

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
January 16, 2014
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 December 19, 2013 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **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. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Court Clerk
 - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. None
11. Consideration of the Following Ordinances:
 - a. **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. *Second Reading.*
 - b. **Ordinance 14-01:** An ordinance amending the Municipal Code Title 11, Chapter 2 Fortune Telling, Etc. *First Reading.*
 - c. **Ordinance 14-02:** An ordinance amending the fiscal budget for the period ending June 30, 2014. *First Reading.*
 - d. **Ordinance 14-03:** An ordinance amending the Municipal Code Title 3, Chapter 1 City Judge. *First Reading.*
12. Finance
 - a. None

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. Budget calendar for FY 2014-2015 annual budget

16. Adjournment

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

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer / Pledge

Special guest Pastor Kris Freeman from Revolution Church in White House led the prayer. The pledge to the American Flag was led by Mayor Arnold.

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. Paltzik to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

5. Approval of Minutes of the November 21, 2013 meeting.

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.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

Mayor Arnold awarded a Proclamation of the Mayor to the family of the late Traci McAughty, and proclaimed the first week of January (1/5 – 1/11) 2014 as Traci McAughty Week.

7. Public Hearings

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

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

City Fire Chief Joe Palmer accepted a certificate from the National Weather Service - Nashville Office for the renewal of the City's storm ready program.

City Fire Chief Joe Palmer announced that there will be a storm spotter class for the public at Fire Station #2 on Tuesday, February 18, 2014.

Ald. Paltzik complimented the City on the success of the Miracle on Main Street celebration that was held on Saturday, December 7, 2013.

Ald. Decker echoed the comments that Ald. Paltzik made about the Miracle on Main Street celebration.

Ald. Decker discussed the national real estate sales and the need to promote the City as a good community for relocation.

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

City Administrator Gerald Herman announced that the contract with Baron Construction, LLC, for the City Hall gymnasium and women's restroom renovations was signed this week. He anticipates construction to begin in the next two weeks.

City Administrator Gerald Herman gave an update on various City sewer projects.

City Administrator Gerald Herman gave an update on the Rolling Acres and Covington Bend drainage projects.

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

City Administrator Gerald Herman gave an update on the City's public channel on Comcast.

City Administrator Gerald Herman announced that TDOT has completed a traffic study at the intersection of SR 76 and Pleasant Grove Road. The study concluded that the intersection does not meet the warrants necessary to recommend the installation of a traffic signal at this time.

City Administrator Gerald Herman stated that the Public Services Director Joe Moss is going to request a meeting with a local TDOT representative to discuss safety issues along SR 76 between Charles Drive and Pleasant Grove Road.

City Administrator Gerald Herman gave an update on the Stadium agreement with Sumner County stating that the agreement has been approved by the School Board. The Sumner County Commissioners are in the process of reviewing the proposal.

City Administrator Gerald Herman announced that the City ranked 16th as best place to live in Tennessee in a study that was completed by a national real estate group by the name of Movoto. They ranked the top 50 places based on the U.S. Census data for 105 cities with a population of more than 5,000.

City Administrator Gerald Herman stated that the employee holiday luncheon will be held on Monday, December 23, 2013 at 11:30 am at the White House First United Methodist Church.

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 | | |

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

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.

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

11. Consideration of the Following Ordinances:

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

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson – aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 13-10 was approved on 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*.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 13-11 passed on 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.

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

- 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.

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

- c. To approve or reject a license agreement with the State of Tennessee, Department of Transportation, for excess land to install and maintain sidewalks for the Hwy 31W Active Transportation Grant. 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.**

- d. To approve or reject Change Order #1 for \$9,743.00 for the gymnasium renovation project. The City Administrator recommends approval.

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

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

Meeting was adjourned at 7:46 pm

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS....

**General Government Department
December 2013**

Administration

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

- December 03
 - Tennessee Municipal Leaders District Meeting
 - Sumner County Board of Education Meeting
- December 04
 - Sumner County E911 Board Meeting
 - Metropolitan Planning Organization Meeting – Technical Coordinating Committee
- December 09
 - Sumner County General Operations Committee Meeting
 - Planning Commission Meeting
- December 10 - Robertson County Transit Summit
- December 11 - Metropolitan Planning Organization – Executive Board
- December 17
 - Robertson County 911 Board Meeting
 - Chamber of Commerce Luncheon
- December 19 - Board of Mayor and Aldermen Meeting

Website Management

	2013 - 2014 Update Requests	2012 - 2013 Update Requests	2013 - 2014 Page Visits	2012 - 2013 Page Visits
July	162	31	250,487	85,214
August	186	49	468,840	63,924
September	126	32	262,563	82,694
October	86	24	296,397	113,317
November	92	21	282,249	121,011
December	137	22	279,207	98,573
January		51		98,082
February		45		96,253
March		22		118,982
April		45		170,040
May		212		223,064
June		117		193,101
Total	789	554	1,839,743	1,366,173

Facebook Management

	2013 - 2014 New Likes	2012 - 2013 New Likes	2013 - 2014 # of Posts	2012 - 2013 # of Posts
July	34	19	14	5
August	25	13	22	3
September	10	14	11	4
October	7	17	18	4
November	21	18	10	10
December	97	17	17	6
January		9		3
February		15		2
March		10		2
April		7		3
May		6		3
June		15		18
Total	194	306	92	59

General Government Department
December 2013

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	337	245	17	6
January		260		3
February		262		2
March		267		2
April		277		3
May		284		3
June		275		18
Total	N/A	N/A	92	59

Building Maintenance Projects

Special Maintenance Projects

- Christmas decorations
- Miracle on Main Street event
- Gymnasium renovations
- School Zone light schedule
- Painting and carpeting of the Administrative Office

General Maintenance

- Repair and replace light bulbs at Fire Station #1
- Repair and replace light bulbs at Fire Station #2
- Repair portable warmer in Cafeteria
- Replace light bulbs in Cafeteria
- Replace light bulb in Auditorium
- Replace light bulb in Human Resource Office
- Replace light bulbs in Library
- Relocating heater from gymnasium
- Monthly safety checks
- Salt sidewalks
- General grounds maintenance

**Finance Department
December 2013**

Finance Section

December saw the beginning of the Property Tax season off to a slow start. Tax receipts were \$208,427.40, or 7%. With the tax files and bills not being mailed by the counties until November, one month late, we're starting to make progress. January should see a significant increase.

Sheila White completed her time as Utility Accounting Clerk and has relocated back to the Wastewater Plant in the Wastewater Secretary position.

We take this opportunity to welcome Derek Watson to the Utility Accounting Clerk position. Derek grew up in White House and attended White House High School. He worked full-time at Dollar General Market, here in White House, while completing his degree in Entrepreneurship/ Business Administration at Middle Tennessee State University. While at Dollar General he progressed from Sales Associate to Perishable Manager. Derek is looking forward to his time in his hometown City government operation.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$2,280,559.86	\$3,182,682.06
Sanitation	\$42,399.99	\$496,160.68
Wastewater	\$802,685.48*	\$1,832,352.06

- All Cash Balances are bank balances reported as of January 07, 2014.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$171,183.75.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 1 special	51 paper checks 195 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	December	FY	Last December	Last FY
Total Invoices Processed	281	1,934	224	1,900

Call and Counter Logs

	Finance	Admin	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	154	3	6	6	104	0	2	14	2	0	0	291
Customers	76	0	0	3	67	0	0	5	3	0	1	155

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	0	2	8	90	54	0	154
Customers	0	4	7	61	4	0	76

**Finance Department
December 2013**

Purchase Orders

Codes	6	\$1,442.17	Court	0	\$0
Fire	16	\$12,413.37	Library	8	\$4,565.34
Police	9	\$2,011.63	Wastewater	15	\$9,493.32
Human Resources	6	\$2,406.87	Public Works	16	\$17,606.20
Engineering	0	\$0	Sanitation	0	\$0
Administration	3	\$344.32	Parks	17	\$240,787.84
Finance	5	\$656.01	Bldg. Maintenance	7	\$52,451.80
			Cemetery	2	\$63.61

Total	110	\$344,242.48	Void	1
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	Number of PO's	Value of PO's
Purchase Orders Under \$2,000	101	\$30,481.31
Purchase Orders \$2000 - \$9999	7	\$25,018.17
Purchase Orders Over \$10,000	2	\$288,743.00
Total	110	\$344,242.48

Emergency Purchase Orders – October - None

Number	Vendor	Items	Amount	Nature of Emergency	Department
19543E	Team Air Dist	IFC Control	\$108.21	Heat out at FD#1	Fire

Business License Activity – December

Opened	7
Closed	1

Delinquency Rate: 61%

Cumulative Information

Class	Total Licenses	Delinquencies
1	47	31
2	153	87
3	257	154
4	203	129
Total	660	401

Municipal Court – Citations disposed either through court or payment

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	1	Open Container Law	0
Child Restraint-under 4	0	Parking Violation	0
Anti-Noise Regulations	0	Vehicle Registration Law	19
Texting While Driving	1	Seat Belt Violation – 18 and Older	39
Failure to Yield Right of Way	1	Speeding	61
Financial Responsibility Law	86	Careless Driving	0
Following Too Closely	1	Disobedience to Traffic Control Device	12
Motor Vehicle Requirements/Misc.	4	One Way Street	2
Improper Passing	1	Drivers License Law	6
Drivers Exercise Due Care	11	Turn to Avoid Signal	0

**Finance Department
December 2013**

Codes Violations/Animal Control	1	Improper Backing	0
Stop Signs	5	Move Over Law	0
		Total	251

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	75
Guilty as Charged	15
Dismissal	21
Dismissed upon presentation of insurance	62
Not Guilty	2
Dismissed to Traffic School	10
Dismissed with Costs and Fines	40
Dismissed with Costs	23
Dismissed with Fines	3
Case Transferred to County	0
Dismissed with Public Service	0
Total	251

Wastewater Billing

New Service Connections: 1
 Applications: 29
 Late Penalties Applied: \$7,004.56
 Adjustments: 2
 Number of Reconnect Fees Paid: 70
 Non-Payment Cut-Offs: 93

**Human Resources Department
December 2013**

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

- December 02: Miracle on Main Street meeting with the Chamber of Commerce
- December 06: MTAS Municipal Management Academy Class
- December 07: Miracle on Main Street
- December 11: Testing and Interviews for Sergeant position
- December 17: Chamber Luncheon
- December 18: MTAS Municipal Management Academy Class
- December 31: Safety Committee Meeting

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	0	2	0

	2013-2014	2012-2013	2011 - 2012
January		2	0
February		0	0
March		0	0
April		2	3
May		2	0
June		1	0
Total	4	12	7

Property/Vehicle Damage Reports:

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

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

City Wide Turnover:

	2013-2014	2012-2013	2011 - 2012
July	2.0%	0.0%	0.0%
August	1.0%	1.0%	0.0%
September	0.0%	1.0%	0.0%
October	3.7%	1.0%	1.0%
November	1.2%	1.0%	2.0%
December	0.0%	0.0%	2.0%

	2013-2014	2012-2013	2011 - 2012
January		1.0%	1.0%
February		1.0%	2.0%
March		1.0%	1.0%
April		1.0%	1.0%
May		1.0%	1.0%
June		0.0%	1.0%
Total	7.9%	9.0%	12.0%

Employee Disciplinary Reports: (T) - Termination

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

(S) - Suspension

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

**Police Department
December 2013**

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in December:* Dept. Head Meeting (Dec. 2nd and 16th), Miracle on Main St. Meeting (Dec. 2nd), Beer Board Meeting (Dec. 3rd), Tennessee Association of Chiefs of Police (TACP) Meeting (Chief and Capt. Ring – Dec. 5th), Library Christmas Open House (Chief and Capt. Ring – Dec. 5th), Roberts County Chief's Meeting (Dec. 10th), Dept. Head Luncheon (Dec. 16th), and 911 Board Meeting (Dec. 17th).

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. Sgt. Collins from Vanderbilt Police Department has twenty-four (24) of our files she is reviewing. 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
December	0	0	0	0
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	December 2013	FY 2013-2014
Two (2) Officers per Shift	11	82
Three (3) Officers per Shift	51	287

**Police Department
December 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. *Complete.*
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. Compliance checks were completed on December 18, 2013. White House Foodland did not pass.
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	December 2013	Per 1,000 Pop.	Total 2013	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	8	<1	104	10
Crimes Against Property	34	3	378	36
Crimes Against Society	12	1	147	14
Total	54	5	628	60
Arrests	23		355	

**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.*

	December 2013	TOTAL
Traffic Crashes Reported	20	284
Enforce Traffic Laws:		
Written Citations	241	3,410
Written Warnings	177	1,683
Verbal Warnings	393	4,771

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

COLLISION RATIO				
<u>2013</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
December	20	2	<1%	15%

Traffic School: Sgt. Hunter taught Traffic School in the month of December.

**Police Department
December 2013**

Staffing

- Sgt. Keith Anglin resigned December 10th. His hiring status will change to Reserve.
- Sergeant Promotion Testing and Sergeant Oral Board took place on December 11th.
- Ofc. Erinn Ellis was promoted to Sergeant December 18th, 2013.
- Backgrounds are being conducted on Police Officer applicants. Currently they are about half complete.

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

Sumner County Emergency Response Team: ERT was called out on December 19th, for the barricaded subject on Hamlet Drive.

Volunteer Reserve Officers: Reserves did their monthly training on December 4, 2013.

Support Services Performance Measurements

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

2013 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
December	74%	78%

Communications Section

	December 2013	Total 2013
Calls for Service	1,312	16,542
Alarm Calls	26	390

Request for Reports

	December 2013	FY 2013-14
Requests for Reports	16	106
Amount taken in	\$22.45	\$107.20
Tow Bills	\$0.00	\$100.00
Emailed at no charge	30	163
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): The GHSO grant was approved.

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

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

Police Department
December 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 19th with 30 citizens attending. Classes met once a week for three hours, for ten weeks. Graduation was held on Tuesday, April 23rd in the auditorium at City Hall with 30 citizens 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.*
Nothing to report at this time.

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

- Christmas Parade - Traffic Control
- Miracle on Main Street - Security

2013 Participation in Joint Community Events		
	December 2013	Year to Date
Community Activities	2	76

**Fire Department
December 2013**

Summary of Month's Activities

Fire Operations

The department responded to 83 requests for service during the month with 52 responses being medical emergencies. The department responded to 2 vehicle accidents with reported injuries and 1 rescue although there were no patients transported to the hospital.

- **December 7th at 8:12 pm** - The Department was dispatched to a reported structure fire on Foster Dr. with smoke and fire visible. When the first fire unit arrived on scene the on-scene report given was a fully involved structure fire. A water supply was established from two fire hydrants and multiple handlines were used to extinguish the fire and protect the structures on each side of the fire. Firefighters fought the fire for over two hours to bring it under control and remained on scene for over 16 hours extinguishing hot spots and performing an investigation. Unfortunately the fire resulted in a civilian fatality the first since the department became a combination department in July 1989.
- **December 9th at 6:52 pm** - The Department was dispatched to a reported structure fire on Apache Trail when fire units arrived on-scene the homeowner advised there was smoke in the basement. Firefighters made entry located and extinguished the fire with a very small amount of water and the structure was ventilated. Damage to the structure was minimal confined to the area of the fire with minor smoke damage throughout the home. There were no injuries reported with this incident.

During the month the department responded to another fire in a home that was contained to the kitchen stove, five responses during the icing conditions including power lines and trees down, and an animal rescue.

Fire Administration

- **December 2nd** - Chief Palmer attended the Miracle on Main Street planning meeting at city hall.
- **December 7th** - Chief Palmer, Asst. Chief Sisk, Captain Holman and C shift assisted with the Miracle on Main Street event.
- **December 19th** - Chief Palmer attended the BMA meeting to receive the National Weather Service Storm Ready Program certificate on behalf of the city.
- **December 31st** - Chief Palmer attended and chaired the monthly Safety Committee meeting at fire station 2.
- **December** - Asst. Chief Sisk participated in five 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 30th, 2014. **(In progress)**
- Complete the Risk Watch public safety education program with all 1st grade students by June 30th, 2014. **(In progress)**
- Complete the annual Fire Apparatus Pump Testing by December 1st, 2013. **(Complete)**
- Complete the annual Fire Hydrant Service Program by June 30th, 2014.
- Update all Pre-incident surveys by May 1st, 2014.

Departmental Highlight

On December 4th a "Code Red All Call" was performed in an effort to compile more contact numbers for the Code Red Weather Alert System. Fire department personnel coordinated the event with representatives from Code Red to not only compile more contacts but to test out our data base for accuracy. The event was a success our data base was updated and we were able to add over 200 phone numbers to that data base to provide weather and other emergency information to those citizens.

**Fire Department
December 2013**

Monthly Performance Indicators

Incident Responses

Structure Fires	2	Vehicle Accidents (General Cleanup)	2
Other Fires	1	Vehicle Accidents (With injuries)	2
Vehicle Fires	0	Rescue	1
Grass, Brush, Trash, Fires	1	False Alarms/Calls	5
Hazmat	0	Assist other Governmental Agency	0
Other Calls	17	Total Responses for the Month	83
Emergency Medical Responses	52	Total Responses Year to Date	459

Fire Fighter Training

Total Training Man Hours for the Month	381.3
Total Training Man-hours Year to Date	2838.51

Fire Inspection

	This Month	YTD
Fire Inspections	2	25
Fire Investigations	3	5
Plat / Plan Reviews	1	13
Fire Preplans	0	2

Public Fire Education

	This Month	YTD
Participants	163	1,387
Education Hours	11.5	101
Number of Occurrences	8	79

**Public Services Department - Public Works Division
December 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: 157 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 December 2013 report show that staff has made **24** requests on the WI web portal system, which is more than the **23** last month. The breakdown for the type of request made for the residential and commercial customers are as follows:

1. **10** 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. **5** calls came from residents that had "missed" garbage service;
3. **8** 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 **48 tons** of material which is a savings of about **\$1,092.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately **\$374.00**. This is a net gain of **\$1,466.00**.

City Public Works Tasks & Drainage Improvement Projects

Due to the inclement weather, scheduled vacation time off and staff training for the street sweeper, the department was not able to complete any drainage projects in December.

1. **Street Sweeper Truck Training, Pickup & Delivery:**
Bill, Scott, & Travis travelled to the TYMCO factory in Waco, TX for factory provided training on the operation, maintenance and cleaning of the vehicle. In addition, the factory was able to finish the build which enabled us to drive the sweeper back to the City.
 1. Man Hours - 120
2. **Christmas Parade Traffic Control:**
Set-up and tear down of traffic control devices and detours for Christmas Parade and Miracle on Main Street Festivities at the Civic Center.
 1. Man Hours - 16
3. **General Asphalt Patching & Shoulder Repairs:**
 1. Man Hours - 101
 2. Asphalt Tons - 4
 3. Crusher Run Tons - 4
 4. Feet of Shoulder Repairs - 30
4. **Street & Bike Lane Sweeping:**
 1. Man hours - 62

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

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

- | | |
|-----------------------------|----------------------------------|
| 1. Residential Stops - 378 | 4. Yard Waste Bags Removed – 534 |
| 2. Truck Loads - 30 | 5. Hours of Bag Removal - 75 |
| 3. Hours of Yard Waste - 95 | |

6. **Litter Control:**

1. Bags - 20
2. Man Hours - 48
3. Dead Animals - 2

7. **ROW Mowing, Spraying & Tree Trimming/Removal:**

Description of work completed:

- Trimmed trees on Hobbs
- Removed trees at City Hall for Library building site
- Cleared brush from Blue Line Creek off Village Ct.

1. Man Hours - 34

8. **Sign Maintenance:**

Description of work completed:

- Installed Stop sign and Right Turn Only sign at 76 exit of Speedway, and No Trespassing sign on Public Works, Bill Moss Rd., back gate.
- Removal of School Zone sign on 76 in front of Reid Realty

1. Man Hours - 12

9. **Winter Weather Salt & Plowing:**

1. Man Hours - 18
2. Salt Tons - 10

10. **Total Time Worked:**

- | | |
|------------------------------------|------------------------------|
| 1. Sanitation Hours - 218 | 6. Leave Hours - 73 |
| 2. Street Hours - 215 | 7. Overtime Hours - 28 |
| 3. Facility Maintenance Hours - 85 | 8. Administrative Hours - 53 |
| 4. Fleet Maintenance Hours - 104 | 9. Holiday Hours - 175 |
| 5. Meeting/Training Hours - 157 | |

Public Services Department - Public Works Division
December 2013

Performance

SERVICES PROVIDED	TOTAL	YTD
BRUSH PICK UP	378 Stops	5,438 Stops
BRUSH TRUCK LOAD	30	608
EMERGENCY CALL OUTS	0	11
FREE CLEAN UP DROP OFFS	55	1047
CURBS REPAIRED	0	2
SHOULDERS REPAIRED	1	9
SHOULDERS WORK	30 Feet	2918 feet
LITTER REMOVAL	20 Bags	519 Bags
DRAINAGE REQUESTS	1	39
SPECIAL PICK-UP	1	8
DRAINAGE WORK	0 Feet	2977 Feet
POTHoles REPAIRED	20	220
SALT USAGE (TONS)	10 Tons	14 Tons
SIGNS INSTALLED	3	119
SIGNS REMOVED	1	9
SIGNS RESET	0	23
SIGNS RELOCATED	0	9
SIGNS REPLACED	0	55
MOVE IN SPECIAL PICK UP	0	19
MOVE OUT SPECIAL PICK UP	0	3
DEAD ANIMAL REMOVALS	2	21
MOWING R.O.W. (Hours)	34 Hours	419 Hours

Sanitation Enterprise Fund Totals

Number of customers billed	Total Billed	Revenue Received	Total Billed Year to Date	Revenue Received YTD
3,737	\$57,859.50	\$59,625.41	\$289,526.00	\$347,264.91

Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Totals
Solid Waste (Tons)	304	288	281	302	257	300							1,732
Disposal Fee	\$7,451	\$7,130	\$7,167	\$7,484	\$6,376.04	\$6,803.28							\$42,411
Roll-off Service (Tons)	10	11	15	15	8	28							87
Disposal Fee	\$992	\$1,025	\$1,868	\$1,248	\$955.67	\$2,518.79							\$8,608
Recycling Tons	42	40	39	32	35	48							236
Recycling Revenue	\$484.75	\$335.79	\$349.24	\$296.64	\$322.48	\$373.70							\$2,163
Oil/Steel/Battery	5	0	5	4	8	0							22
Metal Revenue	\$864.00	-	\$739.00	\$585.00	\$1,233.60	-							\$3,422

Public Services Department - Wastewater Division
December 2013

Collection System Activities

1. **Green Project:** Stansell Electric has completed the paving and exterior awning at the station. The remaining materials are due in the week of January 6. This project should be completed by the end of January.
2. **Hobbs Project:** One crew for Hall Construction is working on Valley View and moving towards College Street. The second crew is working on Hobbs putting in the section that terminates to the east of Edwards. Hall is still contending with a rock shelf and mismarked water and sewer lines which only serves to slow their progress.

Having had to deal with those obstacles, they were still able to get the following accomplished:

1. 1,495' of 8" main line;
2. 228' of 6" service line;
3. 14 service connections;
4. 12 manholes (6 standard and 6 water tight frame & grates);
5. Property restoration along the Hobbs drainage ditch.

Lift Stations: We replaced the PLC (programmable logic controller) at the Wilkinson Lane lift station and the new SCADA monitoring system seems to be working well. However, the soft start motor starter mechanism is bad and will have to be replaced. We've experienced this problem in the past and it's primarily due to the H2S gas permeating the control panel. I may have to move the control panel to an area outside of the wet well to mitigate this problem.

One of the pumps at the Heritage High School lift station has a leaking seal and is out for repair. Hopefully the windings did not get too wet and can be kiln dried. If not, a complete rewinding will need to be done.

Wastewater Treatment Plant

- A. FLOW.....0.486 MGD
- B. CAPACITY.....1.40 MGD
- C. % OF PLANT THROUGHPUT.....32.4% (0.550 MGD/1.40 MGD)
- D. ACTUAL CAPACITY.....1.12 MGD (1.4 MGD x 80%)
- E. % OF ALLOCATED CAPACITY.....43.3% (0.550 MGD)/(1.12MGD)
- F. RAINFALL.....6.73"

1. **Violations:** The plant had several Ammonia Nitrogen (NH3N) violations this month. The primary causes are the broken orbal #2 gearbox, lower water temperatures and excessive rain; which caused a "wash out" of the biomass. It has taken some time for the FM Ratio (Food to Microorganism) to rebalance.
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 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 experienced higher than normal H2S releases this month due to clogging/freezing of the chemical injection equipment.
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. We anticipate the parts to arrive by the end of the first

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

week in January. Nevertheless, the oxidation ditch continues to produce a clean effluent, but with a diminishing level of dissolved oxygen.

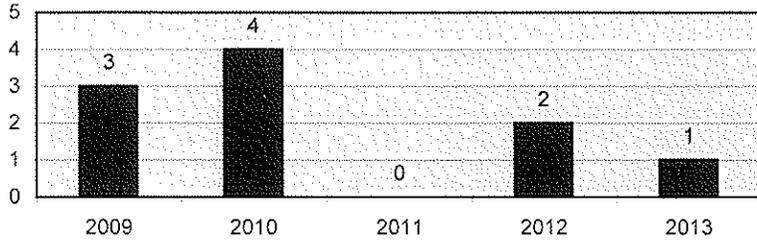
4. **UV System:** The Trojan Ultra-Violet (UV) system main controller *has failed* and we have it on a bypass system. The chamber continues to have problems due to increased algae levels. We are investigating the use of Peracetic acid as a disinfection agent. TDEC is requiring us to provide an engineering report prior to issuing their approval to use this method of disinfection.
5. **Treatment Plant:** We had one of the sludge return pumps fail again and staff, with Wascon's assistance, were able to get it back online.

SCADA Alarm Responses		
December - 2013		
	Month	YTD
North Palmers	397	1576
Calista	333	892
Wilkinson	19	169
Portland Road	0	3
Cope Crossing	13	115
Union Road	0	10
Meadowlark	6	38
Hwy 76	0	1
Cambria	0	0
Treatment Plant	29	181
Total Responses	797	2985
TN ONE-Call	79	613

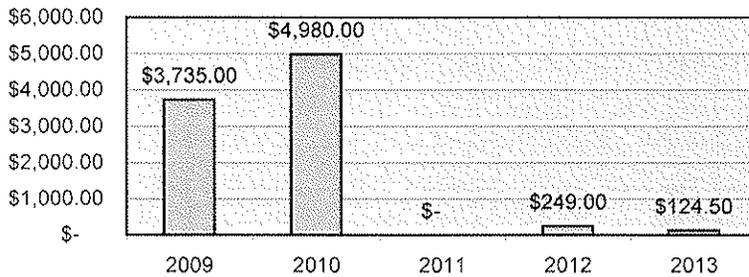
December 2013 Work Orders	Month	YTD
Monthly Service Requests Total	47	597
Mainline Repairs	3	6
Service Line Repairs	4	113
E/2000 (B) to E/Extreme Change-outs	4	34
E/2000 (B) to E/2000 (B) Change-outs	0	7
E/Extreme to E/2000 (B) Change-outs	0	3
E/Extreme to E/Extreme Change-outs	10	53
E/2000 (B) Conversions	0	2
E/One Extreme Conversions	7	34
Low Pressure Service Requests	42	363
Vacuum System Service Request	3	34
Open Ditch Inspection for New Service	2	13
Final Inspection for New Service	3	15
Sanitary Sewer Overflow (SSO)	0	1
Odor Complaint	2	5
Major Lift Station Repairs	2	4

**Planning and Codes Department
DECEMBER 2013**

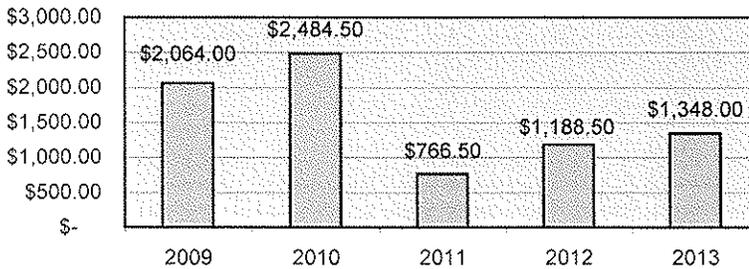
Single Family Permits



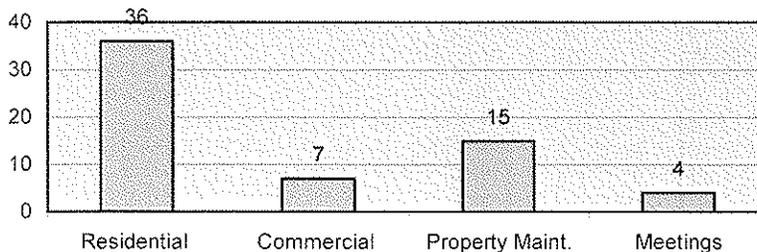
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 13-14
MEETING AGENDA ITEMS#		
Planning Commission	4	20
Construction Appeals	0	0
Zoning Appeals	0	5
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	1	25
Multi-Family Residential	0	51
Other Residential	4	86
New Commercial	0	2
New Industrial	0	0
Other Com/Ind	2	10
State Electrical	26	229
Sign	0	3
Occupancy Permits	10	27
Other	3	11
BUILDING INSPECTIONS		
Residential	36	290
Hours	12.58	92.42
Commercial /Industrial	7	70
Hours	3.33	29.91
CODE ENFORCEMENT		
Total Cases	15	272
Hours	3.58	49.84
Complaints Received	6	63
MEETINGS		
Administration	3	15
Hours	24	40.2
Planning	1	11
Hours	2	41.25
Codes	0	28
Hours	0	21.08
FEES		
Permit Fees	\$ 1,348.00	\$ 34,780.63
Board Review Fees	\$0.00	\$ 1,375.00
City Impact Fee	\$124.50	\$ 8,400.60
Roads	\$38.10	\$ 2,420.98
Parks	\$39.60	\$ 2,239.50
Police	\$28.20	\$ 4,489.82
Fire	\$18.60	\$ 1,489.60
OTHER ITEMS		
Subdivision Lots	0	0
Commercial/Industrial (Sq ft)	0	0
Multi-Family Units	0	51
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds: 10	\$	632,150.00
Builders Bonds	\$	42,866.43
Workings Days in Month		16

Parks, Recreation & Cultural Arts Department
December 2013

Summary of Month's Activities

Gymnasium Renovation

The replacement of the gym roof has been completed. The coping around the parapet wall looks very good, a definite improvement over what was there previously. We had to ask the contractor to remove the screws that penetrated several inches into the inside of the roof deck because the screws had not been sized correctly. The ceiling will be painted during the renovation.

Baron Construction will begin working on Monday, Jan 6th. The first step is to perform lead paint abatement. The HVAC unit takes 8-9 weeks to arrive once the shop drawings are approved. In the meantime demo work will be underway. The women's restroom and the gymnasium will be renovated at the same time. The contractor has 120 days for substantial completion.

Mid South Insulation will be replacing the downspouts and collector heads around the gymnasium. We are waiting for the collector heads to come in now.

Tennessee Sports Concussion and Head Injury Law

Tennessee has become the 44th state to pass a sports concussion law in an effort to reduce youth sports concussions and to create a greater awareness of traumatic brain injuries. This law is known as Public Chapter 148, and it became effective January 1st, 2014. It requires that school and community organizations sponsoring youth athletic activities for children under 18 establish guidelines to inform and educate coaches, youth athletes and other adults involved in youth athletics about the nature, risk and symptoms of concussion and head injury. This covers all youth sports. This law is located in Tennessee Code Annotated, Title 68, Chapter 55, part 5.

Key components of the law are:

- 1) To inform and educate coaches, youth athletes and their parents, and require them to sign a concussion information form before competing
- 2) To require immediate removal of a youth athlete from play who appears to have suffered a concussion
- 3) To require the youth athlete to be cleared by a licensed health care professional before returning to play or practice

Recreation

Zumba classes are being offered on Tuesday's and Thursday's now. We are going to wait until mid-January to see if we can get the participation up. If not, then we will cancel the program because it has been lagging in participation for quite some time now.

Youth Basketball games have started. All games are being played at White House Heritage High School. We have 37 total teams this year and approximately 290 participants. The season will end February 15th for 1st & 2nd Grade and February 22nd for everyone else.

Little League Challenger Baseball Registration begins January 6th and ends March 10th. The fee is \$35 for City Residents and \$47 for Out-of-City residents. *This Little League Baseball program is for any boy or girl between the ages of 4 and 18 that faces a mental or physical challenge.* Practices will begin in March and Saturday games will begin in April.

Men's Open Softball registration will end February 24th. There are two leagues being offered this spring: A Competitive League and a Recreational League. Registration is \$450/team. Games will begin in March.

There will either be a Girls Volleyball Camp or a Girls Volleyball League this spring/summer. If the gym renovations are completed in time, we will have a Girls Volleyball league, but if it lasts longer then we will just do a camp and offer the league during the regular time that the fall league is held.

We will start taking registration for Adult Co-ed Volleyball once we get closer to knowing when the gym will be completed. The fee is \$250/per team. Registration will end, and games will begin, when gym renovations are completed.

Parks, Recreation & Cultural Arts Department
December 2013

Men's Open Basketball sign-ups will begin when we have a better idea of when the gym renovations will be completed. The registration fee is \$475 per team. Games will be on Tuesday nights. Registration will end, and games will begin, when gym renovations are completed.

Parks Maintenance

The division has worked approximately two weeks cutting back limbs and overgrown brush along the Greenway and at the Park with the city's side-arm tractor.

Employees have been sanding and painting all of the black metal sign posts along the Greenway. We have plans to paint the fabricated signs at each trailhead that contain the Greenway route and rules.

All of the irrigation systems at the Park and Soccer Complex were blown out with a large engine driven air compressor to prepare for freezing temperatures.

Playground wood chips were added to the fitness equipment area at the park. This helps to have a safe surface around the equipment. We will add more chips to the playground area at the Park before spring arrives.

The ornamental grasses at the Park, Soccer Complex and trailheads were all cut back. Some dead trees at the Park and Soccer Complex were cut down.

Update on Department Goals and Objectives

Staffing

We currently have a part-time Groundskeeper position open. We filled a part-time Civic Center position by hiring Megan Woodis.

Department Highlight

The annual Christmas Parade was held on Saturday, December 7th, 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. Cherry Mound Baptist Church was voted "Best Decorated Float." The Girl Scouts came in 2nd Place and Temple Baptist Church came in 3rd Place.

Department Cost Savings Report

The department's Ford F450 truck was taken to Mid-Tenn Ford because of a collapsed gasoline tank caused by a vacuum in the fuel system. The problem was a stuck evaporative purge solenoid vent and the initial quote to repair the truck and replace the gas tank was almost \$2,300. The Director contacted Ford customer care and explained over the phone the situation and they agreed to help us by reducing the cost to \$862.

Parks, Recreation, Cultural Arts Department
December
2013

	Nov. 13	Dec. 13	YTD FY 2013-14
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Mowing Hours	25	0	656
Pounds of Grass Seed Sown	50	0	2,310
Pounds of Fertilizer Applied	20	0	20
Number of Trees/Shrubs Planted	0	0	0

Number of Youth Program Participants	295	0	731
Number of Adult Program Participants	24	6	360
Number of Theatre Production Attendees	0	0	0
Number of Special Event Attendees	0	1,000	4,145
Total Number of Special Events Offered	1	1	10
Total Number of Programs Offered	3	1	26
Youth Program Revenue	\$936.00	\$0.00	\$ 46,283.40
Adult Program Revenue	\$60.00	\$9.00	\$ 5,858.30
Theatre Production Revenue	\$0.00	\$0.00	\$ -
Special Event Revenue	\$0.00	\$0.00	\$ 2,905.00

Number of Shelter Reservations	1	0	57
Hours of Shelter Reservations			0
Shelter Reservation Revenue	\$0.00	\$0.00	\$ 1,129.00
Number of Facilities Reservations	29	18	121
Hours of Facility Reservations			0
Facility Reservation Revenue	\$3,457.50	\$2,518.75	\$ 16,995.00
Field Rental Revenue	\$50.00	\$0.00	\$ 1,220.00
Misc. Revenue	\$1,126.00	\$0.00	\$ 17,424.34

Senior Center Participants	283	266	1,668
Number of Trip Participants	64	0	195
Number of Meals Participants	203	179	1,347
Number of Program Participants	321	282	1,921
Number of Trips Offered	4	0	17
Number of Meals Served	3	3	24
Number of Programs Offered	7	6	41

	FY 2007-2008	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
--	-----------------	-----------------	---------------	---------------	---------------

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

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

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

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

Maintenance

Recreation

Administration

Senior Center

White House Inn Library & Museum
December 2013

Summary of Activities

The library held its annual Christmas Open House on December 5th. Despite the bad weather we had over 75 people attend the event. The L & M Bakery catered the event and Gene Taylor dressed up as Santa so kids could get their picture with him. The library would like to thank the L & M Bakery, Gene Taylor, the Friends of the Library, the White House Chamber of Commerce, and the Museum for helping the library put on a successful program.

On December 7th, the library participated in the City's Holiday extravaganza. The Friends of the library sold baked goods and hot cocoa. The Friends raised a total of \$245.75 at the parade. The library also entered its first float ever in the Christmas parade. The homeschool group came up with the design of the float, worked on decorating it, and rode in the float during the parade. Next year, the library hopes to expand its float project as well as the fundraising effort by offering more items to sell.

The Friends of the Library hosted a book signing on December 16th. Local author Melinda Eye-Cooper presented her book *The Funky Chicken (A Christmas Novella)* to the public.

The planning commission approved the location for the new library building in December. Also, construction of the new parking lot which will serve the library and city hall is almost complete. Both of these events means that the city is still on track to go out for bid on the new building either at the end of January or beginning of February.

The board of Mayor and Alderman changed the non-resident fee resolution so that funds would go to the general operating fund which in turn will go to fund all library costs, not solely the building project. This will allow the library staff to continue to collecting the fee even after the new building is complete.

The sidewalk construction has hindered the accessibility to the library during the month of December. The library hopes that as the construction continues, it will not impede on individuals' ability to user our services.

The Friends raised \$80.21 from the donation jar at the library.

Department Highlights

The highlights for the month were the Christmas Open House, since it could be the last one held in the old library building, and the Christmas parade, since the library's homeschoolers were able to successfully put together a float and plan to do it again next year.

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

PERFORMANCE MEASURES

Official Service Area Population:	13,257	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	2	30
Memberships:	8,660	Preschool	2	21
		Teen	0	0
		Adult	0	0
Percent of the Population with Membership:	65	All ages	3	36
		Total	7	87
Total Materials Available:	27,538			
Estimated Value of Total Materials: Last Month:	\$688,450 \$689,050	Wireless Internet Users:		75
Total Materials Available Per Capita: Last Month:	2.07 2.07	Computer Internet Users:		222
		Children Computers:		86
State Minimum Standard:	2.00	Volunteers:		5
		Total Hours:		44.4
<u>Materials Added</u>		Services Provided by Contracting with State		
Adult Fiction:	86	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	2	Items Borrowed:		14
Child/Juvenile/Young Adult Fiction:	36	Items Loaned:		19
Juvenile/Young Adult Non-Fiction:	28	<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Audiobooks:	7	eBooks Downloaded:		1,051
Movies:	95	Audiobooks Downloaded:		672
Music CDs:	0	<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
Total:	254	eBooks Downloaded:		899
		Audiobooks Downloaded:		652
<u>Library Circulation</u>		<u>R.E.A.D.S. 3rd Qtr. Statistics</u>		
Total # of Check-outs:	3,025	eBooks Downloaded:		
Last Month:	3,123	Audiobooks Downloaded:		
Items per Patron:	3.17	<u>R.E.A.D.S. 4th Qtr. Statistics</u>		
		eBooks Downloaded:		
<u>New Memberships</u>		Audiobooks Downloaded:		
Adult:	15			
Senior Adult:	0			
Child:	1			
Student:	8			
Young Adult:	2			
Total:	26			

Municipal Court
December 2013

Revenues

Citations

Total Collected for Month	\$11,841.03
Total Collected YTD	\$71,931.13

State Fines

Total Collected for Month	\$1,499.72
Total Collected YTD	\$9,595.36

Total Revenue for Month	\$13,340.75
Total Revenue YTD	\$81,526.49

Disbursements

Litigation Tax	\$828.17
DOS / DOH Fines & Fees	\$850.25
DOS Title & Registration	\$118.75
Restitution / Refunds	\$0.00
TBI-Expungement / Fees	\$0.00
Worthless Checks	\$117.50

Total Disbursements for Month	\$1,914.67
Total Disbursements YTD	\$12,500.92

Adjusted Revenue for Month	\$11,426.08
Total Adjusted Revenue YTD	\$69,025.57

Drug Fund Donations for Month	\$359.50
Drug Fund Donations YTD	\$3,464.04

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City of White House
Summary Financial Statement
December 2013

User: Charlie Ballard
Date/Time: 1/7/2014 10:37 AM
Page 1 of 14

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
Revenues								
31100		Property Taxes (Summer To Distribute)	0.00	(1,622,706.90)	0.00 %	0.00	(1,414,279.50)	0.00 %
31110		Real & Personal Property Tax(Current)	1,877,130.00	(3,183.81)	0.17 %	156,427.50	446.00	-0.29 %
31120		Public Utilities Property Tax (Current)	75,776.00	0.00	0.00 %	6,314.67	0.00	0.00 %
31211		Property Tax Delinquent 1st Year	60,000.00	(40,503.56)	67.51 %	5,000.00	(1,817.00)	36.34 %
31212		Property Tax Delinquent 2nd Year	28,000.00	(10,153.69)	36.26 %	2,333.33	(341.00)	14.61 %
31213		Property Tax Delinquent 3rd Year	13,000.00	(509.00)	3.92 %	1,083.33	0.00	0.00 %
31214		Property Tax Delinquent 4th Year	8,000.00	(508.00)	6.35 %	666.67	0.00	0.00 %
31215		Property Tax Delinquent 5th Year	8,000.00	(256.00)	3.20 %	666.67	0.00	0.00 %
31216		Property Tax Delinquent 6th Year	2,600.00	0.00	0.00 %	216.67	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior	5,500.00	0.00	0.00 %	458.33	0.00	0.00 %
31300		Int, Penalty, And Court Cost On Prop	43,500.00	(12,169.89)	27.98 %	3,625.00	(385.08)	10.62 %
31513		Payment In Lieu Of Tax -Sewer	93,209.00	(38,837.10)	41.67 %	7,767.42	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee	2,050,000.00	(1,113,867.08)	54.33 %	170,833.33	(164,126.76)	96.07 %
31709		Beer And Liquor Local Priv Tax	5,200.00	(349.98)	6.73 %	433.33	(8.33)	1.92 %
31710		Wholesale Beer Tax	250,000.00	(139,907.04)	55.96 %	20,833.33	(20,897.14)	100.31 %
31800		Business Taxes	140,000.00	(31,606.38)	22.58 %	11,666.67	(90.00)	0.77 %
31911		Natural Gas Franchise Tax	110,000.00	(106,102.49)	96.46 %	9,166.67	0.00	0.00 %
31912		Cable TV Franchise Tax	99,000.00	(57,329.00)	57.91 %	8,250.00	0.00	0.00 %
31960		Special Assessment - Liens	2,000.00	(285.00)	14.25 %	166.67	0.00	0.00 %
31980		Mixed Drink Taxes	9,500.00	(9,719.21)	102.31 %	791.67	0.00	0.00 %
32090		Peddler Permit	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32209		Beer And Liquor License Application	1,000.00	(250.00)	25.00 %	83.33	0.00	0.00 %
32610		Building Permits	21,000.00	(32,995.50)	157.12 %	1,750.00	(317.00)	18.11 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
32690	Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %		
32710	Sign Permits	700.00	(500.00)	71.43 %	58.33	0.00	0.00 %		
33100	Federal Grants	2,601,564.00	(23,253.60)	0.89 %	216,797.00	(10,120.00)	4.67 %		
33142	ARRA Grant #1 - Fiber Optic	0.00	(11,970.48)	0.00 %	0.00	0.00	0.00 %		
33191	Fema Reimbursement	0.00	(79,232.77)	0.00 %	0.00	0.00	0.00 %		
33320	Tva Payments In Lieu Of Taxes	111,164.00	0.00	0.00 %	9,263.67	0.00	0.00 %		
33400	State Grants	100,000.00	0.00	0.00 %	8,333.33	0.00	0.00 %		
33410	State Law Enforcement Education	23,000.00	0.00	0.00 %	1,916.67	0.00	0.00 %		
33451	Local Grant - Summer County	500,000.00	(500,000.00)	100.00 %	41,666.67	0.00	0.00 %		
33460	State Grant-Library Technology	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %		
33510	State Sales Tax	702,980.00	(300,718.43)	42.78 %	58,581.67	0.00	0.00 %		
33520	State Income Tax	20,000.00	(20,974.41)	104.87 %	1,666.67	0.00	0.00 %		
33530	State Beer Tax	5,025.00	(2,576.91)	51.28 %	418.75	0.00	0.00 %		
33553	State Gasoline Inspection Fee	21,023.00	(8,748.84)	41.62 %	1,751.92	0.00	0.00 %		
33593	Corporate Excise Tax	12,000.00	0.00	0.00 %	1,000.00	0.00	0.00 %		
33710	County Grant - Senior Nutrition	9,500.00	(4,750.00)	50.00 %	791.67	0.00	0.00 %		
34120	Fees And Commissions	2,000.00	(1,819.27)	90.96 %	166.67	0.00	0.00 %		
34740	Parks And Rec League Fees	70,000.00	(58,362.85)	83.38 %	5,833.33	(9.00)	0.15 %		
34741	Field Maintenance Fees	8,000.00	(2,750.00)	34.38 %	666.67	0.00	0.00 %		
34760	Library Fines, Fees, And Other	7,500.00	(3,714.31)	49.52 %	625.00	(522.45)	83.59 %		
34793	Community Center Fees	21,000.00	(18,619.00)	88.66 %	1,750.00	(2,268.75)	129.64 %		
34900	Other Charges For Services	9,500.00	(3,463.00)	36.45 %	791.67	(482.00)	60.88 %		
35110	City Court Fines And Costs	150,000.00	(67,077.71)	44.72 %	12,500.00	(9,208.22)	73.67 %		
35130	Impoundment Charges	300.00	(100.00)	33.33 %	25.00	0.00	0.00 %		

Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
110	General Fund							50.00%
36000	Other Revenues	14,000.00	(5,264.28)	37.60 %	1,166.67	(21.40)		1.83 %
36100	Interest Earnings	5,700.00	(1,714.64)	30.08 %	475.00	0.00		0.00 %
36210	Rent	18,000.00	(4,609.27)	25.61 %	1,500.00	(771.46)		51.43 %
36330	Sale Of Equipment	0.00	(965.58)	0.00 %	0.00	(621.00)		0.00 %
36350	Insurance Recoveries	0.00	(73,530.37)	0.00 %	0.00	0.00		0.00 %
36420	Stadium Receipts	5,400.00	(3,657.00)	67.72 %	450.00	0.00		0.00 %
36430	Tax Refunds (Overpayments)	0.00	(7,296.81)	0.00 %	0.00	(7,293.70)		0.00 %
36450	Parks Concessions	11,000.00	(4,740.52)	43.10 %	916.67	0.00		0.00 %
36700	Contri And Donation From Private	0.00	(2,623.71)	0.00 %	0.00	(244.49)		0.00 %
36920	Sale Of Bonds	3,000,000.00	0.00	0.00 %	250,000.00	0.00		0.00 %
36960	Operating Transfer In From Other	0.00	(73,000.00)	0.00 %	0.00	0.00		0.00 %
	Total Revenues	12,333,371.00	(4,507,273.39)	36.55 %	1,027,780.92	(1,633,378.28)		158.92 %
Expenditures								
41000	General Government	(360,806.00)	163,062.28	45.19 %	(30,067.17)	15,891.76		52.85 %
41210	City Court	(77,537.00)	36,341.63	46.87 %	(6,461.42)	5,479.51		84.80 %
41500	Financial Administration	(402,265.00)	203,867.29	50.68 %	(33,522.08)	23,084.37		68.86 %
41650	Human Resources	(141,895.00)	71,178.31	50.16 %	(11,824.58)	11,099.44		93.87 %
41670	Engineering	(2,014,000.00)	1,107,413.20	54.99 %	(167,833.33)	29,664.60		17.68 %
41700	Planning And Zoning	(275,486.00)	128,567.86	46.67 %	(22,957.17)	19,621.92		85.47 %
41800	General Government Buildings	(162,504.00)	103,074.50	63.43 %	(13,542.00)	53,345.18		393.92 %
41921	Special Events	(4,000.00)	2,225.70	55.64 %	(333.33)	850.00		255.00 %
42100	Police Patrol	(1,170,974.00)	581,395.97	49.65 %	(97,581.17)	79,341.65		81.31 %
42120	Police Support Services	(274,565.00)	136,883.78	49.85 %	(22,880.42)	24,022.96		104.99 %
42150	Police Administration	(218,426.00)	91,029.30	41.68 %	(18,202.17)	14,281.23		78.46 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
42151			Communications Services	(185,000.00)	86,666.65	46.85 %	(15,416.67)	0.00	0.00 %
42200			Fire Protection And Control	(1,678,119.00)	514,707.46	30.67 %	(139,843.25)	90,840.13	64.96 %
42210			Fire Administration And Inspection	(358,350.00)	137,996.07	38.51 %	(29,862.50)	19,070.21	63.86 %
43000			Public Works	(727,844.00)	467,582.91	64.24 %	(60,653.67)	17,127.76	28.24 %
43100			Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310			Senior Citizen Activities	(42,614.00)	14,263.47	33.47 %	(3,551.17)	1,707.47	48.08 %
44700			Parks	(275,727.00)	155,616.92	56.44 %	(22,977.25)	31,253.03	136.02 %
44740			Park Maintenance	(829,464.00)	634,680.40	76.52 %	(69,122.00)	252,354.71	365.09 %
44800			Libraries	(3,785,534.00)	448,625.82	11.85 %	(315,461.17)	17,051.17	5.41 %
44880			Children's Library Services	(47,922.00)	16,888.04	35.24 %	(3,993.50)	2,567.19	64.28 %
51000			Misc Exp	(225,000.00)	5,616.88	2.50 %	(18,750.00)	1,229.38	6.56 %
52210			Collection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
58802			ARRA Grant #1 - Fiber Optic	0.00	4,620.00	0.00 %	0.00	0.00	0.00 %
Total	110	General Fund	Total Expenditures	(13,258,032.00)	5,112,304.44	38.56 %	(1,104,836.00)	709,883.67	64.25 %
				(924,661.00)	605,031.05	65.43 %	(77,055.08)	(923,494.61)	-1,198.49

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
120	Industrial Development Fund						50.00%
Revenues							
33800	Local Revenue Allocations	43,000.00	(55,540.56)	129.16 %	3,583.33	(17,864.52)	498.54 %
36100	Interest Earnings	80.00	(26.19)	32.74 %	6.67	0.00	0.00 %
	Total Revenues	43,080.00	(55,566.75)	128.99 %	3,590.00	(17,864.52)	497.62 %
Expenditures							
48000	Economic Opportunity	(50,490.00)	28,826.25	57.09 %	(4,207.50)	0.00	0.00 %
	Total Expenditures	(50,490.00)	28,826.25	57.09 %	(4,207.50)	0.00	0.00 %
Total 120	Industrial Development Fund	(7,410.00)	(26,740.50)	-360.87 %	(617.50)	(17,864.52)	-2,893.04

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
121	State Street Aid Fund					50.00%
Revenues						
33551	State Gasoline And Motor Fuel Tax	265,707.00	(113,027.15)	22,142.25	0.00	0.00 %
36100	Interest Earnings	60.00	(15.75)	5.00	0.00	0.00 %
	Total Revenues	265,767.00	(113,042.90)	22,147.25	0.00	0.00 %
Expenditures						
43100	Highways And Streets	(263,000.00)	177,868.37	(21,916.67)	4,255.74	19.42 %
	Total Expenditures	(263,000.00)	177,868.37	(21,916.67)	4,255.74	19.42 %
Total	121 State Street Aid Fund	2,767.00	64,825.47	230.58	4,255.74	-1,845.64

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
122	Parks Sales Tax Fund					50.00%
Revenues						
36100	Interest Earnings	400.00	(61.28)	33.33	0.00	0.00 %
36425	Parks Sales Tax Receipts	79,000.00	(33,431.44)	6,583.33	0.00	0.00 %
	Total Revenues	79,400.00	(33,492.72)	6,616.67	0.00	0.00 %
Expenditures						
49000	Debt Service	(130,484.00)	15,316.20	(10,873.67)	0.00	0.00 %
	Total Expenditures	(130,484.00)	15,316.20	(10,873.67)	0.00	0.00 %
Total	122 Parks Sales Tax Fund	(51,084.00)	(18,176.52)	(4,257.00)	0.00	0.00 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
123	Solid Waste Fund					50.00%
Revenues						
34400	Sanitation - User Fees	684,000.00	(345,803.50)	57,000.00	(57,738.50)	101.30 %
36100	Interest Earnings	850.00	(254.61)	70.83	0.00	0.00 %
37794	Sale Of Materials	13,000.00	(5,216.43)	1,083.33	(1,637.11)	151.12 %
	Total Revenues	697,850.00	(351,274.54)	58,154.17	(59,375.61)	102.10 %
Expenditures						
43200	Sanitation	(779,203.00)	372,947.35	(64,933.58)	10,388.30	16.00 %
49000	Debt Service	(54,083.00)	2,049.41	(4,506.92)	0.00	0.00 %
	Total Expenditures	(833,286.00)	374,996.76	(69,440.50)	10,388.30	14.96 %
Total 123	Solid Waste Fund	(135,436.00)	23,722.22	(11,286.33)	(48,987.31)	-434.04

124	Impact Fees	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
									50.00%
			Revenues						
36100			Interest Earnings	500.00	(101.09)	20.22 %	41.67	0.00	0.00 %
36421			Roads Impact Fees	2,500.00	(2,344.98)	93.80 %	208.33	0.00	0.00 %
36422			Parks Impact Fees	1,080.00	(2,199.90)	203.69 %	90.00	0.00	0.00 %
36423			Police Impact Fees	2,500.00	(2,222.12)	88.88 %	208.33	0.00	0.00 %
36424			Fire Impact Fees	1,650.00	(1,471.00)	89.15 %	137.50	0.00	0.00 %
			Total Revenues	8,230.00	(8,339.09)	101.33 %	685.83	0.00	0.00 %
			Expenditures						
51010			Roads Impact Fees	(122,710.00)	89.13	0.07 %	(10,225.83)	0.00	0.00 %
51020			Parks Impact Fees	(22,000.00)	0.00	0.00 %	(1,833.33)	0.00	0.00 %
51040			Fire Impact Fees	(4,297.00)	63.57	1.48 %	(358.08)	0.00	0.00 %
			Total Expenditures	(149,007.00)	152.70	0.10 %	(12,417.25)	0.00	0.00 %
Total	124		Impact Fees	(140,777.00)	(8,186.39)	-5.82 %	(11,731.42)	0.00	0.00 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
140	Police Drug Fund						50.00%
Revenues							
31610	Local Sales Tax - Co. Trustee	900.00	(150.00)	16.67 %	75.00	0.00	0.00 %
35130	Impoundment Charges	300.00	0.00	0.00 %	25.00	0.00	0.00 %
35140	Drug Related Fines	11,000.00	(3,354.54)	30.50 %	916.67	0.00	0.00 %
36100	Interest Earnings	80.00	(19.56)	24.45 %	6.67	0.00	0.00 %
	Total Revenues	12,280.00	(3,524.10)	28.70 %	1,023.33	0.00	0.00 %
Expenditures							
42129	Drug Investigation And Control	(15,933.00)	970.32	6.09 %	(1,327.75)	59.00	4.44 %
	Total Expenditures	(15,933.00)	970.32	6.09 %	(1,327.75)	59.00	4.44 %
Total	140 Police Drug Fund	(3,653.00)	(2,553.78)	-69.91 %	(304.42)	59.00	19.38 %

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
31110		Real & Personal Property Tax		620,000.00	(1,482.60)	0.24 %	51,666.67	0.00	0.00 %
36100		Interest Earnings		300.00	(13.58)	4.53 %	25.00	0.00	0.00 %
		Total Revenues		620,300.00	(1,496.18)	0.24 %	51,691.67	0.00	0.00 %
Expenditures									
49000		Debt Service		(813,546.00)	96,283.57	11.84 %	(67,795.50)	0.00	0.00 %
		Total Expenditures		(813,546.00)	96,283.57	11.84 %	(67,795.50)	0.00	0.00 %
Total	200	Debt Service Fund (General)		(193,246.00)	94,787.39	49.05 %	(16,103.83)	0.00	0.00 %

Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
412	Sewer Fund						50.00%
Revenues							
36000	Other Revenues	19,000.00	(7,976.39)	41.98 %	1,583.33	(1,284.68)	81.14 %
36100	Interest Earnings	2,700.00	(1,233.50)	45.69 %	225.00	0.00	0.00 %
36330	Sale Of Equipment	0.00	(19,315.00)	0.00 %	0.00	(19,315.00)	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	(243,728.00)	3.75 %	542,083.33	0.00	0.00 %
37210	Application Fees	32,000.00	(9,175.00)	28.67 %	2,666.67	(775.00)	29.06 %
37220	Administrative Fees	11,000.00	(3,475.00)	31.59 %	916.67	(800.00)	87.27 %
37230	Sewer User Fees	2,506,000.00	(1,298,804.01)	51.83 %	208,833.33	(216,522.59)	103.68 %
37298	Capacity Fees	398,000.00	(182,366.11)	45.82 %	33,166.67	(2,500.00)	7.54 %
37995	Connection Fees	3,500.00	(4,650.00)	132.86 %	291.67	(150.00)	51.43 %
	Total Revenues	9,477,200.00	(1,781,016.72)	18.79 %	789,766.67	(241,347.27)	30.56 %
Expenditures							
49000	Debt Service	(709,620.00)	62,624.45	8.83 %	(59,135.00)	9,070.81	15.34 %
52117	Administration And General Expenses	(727,281.00)	310,335.60	42.67 %	(60,606.75)	21,831.92	36.02 %
52210	Collection	(6,421,780.00)	3,034,023.30	47.25 %	(535,148.33)	32,501.99	6.07 %
52213	Sewer Treatment And Disposal	(2,351,176.00)	196,456.20	8.36 %	(195,931.33)	4,159.57	2.12 %
52223	Depreciation	(652,737.00)	271,973.75	41.67 %	(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 %
	Total Expenditures	(10,937,594.00)	4,097,890.85	37.47 %	(911,466.17)	67,564.29	7.41 %
Total 412	Sewer Fund	(1,460,394.00)	2,316,874.13	158.65 %	(121,699.50)	(173,782.98)	-142.80

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
416	Healthcare Fund					50.00%
Revenues						
36100	Interest Earnings	320.00	(87.49)	26.67	0.00	0.00 %
36960	Operating Transfer In From Other	30,285.00	(19,583.57)	2,523.75	0.00	0.00 %
	Total Revenues	30,605.00	(19,671.06)	2,550.42	0.00	0.00 %
Expenditures						
51520	Insurance Employers Share	(63,235.00)	27,988.99	(5,269.58)	3,430.99	65.11 %
	Total Expenditures	(63,235.00)	27,988.99	(5,269.58)	3,430.99	65.11 %
Total	416 Healthcare Fund	(32,630.00)	8,317.93	(2,719.17)	3,430.99	126.18 %

433	Hillcrest City Cemetery	Account	Description	Year-To-Date		Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual
Revenues								
34110		General Services	2,225.00	(1,770.00)	79.55 %	185.42	(405.00)	218.43 %
34321		Cemetery Burial Charges	450.00	0.00	0.00 %	37.50	0.00	0.00 %
34323		Grave - Opening And Closing Fees	14,400.00	(8,950.00)	62.15 %	1,200.00	(250.00)	20.83 %
36100		Interest Earnings	300.00	(75.16)	25.05 %	25.00	0.00	0.00 %
36330		Sale Of Equipment	0.00	(5,524.37)	0.00 %	0.00	(5,524.37)	0.00 %
36340		Sale Of Cemetery Lots	8,500.00	(4,500.00)	52.94 %	708.33	0.00	0.00 %
		Total Revenues	25,875.00	(20,819.53)	80.46 %	2,156.25	(6,179.37)	286.58 %
Expenditures								
43400		Cemeteries	(40,858.00)	23,789.98	58.23 %	(3,404.83)	127.22	3.74 %
		Total Expenditures	(40,858.00)	23,789.98	58.23 %	(3,404.83)	127.22	3.74 %
Total	433	Hillcrest City Cemetery	(14,983.00)	2,970.45	19.83 %	(1,248.58)	(6,052.15)	-484.72

RESOLUTIONS....

ORDINANCES....

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 PASSED

Second Reading: January 16, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

January 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: An ordinance amending the Municipal Code Title 11, Chapter 2 Fortune Telling, Etc.

The City Administrator recommends approval to the Board of Mayor and Aldermen for the following amendment to Municipal Code Title 11, Chapter 2 Fortune Telling, Etc.

~~CHAPTER 2: FORTUNE TELLING, ETC.
SECTION~~

~~11-201. Fortune telling, etc.~~

~~11-201. Fortune telling, etc. It shall be unlawful for any person to conduct business of, solicit for, or ply the trade of fortune teller, clairvoyant, hypnotist, spiritualist, palmist, phrenologist, or other mystic endowed with supernatural powers. (1979 Code, § 10-234, modified)~~

After reviewing this ordinance and discussing with our legal and MTAS representatives we decided it would be in the best interest of the City to delete this ordinance. Going forward we will handle request(s) about this subject matter through the Zoning Ordinance.

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

January 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: An ordinance amending the Municipal Code Title 11, Chapter 2 Fortune Telling, Etc.

The City Administrator recommends approval to the Board of Mayor and Aldermen for the following amendment to Municipal Code Title 11, Chapter 2 Fortune Telling, Etc.

~~CHAPTER 2: FORTUNE TELLING ETC.
SECTION~~

~~11-201. Fortune telling, etc.~~

~~11-201. Fortune telling, etc. It shall be unlawful for any person to conduct business of, solicit for, or ply the trade of fortune teller, clairvoyant, hypnotist, spiritualist, palmist, phrenologist, or other mystic endowed with supernatural powers. (1979 Code, § 10-234, modified)~~

After reviewing this ordinance and discussing with our legal and MTAs representatives we decided it would be in the best interest of the City to delete this ordinance. Going forward we will handle request(s) about this subject matter through the Zoning Ordinance.

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

ORDINANCE 14-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 11, CHAPTER 2 FORTUNE TELLING, ETC.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding municipal offenses;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 11, Chapter 2 Fortune Telling, Etc. be removed from the Municipal Code as follows:

~~CHAPTER 2: FORTUNE TELLING-ETC.
SECTION~~

~~11-201. Fortune telling, etc.~~

~~11-201. Fortune telling, etc. It shall be unlawful for any person to conduct business of, solicit for, or ply the trade of fortune teller, clairvoyant, hypnotist, spiritualist, palmist, phrenologist, or other mystic endowed with supernatural powers. (1979 Code, § 10-234, modified)~~

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: January 16, 2014

Second Reading: February 20, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

January 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Charlotte Soporowski, Finance Director
Cc: Gerald Herman, City Administrator
Re: Budget Amendment

The following budget amendment is recommended for approval. Some of the items are included due to carry over from previous year activity, incurred damage and subsequent insurance claim, and some from overages in the original budgeted amounts.

Should you have any questions related to this budget amendment, please let me know. Thanks.

ORDINANCE 14-02

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2014.

WHEREAS, it has become necessary to amend the current year's annual budget

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2014 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading, the public welfare requiring it.

First Reading: January 16, 2014

Second Reading: February 20, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

City of White House
 Budget Amendment I
 January 16, 2014

					Current Budget	Proposed Budget	Amendment
110	42100	900	General Fund - Police Patrol	Capital Outlay	71,000	101,720	30,720
110	44740	900	General Fund - Parks Maintenance	Capital Outlay	398,000	552,688	154,688
110	27100		General Fund	Fund Balance	3,820,856	3,635,448	(185,408)
			1. To amend current 2013-2014 budget to recognize expense related to items that were carried over from the previous fiscal year. The two items include a patrol vehicle that was wrecked and totaled by insurance. A budget amendment was made in the previous year to recognize the revenue and expense related to this transaction, however, the vehicle was not received until the current fiscal year. The second item is the completion of the new restroom facility at the park, which was \$116,700 over budget and carried over into the current year.				
110	58802	900	General Fund - ARRA Grant - Fiber Optic	Capital Outlay	0	4,620	4,620
110	33142		General Fund	ARRA Grant #1 - Fiber Optic	0	(4,620)	(4,620)
			2. To amend current 2013-2014 budget to recognize additional expense and revenue related to the ARRA Fiber Optic project that was not completed by year end as was anticipated in the budget.				
123	43200	761	Sanitation Fund	Transfer to General Fund for Capital Project	0	36,500	36,500
123	27100		Sanitation Fund	Fund Balance	37,770	1,270	(36,500)
			3. To amend current 2013-2014 budget to recognize additional expense related to the completion of the Fiber Optic project, and the related charge to the Sanitation Fund.				
412	52117	761	Wastewater Fund - Administration	Transfer to General Fund for Capital Project	0	36,500	36,500
412	27100		Wastewater Fund	Fund Balance	14,626,988	14,590,488	(36,500)
			4. To amend current 2013-2014 budget to recognize additional expense related to the completion of the Fiber Optic project, and the related charge to the Wastewater Fund.				
412	52210	902	Wastewater Fund	Capital Outlay Vehicles	32,000	33,119	1,119
412	52210	900	Wastewater Fund	Capital Outlay	5,153,000	5,151,881	(1,119)
			5. To amend current 2013-2014 budget to recognize additional expense related to purchase of 3/4 Ton Extended Cab with Utility Bed that came in over budget. The original budget failed to take into account necessary accessories.				
412	52117	902	Wastewater Fund	Capital Outlay Vehicles	22,000	22,880	880
412	52117	900	Wastewater Fund	Capital Outlay	87,500	86,620	(880)
			6. To amend current 2013-2014 budget to recognize additional expense related to purchase of 3/4 Ton Extended Cab for Superintendent, that came in over budget, and reduce a capital expense for facility upgrade that has been postponed.				
412	58804	900	Wastewater Fund	ARRA - Sewer Rehab Proj	75,000	224,879	149,879
412	36920		Wastewater Fund	SRF Loan Draws	(6,505,000)	(6,654,879)	(149,879)
			7. To amend current 2013-2014 budget to recognize additional expense and offsetting loan draws for ARRA Sewer Rehab Project that was not completed in previous fiscal year and carried forward more expenses than projected.				

January 9, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: An ordinance amending the Municipal Code Title 3, Chapter 1 City Judge.

The City Administrator recommends approval to the Board of Mayor and Aldermen for the following amendment to Municipal Code Title 3, Chapter 1 City Judge.

ARTICLE III: MUNICIPAL COURT
CHAPTER 1: CITY JUDGE
SECTION: 3-102. Popular election, term, salary, etc.
ITEM: (1) Popular election.

(1) Popular election. ~~In accordance with art. VIII, § 5 of the Tennessee Constitution, at the The August November~~ general election of ~~1998~~ 2014, and every eight years thereafter, the city judge shall be elected by the qualified voters of the city for a term of eight years, and the city judge shall take office ~~September~~ January 1 next following his or her election. The term of the current judge shall be extended from September 1, 2014 until January 1, 2015. However, the office of city judge during the interim period between the effective date of this ordinance¹ and September 1, 1998, shall be filled as follows:

- (a) ~~Upon the effective date of this chapter¹, the board of mayor and aldermen shall have the authority to appoint a city judge to serve until the next regular August general election.~~
- (b) ~~At the next regular August election the qualified voters of the city shall elect a city judge to serve until September 1, 1998.~~

The Sumner County Election Commission contacted my office and requested that we look into moving the date of our judge election from August to November. The goal in changing the date is to increase possible voter turnout. I have discussed this change with our current judge and legal team and everyone agrees this is a good decision.

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

ORDINANCE 14-03

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 3, CHAPTER 1 CITY JUDGE.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding city judge election;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 3, Chapter 1 CITY JUDGE be revised from the Municipal Code as follows:

ARTICLE III: MUNICIPAL COURT

CHAPTER 1: CITY JUDGE

SECTION: 3-102. Popular election, term, salary, etc.

ITEM: (1) Popular election.

(1) Popular election. ~~In accordance with art. VIII, § 5 of the Tennessee Constitution, at the The August November general election of ~~1998~~ 2014, and every eight years thereafter, the city judge shall be elected by the qualified voters of the city for a term of eight years, and the city judge shall take office ~~September~~ January 1 next following his or her election. The term of the current judge shall be extended from September 1, 2014 until January 1, 2015. However, the office of city judge during the interim period between the effective date of this ordinance¹ and September 1, 1998, shall be filled as follows:~~

(a) ~~Upon the effective date of this chapter¹, the board of mayor and aldermen shall have the authority to appoint a city judge to serve until the next regular August general election.~~

(b) ~~At the next regular August election the qualified voters of the city shall elect a city judge to serve until September 1, 1998.~~

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: January 16, 2014

Second Reading: February 20, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

FINANCE....

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....

Budget Calendar for FY 2014-2015 Annual Budget

<u>Milestone</u>	<u>Date</u>
CIP templates distributed to Dept Heads by City Recorder	January 16 th
Department Head Budget Retreat 1.) New position requests 2.) Capital project requests	January 23 rd
6 year Capital Improvements Submissions due	February 6 th
Departmental Worksheets prepared by Finance and distributed to Directors	February 20 th
List of projects not in CIP due from Dept Heads at individual meeting with Administrator at time mutually scheduled	February 24 th -25 th
Initial revenue projections due to Administrator from Finance FY13-14 projected expenditures due to Finance from Dept Heads	March 3 rd
Board of Mayor and Alderman Budget Retreat	March 5 th – 6 th
Finance Director redistributes worksheets to Department Heads	March 20 th
FY14-15 proposed expenditures due to Finance from Directors Salary projections including, breakdown of city cost for insurance by departments for insurance (Life, LTD, Health, Dental), salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison and Benefit Summary Chart due to Finance from HR	April 3 rd
CIP detail sheets due to Purchasing Specialist for Review	April 17 th
City Administrator and Finance Director Review proposed budget	April 21 st – 24 th
Board Study Session	May 1 st
Final CIP detail sheets due to City Recorder from Dept Heads	May 6 th
Budget Ordinance delivered to Board of Mayor and Aldermen	May 8 th
First Reading of Budget (Regular Board Meeting)	May 15 th
Budget publication due 10 days before final passage	by June 3 rd
Public Hearing and Second Reading of Budget (Regular Mtg.)	June 19 th
Beginning of FY 2014-2015 Annual Budget	July 1 st