

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Alderman Meeting*  
December 19, 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 November 21, 2013 meeting.
6. Welcome Visitors
7. Public Hearings
  - a. **Ordinance 13-10:** An ordinance amending the Municipal Code Title 20 Miscellaneous. *Second Reading*.
8. Communication from Mayor, Aldermen, and City Administrator
  - a. National Weather Service (Nashville office) certificate presentation to the City for the storm ready program.
9. 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		
10. Consideration of the Following Resolutions:
  - a. **Resolution 13-19:** A resolution establishing non-resident fees for the White House Inn Library to be designated for the General Operating Fund.
11. Consideration of the Following Ordinances:
  - a. **Ordinance 13-10:** An ordinance amending the Municipal Code Title 20 Miscellaneous. *Second Reading*.
  - b. **Ordinance 13-11:** An ordinance amending the Municipal Zoning Ordinance by amending Article III, General Provisions for standards for telephone, telegraph and communications transmitter station and towers. *First Reading*.
12. Finance
  - a. To approve or reject a request to authorize installation of grinder pumps to the City's sewer system using wastewater enterprise funds. The Public Services Director recommends approval.
  - b. To approve or reject an agreement with CSR Engineering of \$75,560.00 for professional engineering services for intersection improvements at Tyree Springs and South Palmers Chapel Road. The City Administrator recommends approval.

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. Crosslin & Associates Audit Planning Book for Year Ending June 30, 2013.

16. Adjournment

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Alderman Meeting*  
November 21, 2013  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer / Pledge

Prayer and Pledge to the American Flag was led by Ald. Bibb

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the October 17, 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.**

6. Approval of Minutes of the November 5, 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

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 13-09:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance. *Second Reading.*

No one spoke for or against.

- b. **Resolution 13-17:** A resolution supporting the issuance of multifamily housing revenue bonds (Hallmark Portfolio) Series 2014 not to exceed \$41,334,000 by the Health, Educational and Housing Facilities Board of Sevier County, Tennessee.

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Hutson thanked the board for his nomination to the Sumner County Council of Governments. He was awarded the Municipal Legislator of the Year award.

Ald. Decker thanked Ald. Hutson for all of his hard work for the City.

Ald. Paltzik complimented Ald. Hutson for being recognized at the Sumner County Council of Governments annual awards banquet.

City Administrator Gerald Herman gave an update on the gymnasium renovations.

City Administrator Gerald Herman announced there will be a Board of Mayor and Aldermen Study Session on Tuesday, January 7, 2014 to discuss the MS4 Storm Water Permit process and to create a plan of action for compliance.

City Administrator Gerald Herman stated that the Robertson County Commissioners approved the Robertson County Comprehensive Plan.

City Administrator Gerald Herman reviewed the MPO Executive Board TIP and TDOT roadway plans.

City Administrator Gerald Herman gave an update on the City Hall parking lot project.

City Administrator Gerald Herman noted that the City offices will be closed next Wednesday and Thursday for the Thanksgiving holiday.

City Administrator Gerald Herman noted that the Miracle on Main Street celebration will be on Saturday, December 7<sup>th</sup>, and the festivities will start at noon.

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

#### 11. Consideration of the Following Resolutions:

- a. **Resolution 13-17:** A resolution supporting the issuance of multifamily housing revenue bonds (Hallmark Portfolio) Series 2014 not to exceed \$41,334,000 by the Health, Educational and Housing Facilities Board of Sevier County, Tennessee.

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.**

- b. **Resolution 13-18:** A resolution in support of Robertson County's request to become a member of the Nashville Area Metropolitan Planning Organization.

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

#### 12. Consideration of the Following Ordinances:

- a. **Ordinance 13-09:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - abstain; Ald. Paltzik - aye;

Mayor Arnold - aye. Motion was approved. **Ordinance 13-09 was approved on Second Reading.**

- b. **Ordinance 13-10:** An ordinance amending the Municipal Code Title 20 Miscellaneous. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 13-10 passed on First Reading.**

### 13. Finance

- a. To approve or reject a contract agreement with City of Springfield for \$208,000.00 for furnishing dispatchers for the purpose of emergency dispatch at the E-911 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.**

- b. To approve or reject a grant agreement with State of Tennessee, Office of the Secretary of State, Tennessee State Library and Archives for purchase of computers. The Library 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.**

- c. To approve or reject contract change order request for additional equipment for new trucks for \$4,634.72. 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 removing from the asset list a T/L Walker (Serial #: 01018EP3E215TC), Lockwood Walker (Serial #: 833093AA), and 2002 Chevrolet 2500 utility truck (VIN #: 1GCHK24U92E242913). The Public Services Director recommends approval.

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

- e. To approve or reject Perfect Construction & Plumbing's bid of \$10,879.04 for the plumbing renovations for fire station # 1. There was only one bid submitted for this project. The Fire Chief recommends approval.

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

- f. To approve or reject Change Order #1 for \$4,795.00 for the Meadowlark Pumping Station Rehabilitation project. The Public Services 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.**

- g. To approve or reject sending an offer of agreement to Sumner County, Tennessee in reference to the Library and Stadium Properties as described in the agreement. The City Administrator recommends approval.

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

- h. To approve or reject the local agency project agreement with Tennessee Department of Transportation for safety improvements at the Tyree Springs (SR-528) intersection with South Palmers Chapel Road. The City Administrator recommends approval.

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

14. Other Business

- a. To approve or reject the filing of Public Form CT-0253 for the General Obligation Public Improvement Bonds, Series 2013. The Finance Director recommends approval.

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

15. Discussion Items

- a. None

16. Other Information

- a. Local Government Audit (see memo for further information)

17. Adjournment

Meeting was adjourned at 7:34 pm

REPORTS....

**General Government Department  
November 2013**

**Administration**

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

- November 04 - Sumner County E911 Board Meeting
- November 05 - Special Board of Mayor and Aldermen Meeting
- November 06 – Sumner County Council of Government Annual Awards
- November 07
  - Sumner County Joint Economic and Community Development Board Meeting
  - Forward Sumner Infrastructure Committee Meeting
  - Leisure Services Board Meeting
- November 12 - Regional Transportation Association Operation Committee Meeting
- November 14 - Library Board Meeting
- November 18 - Robertson County Commission 2040 Plan Approval Meeting
- November 19
  - Robertson County Existing Industry Meeting
  - Robertson County 911 Board Meeting
  - Middle Tennessee City Administrators Meeting
- November 20 - Metropolitan Planning Organization Meeting
- November 21
  - Board of Mayor and Aldermen Study Session Meeting
  - Board of Mayor and Aldermen Meeting
- November 22 - Planning & Zoning Impact on Economic Development Training Class

**Website Management**

	<b>2013 - 2014 Update Requests</b>	<b>2012 - 2013 Update Requests</b>	<b>2013 - 2014 Page Visits</b>	<b>2012 - 2013 Page Visits</b>
<b>July</b>	162	31	250,487	85,214
<b>August</b>	186	49	468,840	63,924
<b>September</b>	126	32	262,563	82,694
<b>October</b>	86	24	296,397	113,317
<b>November</b>	92	21	282,249	121,011
<b>December</b>		22		98,573
<b>January</b>		51		98,082
<b>February</b>		45		96,253
<b>March</b>		22		118,982
<b>April</b>		45		170,040
<b>May</b>		212		223,064
<b>June</b>		117		193,101
<b>Total</b>	<b>652</b>	<b>554</b>	<b>1,560,536</b>	<b>1,366,173</b>

**Facebook Management**

	<b>2013 - 2014 New Likes</b>	<b>2012 - 2013 New Likes</b>	<b>2013 - 2014 # of Posts</b>	<b>2012 - 2013 # of Posts</b>
<b>July</b>	34	19	14	5
<b>August</b>	25	13	22	3
<b>September</b>	10	14	11	4
<b>October</b>	7	17	18	4
<b>November</b>	21	18	10	10
<b>December</b>		17		6
<b>January</b>		9		3
<b>February</b>		15		2
<b>March</b>		10		2

**General Government Department  
November 2013**

April		7		3
May		6		3
June		15		18
<b>Total</b>	<b>97</b>	<b>306</b>	<b>75</b>	<b>59</b>

**Twitter Management**

	2013 - 2014 Total Followers	2012 - 2013 Total Followers	2013 - 2014 # of Tweets	2012 - 2013 # of Tweets
July	294	223	14	5
August	314	227	22	1
September	322	237	11	2
October	322	237	18	4
November	322	239	10	10
December		245		6
January		260		3
February		262		2
March		267		2
April		277		3
May		284		3
June		275		18
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>75</b>	<b>59</b>

**Building Maintenance Projects**

*Special Maintenance Projects*

- Christmas decorations
- Robertson County Credit Union teller machine

*General Maintenance*

- Scheduling of school lights for Thanksgiving holiday
- Repair lights (wall docks) in City Hall
- Replace light bulbs at City Hall
- Replace photo switch
- General grounds maintenance
- Repair outlets
- Reset toilet at the Chamber of Commerce office
- Replace light bulbs at the Library
- Repair LED switch and pole lamps at City Hall

**Finance Department  
November 2013**

**Finance Section**

November kept the Finance Department busy with auditor requests for information. The audit team was working from City Hall for most of the month. They left just before the Thanksgiving holidays. Additional data requirements can be handled mostly by e-mail.

With the tax files and bills not being mailed by the counties until this month, there are no receipts to report. We will be using fund balance to make up for the temporary shortfall.

The part-time Finance position has been filled by Patti Aric, formerly with the Police Department. With Shelia White transferring back to The Wastewater Plant to fill the Wastewater Secretary position, the Utility Accounting Clerk position reopened. Interviews to fill this position were conducted in November.

**Performance Measures**

**Major Fund Balances**

Fund	Cash Balance	Investment Account Balance
General Fund	\$920,016.21	\$3,182,180.64
Sanitation	\$143,387.84	\$496,122.76
Wastewater	\$806,884.25*	\$1,832,212.01

- All Cash Balances are bank balances reported as of November 12, 2013.
- \*The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$115,043.91.

**Payroll**

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 0 special	2 paper checks 194 direct deposits	0 Retroactive Adjustments	0 Voids

**Accounts Payable**

	October	FY	Last October	Last FY
Total Invoices Processed	282	1,653	280	1,676

**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
<b>Calls</b>	129	5	8	2	25	0	1	30	11	1	1	213
<b>Customers</b>	40	0	2	1	3	0	0	290	0	0	0	336

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
<b>Calls</b>	0	0	11	59	59	0	129
<b>Customers</b>	0	0	1	37	2	0	40

**Purchase Orders**

Codes	2	\$155.80	Court	1	\$9.54
Fire	8	\$1,939.52	Library	13	\$52,265.71
Police	15	\$5,161.30	Wastewater	10	\$14,826.45
Human Resources	1	\$40.00	Public Works	8	\$10,490.98

**Finance Department  
November 2013**

Engineering	0	\$0
Administration	7	\$2,004.87
Finance	4	\$589.44

Sanitation	1	\$532.98
Parks	31	\$11,405.23
Bldg. Maintenance	5	\$1,620.00
Cemetery	4	\$183.19

<b>Total</b>	<b>110</b>	<b>\$101,225.01</b>
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<b>Void</b>	<b>1</b>
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	Number of PO's	Value of PO's
Purchase Orders Under \$2,000	141	\$52,532.63
Purchase Orders \$2000 - \$9999	6	\$25,971.50
Purchase Orders Over \$10,000	5	\$50,000.00
<b>Total</b>	<b>152</b>	<b>\$101,225.01</b>

**Emergency Purchase Orders – October - None**

Number	Vendor	Items	Amount	Nature of Emergency	Department
19611	Consolidated Pipe	MJ coated 45 bends, transition packs	\$304.00	Vacuum line was mismarked by 15' in middle of new gravity line	Wastewater

**Business License Activity – October**

<b>Opened</b>	0
<b>Closed</b>	0

Delinquency Rate: 67%

**Cumulative Information**

Class	Total Licenses	Delinquencies
1	47	31
2	152	87
3	255	158
4	200	164
<b>Total</b>	<b>654</b>	<b>440</b>

**Municipal Court – Citations disposed either through court or payment**

Description	Total Charges
Child Restraint 4-15 (1 <sup>st</sup> Offense)	1
Child Restraint-under 4	0
Anti-Noise Regulations	0
Texting While Driving	0
Failure to Yield Right of Way	1
Financial Responsibility Law	70
Following Too Closely	0
Motor Vehicle Requirements/Misc.	5
Improper Passing	1
Drivers Exercise Due Care	12
Codes Violations/Animal Control	1
Stop Signs	3

Description	Total Charges
Open Container Law	0
Parking Violation	0
Vehicle Registration Law	31
Seat Belt Violation – 18 and Older	26
Speeding	38
Careless Driving	1
Disobedience to Traffic Control Device	4
One Way Street	0
Drivers License Law	7
Turn to Avoid Signal	0
Improper Backing	0
Move Over Law	0
<b>Total</b>	<b>201</b>

**Finance Department  
November 2013**

**Municipal Court – Case Disposition**

<b>Disposition</b>	<b>Total</b>
Ticket Paid in Full – Prior to Court	55
Guilty as Charged	13
Dismissal	26
Dismissed upon presentation of insurance	55
Not Guilty	0
Dismissed to Traffic School	0
Dismissed with Costs and Fines	22
Dismissed with Costs	25
Dismissed with Fines	5
Case Transferred to County	0
Dismissed with Public Service	0
<b>Total</b>	<b>201</b>

**Wastewater Billing**

New Service Connections: 0

Applications: 34

Late Penalties Applied: \$6,197.96

Adjustments: 14

Number of Reconnect Fees Paid: 1

Non-Payment Cut-Offs: did not cut off this month due to Holiday

**Human Resources Department  
November 2013**

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

- November 04: Testing for Part-Time Finance Cashier position
- November 05: Testing for Utility Accounting Clerk position
- November 06: Interviews for Streets and Roads Supervisor position  
Testing for Utility Accounting Clerk position
- November 12: Testing for Utility Account Clerk position
- November 14: Miracle on Main Street meeting with the Chamber of Commerce
- November 14: Hylant Group Open House
- November 19: Chamber of Commerce Luncheon  
Interview for Utility Accounting Clerk position
- November 20: Tennessee PRIMA Conference
- November 21: Tennessee PRIMA Conference
- November 22: Tennessee PRIMA Conference
- November 25: Health Insurance Pre-renewal Meeting with Hylant Group

**Injury Reports:**

	2013-2014	2012-2013	2011 - 2012
July	2	0	0
August	0	1	2
September	1	1	0
October	1	0	1
November	0	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
<b>Total</b>	<b>4</b>	<b>12</b>	<b>7</b>

**Property/Vehicle Damage Reports:**

	2013-2014	2012-2013	2011 - 2012
July	2	0	0
August	0	1	0
September	1	0	0
October	2	1	1
November	0	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
<b>Total</b>	<b>5</b>	<b>6</b>	<b>7</b>

**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	3.7%	1.0%	1.0%
November	1.2%	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%
<b>Total</b>	<b>7.9%</b>	<b>9.0%</b>	<b>12.0%</b>

**Human Resources Department  
November 2013**

**Employee Disciplinary Reports: (T) - Termination**

**(S) - Suspension**

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

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

**Police Department  
November 2013**

**Meetings/Civic Organizations**

- *Chief Brady attended the following meetings in November:* Department Head Meeting (Nov. 4<sup>th</sup> and 18<sup>th</sup>), Sumner County E911 Board Meeting (Nov. 4<sup>th</sup>), Sumner County Awards Dinner (Nov. 6<sup>th</sup>), Middle TN Grant Orientation Workshop (Nov. 8<sup>th</sup> – Chief and Capt. Ring), Robertson County Chief’s Meeting (Nov. 12<sup>th</sup>), 911 User Group Meeting (Nov. 13<sup>th</sup>), Christmas Parade Meeting (Nov. 14<sup>th</sup>), 911 Board Meeting (Nov. 19<sup>th</sup>), Springfield 911 Center-Elvis Wilson’s Retirement (Nov. 22<sup>nd</sup>), and Sumner County Drug Task Force Meeting (Nov. 27<sup>th</sup>).

**Police Department Administration Performance Measurements**

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by March 5, 2014.* 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. Twenty-four (24) files are ready to be checked. Sgt. Collins from Vanderbilt Police Department is coming on Monday, December 9<sup>th</sup>, to check the files that are ready. Chief Brady is currently reviewing twenty-two (22) files. Susan Johnson is working on five (5) files. Our deadline has been extended to March 5, 2014.
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	27
August	8	128	0	136
September	0	200	0	200
October	12	32	0	44
November	0	136	24	160
Grand Total	21	1,558	84	1,663

**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 2013-2014. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	November 2013	FY 2013-2014
Two (2) Officers per Shift	9	71
Three (3) Officers per Shift	51	236

**Police Department  
November 2013**

2. *Acquire and place into service two Police Patrol Vehicles.* We have received two Police Interceptors. They have been assigned and placed in service.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2013-2014.* 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	November 2013	Per 1,000 Pop.	Total 2013	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	11	1	96	9
Crimes Against Property	21	2	344	33
Crimes Against Society	4	<1	135	13
<b>Total</b>	36	4	574	55
<b>Arrests</b>	19		332	

*\*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.*

	November 2013	TOTAL
<b>Traffic Crashes Reported</b>	<b>21</b>	<b>264</b>
<b>Enforce Traffic Laws:</b>		
Written Citations	285	3,196
Written Warnings	166	1,506
Verbal Warnings	425	4,378

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.*

<b>COLLISION RATIO</b>				
<b>2013</b>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
November	21	1	<1%	16%

**Traffic School:** There was no Traffic School in November. The next school is scheduled for December.

**Police Department  
November 2013**

**Staffing**

- Sgt. Keith Anglin submitted his resignation. His last day will be December 10<sup>th</sup>. Keith will remain as a Reserve Officer for the Police Department.
- Testing for the vacant Sergeant position will be held on December 10<sup>th</sup>.
- Backgrounds are being conducted on Police Officer applicants so a list can be compiled for future openings. Currently they are about half complete.

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

**Sumner County Emergency Response Team:** The ERT had monthly training on November 14<sup>th</sup>. They had a call on November 25<sup>th</sup>. It was a warrant service for the FBI.

**Volunteer Reserve Officers:** This month the Reserves trained in EVO (Emergency Vehicle Operation) and Mental Illness.

**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
November	83%	78%

**Communications Section**

	November 2013	Total 2013
Calls for Service	1,378	15,230
Alarm Calls	44	364

**Request for Reports**

	November 2013	FY 2013-14
Requests for Reports	5	90
Amount taken in	\$4.20	\$84.75
Tow Bills	\$0.00	\$100.00
Emailed at no charge	32	133
Storage Fees	\$0.00	\$0.00

**Governor's Highway Safety Office (GHSO):** Nothing to report at this time.

**Volunteer Police Explorers:** Nothing to report for the month of November.

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

Police Department  
November 2013

**Crime Prevention/Community Relations Performance Measurements**

1. *Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.*  
Program resumes Spring 2014.
2. *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.*
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* Class #13 commenced on Tuesday, February 19<sup>th</sup> with 30 citizens attending. Classes met once a week for three hours, for ten weeks. Graduation was held on Tuesday, April 23<sup>rd</sup> in the auditorium at City Hall with 30 citizens accepted. *Applications are being accepted for Class #14 (February 2014).*
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
  - *Captain StreetSmart* - On Monday, November 18<sup>th</sup>, Captain Mingledorff provided a safety class and building tour for 24 Cub Scouts from Pack 459. Topics covered during the class included Vehicle Safety, Bicycle Safety and a class on fingerprinting. Also during the class, Ofc. Ghee and Nike provided the scouts a K9 demonstration.
  - *Toys For Tots* - Toys for Tots 2013 began in White House on November 7<sup>th</sup>, Captain Mingledorff and WHFD Capt. Kevin Holman are co-coordinators in the Annual Marine Corps Reserve Toys for Tots Campaign for 2013. Toys are being collected this year at the following sites/organizations: White House Police Department, White House Fire Department, and Dollar General Market.  
Toy Drives are being held at Robert F. Woodall Elementary and Heritage High School Leadership Committee for "Heritage Helping Hands". Toys collected in White House are distributed back to children who reside in Sumner and Roberson Counties.
  - *Wheels In Motion* -  
1 Bike and 1 Helmet was presented at HB Williams on November 21<sup>st</sup>.  
1 Bike and 1 Helmet was presented at Woodall Elementary on November 21<sup>st</sup>.
  - *Agency Training* - Sgt. Eric Enck instructed a two day Defensive Tactics class for Portland Police Department.

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

White House High School Football: November 8, 15, 22, 29<sup>th</sup>  
R.F. Woodall School Traffic Detail - Weekly

2013 Participation in Joint Community Events		
	November 2013	Year to Date
Community Activities	5	74

**Fire Department  
November 2013**

**Summary of Month's Activities**

**Fire Operations**

The department responded to 68 requests for service during the month with 39 responses being medical emergencies. The department responded to 1 vehicle accident with reported injuries although no patients were transported to the hospital.

- **November 28th** 8:38 am - The department was dispatched to a vehicle fire near the fuel pumps at Speedway. When fire units arrived on scene the fire had been extinguished by a bystander using one of the extinguishers located on the premises. The only damage reported was to the vehicle.

**Fire Administration**

- **November 4<sup>th</sup>** - Chief Palmer, Chief Brady, and Jerry Herman attended the scheduled Sumner County 911 meeting to present our concerns with our emergency calls being routed to Sumner County before being transferred to our Central dispatch.
- **November 12<sup>th</sup>** - Chief Palmer attended the plumbing bid opening for the fire station 1 project.
- **November 14<sup>th</sup>** - Chief Palmer attended the Miracle on Main Street planning meeting at city hall.
- **November 26<sup>th</sup>** - Chief Palmer met with the TOSHA representative during their annual workplace safety inspection.
- **November 26<sup>th</sup>** - Chief Palmer attended and chaired the monthly Safety Committee meeting at fire station 2.
- **November-** Asst. Chief Sisk participated in four National Weather Service briefings during the month.

**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 30<sup>th</sup>, 2014. **(In progress)**
- Complete the Risk Watch public safety education program with all 1<sup>st</sup> grade students by June 30<sup>th</sup>, 2014. **(In progress)**
- Complete the annual Fire Apparatus Pump Testing by December 1<sup>st</sup>, 2013.
- Complete the annual Fire Hose Testing by November 1<sup>st</sup>, 2013. **(Complete)**
- Complete the annual Fire Hydrant Service Program by June 30<sup>th</sup>, 2014.
- Update all Pre-incident surveys by May 1<sup>st</sup>, 2014.

**Departmental Highlight**

On Saturday November 16<sup>th</sup> our department hosted a Vanderbilt Life flight Tail Watch Class at fire station 2. The training is presented by a Vanderbilt instructor thru their medical aircraft program it provides direction on emergency operations and scene safety when working with medical helicopters.

**Monthly Performance Indicators**

**Incident Responses**

Structure Fires	0	Vehicle Accidents (General Cleanup)	6
Other Fires	0	Vehicle Accidents (With injuries)	1
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	9
Hazmat	0	Assist other Governmental Agency	0
Other Calls	12	Total Responses for the Month	69
Emergency Medical Responses	39	Total Responses Year to Date	376

Fire Department  
November 2013

**Fire Fighter Training**

Total Training Man Hours for the Month	794.02
Total Training Man-hours Year to Date	2457.21

**Fire Inspection**

	<b>This Month</b>	<b>YTD</b>
Fire Inspections	3	23
Fire Investigations	1	2
Plat / Plan Reviews	2	12
Fire Preplans	0	2

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	190	1,224
Education Hours	9.5	89.5
Number of Occurrences	11	71

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

**Staffing:** The public works department is authorized 6 full time employees.

1. Three (3) full-time laborers;
2. Two (2) full-time Streets equipment operators;
3. One (1) Supervisor.

**Staff Training & Meetings: 32 Hours**

**Sanitation Collection:** Waste Industries (WI) has completed the 12th 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 November 2013 report show that staff has made **23** requests on the WI web portal system, which is the lower than the **52** last month. The breakdown for the type of request made for the residential and commercial customers are as follows:

1. **11** 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. **4** calls came from residents that had "missed" garbage service;
3. **7** calls came from residents that had "missed" recycling service;
4. **1** call 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 the month was approximately **35 tons** of material which is a savings of about **\$796.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately **\$322.00**. This is a net gain of **\$1,118.00**.

**City Public Works Tasks & Drainage Improvement Projects**

1. **Dig Outs on Autumn Wood Drive:**

Staff completed dig out areas of failing pavement on Autumn Wood Drive. Staff saw cut the road, dug out the affected areas and then filled the excavation with crusher run up to the asphalt surface grade. This road is set for asphalt overlay in May 2014.

1. Man Hours - 15
2. Crusher Run - 3 tons

2. **South Palmers @ Ben Albert:**

Staff completed the shoulder work at the intersection of South Palmers Chapel and Ben Albert Road. They installed crusher run and/or topsoil to finish to the existing grade. Staff used seed and straw for the topsoil areas to dress out ditch line up to new pavement.

1. Man Hours - 90
2. Fill/Topsoil - 45 tons
3. Crusher Run - 12 tons

3. **Median Island Beautification Project 76 @ Kroger:**

Junior Bennett had volunteered his services to provide landscaping design to the median in front of the new Speedway station. Staff assisted Junior by removing approximately 6" of topsoil from the island to make room for the installation of the new landscaping materials that Public Works purchased.

1. Man Hours - 24
2. Topsoil removed - 35 tons
3. Landscape Materials - \$2,000.00

Public Services Department - Public Works Division  
November 2013

4. **North Palmers Chapel Pump Station Pavement Preparation Project:**

Part of the NPC Wastewater Improvement project called for an asphalt overlay on the access road that goes to the station. It was necessary for staff to re-establish the drainage ditch along the south side of the driveway leading down to the station. Staff removed spoils from the ditch and lined the ditch with rip-rap to support the road base and to prevent future erosion.

1. Man hours - 39
2. Rip-Rap - 6 tons
3. Material Removed - 5 tons

5. **General Asphalt Patching & Shoulder Repairs:**

1. Man hours - 36
2. Asphalt Tons - 1
3. Crusher Run Tons - 0
4. Feet of Shoulder Repairs - 0

6. **Right-of-Way Mowing, Spraying & Tree Trimming/Removal:**

The side-mount mower, push mower and weed eater have been put in storage for the winter.

7. **Yard Waste/Brush Collection:**

1. Residential Stops - 506
2. Truck Loads - 62
3. Yard Waste - 116 Hours
4. Yard Waste Bags Removed - 643
5. Bag Removal - 57 Hours

8. **Sign Maintenance:**

Staff continues sign repair and maintenance on an as needed basis.

1. Removed & Installed Sign at shop
2. Installed signs on Stoval, Volunteer, Village Ct. & Apache Trail
3. Man Hours - 9

9. **Litter Control:**

1. Bags - 17
2. Man-Hours - 43
3. Dead Animals Removal - 3

10. **Total Time Worked:**

1. Sanitation Hours - 237
2. Street Hours - 263
3. Facility Maintenance Hours - 67
4. Fleet Maintenance Hours - 62
5. Meeting/Training Hours - 32
6. Leave Hours - 10
7. Overtime Hours - 0
8. Administrative Hours - 49
9. Holiday Hours - 150

Public Services Department - Public Works Division  
November 2013

Performance

SERVICES PROVIDED	TOTAL	YTD
BRUSH PICK UP	506 Stops	5,060 Stops
BRUSH TRUCK LOAD	62	578
EMERGENCY CALL OUTS	0	11
FREE CLEAN UP DROP OFFS	27	992
CURBS REPAIRED	0	2
SHOULDERS REPAIRED	0	8
SHOULDERS WORK	0 Feet	2888 feet
LITTER REMOVAL	17 Bags	499 Bags
DRAINAGE REQUESTS	4	38
SPECIAL PICK-UP	0	7
DRAINAGE WORK	0 Feet	2977 Feet
POTHLES REPAIRED	10	200
SALT USAGE (TONS)	0 Tons	4 Tons
SIGNS INSTALLED	0	116
SIGNS REMOVED	0	8
SIGNS RESET	0	23
SIGNS RELOCATED	0	9
SIGNS REPLACED	4	55
MOVE IN SPECIAL PICK UP	0	19
MOVE OUT SPECIAL PICK UP	0	3
DEAD ANIMAL REMOVALS	3	19
MOWING R.O.W. (Hours)	0 Hours	385 Hours

Public Services Department - Public Works Division  
November 2013

Sanitation Enterprise Fund Totals

Number of customers billed	Total Billed	Revenue Received	Total Billed Year to Date	Revenue Received YTD
3,718	\$57,738.50	\$54,703.87	\$229,901.00	\$287,639.50

Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Totals
Solid Waste (Tons)	304	288	281	302	257								1,432
Disposal Fee	\$7,451	\$7,130	\$7,167	\$7,484	\$6,376								\$35,608.00
Roll-off Service (Tons)	10	11	15	15	8								59
Disposal Fee	\$992	\$1,025	\$1,868	\$1,248	\$956								\$6,090.00
Recycling Tons	42	40	39	32	35								188
Recycling Revenue	\$484.75	\$335.79	\$349.24	\$296.64	\$322.48								\$1,789.12
Oil/Steel/Battery			5	4	8								17
Metal Revenue			\$739.00	\$585.00	\$1,234.00								\$2,558.00

Public Services Department - Wastewater Division  
November 2013

Collection System Activities

1. **Green Project:** The Change Order has been issued for the NPC lift station and the parts for the extra work have been ordered. There's about a 6-8 week lead time for the materials, so I don't expect the work to be completed until late December, early January. We expect the asphalt pavement to be done in early December before the plants shut down for the winter.
2. **Hobbs Project:** Hall Construction is working up the ditch line on Hobbs drive moving towards Valley View. Large rocks and mismarked water and sewer lines slowed progress, yet they were still able to get the following accomplished: 892' of 8" main line, 56' of 6" service line, 531' of 12" main line, 11 manholes, cut and patch Hobbs drive, property restoration along Tyree and a road crossing patch at North Palmers. City staff had to relocate approximately 100' of 8" vacuum line to accommodate the new gravity line. Hall intends to work during the winter with the exception of rainy days.
3. **GIS/GEO JOBE:** We have been working with the new GIS based work order system for a several 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. Now that staff is accustomed to this new work order system, they are learning to appreciate this technology and the benefits it brings to their busy schedule.
4. **Lift Stations:** The final engineering inspection of the sandblasting and sealing of the North Palmers & Calista Road vacuum lift stations has been completed and accepted.

The PLC (programmable logic controller) went out at the Wilkinson Lane lift station. I've approved a new type of controller that will be installed on the outside of the box. This controller is capable of running the entire control panel as well provide SCADA services. Staff will be able to operate this SCADA system remotely. That is not the case with the current Mission Control system that's in place now.

Wastewater Treatment Plant

A. FLOW.....	0.550 MGD
B. CAPACITY.....	1.40 MGD
C. % OF PLANT THROUGHPUT.....	39% (0.550 MGD/1.40 MGD)
D. ACTUAL CAPACITY.....	1.12 MGD (1.4 MGD x 80%)
E. % OF ALLOCATED CAPACITY.....	49% (0.550 MGD)/(1.12MGD)
F. RAINFALL.....	5.50"

1. **Violations:** The plant had no violations this month. 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 sixteen (16) months and the overall results remain positive out in the system and at the plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of twenty (20) gallons per day at the Union Road lift station and fifteen (15) gallons per day at the Old Tyree lift station due to the high levels of H2S within the system. We will lower the feed rate as the weather begins to cool down. At lower temperatures, H2S gas releases at a much lower rate.

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

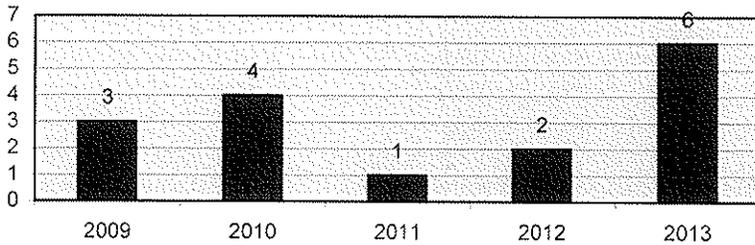
3. **Oxidation Ditch:** We are still waiting for parts for the gearbox/bearing failures with the #2 orbal. The #4 seal is bad and we're awaiting parts for that as well. Nevertheless, the oxidation ditch continues to produce a clean effluent with a good level of dissolved oxygen.
4. **UV System:** The Trojan Ultra-Violet (UV) system main controller *has failed* and we have it on a bypass system. The chamber continues to have problems due to increased algae levels. We had a complete plant shutdown this month due to high levels of algae on the UV tube assembly.
5. **Treatment Plant:** We had one of the sludge return pumps fail. Staff, with Wascon's assistance, replaced several parts, but the pump may need to be replaced.

<b>SCADA Alarm Responses</b>		
<b>November - 2013</b>		
	<b>Month</b>	<b>YTD</b>
North Palmers	168	1179
Calista	119	559
Wilkinson	20	150
Portland Road	1	3
Cope Crossing	9	102
Union Road	5	10
Meadowlark	1	32
Hwy 76	0	1
Cambria	0	0
Treatment Plant	21	152
<b>Total Responses</b>	<b>344</b>	<b>2188</b>
<b>TN ONE-Call</b>	<b>80</b>	<b>534</b>

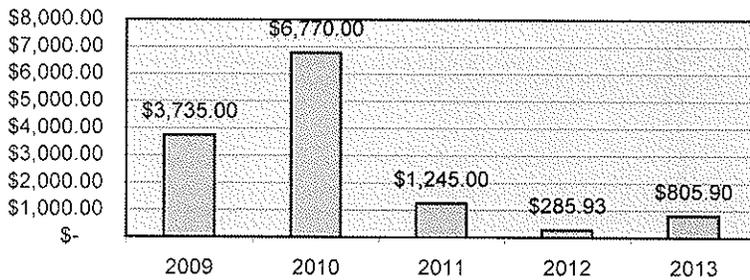
<b>November 2013 Work Orders</b>	<b>Month</b>	<b>YTD</b>
<b>Monthly Service Requests Total</b>	101	550
Mainline Repairs	4	9
Service Line Repairs	1	109
E/2000 (B) to E/Extreme Change-outs	8	30
E/2000 (B) to E/2000 (B) Change-outs	0	7
E/Extreme to E/2000 (B) Change-outs	0	3
E/Extreme to E/Extreme Change-outs	9	43
E/2000 (B) Conversions	0	2
E/One Extreme Conversions	7	27
Low Pressure Service Requests	54	321
Vacuum System Service Request	7	31
Open Ditch Inspection for New Service	5	11
Final Inspection for New Service	5	12
Sanitary Sewer Overflow (SSO)	0	1
Vacuum Request	7	27
Odor Complaint	1	3
<b>Major Lift Station Repairs</b>	1	2

**Planning and Codes Department  
November 2013**

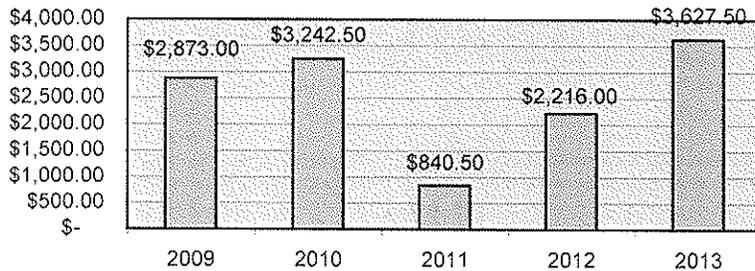
**Single Family Permits**



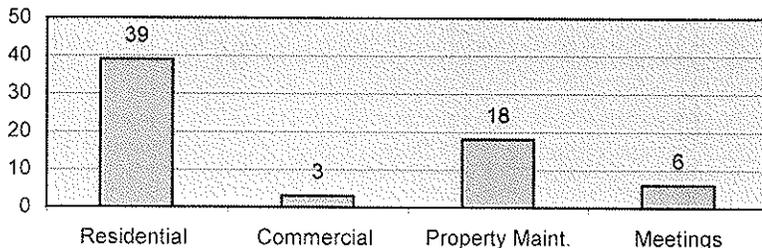
**Impact Fees**



**Permit Fees**



**Inspections / Meetings**



	Month	FY 13-14
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	0	16
Construction Appeals	0	0
Zoning Appeals	0	5
Training/Study Session	0	0
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	6	24
Multi-Family Residential	0	51
Other Residential	16	82
New Commercial	1	2
New Industrial	0	0
Other Com/Ind	1	8
State Electrical	33	203
Sign	1	3
Occupancy Permits	0	17
Other	2	9
<b>BUILDING INSPECTIONS</b>		
Residential	39	254
Hours	11.92	79.84
Commercial /Industrial	3	63
Hours	1.25	26.58
<b>CODE ENFORCEMENT</b>		
Total Cases	18	257
Hours	3.17	46.26
Complaints Received	2	57
<b>MEETINGS</b>		
Administration	2	12
Hours	1.5	16.2
Planning	0	10
Hours	0	39.25
Codes	4	28
Hours	2.25	21.08
<b>FEES</b>		
Permit Fees	\$ 3,627.50	\$ 33,432.63
Board Review Fees	\$100.00	\$ 1,375.00
City Impact Fee	<b>\$805.90</b>	<b>\$ 8,276.10</b>
Roads	\$240.83	\$ 2,382.88
Parks	\$237.60	\$ 2,199.90
Police	\$197.30	\$ 2,222.12
Fire	\$130.17	\$ 1,471.00
<b>OTHER ITEMS</b>		
Subdivision Lots	0	0
Commercial/Industrial (Sq ft)	0	0
Multi-Family Units	48	51
Other	N/A	0
<b>OTHER ITEMS</b>		
Subdivision Bonds: 12	\$	693,270.00
Builders Bonds	\$	42,866.43
Workings Days in Month		13

**Parks, Recreation & Cultural Arts Department**  
**November 2013**

**Summary of Month's Activities**

Replacement of the gym roof began this month by Don Kennedy Roofing. The insulation, cover board and membrane were installed by the end of the month, with only the metal work to be completed. Mid South Insulation will be installing new 8 collector heads and downpipes at the scuppers.

The digital Greenway map file of the trailhead signage is being updated to remove the inaccurate depiction of the completed loop back to the Park. Cost estimates will be sought once the updates are complete, and we hope to replace the signs at each trailhead in the near future. There will be color coding on the map for emergency locating and the intervals will be consistent with the distances between trailheads.

**Special Events:**

- ✓ The White House First Baptist Church held the annual "Turkey Bowl" on Sunday, November 24<sup>th</sup> at the Soccer Complex.

The Director met with Joey Keef of Elite Sports League to discuss hosting a USSSA baseball tournament at the Park next spring. The event is scheduled for March 21<sup>st</sup>-23<sup>rd</sup>, 2014.

Recreation

Youth Basketball practices have started. We are using H.B. Williams Elementary for 5<sup>th</sup> – 8<sup>th</sup> grade practices, and the Civic Center, Woodall Elementary and Heritage Elementary for 1<sup>st</sup> – 4<sup>th</sup> grade practices. All Youth Basketball games will be played at White House Heritage High School. We have 37 total teams this year and 291 participants. Games for 1<sup>st</sup> & 2<sup>nd</sup> grade and 5<sup>th</sup> & 6<sup>th</sup> grade boys will begin December 14<sup>th</sup> and the rest of the leagues will begin December 21<sup>st</sup>.

The Men's Open Basketball season was postponed because of a lack of a facility to play games. We will offer a spring/summer league once the gymnasium renovations are completed.

Registration for Co-Ed Church Volleyball, Challenger Baseball, Adult Spring Softball, and Girls Volleyball will begin in January.

Parks Maintenance

- ✓ Sprayed for broadleaf weeds in the Quad fields (skid sprayer)
- ✓ Finished winterizing all buildings and drinking fountains (still working on irrigation systems)
- ✓ Fertilized the trees in the Quad
- ✓ Scraped and painted rust spots on dump truck bed
- ✓ Re-installed fence planks at trailheads
- ✓ Mulched the leaves at the cemetery and trailheads
- ✓ Cut ornamental grass at trailheads and soccer complex
- ✓ Broadcast tall fescue seed on the bank at Field 7
- ✓ Traveled to Chattanooga to pick up shelves for Library
- ✓ Replaced some damaged signs on the Greenway and at the Park

**Update on Department Goals and Objectives**

Staffing

We are currently looking for a part-time employee to fill a Civic Center Attendant position.

**Department Highlight**

The annual Christmas Parade was held on Saturday, December 7<sup>th</sup>, and even though it was cold we still had a great turnout for the Parade. We had a record number of 62 entries!! The theme was "The Stories of Christmas" and our Grand Marshal was Rudy Kalis.

**Parks, Recreation & Cultural Arts Department**  
**November 2013**

**Department Cost Savings Report**

Park Maintenance employees have been going to all concession facilities at the Park and Soccer Complex and turning off coolers and equipment for the winter to prevent wasting of electricity.

Parks, Recreation, Cultural Arts Department  
November 2013

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13	YTD FY 2013-14
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**Maintenance**

Mowing Hours	1,044	1,469	1,486	1,346	1,276	76	25	656
Pounds of Grass Seed Sown	3,670	1,895	3,140	2,275	3,280	2,100	50	2,310
Pounds of Fertilizer Applied	6,150	4,590	8,150	2,540	5,525	0	20	20
Number of Trees/Shrubs Planted	57	11	20	39	3	0	0	0

**Recreation**

Number of Youth Program Participants	377	336	354	448	818	0	295	731
Number of Adult Program Participants	857	1,343	2,353	2,471	1,726	48	24	354
Number of Theatre Production Attendees	102	0	0	0	0	0	0	0
Number of Special Event Attendees	2,865	2,505	3,484	3,970	796	3,000	0	3,145
Total Number of Special Events Offered	8	17	19	17	19	3	1	9
Total Number of Programs Offered	23	38	68	78	51	3	3	25
Youth Program Revenue	\$22,095.25	\$27,728.00	\$29,068.00	\$29,702.00	\$ 49,676.00	\$18,270.00	\$936.00	\$ 46,283.40
Adult Program Revenue	\$15,246.25	\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90	\$741.00	\$60.00	\$ 5,849.30
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$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	\$785.00	\$0.00	\$ 2,905.00

**Administration**

Number of Shelter Reservations	112	153	116	112	110	17	1	57
Hours of Shelter Reservations								0
Shelter Reservation Revenue	\$3,732.00	\$4,083.00	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$210.00	\$0.00	\$ 1,129.00
Number of Facilities Reservations	305	105	63	136	261	26	29	103
Hours of Facility Reservations								0
Facility Reservation Revenue	\$28,514.05	\$6,345.82	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$3,087.50	\$3,457.50	\$ 14,476.25
Field Rental Revenue						\$575.00	\$50.00	\$ 1,220.00
Misc. Revenue	\$39,729.53	\$52,032.78	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$6,545.55	\$1,126.00	\$ 17,424.34

**Senior Center**

Senior Center Participants	3,993	2,399	2,860	3,269	3,586	387	283	1,402
Number of Trip Participants	366	316	473	387	477	18	64	195
Number of Meals Participants	3,430	3,848	2,912	3,315	2,867	282	203	1,168
Number of Program Participants		587	632	4,486	4,030	454	321	1,639
Number of Trips Offered	43	31	42	31	34	2	4	17
Number of Meals Served	48	50	46	49	49	5	3	21
Number of Programs Offered	5	54	50	90	87	9	7	35

**White House Inn Library & Museum**  
**November 2013**

**Summary of Activities**

The Library Director and City Administrator met with the architect on November 6<sup>th</sup> to look at possible furniture for the new library's teen and children areas. The furniture is made of foam which makes it light weight for easy moving. The foam does not have any seams which mean it can be cleaned without water seeping into it. Also, the foam is soft enough so that if a child fell on it, the individual would not be hurt. The furniture is highly durable and can be easily repaired if it does rip. The furniture has many different shape options and color choices which makes it playful and funky which will attract teens and children.

The Library board met in November. It was decided that the library board would meet an hour earlier in January to conduct their yearly evaluation of the library director. At the meeting, the Mayor also asked if statistics could be pulled to show the number of library users that live in Robertson County Cities other than White House. The Director reported that she would have to contact the circulation systems company to see if they could create a special report that would pull just those specific numbers, but she would look into it.

The library held its food for fines week November 18<sup>th</sup> through the 23<sup>rd</sup>. The library had many of its late items returned and as a result filled up half of the large food center box with can goods for those in need making the event successful for both the library and the community.

The Friends of the Library also continued their fundraising campaign by passing out fundraising booklets at the November Chamber of Commerce. Additionally, the Friends decided to try and schedule a 4 mile run in the City around the Memorial holiday in May to raise more funds.

The library Director and some members of the parks department went to the Chattanooga Public Library on November 21<sup>st</sup> to pick up free library shelving. This shelving will be used in the new library's storage areas, staff work room, book sale room and in other departments throughout the city. The shelving is being stored in a bin at waste water until the shelving can be used.

**Department Highlights**

The department highlight for the month is the fact that we are much closer to getting the fine details such as shelving and furniture for the library worked out which is very important as the City hopes building to commence in March or April of 2014.

White House Inn Library & Museum  
November 2013

**PERFORMANCE MEASURES**

Official Service Area Population:	13,257	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	3	46
Memberships:	8,636	Preschool	3	54
		Teen	0	0
		Adult	0	0
Percent of the Population with Membership:	65	All ages	2	27
		Total	8	127
Total Materials Available:	27,562			
Estimated Value of Total Materials: Last Month:	\$689,050 \$681,175	Wireless Internet Users:		88
Total Materials Available Per Capita: Last Month:	2.07 2.00	Computer Internet Users:		258
		Children Computers:		51
State Minimum Standard:	2.00	Volunteers:		6
		Total Hours:		51.1
<u>Materials Added</u>		Services Provided by Contracting with State		
Adult Fiction:	117	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	23	Items Borrowed:		16
Child/Juvenile/Young Adult Fiction:	172	Items Loaned:		28
Juvenile/Young Adult Non-Fiction:	75	<u>R.E.A.D.S. 1<sup>st</sup> Qtr. Statistics</u>		
Audiobooks:	33	eBooks Downloaded:		1,051
Movies:	81	Audiobooks Downloaded:		672
Music CDs:	2	<u>R.E.A.D.S. 2<sup>nd</sup> Qtr. Statistics</u>		
Total:	503	eBooks Downloaded:		
		Audiobooks Downloaded:		
<u>Library Circulation</u>		<u>R.E.A.D.S. 3<sup>rd</sup> Qtr. Statistics</u>		
Total # of Check-outs:	3,123	eBooks Downloaded:		
Last Month:	3,939	Audiobooks Downloaded:		
Items per Patron:	3.19	<u>R.E.A.D.S. 4<sup>th</sup> Qtr. Statistics</u>		
		eBooks Downloaded:		
<u>New Memberships</u>		Audiobooks Downloaded:		
Adult:	14			
Senior Adult:	0			
Child:	0			
Student:	2			
Young Adult:	2			
Total:	18			

Municipal Court  
November 2013

Revenues

Citations

Total Collected for Month \$8,593.10  
Total Collected YTD \$60,090.10

State Fines

Total Collected for Month \$2,872.97  
Total Collected YTD \$8,095.64

**Total Revenue for Month \$11,466.07**  
**Total Revenue YTD \$68,185.74**

Disbursements

Litigation Tax \$573.45  
DOS / DOH Fines & Fees \$598.50  
DOS Title & Registration \$223.25  
Restitution / Refunds \$0.00  
TBI-Expungement / Fees \$0.00  
Worthless Checks \$117.50

**Total Disbursements for Month \$1,512.70**  
**Total Disbursements YTD \$10,586.25**

**Adjusted Revenue for Month \$9,953.37**  
**Total Adjusted Revenue YTD \$57,599.49**

**Drug Fund Donations for Month \$1,825.48**  
**Drug Fund Donations YTD \$3,104.54**

Account	Description	Year-To-Date		Monthly Comparative:		% of Budget	Estimate Avg/Mth	Month-To-Date		% of AVG
		Budget Estimate	Actual	Actual	Actual			Actual	Actual	
110	General Fund									41.67%
<b>Revenues</b>										
31100	Property Taxes (Summer To Distribute)	0.00	(208,427.40)	0.00 %	0.00	0.00 %	0.00	(199,634.40)	0.00 %	0.00 %
31110	Real & Personal Property Tax(Current)	1,877,130.00	(3,629.81)	0.19 %	156,427.50	0.00 %	0.00	0.00	0.00 %	0.00 %
31120	Public Utilities Property Tax (Current)	75,776.00	0.00	0.00 %	6,314.67	0.00 %	0.00	0.00	0.00 %	0.00 %
31211	Property Tax Delinquent 1st Year	60,000.00	(38,686.56)	64.48 %	5,000.00	389.14 %	(19,457.00)	(19,457.00)	389.14 %	389.14 %
31212	Property Tax Delinquent 2nd Year	28,000.00	(9,812.69)	35.05 %	2,333.33	339.93 %	(7,931.69)	(7,931.69)	339.93 %	339.93 %
31213	Property Tax Delinquent 3rd Year	13,000.00	(509.00)	3.92 %	1,083.33	15.88 %	(172.00)	(172.00)	15.88 %	15.88 %
31214	Property Tax Delinquent 4th Year	8,000.00	(508.00)	6.35 %	666.67	22.20 %	(148.00)	(148.00)	22.20 %	22.20 %
31215	Property Tax Delinquent 5th Year	8,000.00	(256.00)	3.20 %	666.67	0.00 %	0.00	0.00	0.00 %	0.00 %
31216	Property Tax Delinquent 6th Year	2,600.00	0.00	0.00 %	216.67	0.00 %	0.00	0.00	0.00 %	0.00 %
31219	Property Tax Delinquent - Other Prior	5,500.00	0.00	0.00 %	458.33	0.00 %	0.00	0.00	0.00 %	0.00 %
31300	Int, Penalty, And Court Cost On Prop	43,500.00	(11,784.81)	27.09 %	3,625.00	155.61 %	(5,640.77)	(5,640.77)	155.61 %	155.61 %
31513	Payment In Lieu Of Tax -Sewer	93,209.00	(31,069.68)	33.33 %	7,767.42	0.00 %	0.00	0.00	0.00 %	0.00 %
31610	Local Sales Tax - Co. Trustee	2,050,000.00	(949,740.32)	46.33 %	170,833.33	109.15 %	(186,470.51)	(186,470.51)	109.15 %	109.15 %
31709	Beer And Liquor Local Priv Tax	5,200.00	(341.65)	6.57 %	433.33	0.00 %	0.00	0.00	0.00 %	0.00 %
31710	Wholesale Beer Tax	250,000.00	(119,009.90)	47.60 %	20,833.33	113.51 %	(23,648.48)	(23,648.48)	113.51 %	113.51 %
31800	Business Taxes	140,000.00	(31,516.38)	22.51 %	11,666.67	3.77 %	(439.29)	(439.29)	3.77 %	3.77 %
31911	Natural Gas Franchise Tax	110,000.00	(106,102.49)	96.46 %	9,166.67	0.00 %	0.00	0.00	0.00 %	0.00 %
31912	Cable TV Franchise Tax	99,000.00	(57,329.00)	57.91 %	8,250.00	341.53 %	(28,176.37)	(28,176.37)	341.53 %	341.53 %
31960	Special Assessment - Liens	2,000.00	(285.00)	14.25 %	166.67	63.00 %	(105.00)	(105.00)	63.00 %	63.00 %
31980	Mixed Drink Taxes	9,500.00	(9,719.21)	102.31 %	791.67	242.91 %	(1,923.07)	(1,923.07)	242.91 %	242.91 %
32090	Peddler Permit	50.00	0.00	0.00 %	4.17	0.00 %	0.00	0.00	0.00 %	0.00 %
32209	Beer And Liquor License Application	1,000.00	(250.00)	25.00 %	83.33	0.00 %	0.00	0.00	0.00 %	0.00 %
32610	Building Permits	21,000.00	(32,678.50)	155.61 %	1,750.00	206.71 %	(3,617.50)	(3,617.50)	206.71 %	206.71 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
110	General Fund					41.67%
32690	Other Permits	50.00	0.00	4.17	0.00	0.00 %
32710	Sign Permits	700.00	(500.00)	58.33	0.00	0.00 %
33100	Federal Grants	2,601,564.00	(13,133.60)	216,797.00	(12,330.10)	5.69 %
33142	ARRA Grant #1 - Fiber Optic	0.00	(11,970.48)	0.00	0.00	0.00 %
33191	Fema Reimbursement	0.00	(79,232.77)	0.00	(79,232.77)	0.00 %
33320	Tva Payments In Lieu Of Taxes	111,164.00	0.00	9,263.67	0.00	0.00 %
33400	State Grants	100,000.00	0.00	8,333.33	0.00	0.00 %
33410	State Law Enforcement Education	23,000.00	0.00	1,916.67	0.00	0.00 %
33451	Local Grant - Sumner County	500,000.00	(500,000.00)	41,666.67	(500,000.00)	1,200.00 %
33460	State Grant-Library Technology	1,500.00	0.00	125.00	0.00	0.00 %
33510	State Sales Tax	702,980.00	(300,718.43)	58,581.67	(59,270.02)	101.18 %
33520	State Income Tax	20,000.00	(20,974.41)	1,666.67	(79.45)	4.77 %
33530	State Beer Tax	5,025.00	(2,576.91)	418.75	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,023.00	(8,748.84)	1,751.92	(1,749.42)	99.86 %
33593	Corporate Excise Tax	12,000.00	0.00	1,000.00	0.00	0.00 %
33710	County Grant - Senior Nutrition	9,500.00	(4,750.00)	791.67	0.00	0.00 %
34120	Fees And Commissions	2,000.00	(1,819.27)	166.67	(125.00)	75.00 %
34740	Parks And Rec League Fees	70,000.00	(58,353.85)	5,833.33	(878.25)	15.06 %
34741	Field Maintenance Fees	8,000.00	(2,750.00)	666.67	0.00	0.00 %
34760	Library Fines, Fees, And Other	7,500.00	(3,191.86)	625.00	(450.10)	72.02 %
34793	Community Center Fees	21,000.00	(16,350.25)	1,750.00	(3,407.50)	194.71 %
34900	Other Charges For Services	9,500.00	(2,981.00)	791.67	(544.00)	68.72 %
35110	City Court Fines And Costs	150,000.00	(57,869.49)	12,500.00	(9,953.37)	79.63 %
35130	Impoundment Charges	300.00	(100.00)	25.00	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
36000		Other Revenues		(5,242.88)	37.45 %	1,166.67	(2,703.83)	231.76 %
36100		Interest Earnings		(1,429.12)	25.07 %	475.00	0.00	0.00 %
36210		Rent		(3,837.81)	21.32 %	1,500.00	0.00	0.00 %
36330		Sale Of Equipment		(344.58)	0.00 %	0.00	0.00	0.00 %
36350		Insurance Recoveries		(73,530.37)	0.00 %	0.00	(205.37)	0.00 %
36420		Stadium Receipts		(3,657.00)	67.72 %	450.00	(451.00)	100.22 %
36430		Tax Refunds (Overpayments)		(3.11)	0.00 %	0.00	17.60	0.00 %
36450		Parks Concessions		(4,740.52)	43.10 %	916.67	0.00	0.00 %
36700		Contri And Donation From Private		(2,379.22)	0.00 %	0.00	0.00	0.00 %
36920		Sale Of Bonds		0.00	0.00 %	250,000.00	0.00	0.00 %
36960		Operating Transfer In From Other		(73,000.00)	0.00 %	0.00	0.00	0.00 %
		<b>Total Revenues</b>		<b>(2,865,842.17)</b>	<b>23.24 %</b>	<b>1,027,780.92</b>	<b>(1,148,726.66)</b>	<b>111.77 %</b>
<b>Expenditures</b>								
41000		General Government		146,709.11	40.66 %	(30,067.17)	18,245.97	60.68 %
41210		City Court		30,852.49	39.79 %	(6,461.42)	3,860.98	59.75 %
41500		Financial Administration		157,282.84	39.10 %	(33,522.08)	21,842.94	65.16 %
41650		Human Resources		59,800.73	42.14 %	(11,824.58)	8,971.46	75.87 %
41670		Engineering		1,077,738.56	53.51 %	(167,833.33)	2,786.23	1.66 %
41700		Planning And Zoning		108,676.29	39.45 %	(22,957.17)	16,821.41	73.27 %
41800		General Government Buildings		48,819.65	30.04 %	(13,542.00)	1,860.18	13.74 %
41921		Special Events		1,375.70	34.39 %	(333.33)	306.84	92.05 %
42100		Police Patrol		496,085.15	42.37 %	(97,581.17)	71,262.68	73.03 %
42120		Police Support Services		112,595.06	41.01 %	(22,880.42)	21,174.28	92.54 %
42150		Police Administration		74,783.85	34.24 %	(18,202.17)	11,497.59	63.17 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
42151			Communications Services	(185,000.00)	86,666.65	46.85 %	(15,416.67)	86,666.65	562.16 %
42200			Fire Protection And Control	(1,678,119.00)	422,243.83	25.16 %	(139,843.25)	72,976.73	52.18 %
42210			Fire Administration And Inspection	(358,350.00)	118,529.84	33.08 %	(29,862.50)	16,993.48	56.91 %
43000			Public Works	(727,844.00)	449,253.16	61.72 %	(60,653.67)	19,333.72	31.88 %
43100			Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310			Senior Citizen Activities	(42,614.00)	12,496.60	29.33 %	(3,551.17)	2,295.82	64.65 %
44700			Parks	(275,727.00)	123,464.37	44.78 %	(22,977.25)	21,479.26	93.48 %
44740			Park Maintenance	(829,464.00)	378,588.09	45.64 %	(69,122.00)	29,223.66	42.28 %
44800			Libraries	(3,785,534.00)	417,103.47	11.02 %	(315,461.17)	13,490.70	4.28 %
44880			Children's Library Services	(47,922.00)	14,247.43	29.73 %	(3,993.50)	2,445.42	61.24 %
51000			Misc Exp	(225,000.00)	4,387.50	1.95 %	(18,750.00)	1,111.90	5.93 %
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 %
<b>Total</b>	<b>110</b>	<b>Expenditures</b>		<b>(13,258,032.00)</b>	<b>4,346,320.37</b>	<b>32.78 %</b>	<b>(1,104,836.00)</b>	<b>444,647.90</b>	<b>40.25 %</b>
		General Fund		<b>(924,661.00)</b>	<b>1,480,478.20</b>	<b>160.11 %</b>	<b>(77,055.08)</b>	<b>(704,078.76)</b>	<b>-913.73</b>



121	State Street Aid Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>Revenues</b>								
33551			State Gasoline And Motor Fuel Tax	265,707.00	(91,853.22)	34.57 %	22,142.25	0.00 %
36100			Interest Earnings	60.00	(10.64)	17.73 %	5.00	0.00 %
			<b>Total Revenues</b>	<b>265,767.00</b>	<b>(91,863.86)</b>	<b>34.57 %</b>	<b>22,147.25</b>	<b>0.00 %</b>
<b>Expenditures</b>								
43100			Highways And Streets	(263,000.00)	173,612.63	66.01 %	(21,916.67)	0.00 %
			<b>Total Expenditures</b>	<b>(263,000.00)</b>	<b>173,612.63</b>	<b>66.01 %</b>	<b>(21,916.67)</b>	<b>0.00 %</b>
<b>Total</b>	<b>121</b>		State Street Aid Fund	<b>2,767.00</b>	<b>81,748.77</b>	<b>-2,954.42 %</b>	<b>230.58</b>	<b>0.00 %</b>





124	Impact Fees	Monthly Comparative:					
		Year-To-Date	Month-To-Date		41.67%		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
36100	Interest Earnings	500.00	(83.91)	16.78 %	41.67	0.00	0.00 %
36421	Roads Impact Fees	2,500.00	(2,344.98)	93.80 %	208.33	(240.83)	115.60 %
36422	Parks Impact Fees	1,080.00	(2,199.90)	203.69 %	90.00	(237.60)	264.00 %
36423	Police Impact Fees	2,500.00	(2,222.12)	88.88 %	208.33	(197.30)	94.70 %
36424	Fire Impact Fees	1,650.00	(1,471.00)	89.15 %	137.50	(130.17)	94.67 %
	<b>Total Revenues</b>	<b>8,230.00</b>	<b>(8,321.91)</b>	<b>101.12 %</b>	<b>685.83</b>	<b>(805.90)</b>	<b>117.51 %</b>
<b>Expenditures</b>							
51010	Roads Impact Fees	(122,710.00)	89.13	0.07 %	(10,225.83)	89.13	0.87 %
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)	63.57	1.48 %	(358.08)	63.57	17.75 %
	<b>Total Expenditures</b>	<b>(149,007.00)</b>	<b>152.70</b>	<b>0.10 %</b>	<b>(12,417.25)</b>	<b>152.70</b>	<b>1.23 %</b>
<b>Total 124</b>	<b>Impact Fees</b>	<b>(140,777.00)</b>	<b>(8,169.21)</b>	<b>-5.80 %</b>	<b>(11,731.42)</b>	<b>(653.20)</b>	<b>-5.57 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					41.67%
<b>Revenues</b>						
31610	Local Sales Tax - Co. Trustee	900.00	(150.00)	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	(1,529.06)	916.67	0.00	0.00 %
36100	Interest Earnings	80.00	(15.90)	6.67	0.00	0.00 %
	<b>Total Revenues</b>	<b>12,280.00</b>	<b>(1,694.96)</b>	<b>1,023.33</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expenditures</b>						
42129	Drug Investigation And Control	(15,933.00)	911.32	(1,327.75)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(15,933.00)</b>	<b>911.32</b>	<b>(1,327.75)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total 140</b>	<b>Police Drug Fund</b>	<b>(3,653.00)</b>	<b>(783.64)</b>	<b>(304.42)</b>	<b>0.00</b>	<b>0.00 %</b>

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>									
31110			Real & Personal Property Tax	620,000.00	(1,482.60)	0.24 %	51,666.67	0.00	0.00 %
36100			Interest Earnings	300.00	(11.30)	3.77 %	25.00	0.00	0.00 %
			<b>Total Revenues</b>	<b>620,300.00</b>	<b>(1,493.90)</b>	<b>0.24 %</b>	<b>51,691.67</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Expenditures</b>									
49000			Debt Service	(813,546.00)	96,283.57	11.84 %	(67,795.50)	94,183.57	138.92 %
			<b>Total Expenditures</b>	<b>(813,546.00)</b>	<b>96,283.57</b>	<b>11.84 %</b>	<b>(67,795.50)</b>	<b>94,183.57</b>	<b>138.92 %</b>
<b>Total</b>	<b>200</b>		Debt Service Fund (General)	<b>(193,246.00)</b>	<b>94,789.67</b>	<b>49.05 %</b>	<b>(16,103.83)</b>	<b>94,183.57</b>	<b>584.85 %</b>

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
412	Sewer Fund						41.67%
<b>Revenues</b>							
36000	Other Revenues	19,000.00	(6,691.71)	35.22 %	1,583.33	(136.09)	8.60 %
36100	Interest Earnings	2,700.00	(979.46)	36.28 %	225.00	0.00	0.00 %
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	0.00	0.00 %
37210	Application Fees	32,000.00	(8,400.00)	26.25 %	2,666.67	(900.00)	33.75 %
37220	Administrative Fees	11,000.00	(2,675.00)	24.32 %	916.67	(50.00)	5.45 %
37230	Sewer User Fees	2,506,000.00	(1,082,281.42)	43.19 %	208,833.33	(227,631.10)	109.00 %
37298	Capacity Fees	398,000.00	(179,866.11)	45.19 %	33,166.67	(8,600.00)	25.93 %
37995	Connection Fees	3,500.00	(4,500.00)	128.57 %	291.67	(900.00)	308.57 %
<b>Total Revenues</b>		<b>9,477,200.00</b>	<b>(1,460,326.41)</b>	<b>15.41 %</b>	<b>789,766.67</b>	<b>(238,217.19)</b>	<b>30.16 %</b>
<b>Expenditures</b>							
49000	Debt Service	(709,620.00)	53,553.64	7.55 %	(59,135.00)	29,710.62	50.24 %
52117	Administration And General Expenses	(727,281.00)	278,958.00	38.36 %	(60,606.75)	28,192.86	46.52 %
52210	Collection	(6,421,780.00)	2,999,691.30	46.71 %	(535,148.33)	38,517.04	7.20 %
52213	Sewer Treatment And Disposal	(2,351,176.00)	192,244.63	8.18 %	(195,931.33)	5,209.75	2.66 %
52223	Depreciation	(652,737.00)	217,579.00	33.33 %	(54,394.75)	0.00	0.00 %
58804	ARRA Assistance - Sewer Rehab	(75,000.00)	222,477.55	296.64 %	(6,250.00)	0.00	0.00 %
<b>Total Expenditures</b>		<b>(10,937,594.00)</b>	<b>3,964,504.12</b>	<b>36.25 %</b>	<b>(911,466.17)</b>	<b>101,630.27</b>	<b>11.15 %</b>
<b>Total</b>	<b>412 Sewer Fund</b>	<b>(1,460,394.00)</b>	<b>2,504,177.71</b>	<b>171.47 %</b>	<b>(121,699.50)</b>	<b>(136,586.92)</b>	<b>-112.23</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
416	Healthcare Fund					41.67%
<b>Revenues</b>						
36100	Interest Earnings	320.00	(69.66)	21.77 %	26.67	0.00 %
36960	Operating Transfer In From Other	30,285.00	(19,583.57)	64.66 %	2,523.75	201.81 %
	<b>Total Revenues</b>	<b>30,605.00</b>	<b>(19,653.23)</b>	<b>64.22 %</b>	<b>2,550.42</b>	<b>199.70 %</b>
<b>Expenditures</b>						
51520	Insurance Employers Share	(63,235.00)	24,558.00	38.84 %	(5,269.58)	87.46 %
	<b>Total Expenditures</b>	<b>(63,235.00)</b>	<b>24,558.00</b>	<b>38.84 %</b>	<b>(5,269.58)</b>	<b>87.46 %</b>
<b>Total</b>	<b>416 Healthcare Fund</b>	<b>(32,630.00)</b>	<b>4,904.77</b>	<b>15.03 %</b>	<b>(2,719.17)</b>	<b>-17.82 %</b>

433	Hillcrest City Cemetery	Account	Description	Year--To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>Revenues</b>								
34110		General Services		(1,365.00)	61.35 %	185.42	(720.00)	388.31 %
34321		Cemetery Burial Charges		0.00	0.00 %	37.50	0.00	0.00 %
34323		Grave - Opening And Closing Fees		(8,700.00)	60.42 %	1,200.00	(100.00)	8.33 %
36100		Interest Earnings		(61.69)	20.56 %	25.00	0.00	0.00 %
36340		Sale Of Cemetery Lots		(4,500.00)	52.94 %	708.33	0.00	0.00 %
		<b>Total Revenues</b>		<b>(14,626.69)</b>	<b>56.53 %</b>	<b>2,156.25</b>	<b>(820.00)</b>	<b>38.03 %</b>
<b>Expenditures</b>								
43400		Cemeteries		(40,858.00)	57.91 %	(3,404.83)	142.85	4.20 %
		<b>Total Expenditures</b>		<b>(40,858.00)</b>	<b>57.91 %</b>	<b>(3,404.83)</b>	<b>142.85</b>	<b>4.20 %</b>
<b>Total</b>	<b>433</b>	Hillcrest City Cemetery		<b>(14,983.00)</b>	<b>60.31 %</b>	<b>(1,248.58)</b>	<b>(677.15)</b>	<b>-54.23 %</b>

RESOLUTIONS....

December 12, 2013

## MEMORANDUM

**To:** Board of Mayor and Aldermen

**From:** Gerald Herman, City Administrator

**Re:** A Resolution Establishing Non-Resident Fees for the White House Inn Library

---

At the November 14, 2013 Library Board meeting the non-resident fee was discussed. After lengthy discussion it was decided that non-resident fees should go into the General Operating Fund instead of the Building Fund. Since neither Sumner nor Robertson Counties contribute to the general operating expenses of our library there could be no perceived connection with the counties contribution to our building fund. Also, I have discussed this with our Finance Director and her recommendation was that the non-resident fee be designated to the General Operating Fund.

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

**RESOLUTION 13-19**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ESTABLISHING NON-RESIDENT FEES FOR THE WHITE HOUSE INN LIBRARY.**

**WHEREAS**, at the recommendation of the Library Board, the Board of Mayor and Aldermen desires to establish non-resident fees for the White House Inn Library to be designated for the General Operating Fund; and

**WHEREAS**, this resolution replaces Resolution 11-09 in its entirety;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby establish by resolution the following annual fees:

Non-Resident Adult Library Card Fee - The annual fee for a non-resident card for adults 17 years of age and older is \$10; this fee is due when the card is renewed.

Non-Resident Juvenile Library Card Fee - The annual fee for a non-resident card for juveniles 16 years of age and under is \$5; this fee is due when the card is renewed.

Adopted this 19<sup>th</sup> day of December 2013.

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

ORDINANCES....

ORDINANCE 13-10

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE TITLE 20 MISCELLANEOUS.

WHEREAS, the Board of Mayor and Aldermen desire to revise the Municipal Code regarding public records policy and fees;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 20 Miscellaneous be revised as follows:

**CHAPTER 3: PUBLIC RECORDS POLICY AND FEES**

**Section 20-301. Establishment of Records Management Policy.** The City shall adopt and maintain a Records Management Policy by resolution.

**Section 20-302. Fees.** The City shall collect the same fees as are authorized in Tennessee Code Annotated § 8-4-604 for copies of public records.

First Reading: November 21, 2013 PASSED

Second Reading: December 19, 2013

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

December 12, 2013

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Reed Hillen, Planning and Codes Director  
**Re:** Amendment to Section 3.150.1 in Article III of the Zoning Ordinance Regarding Minimum Distances Telecommunication Towers

---

The White House Planning Commission on Tuesday October 14<sup>th</sup> recommended approval to the Board of Mayor and Aldermen for the following amendment to Article III of the Zoning ordinance. The following will be placed in section 3.150.1, in subsection (1) after (e):

- (f) All new telecommunications towers will be placed at least two (2) miles from any existing telecommunications tower. A special exception, to be granted by the Board of Zoning Appeals, may reduce this minimum distance to one-half (1/2) mile if necessary.

ORDINANCE 13-11

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE III, SECTION 3.150 SUBSECTION 1, STANDARDS FOR TELEPHONE, TELEGRAPH AND COMMUNICATIONS TRANSMITTER STATIONS AND TOWERS.

WHEREAS, the City of White House, Tennessee desires regulating land use for the purpose of new telecommunication towers within White House, Tennessee by regulating that all new telecommunications towers be placed at least two (2) miles from any existing tower,

WHEREAS, the White House Municipal Planning Commission at the October 14, 2013 Meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City of White House, Tennessee, be amended as hereinafter described; and

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

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

*Amendment in Bold Italics*

Article III: General Provisions  
SECTION: 3.150 Minimum Design Standards for Transmission and Communications Towers and Stations  
ITEM: 3.150.1 Standards for Telephone, Telegraph and Communication Transmitter Stations and Towers  
PART: *(f) New Ordinance Section*

*(f) All new telecommunication towers will be placed at least two (2) miles from any existing telecommunication tower. A special exception, to be granted by the Board of Zoning Appeals, may reduce this minimum distance to one-half (1/2) mile if necessary.*

BE IT FURTHER ORDAINED this ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: December 19, 2013

Second Reading: January 16, 2014

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Harville, City Recorder

FINANCE....

December 4, 2013

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** W. Joe Moss, Director of Public Services  
**Re:** Request to Authorize Grinder Pump Installations

---

On this date, December 4, 2013, I am requesting that the Mayor and Board of Aldermen approve a request to Authorize Grinder Pump Installations for the addresses on the attached spreadsheet. This project will use City forces and wastewater enterprise funds to complete these connections to the City's sewer system.

The BMA has previously amended the Wastewater Ordinance to allow for sewer installation projects on a preapproved, limited, basis.

I've also included a spreadsheet that details projected cost associated with this project on a per installation basis

Should you have any questions regarding this project request, please call me at 406-0177.

Resident/Commercial  
Any Street  
White House, TN 37188

December 4, 2013

Re: Sewer Connection Required @

Dear \_\_\_\_\_;

This letter will serve as a follow-up to our meeting August 20, 2013 regarding the City's requirement for you to connect to the City's wastewater system.

As per our agreement, the property owner will be responsible to do the following:

1. Provide a 220 volt, single phase breaker box on the outside of the building at a location to be determined by the City;
2. Provide an utility easement that will run from the City's right-of-way (R-O-W) to the building;
3. Provide a cleaning service to the existing septic tank, thereby emptying the tank of its contents;
4. Provide the decommissioning of the septic tank in accordance with State and County requirements.

The City will provide the grinder pump and tank, the necessary appurtenances and the labor to connect your building to the City's sewer system.

As it stands currently, your sewer connection ranking is number 1 out of 24. I cannot provide you with a tentative install date at this time. Due to limited funding we are anticipating completing about five (5) or six (6) projects per year.

**WW Connection Letter Refuse Only Account With No Sewer 10.30.2013**

**ACCOUNT REFUSE COLLECTION ONLY**

Address	TELEPHONE #	Mailing Address	Account Number	Property Owner	Occupant	Sewer Service	Garbage Pickup	Sewer Available	Notes	Type of Service Needed	Footage Needed	Day and Time
		same	75-2380-01	James Castro	same	no	yes		does'nt about	LPG	150	
		P.O. Box 1311, White House, TN	68-5570-01	Dale Broadrick	Tyler Broadrick	no	yes		does'nt about	LPG		
		same	68-5480-01	Stacey Stoddard	same	no	yes		does'nt about	LPG		
		same	240-2490-01	Iva Ray Jones	same	no	yes		does'nt about	LPG		
		same	240-2450-01	Miriam Kittell	Jeffery Jones	no	yes		does'nt about	LPG		
		same	240-2440-01	Larry Moore	same	no	yes		does'nt about	LPG		
		same	240-2420-01	Walter Williams	same	no	yes		does'nt about	LPG		
		same	240-2340-01	Ron Barratz	same	no	yes		No Sewer Available SEWER NOT needed	LPG		
		P.O. Box 1334, White House, TN 37188	68-4090-01	Hampton Village Homeowners	same	no	yes			LPG		
3634 Hwy 31W	672-3353	same	61-2490-01	Edna Wilkinson	same	no	yes	Yes		LPG	567	Tues 8/13/2013 2:30PM
3649 Hwy 31W	672-4386	same	68-430-01	John Davis	same	no	yes	Yes	Bore/Jack	LPG	1184	Tue 8/13/2013 2:00 pm
3652 Hwy 31W	636-3638	same	61-2550-01	Cliff Hutson	James Trout	no	yes	Yes		LPG	630	Tue 8/13/2013 3:00pm
3674 Hwy 31W	672-0582	same	61-2580-01	Cliff Hutson	same	no	yes	Yes		LPG	500	Tue 8/13/2013 3:00pm
7532 Plinson Lane	672-3387	same	70-1010-01	Jewel Tate	A R Tate	no	yes	Yes		LPG	548	Tue 8/13/2013 3:30 pm
7556 Plinson Lane	672-3387	same	70-1020-01	Wayne Tate	same	no	yes	Yes		LPG	160	Tue 8/13/2013 3:30pm
946 Tyree	672-0113	same	170-290-01	James Conner	same	no	yes	Yes		LPG	575	Tues 8/13/2013 4:00pm
2103 Old Hwy 31	672-2777	same	75-2400-01	Lynn Ballou	T & T Sales	no	yes	Yes		LPG	58	Tue 8/14/2013 5:30pm
3654 Hwy 31W	533-2656	Maxie Lambert	61-2540-01	Joe Lambert	Willard Lambert	no	yes	Yes		LPG	1053	Home 9/3/2013 1:00pm
3660 Hwy 31W	672-4636	P.O. Box 299, White House, TN 37188	61-2560-01	Seventh-Day Adventist	Pastor Mike McKenzie	no	yes	Yes		LPG	1100	Tue 8/20/2013 3:30pm
3661 Hwy 31W	672-0056	P.O. Box 824, White House, TN 37188	68-390-01	Sandra Allen	same	no	yes	Yes	Bore/Jack	LPG	1797	Tue 8/14/2013 8:30am,
3665 Hwy 31W		same	68-380-01	Steve Wulbert	same	no	yes	Yes	Bore/Jack	LPG	1705	Wed 8/14/2013 9:30am
3638 Hwy 31W	672-5894	same	61-2510-01	Ann Stitt	same	no	yes	Yes		LPG	567	Tue 9/3/2013 9:30am
2948 Union Road	672-1121	same	240-2040-01	New Beginning Baptist Church	same	no	yes	Yes		LPG	323	Wed 8/14/2013 4:00pm
2961 Union Road	289-0874	same	240-2030-01	John Garrett	Donald Spears	no	yes	Yes	Open Cut	LPG	143	Tue 8/20/2013 2:00pm
2979 Union Road	672-7233	same	240-2000-01	The Jordan Group LLC	AA Stor-N Loc	no	yes	Yes	Open Cut	LPG	72	Tue 8/20/2013 2:00pm
144 Old Hwy 31	594-3025	same	55-590-02	Martha Billunas	Marli Billunas	no	yes	Yes		LPG	125	Tue 8/20/2013 4:30pm
2956 Union Road	354-2160	same	240-2050-01	Frank Gray (Kathy Gray)	same	no	yes	Yes		LPG	387	Tue 8/20/2013 5:00pm
420 Callita Road	517-0747	same	71-2040-01	William A Douglas	same	no	yes	Yes	Vacuum	VAC	225	Tue 8/20/2013 6:00pm
484 Callita Road	379-5002	3036 Meadowview Court, Cross	71-2240-01	Ed Hickman	same	no	yes	Yes	Top 10" FM	LPG	700	Tue 8/20/2013 2:00pm
492 Callita Road	672-4543	same		Phillip Sullivan	same	no	no	yes		LPG	590	Tue 9/3/2013 8:00am
507 Callita Road	672-7719	same	71-2260-1	David Shadwick	same	no	yes	Yes		LPG	525	Tue 8/20/2013 8:00am
511 Callita Road	672-0199	same		Richard Howell	same	no	no	yes		LPG	530	Tue 8/20/2013 5:30 pm
435 Hickory Spr	672-4468	same	61-1740-01	Donald Day	same	no	yes	No	on Brinkley Ln	Gravity	1,000	Tue 9/3/2013 10:00am

### Cost Estimate to Connect Existing Trash Account Customers to Sewer

Approximate Cost To Install a New Wastewater LP Service Line & Pump						
Part	Quantity	Cost	Unit	100'	200'	300'
1.25" Pipe	100	\$ 0.48	Feet	\$ 48.00	\$ 96.00	\$ 144.00
1.25" 45° bend	4	\$ 0.68	Each	\$ 2.72	\$ 2.72	\$ 2.72
1.25" True Union Ball Check Valve	1	\$ 48.38	Each	\$ 48.38	\$ 48.38	\$ 48.38
1.5"X1.25" Reducer Coupling	1	\$ 0.43	Each	\$ 0.43	\$ 0.43	\$ 0.43
1.5" SDR Pipe	1	\$ 0.73	Feet	\$ 0.73	\$ 0.73	\$ 0.73
2"X1.5" Reducer Coupling	1	\$ 0.71	Each	\$ 0.71	\$ 0.71	\$ 0.71
2" SDR 21 Pipe	2	\$ 0.46	Feet	\$ 0.92	\$ 0.92	\$ 0.92
3" SDR 2 Pipe	5	\$ 0.95	Each	\$ 4.75	\$ 4.75	\$ 4.75
3"X4" Reducer Coupling	1	\$ 3.75	Each	\$ 3.75	\$ 3.75	\$ 3.75
3" 45° Bend	2	\$ 4.48	Each	\$ 8.96	\$ 8.96	\$ 8.96
3" Wye-Tee	1	\$ 14.85	Each	\$ 14.85	\$ 14.85	\$ 14.85
3" Female Adapter	1	\$ 2.12	Each	\$ 2.12	\$ 2.12	\$ 2.12
3" Male Thread Cap	1	\$ 2.22	Each	\$ 2.22	\$ 2.22	\$ 2.22
4" SDR Pipe	2	\$ 1.57	Feet	\$ 3.14	\$ 3.14	\$ 3.14
Mid-State 11X18 Box	1	\$ 50.25	Each	\$ 50.25	\$ 50.25	\$ 50.25
Mid-State 11X18 Cast Lid	1	\$ 63.47	Each	\$ 63.47	\$ 63.47	\$ 63.47
1.25" Brass Male to PVC Adaptor	1	\$ 22.00	Each	\$ 22.00	\$ 22.00	\$ 22.00
2" Brass Male to PVC Adaptor	1	\$ 41.50	Each	\$ 41.50	\$ 41.50	\$ 41.50
2" Epoxy Coated RS Gate Valve	1	\$ 201.00	Each	\$ 201.00	\$ 201.00	\$ 201.00
2"X6" Brass Nipple	1	\$ 16.35	Each	\$ 16.35	\$ 16.35	\$ 16.35
Class 67 Stone Bedding Material	1	\$ 18.25	Ton	\$ 18.25	\$ 18.25	\$ 18.25
Top Soil Restoration Material	4	\$ 15.50	Ton	\$ 62.00	\$ 62.00	\$ 62.00
Seed Matting Restoration Material	1	\$ 42.40	Each	\$ 42.40	\$ 42.40	\$ 42.40
Sand Material for Septic Tank Backfill	8	\$ 15.50	Ton	\$ 124.00	\$ 124.00	\$ 124.00
Man-Hours	40	\$ 16.00	hours	\$ 640.00	\$ 960.00	\$ 1,920.00
E-One Tank Package	1	\$ 2,250.00	Each	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
				<b>Approximate Cost For Service Installation:</b>	<b>\$ 3,672.90</b>	<b>\$ 5,048.90</b>

Other Possible Material Cost:

Larger Sized Tapping Saddles @ \$84 and up depending on size; 6" Valve Box Risers @ \$20 - \$40; Asphalt and/or Concrete Repairs; Easements As Needed

WW Service Line & Pump Installation Cost 07.30.2013

December 10, 2013

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Intersection Improvements at Tyree Springs and South Palmers Chapel Road

---

Please find attached the agreement with CSR Engineering for professional engineering services for intersection improvements at Tyree Springs and South Palmers Chapel Road. The compensation to be paid to CSR for providing the requested services shall be \$75,560.00 for basic services in this agreement and additional services attached herein for the project Design & CEI scope by CSR.

I am requesting authorization to enter into this agreement. Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2105.

# CSR ENGINEERING

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made as of the \_\_\_ day of \_\_\_\_\_ 2013, between the City of White House ("City" or "Client") and CSR Engineering, Inc. ("CSR") to perform professional services for the assignment described as follows:

Project: TDOT Local Programs Intersection Improvements at Tyree Springs and South Palmers Chapel Road

Services Location: White House, TN

Description of Project: The Intersection Project ("Project") will include construction of three new turn lanes for each leg of the three-way intersection of South Palmers Chapel Road and Tyree Springs Road (SR258). The construction will include storm water drainage facilities, roadway widening, striping, signage and associated roadway improvements.

- I. PROFESSIONAL SERVICES: CSR agrees to perform the following Basic Services under this contract:
  - a. Professional Engineering Services that are defined by the CSR scope attached below and more importantly cover the Design and CEI scope of work as defined by TDOT Local Government Guidelines ,
  - b. Exclusively represent the City in related issues.
- II. COMPENSATION: The compensation to be paid to CSR for providing the requested services shall be:

\$75,560.00 for the Basic Services in this Agreement and additional services attached herein for the project Design & CEI scope by CSR, which will be billed by percentage of work completed for the duration of the Project.
- III. PAYMENTS: Billings for services rendered will be made monthly and payment is due within thirty (30) days of receipt of invoice.
- IV. TERMINATION: The City may terminate this Agreement, upon providing at least thirty (30) days prior written notice to CSR, if the City does not receive anticipated funding for the Project from state and federal sources. Either party may terminate this Agreement for material breach by the other upon providing the breaching party at least thirty (30) days prior written notice. On termination by either the City or CSR, the City shall pay CSR for any services performed to the date of termination (including all reimbursable expenses incurred).
- V. ACCESS TO THE SITE/JOBSITE SAFETY: Unless otherwise stated, CSR will have access to various sites as necessary for the performance of the services. The Client understands that CSR is

not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. Except as provided in Section VI, below, CSR will not be responsible for any losses or injuries that occur at the Project site.

- VI. INDEMNITY REQUIREMENT. CSR further agrees to protect, defend, and save the Client its elected and appointed officials, agents, employees and volunteers while working in the scope of their duties as such, harmless from and against any and all claims, demands, and causes of action of any kind or character, including the cost of their defense, arising in favor of CSR's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of CSR and/or its agents, employees, subcontractors, representative or the Client under this agreement.
- VII. INSURANCE: CSR shall secure and maintain insurance in the amounts set forth in Exhibit A attached hereto and incorporated herein by reference. CSR shall provide the City with at least thirty (30) days prior written notice of the expiration or termination of any insurance policy providing coverage required by this Section. Moreover, CSR shall ensure that the City is named as an additional insured on each such policy and, upon request by the City, furnish certificates of insurance to the City evidencing the coverage required by this Section and the City's status as an additional insured.
- VIII. DISPUTE RESOLUTION: It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit. Each party shall pay one-half of the costs of such mediation.
- IX. OPINIONS OF CONSTRUCTION COST: Any opinion of probable construction cost prepared by CSR represents CSR's judgment as design professionals and is supplied for general guidance of the Client. Since CSR has no control over the construction marketplace, CSR does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.
- X. TERMS OF CONTRACT: The term of this Agreement shall commence as of the date that it is executed by both parties and continue thereafter for the duration of the Project or five (5) years, whichever is earlier.
- XI. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.
- XII. WAIVER: Waiver by either party of a breach of any provision of this Agreement shall not

constitute waiver of any future breach of that provision nor otherwise prevent either party from enforcing that provision with respect to other breaches thereof.

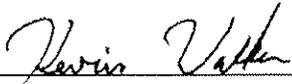
**City of White House**  
**Billy S. Hobbs Municipal Center**  
**105 College Street**  
**White House, TN 37188**

**CSR Engineering, Inc.**  
**248 Centre Street**  
**Suite 200**  
**Pleasant View, TN 37146**

\_\_\_\_\_  
Signature

Gerald Herman  
Printed Name

City Administrator  
Title

  
\_\_\_\_\_  
Signature

Kevin Walker  
Printed Name

President  
Title

## Exhibit A

### Insurance

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

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

# Exhibit B

## Scope of Work

### General Scope of Work

1. **Construction Plans and Bid Package:** Construction plans will be developed according to TDOT design guidelines. CSR will prepare a bid package containing specifications and plans for the City to issue for bids. The final set of plans for construction will include:
  - Finalized plans, details and documents from Preliminary Design
  - Quantities with General and Special Notes
  - Erosion Prevention and Sediment Control
  - Any necessary Structural Plans and Details
  - Signage Plans
  - Striping Plans
  - Traffic Control in accordance with MUTCD
  - Drainage Details

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

2. **Erosion Control and Preconstruction Conferences:** Prepare for and conduct the Erosion Control and Preconstruction Conferences. Address and resolve all issues that arise at the meeting with appropriate offices, agencies and divisions. Prepare and distribute detailed minutes of the meeting.
3. **Attend Scheduled Project Meetings:** Prepare the agenda, attend, and conduct meetings as required (weekly or bi-weekly as necessary) with any TDOT personnel, contractor, sub-contractors, utility personnel and other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies.
4. **Project Administration:** Provide project administration and coordinate with the assigned TDOT Project Supervisor. Prepare for and attend, when requested, any periodic or in-depth FHWA inspections that may be conducted on the project related to project work, progress, or records. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. Provide ample inspectors and assistance to adequately oversee all work being done on the contract. Monitor Consultant hours worked on the project and justify need for overtime. Prior to starting work, submit to TDOT Project Supervisor a listing of personnel assigned to the project for review and approval. In addition, a list of persons with emergency phone numbers should always be supplied to the TDOT Project Supervisor and be available at any time in the case of an emergency on the project. The project Administrator should also obtain from the contractor a list of contractor's

personnel that will be responsible for any occurrence that may arise on the project for the life of the project.

5. **Provide Construction Inspection:** Provide effective and qualified supervision of all inspection services being conducted by Consultant and sub-consultants. CSR Field technicians are certified in the applicable TDOT certification workshops listed below:
  - a) OSHA 10 Safety Training Construction
  - b) Asphalt Roadway Paving Inspector
  - c) TDOT Class 1 Concrete Technician
  - d) TDOT Soils and Aggregate Technician
  - e) Nuclear Gauge Training
  - f) EPSC TDEC Level I
  - g) TTAP Traffic Flagger Training
6. **Conduct Field Surveys:** Conduct and supervise any necessary surveying services to obtain original, final, as well as progress estimate quantities for payment of all earthwork pay items to the contractor. Coordinate with contractor to establish horizontal and vertical control on the project to be utilized by the contractor for construction layout. Be prepared to justify quantities in case of discrepancies by contractors or the Department. Upon request, check construction layout when deemed necessary by the TDOT Project Supervisor.
7. **Supplemental Agreements/Construction Change, Force Account, VECP:** Notify the TDOT Project Supervisor of the necessity of any Supplemental Agreements/Construction Changes. Negotiate prices for additional pay items with the contractor while adhering to the "Average Unit Price" listing when possible. Coordinate acceptance of prices with the TDOT Project Supervisor. Prepare the Supplemental Agreement/Construction Change on the supplied standard form and submit to the TDOT Project Supervisor for final review and submittal for processing. Any work that cannot be negotiated with the prime contractor will be pursued by Force Account as defined in the Standard Specifications and recorded on forms supplied by the Department. Submit Value Engineering Change Proposals to the TDOT Project Supervisor for analysis and distribution to the appropriate division(s).
8. **Shop Drawings:** See Special Provision 105A
9. **Quality Assurance, Testing for Acceptance, and Training:** Provide certification training to Consultant personnel for all necessary field-testing and inspection. Monitor the testing provided by the contractor in the field as defined in the Contract, Plans or Specifications. Document Consultant testing on standard forms provided by the Department and distribute as required. Monitor documentation of testing by the contractor. Field testing by the Consultant includes, but is not limited to, all TDOT tests for concrete for acceptance by the Department, nuclear density testing of earthwork, base stone, asphalt, structural backfill, and pipe backfill as defined in the Standard Specifications and the Departments sampling and testing schedule. The Consultant will also provide aggregate analysis and moisture testing for roadway embankment and base stone materials as defined in the Standard Specifications and the Departments sampling and testing schedule. (Note: All test normally to be performed by TDOT project personnel will be performed by CSR.) Also included

as the responsibility of the consultant is miscellaneous checking of application rates and dimensions and bearings to assure conformance to Plans and Specifications. In case of notification of defective concrete as defined in the Specifications, the Consultant will submit the initial information on forms supplied by the Department and receive the final disposition of the material after review. Certifications of material submitted by the contractor will be reviewed by the Consultant for conformity to the Specifications. The certification documents submitted to the Department will also be reviewed for completeness and conformance to the Department's standard form of submission. A Final Materials and Tests Certification will be submitted to the Materials and Tests Manager with the Final Records.

10. **Progress Payments:** The Consultant will document and assemble accurate quantities for Monthly Progress Payments to the prime Contractor from actual project field records, as directed by Special Provisions in the contract, from Supplemental Agreements/Construction Changes or Force Accounts. The quantities for payment will be referenced to field records prior to submission for payment. Test reports will be on file prior to payment. The TDOT Project Supervisor must approve any waiver of testing documents prior to payment. Pay quantities will be submitted to the TDOT Project Supervisor for review and payment on a printout from the "Final Record Book" program provided by the Department. Payments for stockpiled material may be made as defined in the Standard Specifications and approved by the Project Supervisor. Estimate "cutoff" will be as follows: Region 2 & 3 - the last day of each month, except for the month of June with the submission of the quantities to the TDOT Project Supervisor for review and payment by the sixth of each month.

Copies of approved subcontracts as well as copies of actual DBE subcontractor's contracts should be on file prior to the first Progress Payment.

11. **Revisions to the Contract Plans:** Any revisions to the contract plans or cross sections will be submitted to the TDOT Project Supervisor for processing.
12. **Distribution of Correspondence:** Submit to the TDOT Project Supervisor a copy of all correspondence between the Consultant, contractor, subcontractors, or others concerning matters related to the project. Maintain an office file copy for submission with the project Final Records.
13. **Inspection of Work:** Provide inspection services for conformance to Plans and Specifications for all roadway, structures, and specialty items that are being incorporated into the project. Observe, measure, and record all quantities for payment. Record field measurements in project records for review by the Department or auditors. The records will be recorded on a standard form (field book) supplied or defined by the Department and/or on field inspection forms to be submitted to the Department. Check traffic control daily, and additionally as required or requested. Notify the contractor of deficiencies or problems immediately. The consultant is not charged with the role of safety inspector, but expected to have unsafe issues corrected by the Prime Contractor. Document weekly (or as often as necessary) project traffic control on forms supplied by the Department and distribute as required. Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. Notify the contractor of deficiencies. Prepare to justify any and all pay quantities in the case of questions by the contractor or Department. Prepare an

accurate daily diary, signed by the inspector, consisting of:

- A record of the contractors on the project
- Personnel working (number and classification)
- Equipment (number and type or size)
- Location and work performed by each contractor or subcontractor
- Orders given the contractor
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible
- Weather, amount of precipitation, temperature, conditions, etc.
- Days charged, with explanation if not charged
- Equipment arriving or leaving the project, idle equipment
- Any other details that may be important later in the project life.

**14. Contractor's Payrolls, Employee Interviews and Contract Compliance:**

Receive and check the contractor's payrolls for conformance to state wage rates as defined in the contract. Late payrolls (two weeks late) are justification to withhold progress payment. Notify the prime contractor of late payrolls and request immediate submission. Notify the TDOT Project Supervisor prior to withholding payments. Conduct employee interviews on the forms submitted by the Department and compare to the submitted payrolls for accuracy. Notify the prime contractor of inaccuracies and resolve discrepancies. Adhere to Special Provisions concerning reports to be submitted to the Contract Compliance office.

**15. Reports:** There are numerous reports, documents, etc., that must be generated in the process of contract administration. A copy (electronic or paper) will be provided to the appropriate parties as needed.

**16. Final Records:** Submit a compilation of project records in the Department's standard format after project completion. Make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. Submit all final forms (FHWA-47, CC3, etc.) with the final records. Coordinate consultant hours after the project completion with the TDOT Project Supervisor for approval.

**17. Project Claims:** Prepare documentation and assist in the defense of the Department/City, when requested, in preparation for Claims or possible Claims resulting in the execution of the contract.

Services provided will be limited to the detailed scope of work written above. This proposal does not include any items not stated in the General Scope of Work. Any subsequent engineering services desired by the city will be included in later proposals.

The fee for these services will be a lump sum of 72,560.00 billed at completion of the following key milestones:

Item 1 – Design Services (Non-reimbursable)	\$ 18,000.00
<u>Item 2-17 – CSR CEI Services (Reimbursable 80/20)</u>	<u>\$ 57,560.00</u>
Total	\$ 75,560.00

The fee for these services will be a lump sum of **\$75,560.00**. The services offered are guaranteed for the completion of this project regardless of contractor scheduling so long as the construction scope of work is not significantly altered.

We will bill by percentage complete at the end of any significant portion of work. The fee quoted includes compensation for basic services listed above. We will begin work immediately upon receipt of a signed contract and will work on a reasonable and coordinated schedule to submit documents as required by TDOT Local Programs Local Government Guidelines.

DISCUSSION ITEMS...

OTHER BUSINESS...

OTHER INFORMATION....



## City of White House

Audit Planning for the  
Year Ended June 30, 2013



**CROSSLIN  
& ASSOCIATES**  
BUSINESS SOLUTION PROVIDERS



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November 10, 2013

To the Board of Mayor and Aldermen of  
the City of White House, Tennessee

Dear Members:

We are pleased to discuss herein our 2013 planned audit procedures for the City of White House (the "City"). This report outlines the scope of our work and what we see as the key considerations affecting 2013 financial reporting and disclosure. This communication is a method to validate our understanding of these matters, confirm your current year expectations, and align our efforts with your expectations.

The City of White House and Crosslin & Associates share a commitment to quality. We strive to understand the City's operations and emerging issues in order to mitigate risk. Our commitment to quality means we utilize technically qualified people and reflect quality in every aspect of our work.

We appreciate this opportunity to serve you. If you have any questions or comments, please call me at (615) 320-5500.

Very truly yours,

A handwritten signature in cursive script, appearing to read "David Hunt".

David Hunt  
Audit Principal



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## ***Audit Approach and Plan***

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We are pleased to be of service to the City. The following report describes our plan for the audit of the financial statements for the year ending June 30, 2013, and discusses other services provided to the City. This report is designed to provide you with a summary of our overall objectives for the audit and the nature and scope of the planned audit work.

Overall, our audit, strategy involves extensive audit director involvement in all aspects of the planning and execution of the audit and is based on our understanding of the City gained during our prior year audit, current year planning procedures, and discussions with management. Our audit strategy includes the following:

- Focus resources on higher risk areas and other areas of concern as identified by management or the Board.
- Consider inherent risk within the City - i.e., the susceptibility of financial statement misstatement due to material error or fraud, before recognizing the effectiveness of the control systems.
- Consider the control environment and the possibility that the control systems and procedures may fail to prevent or detect a material error or fraud.
- Assess internal controls in determining the degree of detail testing required.
- Consider information about systems and the computer environment in which financial records and related systems operate.
- Consider recent results of operations and significant current year events.
- Conduct an audit of the annual financial statements of the City as of and for the year ended June 30, 2013 in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.
- Consult regarding accounting and reporting matters as needed throughout the year.
- Ensure that those charged with governance are kept appropriately informed of the City's financial reporting matters as required by professional standards.



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## *Our Approach to Your Audit*

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The key element of effective audit planning is a thorough understanding of the City's operations. This includes the operating environment, accounting and internal accounting control structure, and financial position. Our history and experience with the City, our planning procedures, and discussions with the City's management help us capture the knowledge to develop a detailed understanding of these elements. Therefore, we can effectively identify the nature of significant account balances/transaction classes, assess risk, and design audit tests.

Our audit approach is tailored to meet the specific needs of each customer. We have the leverage of our experience base and build upon our understanding of the City's operations. As conditions change, we will continue to develop our understanding of critical audit areas through comprehensive audit planning and risk assessment.

Risk assessment is the essential element in the audit planning process. When reliable risk-assessment decisions are made in the initial planning process, the amount of testing can be correlated with each audit area's relative risk. The result: a more focused, efficient and effective audit.

The following discussion of comprehensive audit planning and risk assessment is necessarily presented in a somewhat static manner. Auditing, however, is a dynamic process. Our audit plan may change during the course of the audit as new information and circumstances come to our attention. Information obtained during a current audit may also affect the planning for future audits. In fact, we generally begin planning the subsequent year's audit at the conclusion of the current year audit. As a result, audit planning is appropriately approached as a continuous process.



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## ***Our Approach to Your Audit (Continued)***

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In general, our audit will be performed in three phases, which are described below.

### **Phase I - Planning**

Our Phase I audit procedures include the following:

- Hold an entrance conference with appropriate management personnel.
- Coordinate planning efforts and develop testing methods.
- Complete and submit preliminary customer participation schedule.
- Review correspondence files, budget and related material, organization charts, manuals and programs, governing Board minutes, financial and other management information, financial statements, and other internal documents.
- Apply preliminary analytical procedures.
- Identify through inquiry and observation the accounting control procedures that prevent or detect errors and fraud.
- Document the internal control structure and the flow of transactions in accordance with U.S. Generally Accepted Auditing Standards (GAAS) and *Government Auditing Standards*.
- Conduct fraud risk interviews (commonly referred to as SAS 99 interviews) with City employees and those charged with governance.
- Using this knowledge, we will make preliminary assessments of control risk and begin planning our substantive procedures.

### **Phase II - Substantive Procedures**

During Phase II, we perform substantive audit procedures. The results of this work may require us to propose adjustments to account balances, recommend additional disclosures in the financial statements, and make certain comments regarding the City's operations. Our Phase II audit procedures include the following:

- Perform procedures to gather evidence to support management assertions in the financial statements.
- When necessary, confirm material account balances and/or transactions with third parties.



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### ***Our Approach to Your Audit (Continued)***

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- SAS No. 56 explains that analytical procedures may be used as substantive tests. We will apply a mixture of analytical procedures and tests of details to achieve audit objectives related to a particular assertion. Some of our analytical procedures can be relied on to significantly reduce or eliminate test of details. At a minimum, our analytical tests will include comparing statement of net assets account balances to the prior year and our expectations and comparing actual revenues and expenditures/expenses to prior year's revenues and expenditures/expenses and to budgeted amounts and our expectations.
- Hold progress meetings with the appropriate management personnel.
- Subject all audit tests, resulting conclusions, and working papers to a rigorous in-house quality control review.

### **Phase III - Reporting and Communication**

Communication is an essential part of an effective audit. We want to interact with you as much as possible, not only during the audit, but throughout the year as well. We welcome your questions and comments. During the course of the audit, we will continually meet with financial management personnel to provide a status of the engagement. The status report will address the progress of our procedures, any problems encountered, open items, and any other issues we believe need to be brought to the attention of management.

Additionally, we will communicate with the Board as required by professional standards and as necessary to meet our requirements.

Summary of the reporting and communication steps is as follows:

- Discuss all adjusting journal entries proposed by us, if any, with appropriate management personnel.
- Hold an exit conference with management.
- Issue draft and final audit reports and management letter.
- Present audit reports, results of the audit, and management letter to those charged with governance.



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## **Areas of Audit Significance**

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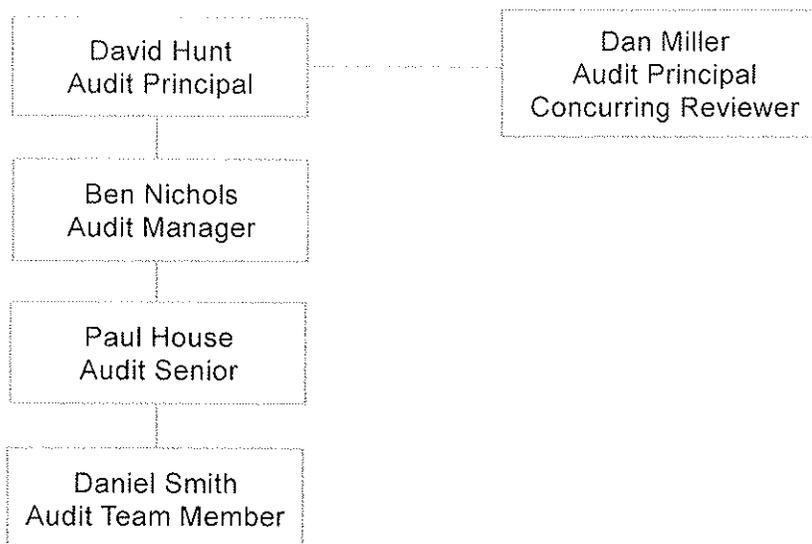
During our audit, we will focus significant resources on the following account balances, related transaction streams and operating matters:

- Cash and cash equivalents
- Accounts receivable including property taxes and amounts due from State and Federal Sources
- Accounts payable
- Capital assets including construction in progress
- Long-term debt
- Revenue and expenditures/expenses
- A-133 compliance, including ARRA

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## **Customer Service Team**

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### *Audit Timeline*

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<i>TASK</i>	<i>TIMING</i>
Understand the Operations	Ongoing
Assess Overall Controls	Ongoing
Planning Communication	Current
Phase I - Planning and Determine Nature and Extent of Testing	July / October 2013
Phase II - Commencement Meeting with Management	October 2013
Phases II & III - Substantive Testing and Reporting	October - November 2013
Issue Financial Statements and Reports	December 2013



## Changes in Accounting and Auditing Standards

Several accounting pronouncements and new compliance requirements apply to the City in the relative near term. Implementation and interpretation of the authoritative guidance by the City makes it susceptible to reporting and compliance risk in the form of inaccurate application of the specific requirements. Following is a list of such items that, to the extent material, pose audit risk:

### Effective for fiscal 2013 and 2014:

The Government Accounting Standards Board issued Statement ("GASB") No. 61, *The Financial Reporting Entity: Omnibus*, is designed to improve financial reporting for governmental entities by improving the information presented about the financial reporting entity, including amendments to the criteria for including component units and the criteria for blending. The requirements of Statement 61 are effective for financial statements for periods beginning after June 15, 2012. Earlier application is encouraged.

The GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The Statement is intended to enhance the usefulness of its Codification by incorporating guidance that previously could only be found in certain Financial Accounting Standards Board (FASB) and American Institute of Certified Public Accountants (AICPA) pronouncements. The requirements of Statement 62 are effective for financial statements for periods beginning after December 15, 2011. Earlier application is encouraged.

The GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which establishes guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position. This new framework will serve to standardize the presentation of deferred balances and their effects on a government's net position and address uncertainty related to their display. The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2011, with earlier application encouraged.

The GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2012. Earlier application is encouraged.



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## ***Fraud Discussion***

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SAS 99, *Consideration of Fraud in a Financial Statement Audit*, was issued by the AICPA to heighten the awareness of auditors to the potential for fraud when planning and executing audits. While SAS 99 emphasizes the need for increased professional skepticism throughout the audit engagement, it does not change our responsibilities as auditors. Under SAS 99, we are responsible for planning and performing the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements caused by error or by fraud. However, the extent of required procedures related to the detection of fraud has increased. We approach all audits with an understanding that fraud could occur in any organization at any time and could be perpetrated by anyone.

### **Gathering Information Needed to Identify Risks of Material Misstatement Due to Fraud**

- Engagement team brainstorming discussion.
- Inquiries of management, accounting personnel, and other personnel not directly involved in financial reporting.
- Investigation of unusual or unexpected relationships identified through various analytical procedures.

### **Responding to Identified Fraud Risks**

- Design of the nature, timing, and extent of audit procedures.
- Use of experienced personnel to audit areas of exposure.
- Testing of items below established scopes.

### **Procedures to Address the Risk of Management Override of Internal Controls**

- Review of accounting estimates for bias, including a retrospective review of significant prior year estimates.
- Evaluation of business rationale for significant unusual transactions.
- Inspect and analyze reasonableness of manual adjusting journal entries made during the year.

### **Evaluating Audit Evidence**

- Being cognizant of fraud risk factors throughout audit.
- Being mindful of discrepancies in the accounting records, conflicting or missing audit evidence, and/or problematic or unusual relationships between the auditor and management.