadowlark	10	21
Hwy 76	0	0
Cambria	0	0
Treatment Plant	36	107
Total Responses	379	1448
TN ONE-Call	89	372

July 2013 Work Orders	MTH	YTD
Monthly Service Requests Total	76	364
Mainline Repairs	1	3
Service Line Repairs	1	105
E/2000 (B) to E/Extreme Change-outs	1	16
E/2000 (B) to E/2000 (B) Change-outs	1	7
E/Extreme to E/2000 (B) Change-outs	1	3
E/Extreme to E/Extreme Change-outs	8	24
E/2000 (B) Conversions	0	2
E/One Extreme Conversions	6	15
Low Pressure Service Requests	51	202
Vacuum System Service Request	19	21
Open Ditch Inspection for New Service	3	3
Final Inspection for New Service	4	4
Sanitary Sewer Overflow (SSO)	1	1
Vacuum Request	17	17
Odor Complaint	1	1
Major Lift Station Repairs	1	1

**Planning and Codes Department
September 2013**



	Month	FY 13-14
MEETING AGENDA ITEMS#		
Planning Commission	4	12
Construction Appeals	0	0
Zoning Appeals	4	4
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	5	14
Multi-Family Residential	3	3
Other Residential	30	53
New Commercial	1	1
New Industrial	0	0
Other Com/Ind	0	7
State Electrical	46	122
Sign	0	2
Occupancy Permits	13	16
Other	4	6
BUILDING INSPECTIONS		
Residential	46	148
Hours	17.42	47.67
Commercial /Industrial	9	40
Hours	3.17	17.83
CODE ENFORCEMENT		
Total Cases	40	185
Hours	8.17	29.17
Complaints Received	9	45
MEETINGS		
Administration	1	7
Hours	2.5	12
Planning	6	8
Hours	19	22.25
Codes	9	20
Hours	10.42	17
FEES		
Permit Fees	\$ 8,869.52	\$ 16,909.02
Board Review Fees	\$475.00	\$ 1,175.00
City Impact Fee	\$1,815.43	\$ 2,935.93
Roads	\$267.90	\$ 610.80
Parks	\$271.50	\$ 627.90
Police	\$766.40	\$ 1,020.20
Fire	\$509.63	\$ 677.03
OTHER ITEMS		
Subdivision Bonds: 12	\$	693,270.00
Builders Bonds	\$	42,866.43
Workings Days in Month		16

Parks, Recreation & Cultural Arts Department
September 2013

Summary of Month's Activities

The details of the annual Christmas Parade have been made and it is scheduled for Saturday, December 7th at 1:00pm. The theme is "The Stories of Christmas". The Grand Marshall is Rudy Kalis, renowned Sports Director for WSMV Channel 4! Anyone wishing to participate in the parade must register through the Parks and Recreation Department by December 5th at 5:15PM.

Upcoming Special Events:

- ✓ October 5th, Pumpkin Run 5K
- ✓ October 12th/13th-Fall Classic Soccer Tournament at the Complex
- ✓ October 12th, Harvest Moon Festival at the Municipal Park
- ✓ Harvest Moon 7K Race, starts at Tyree Springs Trailhead
- ✓ October 26th, NSA sanctioned youth softball tournament on 6 fields at the Municipal Park.
- ✓ October 26th, WHCOC Fish Fry on the City Hall property (lower field)
- ✓ October 29th, Trail of Treats on the Greenway 6:00pm

Recreation

The Labor Day Bike Parade was September 2nd. We had a great turnout, with approximately 70 participants that rode their bikes in the parade. Awards for the best decorated bike were handed out and they are as follows: Nayeli Longfellow – 1st place, Ella Smith – 2nd place, and Landon Graves – 3rd place.

Girls Volleyball ended on October 5th.

Fall Baseball and Softball ended on October 5th.

The Men's Open Softball Competitive League is ongoing. We have 6 teams total in the league. Games are played on Field 7 every Tuesday and Thursday night. The season is set to end on October 24th.

The Men's Open Softball Recreational League is ongoing. We have 4 teams total in the league. Games are played every Tuesday night on Field 6. The season is set to end on October 29th.

Youth Basketball sign-ups are ongoing and will run through October 21st. This is for girls and boys grades 1 – 8. Registration is \$65 for city residents and \$77 for non-residents. Practices will begin in November and games will start in December.

Men's Open Basketball sign-ups are ongoing and run through October 21st. They will be Tuesday night games. The league fee is \$475 per team. The league is limited to 8 teams.

Parks Maintenance

Warren Garrett used a dozer to cut down the bank along Hwy 31-W at the Soccer Complex. The embankment was obstructing the sign on the south side, and it was so steep that it could not be mowed with typical equipment. Now the sign can be seen from both sides and the slope is able to be mowed. Parks and Recreation used the Harley rake, seeded, and applied straw. (150 pounds of seed and 25 bales of straw)

- ✓ Assisted the Public Services Department by using the tractor and Harley rake to prepare a large area for seeding on Hobbs Drive.
- ✓ Trimmed shrubbery (eleagnus) at 2 Trailheads and the Soccer Complex
- ✓ Fixed drinking fountains at the Park and Soccer Complex
- ✓ Moved anchors on Field 7 so men's softball could play on that field
- ✓ Reynolds Electrical Contractor LLC performed maintenance on the lights at the Soccer Complex by replacing lamps, capacitors, and ballasts.

In October, the soccer fields and the new baseball fields will be over seeded with annual/perennial ryegrass in preparation for the spring season.

Parks, Recreation & Cultural Arts Department
September 2013

Update on Department Goals and Objectives

The department is about to start using an online software system called Blue Sombrero which is an affiliate of Dick's Sporting Goods. This system will allow our customers to register online for leagues, races, pavilions, etc., for a fee of 2.8% per transaction. The department will benefit from online roster management and communication tools. We believe this option will be welcomed by people who would rather register from home or mobile device instead of coming into the office. This is a great opportunity for us to better meet the needs of our customers and to enable more efficient collection and sorting of data.

Department Highlight

The Trail of Treats is Tuesday, October 29th at 6:00PM. We already have 25 booths that are taken.

The Harvest Moon 7K is Saturday, October 12th. Registration is ongoing at the Parks and Recreation department and online at www.active.com.

Department Cost Savings Report

We negotiated with our trophy vendor for Volleyball, Fall Baseball, Fall Softball trophies to get the price lowered to a point that was more affordable.

Parks, Recreation, Cultural Arts Department
August
2013

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13	Aug-13	Sep-13	YTD FY 2013-14
Mowing Hours	1,044	1,469	1,486	1,346	1,276	220	153	555
Pounds of Grass Seed Sown	3,670	1,895	3,140	2,275	3,280	0	150	160
Pounds of Fertilizer Applied	6,150	4,590	8,150	2,540	5,525	0	0	0
Number of Trees/Shrubs Planted	57	11	20	39	3	0	0	0

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
Number of Youth Program Participants	377	336	354	448	818
Number of Adult Program Participants	857	1,343	2,353	2,471	1,726
Number of Theatre Production Attendees	102	0	0	0	0
Number of Special Event Attendees	2,865	2,505	3,484	3,970	796
Total Number of Special Events Offered	8	17	19	17	19
Total Number of Programs Offered	23	38	68	78	51
Youth Program Revenue	\$22,095.25	\$27,728.00	\$29,068.00	\$29,702.00	\$ 49,676.00
Adult Program Revenue	\$15,246.25	\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$6,476.00	\$4,530.00	\$8,010.00	\$7,355.00	\$ 5,970.00

	Aug-13	Sep-13	YTD FY 2013-14
	421	0	436
	196	40	282
	0	0	0
	0	70	145
	0	4	5
	7	3	19
	\$1,282.40	\$1,414.00	\$ 27,077.40
	\$2,043.00	\$120.00	\$ 5,048.30
	\$0.00	\$0.00	0
	\$600.00	\$500.00	\$ 2,120.00

Maintenance

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
Number of Youth Program Participants	377	336	354	448	818
Number of Adult Program Participants	857	1,343	2,353	2,471	1,726
Number of Theatre Production Attendees	102	0	0	0	0
Number of Special Event Attendees	2,865	2,505	3,484	3,970	796
Total Number of Special Events Offered	8	17	19	17	19
Total Number of Programs Offered	23	38	68	78	51
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Adult Program Revenue	\$15,246.25	\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$6,476.00	\$4,530.00	\$8,010.00	\$7,355.00	\$ 5,970.00

	Aug-13	Sep-13	YTD FY 2013-14
	421	0	436
	196	40	282
	0	0	0
	0	70	145
	0	4	5
	7	3	19
	\$1,282.40	\$1,414.00	\$ 27,077.40
	\$2,043.00	\$120.00	\$ 5,048.30
	\$0.00	\$0.00	0
	\$600.00	\$500.00	\$ 2,120.00

	Aug-13	Sep-13	YTD FY 2013-14
Number of Youth Program Participants	421	0	436
Number of Adult Program Participants	196	40	282
Number of Theatre Production Attendees	0	0	0
Number of Special Event Attendees	0	70	145
Total Number of Special Events Offered	0	4	5
Total Number of Programs Offered	7	3	19
Youth Program Revenue	\$1,282.40	\$1,414.00	\$ 27,077.40
Adult Program Revenue	\$2,043.00	\$120.00	\$ 5,048.30
Theatre Production Revenue	\$0.00	\$0.00	0
Special Event Revenue	\$600.00	\$500.00	\$ 2,120.00

Recreation

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
Number of Shelter Reservations	112	153	116	112	110
Hours of Shelter Reservations					
Shelter Reservation Revenue	\$3,732.00	\$4,083.00	\$3,415.00	\$ 3,396.00	\$ 3,270.00
Number of Facilities Reservations	305	105	63	136	261
Hours of Facility Reservations					
Facility Reservation Revenue	\$28,514.05	\$6,345.82	\$6,475.63	\$ 16,224.25	\$ 36,686.43
Field Rental Revenue					
Misc. Revenue	\$39,729.53	\$52,032.78	\$60,991.46	\$ 56,423.35	\$ 71,032.39

	Aug-13	Sep-13	YTD FY 2013-14
	12	16	39
			0
	\$200.00	\$325.00	\$ 919.00
	14	19	48
			0
	\$2,775.00	\$2,812.50	\$ 7,931.25
	\$125.00	\$50.00	\$ 595.00
	\$20.00	\$8,089.28	\$ 9,752.79

	Aug-13	Sep-13	YTD FY 2013-14
Senior Center Participants	212	213	732
Number of Trip Participants	47	16	113
Number of Meals Participants	203	221	683
Number of Program Participants	208	311	864
Number of Trips Offered	5	2	11
Number of Meals Served	4	4	13
Number of Programs Offered	5	6	19

Administration

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
Senior Center Participants	3,993	2,399	2,860	3,269	3,586
Number of Trip Participants	366	316	473	387	477
Number of Meals Participants	3,430	3,848	2,912	3,315	2,867
Number of Program Participants	43	587	632	4,486	4,030
Number of Trips Offered	48	31	42	31	34
Number of Meals Served	48	50	46	49	49
Number of Programs Offered	5	54	50	90	87

	Aug-13	Sep-13	YTD FY 2013-14
	212	213	732
	47	16	113
	203	221	683
	208	311	864
	5	2	11
	4	4	13
	5	6	19

	Aug-13	Sep-13	YTD FY 2013-14
Senior Center Participants	212	213	732
Number of Trip Participants	47	16	113
Number of Meals Participants	203	221	683
Number of Program Participants	208	311	864
Number of Trips Offered	5	2	11
Number of Meals Served	4	4	13
Number of Programs Offered	5	6	19

White House Inn Library & Museum
September 2013

Summary of Activities

The library celebrated Banned Book Week with a GhostBuster themed display. Banned Book Week was celebrated across the country from September 23rd through September 29th. The purpose of Banned Book Week is to draw attention to intellectual freedom and try to end censorship. Last year, the White House Library won the Tennessee Library Association's Banned Book Week contest. The library hopes to win the contest again this year.

The library also had its Early Literacy workshop as part of the grant requirement for the free AWE computer. The Children's librarian held the workshop on September 24th and 25th. Parents were shown how to help their children learn the alphabet using craft pompoms and paint in a Ziploc bag. Parents were also given handouts with additional tips on how to teach their children early literacy skills. Additionally, Captain Mingledorff came during the workshop to go over car seat safety for children. Both workshops were very successful with a total of 59 people attending between both days.

As part of their fundraising strategy, the Friends of the Library will be turning the library into a haunted library every Saturday in October from 7pm to 11pm. The Friends were able enlist the help of the White House High School Drama department to volunteer their time to be actors for the event. The cost to enter the library is \$5 per person. The Friends hope to have a good turnout for the event.

The Friends of the Library also worked on their fundraising book. The final version of the book will be approved at their October 1st meeting so that it can be distributed out to the community.

The Friends also raised \$50.72 from the donation jar for the month of September.

Department Highlights

The highlight for this month was the Early Literacy workshop. This workshop had to be completed to retain our free AWE children's computer which would have cost \$3,200 new. Not only is the computer officially the library's, the program was very successful as the parents learned a number of teaching techniques to help their children.

White House Inn Library & Museum
September 2013

PERFORMANCE MEASURES

		<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
Official Service Area Population:	13,257	Toddler	3	55
		Preschool	3	56
Memberships:	8,580	Teen	0	0
		Adult	1	9
% of the Pop with Membership:	64	All ages	1	10
		Total	8	130
Total Materials Available:	26,654			
Est. Value of Total Materials:	\$666,350			
Last Month:	\$660,850	Wireless Internet Users:		96
Total Materials Available Per Capita:	2.00	Computer Internet Users:		380
Last Month:	1.99	Children Computers:		182
State Minimum Standard:	2.00	Volunteers:		5
		Total Hours:		59.9
<u>Materials Added</u>		Services Provided by Contracting with State		
Adult Fiction:	64			
Adult Non-Fiction:	69	<u>Interlibrary Loan Service</u>		
Child/Juvenile/Young Adult Fiction:	161	Items Borrowed:		24
Juvenile/Young Adult Non-Fiction:	39	Items Loaned:		17
Audiobooks:	4			
Movies:	14	<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Music CDs:	0	eBooks Downloaded:		305
Total:	351	Audiobooks Downloaded:		506
<u>Library Circulation</u>		<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
Total # of Check-outs:	4,307	eBooks Downloaded:		864
Last Month:	4,352	Audiobooks Downloaded:		585
Items per Patron:	3.1	<u>R.E.A.D.S. 3rd Qtr. Statistics</u>		
<u>New Memberships</u>		eBooks Downloaded:		528
Adult:	30	Audiobooks Downloaded:		580
Senior Adult:	0	<u>R.E.A.D.S. 4th Qtr. Statistics</u>		
Child:	2	eBooks Downloaded:		542
Student:	9	Audiobooks Downloaded:		695
Young Adult:	0			
Total:	41			

Municipal Court
September 2013

Revenues

Citations

Total Collected for Month	\$12,837.75
Total Collected YTD	\$40,699.50

State Fines

Total Collected for Month	\$723.42
Total Collected YTD	\$3,517.96

Total Revenue for Month	\$13,561.17
Total Revenue YTD	\$44,217.46

Disbursements

Litigation Tax	\$836.75
DOS / DOH Fines & Fees	\$707.75
DOS Title & Registration	\$313.50
Restitution / Refunds	\$10.00
TBI-Expungement / Fees	\$0.00
Worthless Checks	\$0.00

Total Disbursements for Month	\$1,868.00
Total Disbursements YTD	\$6,552.25

Adjusted Revenue for Month	\$11,693.17
Total Adjusted Revenue YTD	\$37,665.21

Drug Fund Donations for Month	\$356.25
Drug Fund Donations YTD	\$873.94

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City of White House
Summary Financial Statement
September 2013

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110	General Fund	Account	Description	Budget Estimate	Year-To-Date		Monthly Comparative:			
					Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
		Revenues								25.00%
31110		Real & Personal Property Tax(Current)		1,877,130.00	(1,296.17)	0.07 %	156,427.50	(295.49)	0.19 %	
31120		Public Utilities Property Tax (Current)		75,776.00	0.00	0.00 %	6,314.67	0.00	0.00 %	
31211		Property Tax Delinquent 1st Year		60,000.00	(3,976.35)	6.63 %	5,000.00	(8.00)	0.16 %	
31212		Property Tax Delinquent 2nd Year		28,000.00	(1,596.00)	5.70 %	2,333.33	(713.00)	30.56 %	
31213		Property Tax Delinquent 3rd Year		13,000.00	(337.00)	2.59 %	1,083.33	(251.00)	23.17 %	
31214		Property Tax Delinquent 4th Year		8,000.00	(360.00)	4.50 %	666.67	(286.00)	42.90 %	
31215		Property Tax Delinquent 5th Year		8,000.00	(256.00)	3.20 %	666.67	0.00	0.00 %	
31216		Property Tax Delinquent 6th Year		2,600.00	0.00	0.00 %	216.67	0.00	0.00 %	
31219		Property Tax Delinquent - Other Prior		5,500.00	0.00	0.00 %	458.33	0.00	0.00 %	
31300		Int, Penalty, And Court Cost On Prop		43,500.00	(2,853.17)	6.56 %	3,625.00	(656.80)	18.12 %	
31513		Payment In Lieu Of Tax -Sewer		93,209.00	(23,302.26)	25.00 %	7,767.42	(7,767.42)	100.00 %	
31610		Local Sales Tax - Co. Trustee		2,050,000.00	(398,910.08)	19.46 %	170,833.33	0.00	0.00 %	
31709		Beer And Liquor Local Priv Tax		5,200.00	(341.65)	6.57 %	433.33	0.00	0.00 %	
31710		Wholesale Beer Tax		250,000.00	(74,973.77)	29.99 %	20,833.33	(25,447.84)	122.15 %	
31800		Business Taxes		140,000.00	(21,504.11)	15.36 %	11,666.67	(7,785.17)	66.73 %	
31911		Natural Gas Franchise Tax		110,000.00	(106,102.49)	96.46 %	9,166.67	(106,102.49)	1,157.48 %	
31912		Cable TV Franchise Tax		99,000.00	(29,152.63)	29.45 %	8,250.00	0.00	0.00 %	
31960		Special Assessment - Liens		2,000.00	(180.00)	9.00 %	166.67	0.00	0.00 %	
31980		Mixed Drink Taxes		9,500.00	(5,710.14)	60.11 %	791.67	(1,766.50)	223.14 %	
32090		Peddler Permit		50.00	0.00	0.00 %	4.17	0.00	0.00 %	
32209		Beer And Liquor License Application		1,000.00	0.00	0.00 %	83.33	0.00	0.00 %	
32610		Building Permits		21,000.00	(14,528.50)	69.18 %	1,750.00	(6,910.50)	394.89 %	
32690		Other Permits		50.00	0.00	0.00 %	4.17	0.00	0.00 %	

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
32710		Sign Permits		700.00	(500.00)	71.43 %	58.33	0.00	0.00 %
33100		Federal Grants		2,601,564.00	(803.50)	0.03 %	216,797.00	0.00	0.00 %
33142		ARRA Grant #1 - Fiber Optic		0.00	(11,970.48)	0.00 %	0.00	0.00	0.00 %
33320		Tva Payments In Lieu Of Taxes		111,164.00	0.00	0.00 %	9,263.67	0.00	0.00 %
33400		State Grants		100,000.00	0.00	0.00 %	8,333.33	0.00	0.00 %
33410		State Law Enforcement Education		23,000.00	0.00	0.00 %	1,916.67	0.00	0.00 %
33451		Local Grant - Summer County		500,000.00	0.00	0.00 %	41,666.67	0.00	0.00 %
33460		State Grant-Library Technology		1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
33510		State Sales Tax		702,980.00	(181,364.52)	25.80 %	58,581.67	(56,304.35)	96.11 %
33520		State Income Tax		20,000.00	(20,815.39)	104.08 %	1,666.67	(77.79)	4.67 %
33530		State Beer Tax		5,025.00	0.00	0.00 %	418.75	0.00	0.00 %
33553		State Gasoline Inspection Fee		21,023.00	(5,250.00)	24.97 %	1,751.92	(1,749.42)	99.86 %
33593		Corporate Excise Tax		12,000.00	0.00	0.00 %	1,000.00	0.00	0.00 %
33710		County Grant - Senior Nutrition		9,500.00	(4,750.00)	50.00 %	791.67	(4,750.00)	600.00 %
34120		Fees And Commissions		2,000.00	(1,454.85)	72.74 %	166.67	(550.00)	330.00 %
34740		Parks And Rec League Fees		70,000.00	(34,060.60)	48.66 %	5,833.33	(2,299.50)	39.42 %
34741		Field Maintenance Fees		8,000.00	(900.00)	11.25 %	666.67	(585.00)	87.75 %
34760		Library Fines, Fees, And Other		7,500.00	(2,131.11)	28.41 %	625.00	(719.66)	115.15 %
34793		Community Center Fees		21,000.00	(9,057.75)	43.13 %	1,750.00	(3,025.00)	172.86 %
34900		Other Charges For Services		9,500.00	(1,681.00)	17.69 %	791.67	(605.50)	76.48 %
35110		City Court Fines And Costs		150,000.00	(37,685.21)	25.12 %	12,500.00	(11,683.17)	93.47 %
35130		Impoundment Charges		300.00	(100.00)	33.33 %	25.00	(100.00)	400.00 %
36000		Other Revenues		14,000.00	(2,042.58)	14.59 %	1,166.67	(402.06)	34.46 %
36100		Interest Earnings		5,700.00	(827.05)	14.51 %	475.00	(57.35)	12.07 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
36210	Rent	18,000.00	(2,294.89)	12.75 %	1,500.00	0.00	0.00 %	25.00%
36330	Sale Of Equipment	0.00	(366.40)	0.00 %	0.00	(291.00)	0.00 %	
36350	Insurance Recoveries	0.00	(1,000.00)	0.00 %	0.00	0.00	0.00 %	
36420	Stadium Receipts	5,400.00	(2,882.00)	53.37 %	450.00	(2,882.00)	640.44 %	
36430	Tax Refunds (Overpayments)	0.00	(2.00)	0.00 %	0.00	0.00	0.00 %	
36450	Parks Concessions	11,000.00	(3,176.88)	28.88 %	916.67	(3,176.88)	346.57 %	
36700	Contri And Donation From Private	0.00	(2,379.22)	0.00 %	0.00	(1,292.45)	0.00 %	
36920	Sale Of Bonds	3,000,000.00	0.00	0.00 %	250,000.00	0.00	0.00 %	
36960	Operating Transfer In From Other	0.00	(73,000.00)	0.00 %	0.00	0.00	0.00 %	
	Total Revenues	12,333,371.00	(1,085,875.75)	8.80 %	1,027,780.92	(248,541.34)	24.18 %	
Expenditures								
41000	General Government	(360,806.00)	89,788.90	24.89 %	(30,067.17)	19,890.97	66.16 %	
41210	City Court	(77,537.00)	21,379.08	27.57 %	(6,461.42)	5,560.58	86.06 %	
41500	Financial Administration	(402,265.00)	111,453.59	27.71 %	(33,522.08)	19,897.61	59.36 %	
41650	Human Resources	(141,895.00)	39,730.07	28.00 %	(11,824.58)	9,404.19	79.53 %	
41670	Engineering	(2,014,000.00)	117,712.82	5.84 %	(167,833.33)	101,442.27	60.44 %	
41700	Planning And Zoning	(275,486.00)	73,464.81	26.67 %	(22,957.17)	16,794.83	73.16 %	
41800	General Government Buildings	(162,504.00)	30,484.10	18.76 %	(13,542.00)	8,253.77	60.95 %	
41921	Special Events	(4,000.00)	934.66	23.37 %	(333.33)	900.00	270.00 %	
42100	Police Patrol	(1,170,974.00)	346,378.97	29.58 %	(97,581.17)	68,073.47	69.76 %	
42120	Police Support Services	(274,565.00)	70,886.69	25.82 %	(22,880.42)	19,571.56	85.54 %	
42150	Police Administration	(218,426.00)	47,425.23	21.71 %	(18,202.17)	11,829.41	64.99 %	
42151	Communications Services	(185,000.00)	0.00	0.00 %	(15,416.67)	0.00	0.00 %	
42200	Fire Protection And Control	(1,678,119.00)	264,520.82	15.76 %	(139,843.25)	79,928.27	57.16 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			25.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
42210		Fire Administration And Inspection		(358,350.00)	78,903.75	22.02 %	(29,862.50)	16,664.89	55.81 %	
43000		Public Works		(727,844.00)	401,527.68	55.17 %	(60,653.67)	182,504.68	300.90 %	
43100		Highways And Streets		0.00	462.46	0.00 %	0.00	0.00	0.00 %	
44310		Senior Citizen Activities		(42,614.00)	8,051.54	18.89 %	(3,551.17)	3,146.77	88.61 %	
44700		Parks		(275,727.00)	79,555.22	28.85 %	(22,977.25)	23,109.17	100.57 %	
44740		Park Maintenance		(829,464.00)	291,924.49	35.19 %	(69,122.00)	88,627.57	128.22 %	
44800		Libraries		(3,785,534.00)	324,261.76	8.57 %	(315,461.17)	284,890.79	90.31 %	
44880		Children's Library Services		(47,922.00)	8,031.70	16.76 %	(3,993.50)	2,810.27	70.37 %	
51000		Misc Exp		(225,000.00)	2,972.52	1.32 %	(18,750.00)	2,650.19	14.13 %	
52210		Collection		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
58802		ARRA Grant #1 - Fiber Optic		0.00	4,620.00	0.00 %	0.00	0.00	0.00 %	
Total	110	General Fund		(13,258,032.00)	2,414,470.86	18.21 %	(1,104,836.00)	965,951.26	87.43 %	
				(924,661.00)	1,328,595.11	143.68 %	(77,055.08)	717,409.92	931.04 %	

120	Industrial Development Fund	Account	Description	Year-To-Date		Monthly Comparative:		Month-To-Date	Actual	% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth			
Revenues										
33800			Local Revenue Allocations	43,000.00	(17,209.78)	40.02 %	3,583.33	0.00	0.00 %	
36100			Interest Earnings	80.00	(20.63)	25.79 %	6.67	(7.44)	111.60 %	
			Total Revenues	43,080.00	(17,230.41)	40.00 %	3,590.00	(7.44)	0.21 %	
Expenditures										
48000			Economic Opportunity	(50,490.00)	1,219.75	2.42 %	(4,207.50)	144.00	3.42 %	
			Total Expenditures	(50,490.00)	1,219.75	2.42 %	(4,207.50)	144.00	3.42 %	
Total	120		Industrial Development Fund	(7,410.00)	(16,010.66)	-216.07 %	(617.50)	136.56	22.11 %	

121	State Street Aid Fund	Account	Description	Year-To-Date			Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
			Revenues							25.00%
		33551	State Gasoline And Motor Fuel Tax	265,707.00	(69,269.54)	26.07 %	22,142.25	(21,278.40)		96.10 %
		36100	Interest Earnings	60.00	(4.08)	6.80 %	5.00	(0.11)		2.20 %
			Total Revenues	265,767.00	(69,273.62)	26.07 %	22,147.25	(21,278.51)		96.08 %
			Expenditures							
		43100	Highways And Streets	(263,000.00)	160,143.64	60.89 %	(21,916.67)	0.00		0.00 %
			Total Expenditures	(263,000.00)	160,143.64	60.89 %	(21,916.67)	0.00		0.00 %
		Total 121	State Street Aid Fund	2,767.00	90,870.02	-3,284.06 %	230.58	(21,278.51)		9,228.12

122	Parks Sales Tax Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
36100			Interest Earnings	400.00	(25.72)	6.43 %	33.33	(0.57)	1.71 %
36425			Parks Sales Tax Receipts	79,000.00	(20,202.62)	25.57 %	6,583.33	(6,035.31)	91.68 %
			Total Revenues	79,400.00	(20,228.34)	25.48 %	6,616.67	(6,035.88)	91.22 %
Expenditures									
49000			Debt Service	(130,484.00)	0.00	0.00 %	(10,873.67)	0.00	0.00 %
			Total Expenditures	(130,484.00)	0.00	0.00 %	(10,873.67)	0.00	0.00 %
Total	122		Parks Sales Tax Fund	(51,084.00)	(20,228.34)	-39.60 %	(4,257.00)	(6,035.88)	-141.79

123	Solid Waste Fund	Account	Description	Year-To-Date		Monthly Comparative:				
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues										
34400		Sanitation - User Fees		684,000.00	(172,676.00)	25.25 %	57,000.00	(57,856.00)	101.50 %	
36100		Interest Earnings		850.00	(109.12)	12.84 %	70.83	(11.05)	15.60 %	
37794		Sale Of Materials		13,000.00	(2,763.47)	21.26 %	1,083.33	(1,062.34)	98.06 %	
		Total Revenues		697,850.00	(175,548.59)	25.16 %	58,154.17	(58,929.39)	101.33 %	
Expenditures										
43200		Sanitation		(779,203.00)	212,653.97	27.29 %	(64,933.58)	12,525.28	19.29 %	
49000		Debt Service		(54,083.00)	0.00	0.00 %	(4,506.92)	0.00	0.00 %	
		Total Expenditures		(833,286.00)	212,653.97	25.52 %	(69,440.50)	12,525.28	18.04 %	
Total	123	Solid Waste Fund		(135,436.00)	37,105.38	27.40 %	(11,286.33)	(46,404.11)	-411.15	

124	Impact Fees	Monthly Comparative:					
		Year-To-Date	Month-To-Date		25.00%		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	500.00	(40.30)	8.06 %	41.67	(0.94)	2.26 %
36421	Roads Impact Fees	2,500.00	(533.40)	21.34 %	208.33	(190.50)	91.44 %
36422	Parks Impact Fees	1,080.00	(554.40)	51.33 %	90.00	(198.00)	220.00 %
36423	Police Impact Fees	2,500.00	(968.00)	38.72 %	208.33	(714.20)	342.82 %
36424	Fire Impact Fees	1,650.00	(623.93)	37.81 %	137.50	(475.13)	345.55 %
	Total Revenues	8,230.00	(2,720.03)	33.05 %	685.83	(1,578.77)	230.20 %
Expenditures							
51010	Roads Impact Fees	(122,710.00)	0.00	0.00 %	(10,225.83)	0.00	0.00 %
51020	Parks Impact Fees	(22,000.00)	0.00	0.00 %	(1,833.33)	0.00	0.00 %
51040	Fire Impact Fees	(4,297.00)	0.00	0.00 %	(358.08)	0.00	0.00 %
	Total Expenditures	(149,007.00)	0.00	0.00 %	(12,417.25)	0.00	0.00 %
Total	124 Impact Fees	(140,777.00)	(2,720.03)	-1.93 %	(11,731.42)	(1,578.77)	-13.46 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					25.00%
Revenues						
31610	Local Sales Tax - Co. Trustee	900.00	(125.00)	75.00	0.00	0.00 %
35130	Impoundment Charges	300.00	0.00	25.00	0.00	0.00 %
35140	Drug Related Fines	11,000.00	(873.94)	916.67	(356.25)	38.86 %
36100	Interest Earnings	80.00	(12.00)	6.67	(3.92)	58.80 %
	Total Revenues	12,280.00	(1,010.94)	1,023.33	(360.17)	35.20 %
Expenditures						
42129	Drug Investigation And Control	(15,933.00)	578.74	(1,327.75)	0.00	0.00 %
	Total Expenditures	(15,933.00)	578.74	(1,327.75)	0.00	0.00 %
Total 140	Police Drug Fund	(3,653.00)	(432.20)	(304.42)	(360.17)	-118.31

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
		Revenues						
31110		Real & Personal Property Tax		(529.43)	0.09 %	51,666.67	(120.70)	0.23 %
36100		Interest Earnings	300.00	(6.16)	2.05 %	25.00	(0.20)	0.80 %
		Total Revenues	620,300.00	(535.59)	0.09 %	51,691.67	(120.90)	0.23 %
		Expenditures						
49000		Debt Service	(813,546.00)	2,100.00	0.26 %	(67,795.50)	0.00	0.00 %
		Total Expenditures	(813,546.00)	2,100.00	0.26 %	(67,795.50)	0.00	0.00 %
Total	200	Debt Service Fund (General)	(193,246.00)	1,564.41	0.81 %	(16,103.83)	(120.90)	-0.75 %

412 Sewer Fund	Account	Description	Year-To-Date			Monthly Comparative:		
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Revenues							
	36000	Other Revenues	19,000.00	(2,700.00)	14.21 %	1,583.33	(300.00)	18.95 %
	36100	Interest Earnings	2,700.00	(572.90)	21.22 %	225.00	(110.38)	49.06 %
	36350	Insurance Recoveries	0.00	(10,293.71)	0.00 %	0.00	0.00	0.00 %
	36920	Sale Of Bonds	6,505,000.00	(164,639.00)	2.53 %	542,083.33	(89,479.00)	16.51 %
	37210	Application Fees	32,000.00	(6,250.00)	19.53 %	2,666.67	(1,175.00)	44.06 %
	37220	Administrative Fees	11,000.00	(1,525.00)	13.86 %	916.67	(200.00)	21.82 %
	37230	Sewer User Fees	2,506,000.00	(642,519.68)	25.64 %	208,833.33	(215,215.34)	103.06 %
	37298	Capacity Fees	398,000.00	(41,914.20)	10.53 %	33,166.67	(15,200.00)	45.83 %
	37995	Connection Fees	3,500.00	(2,400.00)	68.57 %	291.67	(900.00)	308.57 %
		Total Revenues	9,477,200.00	(872,814.49)	9.21 %	789,766.67	(322,579.72)	40.84 %
	Expenditures							
	49000	Debt Service	(709,620.00)	17,739.14	2.50 %	(59,135.00)	5,958.58	10.08 %
	52117	Administration And General Expenses	(727,281.00)	211,172.37	29.04 %	(60,606.75)	31,398.69	51.81 %
	52210	Collection	(6,421,780.00)	2,657,968.19	41.39 %	(535,148.33)	31,819.25	5.95 %
	52213	Sewer Treatment And Disposal	(2,351,176.00)	172,875.16	7.35 %	(195,931.33)	16,618.71	8.48 %
	52223	Depreciation	(652,737.00)	163,184.25	25.00 %	(54,394.75)	54,394.75	100.00 %
	58804	ARRA Assistance - Sewer Rehab	(75,000.00)	147,743.55	196.99 %	(6,250.00)	0.00	0.00 %
		Total Expenditures	(10,937,594.00)	3,370,682.66	30.82 %	(911,466.17)	140,189.98	15.38 %
	Total 412	Sewer Fund	(1,460,394.00)	2,497,868.17	171.04 %	(121,699.50)	(182,389.74)	-149.87

Account	Description	Monthly Comparative:			
		Budget Estimate	Year-To-Date Actual	% of Budget	Month-To-Date Actual
416	Healthcare Fund				25.00%
Revenues					
36100	Interest Earnings	320.00	(35.80)	11.19 %	26.67
36960	Operating Transfer In From Other	30,285.00	(14,490.51)	47.85 %	2,523.75
	Total Revenues	30,605.00	(14,526.31)	47.46 %	2,550.42
Expenditures					
51520	Insurance Employers Share	(63,235.00)	12,174.47	19.25 %	(5,269.58)
	Total Expenditures	(63,235.00)	12,174.47	19.25 %	(5,269.58)
Total	416 Healthcare Fund	(32,630.00)	(2,351.84)	-7.21 %	(2,719.17)
					(10,828.19)
					3,662.48
					69.50 %
					568.17 %
					69.50 %
					-398.22

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
433	Hillcrest City Cemetery					25.00%
Revenues						
34110	General Services	2,225.00	(465.00)	185.42	(144.00)	77.66 %
34321	Cemetery Burial Charges	450.00	0.00	37.50	0.00	0.00 %
34323	Grave - Opening And Closing Fees	14,400.00	(7,950.00)	1,200.00	(2,150.00)	179.17 %
36100	Interest Earnings	300.00	(38.82)	25.00	(6.21)	24.84 %
36340	Sale Of Cemetery Lots	8,500.00	(4,500.00)	708.33	(1,500.00)	211.76 %
	Total Revenues	25,875.00	(12,953.82)	2,156.25	(3,800.21)	176.24 %
Expenditures						
43400	Cemeteries	(40,858.00)	23,385.14	(3,404.83)	592.82	17.41 %
	Total Expenditures	(40,858.00)	23,385.14	(3,404.83)	592.82	17.41 %
Total 433	Hillcrest City Cemetery	(14,983.00)	10,431.32	(1,248.58)	(3,207.39)	-256.88

RESOLUTIONS....

October 8, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Amanda Brewton, Human Resources Director
Re: Resolution 13-15

Resolution 13-15 corrects an error in the Sick Leave Policy Accrual that was missed during the previous Personnel Manual updates. If you have any questions, please do not hesitate to contact me at 672-4350, ext. 2108.

RESOLUTION 13-15

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 17th day of October 2013.

Michael Arnold, Mayor

ATTEST:

Amanda Brewton, City Recorder

6.4. SICK LEAVE

Accrual. Each full-time employee will accrue sick leave at the rate of 3.69 hours per pay period to a maximum of 140 hours. Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of 5.54 per pay period to a maximum of 140.

RESOLUTION 13-16

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, SUPPORTING SIDEWALK INFRASTRUCTURE EXTENSION ALONG US 31W AND ASSOCIATED APPLICATION FOR GRANT FUNDING SUPPORT

WHEREAS, there is a need to provide options that allow the public to walk and/or bicycle throughout the City Center and also be connected to the perimeter greenway system through a coordinated action plan;

WHEREAS, the State of Tennessee, Metro Nashville MPO and other organizations have designated funding to assist with development of similar pedestrian and bicycle facilities;

WHEREAS, the various grant programs use a variety of education, engineering, encouragement, evaluation and enforcement strategies that help make routes safer for the general public to walk and bicycle within a community, as well as strategies to increase the numbers of people that walk and/or bicycle on a daily basis;

WHEREAS, the grant programs may provide an opportunity of various amounts to support infrastructure or non-infrastructure projects that will increase the number of people who bike and/or walk based upon a coordinated plan;

WHEREAS, these programs may offer assistance with the local government covering the unfunded portion depending on the funding criteria of each respective grant opportunity;

WHEREAS, a coordinated effort has taken place in which the City and its citizens through public involvement have developed an agreeable proposal to initiate an upcoming grant applications that are in harmony with existing non-infrastructure policies and procedures;

WHEREAS, the City will submit an infrastructure grant application to fund sidewalk, signage, roadway, and crosswalk solutions in support of a safer, more accessible, walkable community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House, that the Board expresses its support for the aforementioned necessary infrastructure and consequent applications for various State and MPO grant opportunities to assist with funding that will support the objectives developed for implementation along this section of US 31W and agrees to commit or budget to commit the required City portion of funds as deemed prudent by the City Administrator in addition to the approved grant for the same.

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

Adopted this 17th day of October 2013.

Michael Arnold, Mayor

ATTEST:

Amanda Brewton, City Recorder

ORDINANCES....

ORDINANCE 13-08

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 13, CHAPTER 4 MISCELLANEOUS.

WHEREAS, the Board of Mayor and Aldermen desire to revise the Municipal Code regarding property maintenance regulations;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 13, Chapter 1 Miscellaneous be revised from the Municipal Code as follows:

CHAPTER 13: MISCELLANEOUS
SECTION

13-104. Overgrown and dirty lots.

(8) General Requirements.

~~(b) Within twenty-five (25) feet of any street right-of-way, and within twenty-five (25) feet on any building on any lot, parcel, or tract containing more than two (2) acres. The entire area of any right-of-way between any lot, parcel or tract and the pavement of a public street. No weeds or other growth shall be permitted on corner lots which may cause a reduction in traffic visibility at intersections.~~

~~(c) Within twenty-five (25) feet on any building on any lot, parcel, or tract containing more than two (2) acres.~~

(e d) Within twenty-five (25) feet of an adjacent property line at the request of the owner, regardless of acreage.

(d e) Two (2) or more contiguous lots shall be treated as one (1) lot by this section.

First Reading: September 19, 2013

Second Reading: October 17, 2013

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

ORDINANCE 13-09

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

WHEREAS, Title 18, Chapter 2, Section 204 of the White House Municipal Code requires all costs and expenses incident to the installation and connection to the public sewer system be borne by the user, and

WHEREAS, the Board of Mayor and Aldermen have determined that it is in the best interest of the residents of the city to allow the city to, under certain circumstances, pay all or some of these costs;

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

18-204. Building sewers and connections.

(4) All costs and expenses incident to the installation and connection of the building sewer shall be borne by the user; provided, that upon a determination by the Board of Mayor and Aldermen that such is in the best interests of the City and where such does not violate the public purpose doctrine, then the city may bear some or all of these costs. The user shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer. Connection to public sewers shall be made only by a plumber, contractor, or individual dual licensed and authorized in writing by the director. Such authorization will in no way waive any requirement of this ordinance, nor is such approval by the city to be construed as a guarantee of performance for said plumber, contractor, or individual.

First Reading: October 17, 2013

Second Reading: November 4, 2013

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

FINANCE....

October 2, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request to Approve - North Palmer's Chapel Project Change Order # 3

On this date, October 2, 2013, I am requesting that the Mayor and Board of Alderman approve Change Order No. 3 for the North Palmer's Chapel (NPC) Vacuum Pump Station Motor Control Center (MCC) Replacement Project. The documents from Stansell Electric are attached for your review and consideration.

The MCC is part of the CGO 2011-278 SRF loan/grant project, commonly known as the "Green Project".

The "Green Project" has been completed as designed and has come in under budget by approximately \$80,000.00. The NPC station has several issues that can be effectively addressed by using the remaining SRF funds, such as:

1. Wall mounted exhaust fans to relieve the heat buildup from the pumps;
2. Mag meter to record station flows to the plant;
3. A generator platform for easier accessibility to the controls;
4. Interior and exterior LED lighting;
5. Exterior awning to cover the control panels;
6. Asphalt the entire exterior parking area.

I am recommending that the Mayor and Board of Alderman approve Change Order No. 3 for Stansell Electric in the amount of \$74,734.00 to address the necessary rehabilitation issues that remain at the station.

Should you have any questions regarding this contract change order request, please call me at 406-0177 or Ben Simerl at (865) 712-3196.

Change Order

No. 3

Date of Issuance: _____ Effective Date: _____

Project: North Palmer's Chapel Motor Control Center and Engine Generator Replacement	Owner: City of White House	Owner's Contract No.:
Contract: SRF Contract No. CGO 2012-278		Date of Contract: 12/19/2012
Contractor: Stansell Electric Company		Engineer's Project No.: 10.02023

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

Description:

Add paving, exhaust fan, interior and exterior lighting, flow meter, and exterior awning at the North Palmers VPS.
Add additional time for delivery of equipment in additional scope work.

Attachments (list documents supporting change):

Stansell Electric Company, Inc. Proposal

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>272,990.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>150</u> Ready for final payment (days or date): <u>165</u>
Increase from previously approved Change Orders Nos. 1-2: \$ <u>41,910.00</u>	Increase from previously approved Change Orders Nos. 1-2: Substantial completion (days): <u>30</u> Ready for final payment (days): <u>30</u>
Contract Price prior to this Change Order: \$ <u>314,900.00</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>180</u> Ready for final payment (days or date): <u>195</u>
Increase of this Change Order: \$ <u>74,734.00</u>	Increase of this Change Order: Substantial completion (days or date): <u>149</u> Ready for final payment (days or date): <u>164</u>
Contract Price incorporating this Change Order: \$ <u>389,634.00</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>December 30, 2013</u> Ready for final payment (days or date): <u>January 14, 2014.</u>

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)
Date: 10/2/13
Approved by Funding Agency (if applicable):

Date: _____

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)
Date: 10/4/13



**STANSELL
Electric
Company, Inc.**

Our Job No.: 133704
Our CE No.: CE-003B

Date August 30, 2013

Customer **McGill Associates, P.A.**
Address 2240 Sutherland Avenue, Suite 2
State, Zip Knoxville, TN 37919

Attention: Ben Simerl
Senior Project Manager

Subject: **North Palmer's Chapel Rd. Pump Station**

Contract # : **10.02023**

Reference: **Customer Requested Changes - No additional AirVac Motor/Pump**

Gentlemen:

We herewith submit the estimate in the additional amount of \$74,734.00 for the change in scope as follows:

Owner requested additions and improvements to site and systems per site meeting. Details itemized in pricing below.

This proposal is based solely on the usual cost elements such as labor, materials and normal markups and does not include delays, disruptions, rescheduling, extended overhead, overtime, acceleration, and/or impact costs. In the event any of these items of impact should occur, Stansell Electric Company, Inc. hereby expressly reserves the right to make an equitable contract adjustment for any and all of these items prior to final settlement of this contract. **The quoted work will require additional days added to the contract; please adjust accordingly.**

We trust the above will meet with your approval, however, should you have any questions or require further information, please do not hesitate to contact us.

Very truly yours,

Kenneth McDonald
Senior Project Manager

Direct: (615) 369-4097
Mobile: (615) 947-8625
Email: kmcdonald@stansellelectric.com

Attachments
cc: Bobby Gaines, File



**STANSELL
Electric
Company, Inc.**

Project Name: **North Palmer's Chapel Rd. Pump Station**
 Client Name: **McGill Associates, P.A.**
 Description of Change: **Customer Requested Changes - No additional AirVac Motor/Pump**
 OWNER CHANGE OR CONTRACT MOD NUMBER (IF APPLICABLE)

Date: **08/30/13**
 Our Job No.: **133704**
 Our CE No.: **CE-003B**

SUMMARY PRICE SHEET

Material:	<u>25,039.03</u>
Equipment:	<u>1,636.00</u>
Subtotal:	<u>26,675.03</u>
Labor:	<u>12,462.37</u>
Burden 46% of Direct Labor:	<u>5,732.69</u>
Subtotal:	<u>18,195.07</u>
Subcontract:	<u>21,502.00</u>
Subtotal:	<u>21,502.00</u>
OH&P 15% of Cost:	<u>6,730.52</u>
Subcontracted Work 5% Profit :	<u>1,075.10</u>
Subtotal:	<u>74,177.72</u>
Bond 0.75%:	<u>556.33</u>
Total:	<u>\$74,734.05</u>



Project Name: **North Palmer's Chapel Rd. Pump Station**
 Client Name: **McGill Associates, P.A.**
 Description of Change: **Customer Requested Changes - No additional AirVac Motor/Pump**
 OWNER CHANGE OR CONTRACT MOD NUMBER (IF APPLICABLE)

Date: **08/30/13**
 Our Job No.: **133704**
 Our CE No.: **CE-003B**

MATERIAL EXTENSION SUMMARY

Description	Qty	Material Price	Per	Material Extension	Labor Unit	Per	Labor Extension (hrs)
Mobilization:							
General Conditions	3	1,086.20	Ea	3,258.60	-	Hrs	-
Receiving, Storage & Mobilization	1	-	Ea	-	6.00	Hrs	6.00
				3258.60	Subtotal:		6.00
General							
Estimator	1		Ea	-	5.00	Hrs	5.00
Project Manager	1		Ea	-	14.00	Hrs	14.00
Superintendent	1		Ea	-	66.60	Hrs	66.60
Drawing Reproduction	1	50.00	Ea	50.00	-	Hrs	-
Operations Support	1	747.74	Ea	747.74	5.72	Hrs	5.72
				797.74	Subtotal:		91.32
Materials:							
Exhaust Fan (Wall Mounted)	1	3,140.00	Ea	3,140.00	28.60	Hrs	28.60
Generator Operation Pad & Platform	1	3,250.00	Ea	3,250.00	14.20	Hrs	14.20
Asphalt Patching (Credit)	-1	1,775.00	Ea	(1,775.00)	-	Hrs	-
Mechanical - Mag Meter, Wire & Cond	1	6,332.00	Ea	6,332.00	46.70	Hrs	46.70
Demo (Credit)	-1	-	Ea	-	21.00	Hrs	(21.00)
Demo Existing Lighting	1	-	Ea	-	26.70	Hrs	26.70
Interior LED or T8 (10yr) Fixtures	5	496.31	Ea	2,481.53	13.80	Hrs	69.00
Interior Lights Fixtures & Lamps	8	198.43	Ea	1,587.44	4.83	Hrs	38.64
Exterior Lights Fixtures & Lamps	4	1,354.17	Ea	5,416.67	9.63	Hrs	38.53
Exterior Awning Over Switchgear	1	-	Ea	-	8.00	Hrs	8.00
Exterior Pressure Washing	1	175.00	Ea	175.00	16.00	Hrs	16.00
Pit Conduit & Receptacles	2	187.53	Ea	375.06	10.20	Hrs	20.40
				20,982.69	Subtotal:		285.77
							Sales Tax @ 9.25%
				Total:	\$25,039.03		383.09

ADDITIONAL PRICING:

Project is exempt from sales tax.

EXCLUSIONS AND CLARIFICATIONS:

Scaffolding required for lighting above the pit. Price of scaffolding rent, installation and breakdown is included above.
 New exhaust fan installation to include removal of old inoperable auto dampen fan grates above stairs, install sheet metal blank, fasteners etc. and partially block open dampers on opposite wall.
 Mission System work parts and labor are excluded from this bid.
 Exhaust fan has 6-8 week lead time from manufacturer.



Project Name: **North Palmer's Chapel Rd. Pump Station**
 Client Name: **McGill Associates, P.A.**
 Description of Change: **Customer Requested Changes - No additional AirVac Motor/Pump**
 OWNER CHANGE OR CONTRACT MOD NUMBER (IF APPLICABLE)

Date: **08/30/13**
 Our Job No.: **133704**
 Our CE No.: **CE-003B**

EQUIPMENT SUMMARY

Equipment	Type	Count	Rate	Sum
Core Drill	Day(s)	0.00	250.00	0.00
Scissor Lifts - 19'	Week(s)	0.00	290.00	0.00
Boom Lifts - 40'	Month(s)	0.00	975.00	0.00
Mini-Ex	Day(s)	0.00	128.80	0.00
Mini-Ex	Week(s)	0.00	560.00	0.00
Dump Truck	Week(s)	0.00	755.00	0.00
Back Hoe	Week(s)	0.00	560.00	0.00
Service Body / Van	Week(s)	4.00	300.00	1,200.00
Vacuum Excavator	Day(s)	1.00	336.00	336.00
Delivery/Pick-Up	Each Way	2.00	50.00	100.00

Total: \$1,636.00



Project Name: **North Palmer's Chapel Rd. Pump Station**
 Client Name: **McGill Associates, P.A.**
 Description of Change: **Customer Requested Changes - No additional AirVac Motor/Pump**
 OWNER CHANGE OR CONTRACT MOD NUMBER (IF APPLICABLE)

Date: **08/30/13**
 Our Job No.: **133704**
 Our CE No.: **CE-003B**

SUBCONTRACTOR SUMMARY

Vendor	Type	Sum
Pavecoat	Asphalt Resurfacing	15,800.00
The Comfort Group	Mechanical - GE Panametrics AquaTrans Installation	978.00
The Comfort Group	Mechanical Fan Structural Prep	1,480.00
Tim Leaper Roofing	Awning	1,684.00
AirVac	VCP to GE Panametrics AquaTrans tie-in and program	1,560.00
		0.00
		0.00
		0.00

Total: \$21,502.00

October 8, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request to Approve – Hobbs Sewer Project Change Order # 1

On this date, October 8, 2013, I am requesting that the Mayor and Board of Alderman approve Change Order No. 1 for the Hobbs/Dawn Court Sewer Project. The supporting documentation from McGill is attached for your review and consideration.

The change order request is for the **CGI 2012-302 & 308 TDEC/SRF** loan/grant project, commonly known as the “Hobbs Project”.

Part 1 of this change order is for the resolution of a conflict that the contractor found at the west side of Tyree tie-in point. The conflict is a result of the underground utilities not being located properly during the design phase. An 811 locate request was made for locations. To resolve this conflict, we need to add two (2) manholes and shift the gravity line away from the water and gas mains.

Part 2 of this change order request is to add the Tyree Springs/Portland Road sewer extension as an addition to the Hobbs Sewer Project. This extension project removes an additional 20 vacuum pods from the vacuum system and provides a jack and bore across Highway 76. This extension will serve to allow for further development along the Main Street/Tyree Springs/Portland Road corridor.

The costs associated with this change order request are as follows:

1. **Part 1** = \$4,800.00
2. **Part 2** = \$218,500.00 (includes \$6,750.00 for jack and bore)

I am recommending that the Mayor and Board of Alderman approve Change Order No. 1 for John T. Hall Construction in the amount of \$223,300.00 and to add 60 days to the length of the contract.

Should you have any questions regarding this contract change order request, please call me at 406-0177 or Ben Simerl at (865) 712-3196.



October 7, 2013

Joe Moss
Public Works Director
City of White House
105 College Street
White House, Tennessee 37188

RE: Change Order No. 1
Hobbs Area and Dawn Court
Sanitary Sewer Improvements

Dear Joe:

On September 24, 2013 John T Hall Construction, Inc., the contractor for the Hobbs Sewer project, pot-holed along the new alignment to locate the depth of an existing gas and water main. Although 811 locate was called during the design process and the utility companies were notified, not all the underground utilities were located during the design. The contractor discovered the gas and water lines were in the path of the gravity sewer alignment. To avoid conflicts with the gas and water lines, we are proposing a re-alignment of Line A from station 0+00 to 4+50. The re-alignment will require two additional manholes. The change order for this portion of the work is \$4,800.00.

The design is complete for the Tyree Springs/Portland Road Extension proposed as an addition to the Hobbs Area project. This work will remove 20 vacuum pods from the system and connect them into the Hobbs Area project. The contractor is willing to add this work to his contract at the contract bid unit prices. The contractor did not have a unit price for bore and jack, therefore he has provided a unit price of \$150.00 per linear foot. We have reviewed their proposal and found their pricing is within an acceptable price range for this type of work. The change order for this portion of the work is \$218,500.00.

The total for Change Order No. 1 is \$223,300 and adds 60 days to the length of the contract. Should you have any questions or need any additional information, please contact me at your convenience.

Sincerely,
McGILL ASSOCIATES, P.A.


Cynthia Wheeler
Project Engineer

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • 2240 Sutherland Avenue, Suite 2, Knoxville, TN 37919

Phone: 865-540-0801 • Fax: 865-595-4999

CHANGE ORDER

(Instructions on reverse side.)

Number 01

PROJECT: Hobbs Area and Dawn Court
Sanitary Sewer Improvements

DATE OF ISSUANCE:

OWNER: City of White House
105 College Street
White House, Tennessee 37188

OWNER'S PROJECT NO. _____

ENGINEER: McGill Associates, P.A.
2240 Sutherland Ave. Suite 2
Knoxville, TN 37919

CONTRACTOR: John T. Hall Construction, Inc.
541 Turntable Road
Sparta, Tennessee 38583

ENGINEER'S PROJECT NO. 11.02003

CONTRACT FOR:

You are directed to make the following changes in the Contract Documents.

Description: 1700 linear feet of gravity sewer line for additional work on College Street, Tyree Springs Road, and Portland Road. Re-alignment of Line A from station 0+00 to 4+50 due to utility conflicts.

Purpose of Change Order: Additional work to remove additional customers from vacuum sewer in areas located contiguous with Hobbs Area Project; Re-alignment is necessary due to utility conflicts unknown prior to construction.

Attachments (List documents supporting change):
Change Order No. 1 Budget

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIME:

Original Contract Price

Original Contract Time

\$1,540,519.00

270 Days or 6/10/2014

Previous Change Order No. ___ to No. ___

Net Change From Previous Change Orders

\$0

0 Days

Contract Price Prior to This Change Order

Contract Time Prior to This Change Order

\$1,540,519.00

270 Days or 6/10/2014

Net Increase of This Change Order

Net Increase of This Change Order

\$223,300

60 Days

Contract Price With All Approved Change Orders

Contract Time With All Approved Change Orders

\$1,773,819

330 Days or 8/9/2014

RECOMMENDED:

APPROVED:

APPROVED:

BY: Cynthia White
Engineer

BY: _____
Owner

BY: _____
Contractor

Project No. 11.02003
 SRF No. CG1 2012-302
 SRF 2012.308

Change Order No. 1

Addendum No. 1: Tyree Springs/Portland Extension

Contract Item No.	Description	Additional Quantity	Unit	Contract Bid Unit Price	Total
3	8" Dia. SDR 35 PVC Gravity Sewer Line, Stone Bedding, Backfill, and all Incidentals	1,500	LF	\$ 40.00	\$ 60,000.00
4	8" Dia. SDR 26 PVC Gravity Sewer Line, Stone Bedding, Backfill, and all Incidentals	470	LF	\$ 40.00	\$ 18,800.00
7	4' Dia. Standard Manhole	7	EA	\$ 2,000.00	\$ 14,000.00
8	Standard Frame and Cover	7	EA	\$ 400.00	\$ 2,800.00
10	Gravity Sewer Service Connection	13	EA	\$ 600.00	\$ 7,800.00
11	Sewer Lateral Connection to Gravity Main	260	LF	\$ 20.00	\$ 5,200.00
12	Gravel Drive Repair (incl. #57 stone Backfill, all areas)	50	LF	\$ 16.00	\$ 800.00
13	Asphalt Drive Repair (incl. #57 Stone Backfill, 2"Binder, all areas)	30	LF	\$ 80.00	\$ 2,400.00
15a	Pavement Repair - Pavement Patch Areas	50	LF	\$ 35.00	\$ 1,750.00
15b	Pavement Repair - Pavement Overlay Areas	470	LF	\$ 20.00	\$ 9,400.00
16	Asphalt Overlay 3-inch total	443	Tons	\$ 80.00	\$ 35,400.00
19	Residential Grinder Pump Station Complete with electrical	7	EA	\$ 7,500.00	\$ 52,500.00
20	2" Dia. Force Main Service Line for Grinder Pump Connection	150	LF	\$ 6.00	\$ 900.00
24*	Bore and Jack with 12" steel encasement pipe	45	LF	\$ 150.00	\$ 6,750.00

Subtotal \$218,500.00

* see contractor's proposal attached; no included in original Contract Bid.

Line A Realignment due to utility conflicts

Contract Item No.	Description	Additional Quantity	Unit	Contract Bid Unit Price	Total
1	4' Dia. Standard Manhole	2	EA	\$ 2,000.00	\$ 4,000.00
2	Water-tight Frame and Cover	2	EA	\$ 400.00	\$ 800.00

Subtotal \$ 4,800.00

Total \$223,300.00

John T. Hall Construction Inc.

571 Turntable Road, Sparta, TN 38583
Phone: (931)260-2911 Fax: (931)738-4842

Proposal for 12" bore under State Highway 76

Description:	Unit Price:	Total:
45 LF 12" steel casing by bore and jack with 6" SDR 35 carrier with casing spacers	\$150.00	\$6,750.00

October 8, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Highway 76 Sidewalk Project

I am recommending Sessions Paving's bid of \$951,415.96 for the Highway 76 Sidewalk project. If you have any questions, please do not hesitate to contact me at 672-4350, ext. 2105.

**Highway 76 Sidewalk Project
Bid Sheet**

BID# 13-1003E			Rogers Group
Highway 76 Sidewalk Project			2124 Nashville Pike
OPENING: September 17, 2013 @ 10:00 am			Gallatin, TN 3706
SPECIFICATIONS:			Unit Cost
Grading, drainage and paving on SR76 from Raymond Hirsch Pkwy to Hwy 31W		\$951,415.96	\$1,158,228.70
Delivery			
Totals		\$951,415.96	\$1,158,228.70

October 9, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Replacement of Main Server

Please find attached the Sales Proposal from Local Government Corporation for the replace of the main server for the City. Since Local Government only services government entities, we are not required to complete a sealed bid process. If you have any questions, please do not hesitate to contact me at 672-4350, ext. 2105.



Sales Proposal
For
City of White House
Tuesday, October 1, 2013

Proposal Information

If you are receiving this proposal for budgetary purposes, please add 10% to the final proposal cost to cover any fiscal year increases.

*This sales proposal does not contain any antivirus software or Online Disaster Recovery. These existing items will be utilized.

Hardware

LGC Server	
(1) LGC I Series Server	2,681.23
Local Government Corporation Intel I Series Server	
(1) Case-Rack Mount 4U with 650w Power Supply	
(1) LSI 4 port RAID card PCIX	
(1) Accessory USB3 card	
(1) DVD+RW/-RW Drive 20x SATA (black)	
(2) Hard Drive, 1TB, 7200 RPM SATA	
(2) Hard Drive, 3TB, 7200 RPM SATA	
(1) Input - Keyboard 104 Key USB (BLACK)	
(4) Memory 8GB DDR3 ECC -- Server	
(1) Motherboard P8B -- Xeon Server I155	
(1) Input - Mouse, Microsoft Optical (BLACK)	
(1) XEON Quad Server processor I155	
(1) Viewsonic 24" LCD Monitor	225.00
(10) WD Passport USB 2.5 Hard Drive 500GB	875.00
(1) APC Back Ups RS 1500 VA	248.75
Server Total	4,029.98

System Software	
(1) Software - Windows 2008-T Server Gov.	775.00
(100) Windows 2008-T Server CAL Gov per Device	2,625.00
*Operating System License For Workstations - Minimum 5 License (Requires Two More License Than Number Of Available Workstations)	
*Additional Workstations Require Additional License	
(12) Windows 2008-T Terminal Services Lic Per Device	900.00
*Operating System License For Workstations - Minimum 5 License (Requires Two More License Than Number Of Available Workstations)	
*Additional Workstations Require Additional License	
(1) Exchange 2010 Server Standard Edition	781.25
(100) Exchange 2010 Per User CAL	7,875.00
System Software Total	12,956.25

Total Hardware Cost **\$16,986.23**

Miscellaneous

Setup & Configuration	
(1) Setup & Configuration Fee	2,750.00
Setup & Configuration Total	2,750.00

Total Miscellaneous Cost **2,750.00**

Total Proposal Cost:	\$19,736.23
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Prices are good for thirty (30) days. Contact the Marketing Department for price renewal.

Hardware

Hardware returns are subject to a 10% restocking fee.

Hardware is subject to availability. Upgrades and additional products are available upon request. All hardware will be billed immediately after delivery. In addition to the hardware cost included on this proposal, other cost that you may incur are terminal cable, cable installation, internet service, etc. Cable installation is the responsibility of the customer. LGC's hardware comes with a one-year onsite warranty within our coverage area. Depot options are available for customers outside our coverage area. After the one-year warranty has expired, you may choose to enter into a Hardware Maintenance Agreement with LGC. LGC reserves the right not to offer maintenance contracts on special ordered hardware. Paper, ribbons, and other miscellaneous supplies are not included on the enclosed price sheet.

Third Party Hardware

If LGC's software is installed on third party hardware, additional charges may apply.

Third Party Software

LGC is not an authorized support center for any third party software packages. This includes packages such as Microsoft Office, Microsoft Works, etc. The price of these packages include installation and instructions on how to start the programs as well as any tutorials that might be included from the manufacturer. We can supply a list of organizations that offer support on a per call, fee basis. Third Party Software packages that are opened cannot be returned. LGC cannot guarantee the functionality or compatibility of third party products purchased from other vendors.

October 9, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Parks and Recreation Director
Re: Contract with CSR Engineering for RTP grant trail renovation

Following this memo is a proposal from CSR Engineering to provide professional services for the Municipal Park Trail Renovation as part of the RTP Grant award.

The base fee for the General Scope of Work is \$16,128. The fee for Construction Administration of the project is \$7,325 and Jason Reynolds, PE, would serve as the Project Manager. Total for both is \$23,453.

I am requesting your approval of this recommendation. Thank you.



CSR Engineering Inc.
248 Centre St., Suite 200
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

June 7, 2012
CSR Engineering Proposal No. 2012-07c

Mr. Ashley Smith
105 College St.
White House, TN 37188

RE: PROPOSAL FOR ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES FOR MUNICIPAL PARK TRAIL RENOVATION (RTP GRANT) – CITY OF WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

Ashley,

CSR Engineering, Inc. is pleased to offer our professional services associated with your Municipal Park Trail Renovation as part of the RTP Grant award. Given the accumulation of previous work, background information, recent consultations, and TDEC RTP requirements, we propose a three-phased approach to assist you. We also include a construction management scope of work and associated fees. 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 **General Scope of Work**. This scope of work shall be incorporated as an amendment to the existing CSR professional services contract.

General Scope of Work

- Preparation of exhibit(s) for a public input meeting, plus attend meeting
- Survey, Design and Construction Plans for the Trail Renovations
- Provide a construction cost estimate at interim submittals (50% complete) prior to finalizing construction plans and specifications
- Develop bid package items to assist the City with advertisement and bidding purposes and attend the pre-bid meeting
- Construction Engineering and Inspection Services (maximum 32 hours of time including travel)
 - Review/verify pay requests, and assist the Parks and Recreation Director if construction questions arise
 - Resolve any issue of non-compliance with material specifications, which have been uncovered during inspection of the work

Services provided will be limited to the specific scope of work defined above. Any subsequent engineering services determined will be included in later proposals.

The fee for these services will be a lump sum of \$16,128.00 phased as follows:

Phase I – Public Input Meeting, Survey, Design, Plans \$ 12,772.00

Phase II – Bid Package, Meetings and Assistance	\$ 1,500.00
Phase III – CEI	\$ 1,856.00
	\$16,128.00

Construction Administration Scope of Work

- Prepare and distribute any amendments to design work due to bid proceedings
- Develop stakeholder requirements for the construction phase, attend and lead discussion during a Pre-Construction meeting using City of White House facilities as scheduled by City personnel
- Receive, review and respond to change orders and notices of potential claim
- Maintain records of all communication between construction contractor and construction administration forces
- Prepare and submit all projects documents in hard copy and digital copy for project closeout

Services provided will be limited to the specific construction administration scope of work defined above. These services will be included in conjunction with and simultaneously to the Phase III CEI requirements from the General Scope of Work above. The City may elect to accept or reject these construction administrative services independently. Any subsequent engineering services determined will be included in later proposals.

The fee for these construction administration services will be a lump sum of \$7,325.00.

Phase III – Construction Administration	\$ 7,325.00
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CSR's engineering services will be subject to the Terms and Conditions per the original contract between CSR Engineering and the City of White House. We will bill by percentage complete at the end of each month. The fee quoted includes compensation for basic services, check prints for your review and up to three hard copies and one digital copy of all project documents to the City of White House. We will begin work immediately as per our discussion and will work on a reasonable schedule to submit documents according to your grant contract agreement and associated timeline. Given the coordinated efforts inherent in this project with multiple entities, if any additional information arises that changes the project requirements, we shall revise the scope of work or schedule and submit for your approval.

If this proposal meets with your approval, please state the services requested and execute an 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.

Sincerely,



Jason Reynolds, PE
Project Manager

Contracted Services:

Mr. Ashley Smith
June 7, 2012
Page 3

Accepted by:

Ashley Smith, Parks Director

Date

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....

MOODY'S

INVESTORS SERVICE

Rating Update: Moody's upgrades to Aa3 from A1 the underlying rating on City of White House's (TN) general obligation debt

Global Credit Research - 09 Sep 2013

Aa3 rating affects \$2.9 million in outstanding general obligation debt

WHITE HOUSE (CITY OF) TN
Cities (including Towns, Villages and Townships)
TN

Opinion

NEW YORK, September 09, 2013 —Moody's Investors Service has upgraded the underlying rating on the City of White House's general obligation bonds to Aa3 from A1. The Aa3 rating affects \$2.9 million of outstanding rated general obligation bonds. The bonds are secured by the city's unlimited property tax pledge.

SUMMARY RATINGS RATIONALE

The Aa3 incorporates the city's healthy finances, demonstrated by strong reserves and proactive financial management, its manageable debt burden and its modest but growing tax base.

STRENGTHS

- Strong reserve levels
- Manageable debt burden

WEAKNESSES

- Planned reduction in reserve levels
- Heavy reliance on sales tax revenues

DETAILED CREDIT DISCUSSION

HEALTHY FINANCIAL POSITION PROJECTED TO CONTINUE INTO THE NEAR-TERM, DESPITE PLANNED DRAWS

Moody's expects the city's healthy financial position will remain stable due to conservative budgeting of expenses. The city's financial position has improved in recent years, increasing to \$5 million or 77.3% of revenues in fiscal 2012 from \$1.5 million in fiscal 2008 (28% of GF revenues). In fiscal 2012, management's conservative budgeting practices generated an operating surplus of \$507,000. Management attributes the savings to expenditure control throughout each of its city departments. The fiscal 2013 budget was balanced with the use of approximately \$760,000 in general fund appropriations in order to strategically reduce fund balance to be closer to its goal of 30% and above its policy of 20%. Management believes it outperformed the fiscal 2013 budget, using approximately \$300,000 of fund balance, which would bring fund balance down to around 30% of revenues. The recently approved fiscal 2014 budget was balanced with the use of \$914,000 in general fund appropriations, although the city does not anticipate using the full amount appropriated. The budget included a property tax rate increase to \$1.2139 on each \$100 of assessed value, which represents a 24% increase over the 2012 Sumner County rate of \$.98 and a 20% increase over the 2012 Robertson County rate of \$1.01. Going forward, the city projects balanced operations by continuing to closely monitor expenses while maintaining a minimum fund balance of at least 20% of revenues.

MODEST TAX BASE GROWTH WITH AVERAGE WEALTH LEVELS

Moody's expects modest full valuation growth in the city's \$843 million tax base. Located within Robertson (rated Aa3) and Sumner (rated Aa2) counties and within commuting distance (22 miles) to Nashville (Aa1/negative), the city's largest taxpayer is Wal-Mart (rated Aa2/stable). Assessed valuation growth averaged 2.3% annually from

2008 to 2013. Officials expect modest growth in the near term, given plans for development of the town center. These plans include the construction of three apartment complexes in the next year to provide 264 units of housing, construction of shops and townhouses, and the building of a new library. Additionally, the city is currently undergoing sewer upgrades, which will result in an additional 100 acres of developable land. Wealth indicators are above state averages and full value per capita is a moderate \$80,925.

MANAGEABLE DEBT PROFILE DESPITE PLANS TO ISSUE NEW DEBT IN THE NEAR-TERM

The city's debt burden will likely remain manageable despite plans to issue new long-term debt in the near term. In June, voters approved a \$3.075 million bond issuance for the construction and equipping of a new library. The bonds are anticipated to be issued later this month. Including the planned issuance, the city has a manageable debt burden of 1.4% of full value and an average ten-year principal amortization of 67.4%. The debt burden does not include \$2.7 million in self-supporting debt payable by the Wastewater and Sanitation funds. The city does not have any variable rate debt and is not party to any swaps or derivative agreements.

The city contributes to the Political Subdivision Pension Plan, a multiple-employer defined benefit pension plan administered by the Tennessee Consolidated Retirement System. As of July 1, 2011, the plan was 95.39% funded. The city is required by the state to fully fund its Annually Required Contribution (ARC), which was \$166,868 in 2012, representing a modest 2% of expenditures. Currently, the plan assumes a 7.5% rate of return.

Moody's adjusted net pension liability (ANPL) for the district, under our methodology for adjusting reported pension data, is approximately \$1 million or a minimal 0.13 times operating revenues. The liability attributed to the city is derived from a pro rata allocation of the plan's total liability based on the proportion of the city's annual required contribution to total employer contributions into the plan. Moody's ANPL reflects certain adjustments we make to improve comparability of reported pension liabilities. The adjustments are not intended to replace the city's reported liability information, but to improve comparability with other rated entities.

WHAT COULD MAKE THE RATING GO UP

- Significant tax base growth
- Material improvement in wealth levels

WHAT COULD MAKE THE RATING GO DOWN

- Protracted structural budget imbalance
- Depletion of General Fund balance
- Increased debt burden

KEY STATISTICS:

Long-term debt outstanding: \$11M

2010 Population: 10,255

2013 Full value: 843,161

2013 Full value per capita: 80,925

2011 Per Capita Income as a % of State: 103.3%

2011 Median Family Income as a % of State: 125.5%

Direct debt burden: 1.4%

Overall debt burden: 3.2%

Payout of Principal (10 years): 67.4%

2012 General Fund balance:\$5,118,000

2012 Cash as a % of General Fund Revenues: 60.4%

RATING METHODOLOGY

The principal methodology used in this rating was General Obligation Bonds Issued by US Local Governments published in April 2013. Please see the Credit Policy page on www.moodys.com for a copy of this methodology.

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For ratings issued on a program, series or category/class of debt, this announcement provides certain regulatory disclosures in relation to each rating of a subsequently issued bond or note of the same series or category/class of debt or pursuant to a program for which the ratings are derived exclusively from existing ratings in accordance with Moody's rating practices. For ratings issued on a support provider, this announcement provides certain regulatory disclosures in relation to the rating action on the support provider and in relation to each particular rating action for securities that derive their credit ratings from the support provider's credit rating. For provisional ratings, this announcement provides certain regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating. For further information please see the ratings tab on the issuer/entity page for the respective issuer on www.moodys.com.

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Please see www.moodys.com for any updates on changes to the lead rating analyst and to the Moody's legal entity that has issued the rating.

Please see the ratings tab on the issuer/entity page on www.moodys.com for additional regulatory disclosures for each credit rating.

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New York, NY 10007
USA

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INVESTORS SERVICE

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Amanda Brewton

From: Richard Dulaney <Richard.Dulaney@RaymondJames.com>
Sent: Friday, September 13, 2013 2:55 PM
To: Gerald Herman; Charlotte Soporowski; Amanda Brewton; Valerie Webb (vwebb@webbsanderslaw.com)
Cc: kneal@bassberry.com; Robert Bruning; Debbie Ramage (dramage@bassberry.com); Tracy Johnson; Steven McCoy
Subject: S&P - Great News!!
Importance: High

All:

As we discussed at the time of our due diligence call, S&P was in the process of publishing its new rating standards that are broader and a little more in depth than in the past. After I spoke with Ed McGlade at S&P, I asked him to apply the new standards to your rating. Since the new standards couldn't be applied until Wednesday, our rating was delayed, but it was worth the wait. As expected, we fared exceptionally well when measured against the new criteria and much better than I thought.

Your new S&P rating is "AA+" which is **2 levels** above the current rating of "AA-" and on par with Sumner County. While they may change in the future as the new criteria is applied, the only other communities that come to mind that currently have such stellar "AA+" ratings are Chattanooga, Knoxville, Knox County and Rutherford County. Currently, Metro is one level below you. In middle TN, Franklin and Brentwood are both "AAA" by S&P which is one level above you and the best you can get. Being included with these jurisdictions puts you in some pretty good company by all measures. Such a high rating will definitely affect the number of bidders we can expect as well as the rates and yields we see when we get this transaction in the market. Wow!! Congratulations!!

I think it is time to have a party! This is exceptionally good news and a real testimonial to the leadership of your community over the years and the hard work of the staff.

Ed advised that the report would be released on Monday. As soon as we get it, we'll send it along to you and to the dissemination agent so they can file a "material event" notice on EMMA.

Have a great weekend and congratulations again!

Regards,
RICK DULANEY
Managing Director

Public Finance // Debt Investment Banking
T 615.665.6918 // T 800.764.0096 // F 615.665.6925
One Burton Hills Blvd. -- Suite 225; Nashville, Tennessee 37215

As of February 19, 2013, Raymond James | Morgan Keegan is now Raymond James. Please note my new email address.

RAYMOND JAMES®

RatingsDirect®

Summary:

White House, Tennessee; General Obligation

Primary Credit Analyst:

Edward R. McGlade, New York (1) 212-438-2061; edward.mcglade@standardandpoors.com

Secondary Contact:

Jennifer K. Garza (Mann), Dallas (1) 214-871-1422; jennifer.garza@standardandpoors.com

Table Of Contents

Rationale

Outlook

Related Criteria And Research

Summary:

White House, Tennessee; General Obligation

Credit Profile

US\$3.1 mil GO pub imp bnds ser 2013 due 06/01/2043

<i>Long Term Rating</i>	AA+/Stable	New
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White House GO

<i>Unenhanced Rating</i>	AA+(SPUR)/Stable	Upgraded
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<i>Long Term Rating</i>	AA+/Stable	Upgraded
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Many issues are enhanced by bond insurance.

Rationale

Standard & Poor's Ratings Services raised its rating on White House, Tenn.'s outstanding general obligation bonds is raised to 'AA+' from 'AA-' based on our recently released local GO criteria. At the same time, we assigned our 'AA+' rating to the city's series 2013 GO public improvement bonds. The outlook on all the ratings is stable.

A pledge of the city's full faith credit taxing powers to levy ad valorem property taxes without limitation as to rate or amount secure these bonds.

The rating reflects our assessment of the following factors for the city, specifically its:

- Very strong economy which benefits from participation in the broad and diverse economy of Nashville;
- Very strong budgetary flexibility, with 2012 audited reserves at 83% of general fund expenditures;
- Adequate budgetary performance, which takes into account what we consider a very stable revenue stream;
- Very strong liquidity providing very strong cash levels to cover both debt service and expenditures;
- Strong management conditions with strong policies that enable the city to consistently maintain balanced budgets; and
- Weak debt and contingent liabilities position, mostly reflecting the city's moderately high overall net debt.

Very strong economy

We consider White House's economy strong with access to the broad and diverse economy of Nashville. The city is in two counties: Sumner, which makes up 41.8% of the city, and Robertson, which accounts for the remaining 58.2%. The most recent (June 2013) county unemployment levels were 7.0% and 7.3%, respectively. The city has what we consider strong per-capita incomes reflecting the ability of some residents to work in neighboring areas. The city has projected per-capita effective buying income of 93% of the U.S. level. Per-capita market value for the city was a high \$82,220 in for fiscal 2013. Assessed value has increased by an average rate of 1.82% annually between 2009 and 2013, with most of the growth coming in the Sumner County portion of the city.

Very strong budget flexibility

In our opinion, the city's budgetary flexibility remains very strong with reserves above 30% of expenditures for the past several years and no plans to significantly spend the reserves down. The city anticipates reserves for 2013 will be

similar to its 2012 levels. For audited fiscal 2012, reserves were \$5.1 million or 83.7% of expenditures, most of which is categorized as available.

Very strong budgetary performance

White House's budgetary performance, in our view, has been very strong, with a surplus in each of the past three audited fiscal years and another expected for fiscal 2013. Slightly less than 50% of the city's revenues are from sales tax and this has caused revenue uncertainty, especially during the recent economic downturn. The city has been conservative in its budgeting for sales tax revenue growth, however. It often budgets conservatively and based on worst-case scenarios. Currently, we do not anticipate a change in our assessment of the city's general fund performance, including our view on regional sales tax growth and the city's historic budget-to-actual performance. Sales taxes have continued to increase between 2008 and 2013, primarily reflecting the increasing population. We expect sales taxes will remain at least level and with property taxes, the city will be in a good position to maintain at least adequate performance. White House is planning for fiscal 2014 to use close to \$1 million in reserves for a large list of capital projects. As in the past, it is likely that the timing of these projects could run longer than the fiscal year and the city will be unable to draw down reserves to the budgeted level. We would be concerned if the city were to continue drawing reserves down to where policy levels would result in a weaker score, as well as a weak liquidity score.

Very strong liquidity

Supporting the city's finances is what we consider very strong liquidity, with both total government available cash as a percent of total governmental fund expenditures and as a percent of debt service above 78%. We believe the city has exceptional access to external liquidity. It has issued bonds frequently over the past 15 years, including GO and state revolving fund revenue bonds.

Strong management

We view the city's management conditions as strong, with standard financial practices, combined with a consistent ability to maintain balanced budgets. Management provides the board with monthly reports on its budget to actuals. However, while the city does use a long-term financial plan, it is not totally comprehensive. However, the city's capital planning is consistent and well adhered to by management. White House does have a standard state of Tennessee debt management policy, but the city policy does not allow for SWAPs. It does maintain a reserve policy of 10% to protect itself from fluctuating revenues. The city has consistently maintained balanced operations despite fluctuating revenues and responded quickly in the last downturn to reduce its discretionary spending when revenue growth slowed.

Weak debt and contingent liability profile

In our opinion, the city's debt and contingent liabilities profile is adequate, with total governmental funds debt service as a percent of total governmental funds expenditures at 11.6% and with net direct debt as a percent of total governmental funds revenue at 75% and slated to rise. Overall net debt levels are moderate at \$3,957 and 4.8% of true value. The city participates in the Tennessee Consolidated Retirement System to provide pension benefits for employees. It has contributed 100% of the annual required contribution (ARC) in each of the past three years. The combined ARC pension costs and other postemployment benefit (OPEB) pay-as you-go for fiscal 2012 were less than 10% of expenditures and these costs are not likely to increase substantially in the near term. The city's OPEB liability is

zero as it does not offer these benefits.

Adequate institutional framework

We consider the institutional framework score for Tennessee as strong. (See Institutional Framework score for Tennessee).

Outlook

The stable outlook reflects our expectation that White House will maintain its strong financial position, supported by a stable property tax base and limited future capital needs. Standard & Poor's also expects that the city's economic base will maintain its stability as it continues to broaden. These factors will keep the rating from falling below the current levels over the next two years. The continued development and diversification of the local tax base, while not currently likely, could warrant an upgrade.

Related Criteria And Research

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Institutional Framework Overview: Tennessee Local Governments

Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com. Use the Ratings search box located in the left column.

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McGRAW-HILL



City of White House, Tennessee

105 College Street • White House, TN 37188
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Phone (615) 672-4350 • Fax (615) 672-2939
"Valuing our Future while Protecting our Heritage"

September 17, 2013

Lynn Questell, Executive Director
Tennessee Emergency Communications Board
500 James Robertson Parkway
Davy Crockett Tower
Nashville, Tennessee 37243-0582

Ms. Questell,

It is with deep concern for the safety of the citizens of White House that I write to you today. We are at a crossroads with Sumner County concerning E-911 calls and we are requesting assistance to resolve the routing of emergency calls so that our public safety forces can better serve our community.

The City of White House is located just north of Nashville and is divided between Sumner and Robertson counties. Our population of nearly 11,000 is split nearly evenly between the two counties. Interstate 65 and more than 75% of our industry and business is located in Robertson County. For many years we had our own dispatch center dispatching full-time firefighters and police officers. All White House land lines dialing 9-1-1 came directly to our dispatch center.

In June 2009 Sumner County requested that we participate in a study by Kimball to determine if Sumner County should consolidate dispatching. We agreed. Out of the study it was concluded by the consultant that *"one of the initial goals for the split cities should be find a 9-1-1 call routing solution in which 9-1-1 calls within their political boundaries are routed to a single PSAP. Funding aside, the priority should be to provide the best possible service to the residents and businesses located in those cities, no matter which county they are located."*

While the Kimball study was taking place Robertson County was already ahead and building a consolidated dispatch center. Our City met with staff and officials on both sides to determine which county we should consolidate. Our City officials determined that our best long term option would be to consolidate with Robertson County. Copies of a request letter dated March 9, 2011, Resolution 11-07, and inter-local agreement dated July 28, 2011 are enclosed formalizing request and acceptance.

Several requests by email and phone calls to Sumner County E-911 to obtain mapping and ESN routing information never resulted in any action on their part. The Robertson County Emergency Communications District formally requested this information on February 21, 2012 (letter enclosed). On March 26, 2012 Chief Palmer and I met with the E-911 Director in Sumner County to discuss why we are getting no cooperation in this matter. Mr. Shaffer advised us that he would not release the ESNs to Robertson County because he had a responsibility to dispatch EMS to calls in White House. I responded to him that more than 75% of calls by White House residences and businesses on the Sumner County side of our City required emergency police assistance and that we have had delays in responding because either the transfer of the call to Robertson County was delayed or never transferred by his dispatch center. Both Chief Palmer and I gave him several examples. Chief Palmer contends that many of the calls are not life threatening and can be handled by his full-time force. Also, the ambulance that responds to the City of White House on the Sumner County side is several miles outside of the City. Chief Palmer's firefighter/first responders can respond much more quickly to calls inside the City and can stabilize most life threatening situations. It was also brought up that the Kimball Study concluded that if we were to consolidate with Sumner County the routing of Robertson County calls would have been requested by Mr. Shaffer. Nevertheless, Mr. Shaffer held firm and told us that he would not approve the change nor would he take it to his board.

Enclosed is a copy of an email I received from a supervisor at the Robertson County Emergency Communications Center in reference to a call that provides an example of our frustration.

We know that consolidation is proven to be a cost effective and efficient way to operate an emergency communications district. We do not want our citizens on the Sumner County side of the City to fear that they are not going to receive emergency services quickly. We respectfully request that you and the State Board of Directors review our concerns and assist us in coming to amicable conclusion that is in the best interest of our community's safety. Resolution 13-11 is enclosed formally making this request by our Board of Mayor and Alderman.

Sincerely,



Gerald O. Herman
City Administrator



STATE OF TENNESSEE
TENNESSEE EMERGENCY COMMUNICATIONS BOARD
DEPARTMENT OF COMMERCE & INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-0582
615-253-2164

RANDY PORTER
CHAIRMAN

LYNN QUESTELL
EXECUTIVE DIRECTOR

September 27, 2013

Gerald O. Herman
City Administrator, City of White House
105 College St.
White House, TN 37188

FedEx

Dear Mr. Herman:

This office just received your letter of September 17. As I understand it, the City of White House and the Robertson County Emergency Communications District are seeking GIS mapping and ESN routing information from the Sumner County E911.

As part of the Next Generation 911 (NG911) project to upgrade Tennessee's 911 infrastructure, the Tennessee Emergency Communications Board (TECB) is developing a uniform, statewide GIS mapping system that is available to all the emergency communications districts (ECDs) in our State at no cost. The Robertson County ECD may access GIS mapping and ESN boundaries for the entire state from an FTP site administered by the GIS Section of the Office of Information Resources. This downloaded data can be added to dispatchers' maps by their equipment vendor. I am told that a Robertson County ECD employee has already been instructed on this process, but if she has any problems please have her contact Drew Griswold, the GIS Manager for the NG911 project:

Email: andrew.griswold@tn.gov

Office: (615)532-7830

Cell: (615)878-0711

Fax: (615)532-0471

Your letter also describes a disagreement over dispatching. It appears that the leaders of the City of White House, which straddles both Sumner and Robertson Counties, would like for all its 911 calls, including those from Sumner County, to be routed to the 911 call center in Robertson County. Like all state administrative agencies, the TECB must conform its actions to its enabling legislation.¹ In Tennessee, State agencies have no authority or power except that found in the statutes that govern them.² The TECB's enabling legislation does not provide it with jurisdiction over the process of dispatching. The law gives the Boards of Directors of each emergency communications district the authority to determine the most feasible method for handling 911 calls from locations in their Districts.³

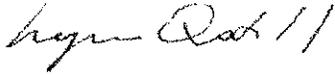
¹ *Tennessee Pub. Serv. Comm'n v. Southern Ry.*, 554 S.W.2d 612, 613 (Tenn.1977); *Pharr v. Nashville, C. & St. L. Ry.*, 186 Tenn. 154, 161, 208 S.W.2d 1013, 1016 (1948).

² *Tennessee-Carolina Transp., Inc. v. Pentecost*, 206 Tenn. 551, 556, 334 S.W.2d 950, 953 (1960).

³ Tenn. Code Ann. § 7-86-107(a).

The Sumner County ECD Board of Directors has jurisdiction over the issue of the process of dispatching in the portions of White House located in Sumner County. Our records indicate that the Chairman of the Sumner County ECD Board of Directors is Archie Mckinnis and that his telephone number is 230-6424.

With kindest regards,



Lynn Questell
Executive Director

Cc/ TECB
Kathy Spears, Chairman, Robertson County ECD
Jason Pentecost, Interim Director, Robertson County ECD
Archie Mckinnis, Chairman, Sumner County ECD
Buddy Shaffer, Director, Sumner County ECD



September 30, 2013

Mr. Gerald O. Herman
White House City Administrator
105 College St.
White House, TN 37188

Mr. Herman,

In your letter to the State Board you stated that I said I would not take your request to my board, which is incorrect. First you and your fire chief asked to meet with our 9-1-1 Board and you were put on the agenda and the two of you did not show up until after our board meeting was over.

We had a meeting after that and you were requesting that we give you our map and you were told at this time if we gave you our map then our EMS and Sheriff Departments would not have it as it could not be on two locations. I covered this with my board and they agreed that we would not give you our mapping of the calls. I understand at this time you can get a copy of the map from the State because of the NG9-1-1 updates.

As for saying that if we were to consolidate that I would be asking to receive the Robertson County calls that were in the City of White House, that is incorrect. I personally feel it is the responsibility of each county to serve their constituency, not to give that responsibility to another county.

Our next board meeting will be Nov. 4, 2013 at 4:00 PM at the County Administration Building if you would like to address our board. I will be glad to have you on the agenda. I will need to know by Oct. 28, 2013.

A handwritten signature in black ink that reads "R.W. (Buddy) Shaffer, Jr." with a stylized flourish at the end.

R.W. (Buddy) Shaffer, Jr.
Director Sumner County 9-1-1 District

Cc: Anthony Holt – Sumner County Executive
Archie McKinnis – Sumner County 9-1-1 Board Chairman

Sumner County Emergency Communications District

255 Airport Road ~ Gallatin, Tennessee 37066
Phone: 615.451.1200 ~ Fax: 615.451.6032