

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
May 15, 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 March 20, 2014 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 14-07:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library/Museum
 - J. Municipal Court
 - K. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. None
11. Consideration of the Following Ordinances:
 - a. **Ordinance 14-07:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *Second Reading.*
 - b. **Ordinance 14-08:** An ordinance amending the Zoning Ordinance Article VIII, Permit Issuance Regarding a Reduction in the Impact Fee Assessment Rate. *First Reading.*
 - c. **Ordinance 14-09:** An ordinance amending the Municipal Code Title 8, Chapter 2 Beer, Section 8-211. *First Reading.*
 - d. **Ordinance 14-10:** An ordinance amending the fiscal budget for the period ending June 30, 2014. *First Reading.*
 - e. **Ordinance 14-11:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2014 through June 30, 2015. *First Reading.*

12. Finance

- a. To approve or reject Jarret Builders Inc. bid of \$204,193.80 which includes alternate 1, alternate 2, and the \$12,511 change order for the RTP Trail Renovation Project. The Parks and Recreation Director recommends approval.
- b. To approve or reject a volleyball court rental rate of \$15 per hour. The Parks and Recreation Director recommends approval.
- c. To approve or reject Sessions Paving's bid of \$506,092.20 for the Hwy 31W Sidewalk and Bicycle Path Project. The City Administrator recommends approval.

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
April 21, 2014
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 - Absent; Ald. Hutson - Present; Ald. Paltzik - Present; **Quorum - Present**

4. Adoption of the Agenda

Motion was made by Ald. Bibb, 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 March 20, 2014 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.

7. Public Hearings

a. None

8. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik announced that the Discover White House was a successful event.

Ald. Hutson stated that the new playground that was donated by Miracle of KY and TN is a great addition to our community.

Ald. Bibb echoed Ald. Hutson's remarks about the new playground being an excellent addition.

Ald. Bibb stated that it is nice to see the Hwy 76 sidewalks being finished and that it will be a great asset to our city.

City Administrator Gerald Herman gave an update on the City Hall gymnasium renovation, and stated that the women's restroom renovation is now complete.

City Administrator Gerald Herman stated that Lose an Associates, Inc. is still working on a master plan for recreational facilities on the White House Municipal Complex.

City Administrator Gerald Herman reported that the Meadowlark lift station is finished and fully operational now.

City Administrator Gerald Herman reported that the SR 31W sidewalk project is out for bid, and bids will be opened on May 7th at 10:00 am.

City Administrator Gerald Herman gave an update on the SR76 sidewalk project and stated that project is currently behind schedule, but it appears they should be finished in the next two or three weeks.

City Administrator Gerald Herman reported that we are still on schedule to bid out the library project by the end of April.

City Administrator Gerald Herman gave an update on the Hobbs sewer project.

City Administrator Gerald Herman stated that most of the dirt piles at the soccer complex have been leveled, and within the next two weeks seeding should take place.

Mayor Arnold thanked the Aldermen for attending Discover White House and the playground grand opening.

Mayor Arnold noted the increase in our website hits over the last year.

9. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Hutson 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 14-01:** A resolution authorizing participation by the City of White House in the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program.

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.**

- b. **Resolution 14-02:** A resolution authorizing participation by the City of White House in the National Joint Powers Alliance.

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.**

11. Consideration of the Following Ordinances:

- a. **Ordinance 14-07:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 14-07 passed on First Reading.**

12. Finance

- a. To approve or reject the purchase of a Kubota Utility Cab Tractor (Model # V3307-CR-TE4) for \$34,013.60 from the National Joint Powers Alliance. The Public Services Director recommends approval.

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.**

- b. To approve or reject the purchase of a KX057-4R3A Kubota Excavator for \$69,987.01 from the National Joint Powers Alliance (Plateau Equipment in Crossville, TN). The Public Services Director 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.**

- c. To approve or reject the purchase of a new Local Government server and software for \$9,108.32 from Local Government Corporation. The Finance Director recommends approval.

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

- d. To consider rejecting any and all bids for the RTP Trail Rehabilitation Project because all bids were over budget. The Parks and Recreation Director recommends approval.

No motions were made. A voice vote was called for with all members voting aye to deferring this decision until the May 15, 2014 meeting. **Motion deferred.**

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. Tennessee Consolidated Retirement System (TCRS) employer contribution rate

16. Adjournment

Meeting was adjourned at 7:24 pm

REPORTS....

**General Government Department
April 2014**

Administration

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

- April 07 - Art Council Meeting
- April 08 - Marketing and Operations Committee Meetings
- April 10 - White House Inn Library Gala
- April 12
 - Chamber of Commerce Discover White House
 - Miracle Recreation of Tennessee and Kentucky Playground Ribbon Cutting
- April 15
 - Robertson County 911 Board Meeting
 - Chamber of Commerce Luncheon
- April 16
 - Regional Transportation Authority Executive Board Meeting
 - Greater Nashville Regional Council Meeting
- April 22
 - Economic Development Middle Tennessee Stake Holders Meeting
 - Citizens' Police Academy Graduation
- April 23 - Tennessee City Manager's Association Conference
- April 24
 - Tennessee City Manager's Association Conference
 - Walton Global Meeting
- April 25 - Tennessee City Manager's Association Conference
- April 29 - Safety Committee Meeting
- April 30 - Independence Day Celebration Meeting with the Chamber of Commerce

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2013-2014.

| Budget | Budgeted Amount | Expended/Encumbered* | % Over (↑) or Under (↓) (Anticipated expenditures by this point in the year) |
|------------------------|-----------------|----------------------|---|
| General Fund | \$13,448,060 | \$7,418,719 | ↓ 28.16% |
| Cemetery Fund | \$40,858 | \$28,757 | ↓ 12.95% |
| Debt Services | \$813,546 | \$148,912 | ↓ 65.03% |
| Healthcare | \$63,235 | \$50,669 | ↓ 3.20% |
| Impact Fees | \$149,007 | \$22,053 | ↓ 68.53% |
| Industrial Development | \$50,490 | \$33,989 | ↓ 16.01% |
| Parks Sales Tax | \$130,484 | \$15,316 | ↓ 71.59% |
| Police Drug Fund | \$15,933 | \$8,639 | ↓ 29.11% |
| Solid Waste | \$869,786 | \$616,631 | ↓ 12.44% |
| State Street Aid | \$263,000 | \$232,131 | ↑ 4.93% |
| Wastewater | \$11,123,973 | \$5,452,144 | ↓ 34.32% |

*Expended/Encumbered amounts reflect charges from July 1, 2013 – April 30, 2014.

**General Government Department
April 2014**

Website Management

The Administration Department's goal is to maintain or exceed the total number of page visits from the previous fiscal year.

| | 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 | 126 | 51 | 555,161 | 98,082 |
| February | 137 | 45 | 426,376 | 96,253 |
| March | 127 | 22 | 1,191,691 | 118,982 |
| April | 95 | 45 | 262,646 | 170,040 |
| May | | 212 | | 223,064 |
| June | | 117 | | 193,101 |
| Total | 1,274 | 554 | 4,012,971 | 1,366,173 |

Facebook Management

The Administration Department's goal is to exceed the total number of facebook posts communicated to the community from the previous fiscal year.

| | 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 | 36 | 9 | 15 | 3 |
| February | 33 | 15 | 27 | 2 |
| March | 16 | 10 | 25 | 2 |
| April | | 7 | 22 | 3 |
| May | | 6 | | 3 |
| June | | 15 | | 18 |
| Total | 279 | 306 | 181 | 59 |

**General Government Department
April 2014**

Twitter Management

The Administration Department's goal is to exceed the total number of tweets communicated to the community from the previous fiscal year.

| | 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 | 346 | 260 | 10 | 3 |
| February | 361 | 262 | 20 | 2 |
| March | 370 | 267 | 25 | 2 |
| April | 385 | 277 | 21 | 3 |
| May | | 284 | | 3 |
| June | | 275 | | 18 |
| Total | N/A | N/A | 147 | 59 |

Building Maintenance Projects

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

Special Maintenance Projects

- Gymnasium renovations

General Maintenance

- Monthly safety checks
- School zone light repairs
- Gazebo roof repair
- Lawn care / mulching at City Hall
- Repair of siding at City Hall
- Repair of leak in hot box
- Replaced ceiling tiles at Wastewater
- General grounds maintenance

| | 2013 - 2014 Work Order Requests |
|------------------|------------------------------------|
| July | N/A |
| August | N/A |
| September | N/A |
| October | N/A |
| November | N/A |
| December | 8 |
| January | 19 |
| February | 33 |
| March | 15 |
| April | 15 |
| May | |
| June | |
| Total | 75 |

*In December 2013 work orders requests started to be tracked.

**Finance Department
April 2014**

Finance Section

March produced an additional 1% of the total tax based collected, which leaves us at 97% collected year to date. The 3% delinquency that remains totals \$89,251 and leaves us slightly better off than we have been at this point for the last few years.

Finance Staff spent a significant amount of time on budget activity in April. The Finance Director completed the review and compilation of all departmental files, created all summary files, balanced all budgets, and prepared for the Budget Study Session. The Purchasing Specialist reviewed all CIP detail sheets to ensure accuracy and reasonableness.

The Purchasing Specialist attended the TNPRIMA (Tennessee Public Risk Management Associations) Roundtable Lunch with Chief Palmer on April 1, and the Risk Management class hosted by the Tennessee Municipal League in Alcoa on April 17th. The Finance Director and Accounting Specialist attended an IRS Webinar on April 30th. The Utility Billing Specialist attended two MTAS classes during the month, Deferred Inflows and Outflows, and CMFO Governmental Accounting I. Both the Tax Clerk and Utility Billing Specialist attended the Local Government RESOURCE 2014 software conference in Gatlinburg during April.

Charlie Ballard, Accounting Specialist resigned during the month of April, and has left for a position with the City of Goodlettsville. Carol Sturm has accepted the position of Accounting Specialist, and her position is currently posted internally.

Performance Measures

Fund Balance – The City will strive to maintain a fund balance of at least 20% of Operating Revenues.

| Operating Fund | Budgeted Operating Revenue | Fund Balance Goal | Current Month Fund Balance | Current Fund Balance Performance |
|----------------|----------------------------|-------------------|----------------------------|----------------------------------|
| General | 12,333,372 | 2,466,674 | 6,497,512 | 53% |

Key Revenue Indicators – At the end of April there is 17% of the fiscal year remaining.

| Operating Fund | Revenue Stream | Current Month | YTD | Budgeted | Over/(Under) Budget | % Over/(Under) Budget |
|------------------------|---------------------|---------------|-----------|-----------|---------------------|-----------------------|
| General | Local Sales Tax | 182,848 | 1,917,225 | 2,050,000 | (132,775) | (6%) |
| | State Shared Taxes | 89,672 | 726,561 | 840,192 | (113,631) | (14%) |
| | Property Tax | 41,514 | 2,223,063 | 2,078,006 | 145,057 | 7% |
| Industrial Development | Hotel/Motel Tax | 15,847 | 71,387 | 43,000 | 28,387 | 66% |
| State Street Aid | State Gas Tax | 20,095 | 220,836 | 265,707 | (44,871) | (17%) |
| Park Sales Tax | Park Sales Tax | 6,125 | 67,126 | 79,000 | (11,874) | (15%) |
| Sanitation | User Fees | 57,947 | 577,517 | 684,000 | (106,483) | (16%) |
| Impact Fees | Impact Fees | 1,092 | 10,172 | 7,730 | 2,442 | 32% |
| Drug | Fines | 333 | 5,245 | 11,000 | (5,755) | (52%) |
| Debt Service | Property Tax | (28,481) | 676,955 | 620,000 | 56,955 | 9% |
| Wastewater | User Fees | 212,048 | 2,157,735 | 2,506,000 | (348,265) | (14%) |
| Healthcare | Operating Transfers | 3,421 | 52,952 | 30,285 | 22,667 | 75% |
| Cemetery | Open/Close Fees | 2,150 | 18,350 | 14,400 | 3,950 | 27% |

Payroll Activity – The goal is to have a 0% error rate when dealing with employee payroll, current month issues with employee records yield a 1% error rate.

| Number of Payrolls | Number of Checks and Direct Deposits | Number of adjustments or errors | Number of Void Checks |
|------------------------|---------------------------------------|--|-----------------------|
| 2 regular 0 special | 3 paper checks 195 direct deposits | 1 employee set up with incorrect overtime and holiday distribution | 0 Voids |

**Finance Department
April 2014**

Accounts Payable – The goal is to have a reduction in error rate for invoices submitted to finance for payment, current month issues yield an 8% error rate.

| | April Invoices | 2014 YTD | 2013 YTD | 2012 YTD | 2011 YTD | 2010 YTD |
|---------------------------------|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Total Invoices Processed | 444 | 3,393 | 3,231 | 3,166 | 3,137 | 2,916 |

Errors with invoices submitted for payment
 8 receipts missing
 15 invoices not coded
 12 Changes, including incorrect coding, freight not on PO, etc.

Customer Calls and Visits

| | Apr 2014 | Apr 2013 | Apr 2012 | Apr 2011 | Apr 2010 |
|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Calls | 754 | 347 | 445 | 347 | 440 |
| Visits | 541 | 529 | 101 | 160 | 114 |

Emergency Purchase Orders – April

| Number | Vendor | Items | Amount | Nature of Emergency | Department |
|---------------|---------------|----------------------------|---------------|---|--------------------|
| 200026E | Best Buy | Cover and Shield for i-pad | \$99.97 | Unauthorized purchase, items and amount exceeded approved purchase order. | Planning and Codes |

Purchasing – April – The goal is to have an error rate less than 5% on purchase orders submitted to finance for processing, current month issues yield a 14% error rate.

| | Apr 2014 | Apr 2013 | Apr 2012 | Apr 2011 | Apr 2010 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Total Purchase Orders Processed | 157 | 143 | 150 | 146 | 119 |

Issues with Purchase orders submitted for processing
 4 voids
 1 po returned to department for missing budget code or signature
 17 invoice amounts exceeded purchase order, work done without prior approval

Business License Activity – April YTD

| | Month | Apr 2014 | Apr 2013 | Apr 2012 | Apr 2011 | Apr 2010 |
|---------------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Opened | 10 | 62 | 59 | 50 | 49 | 46 |
| Closed | 4 | 12 | 138* | 3 | 2 | 33 |

*2013 included a mass closure of 129 businesses that were deemed uncollectible accounts.

Municipal Court – Case Disposition

| Disposition | Apr 2014 | Apr 2013 | Apr 2012 | Apr 2011 | Apr 2010 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Ticket Paid in Full – Prior to Court | 94 | 100 | 92 | 46 | 68 |
| Guilty as Charged | 15 | 10 | 15 | 10 | 3 |
| Dismissal | 25 | 18 | 20 | 6 | 10 |
| Dismissed upon presentation of insurance | 51 | 62 | 54 | 30 | 21 |
| Not Guilty | 0 | 2 | 0 | 0 | 0 |
| Dismissed to Traffic School | 15 | 14 | 12 | 13 | 6 |
| Dismissed with Costs and Fines | 39 | 31 | 66 | 20 | 38 |
| Dismissed with Costs | 16 | 24 | 21 | 8 | 3 |
| Dismissed with Fines | 0 | 10 | 13 | 0 | 4 |
| Case Transferred to County | 0 | 0 | 0 | 0 | 0 |
| Dismissed with Public Service | 0 | 0 | 0 | 0 | 0 |
| Total | 255 | 271 | 293 | 133 | 153 |

**Finance Department
April 2014**

Wastewater Billing

| | Apr 2014 | Apr 2013 | Apr 2012 | Apr 2011 | Apr 2010 |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| New Connections | 7 | 1 | 3 | 1 | 10 |
| Late Payments | 851 | 1,170 | 1,067 | 750 | 943 |
| Disconnect for non-payment | 58 | 52 | n/a | n/a | n/a |

n/a – prior to 2013 the Finance department was not processing payments, and data is not available.

**Human Resources Department
April 2014**

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

- April 01: Chamber Executive Director Search Committee Meeting
- April 02: White House Foodland Ribbon Cutting
Chamber Executive Director Search Committee Meeting
- April 03: White House Heritage High School Tour
- April 07: Chamber of Commerce Discover White House Committee Meeting
- April 08: Tennessee Personnel Management Association Annual Conference
- April 09: Tennessee Personnel Management Association Annual Conference
- April 10: Tennessee Personnel Management Association Annual Conference
White House Inn Library Gala
- April 11: Tennessee Personnel Management Association Annual Conference
- April 12: Chamber of Commerce Discover White House
- April 15: Chamber of Commerce Luncheon
- April 16: MTAS Workers' Compensation Training Class
- April 22: Tennessee Consolidated Retirement System Concord Training Class
- April 29: Safety Committee Meeting
- April 30: Independence Day Celebration Committee Meeting
Chamber Executive Director Search Committee Meeting

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

| | 2013-2014 | 2012-2013 | 2011 - 2012 | 2010 - 2011 |
|--------------|-----------|-----------|-------------|-------------|
| July | 2 | 0 | 0 | 0 |
| August | 0 | 1 | 2 | 1 |
| September | 1 | 1 | 0 | 3 |
| October | 1 | 0 | 1 | 2 |
| November | 0 | 1 | 1 | 0 |
| December | 0 | 2 | 0 | 0 |
| January | 1 | 2 | 0 | 2 |
| February | 1 | 0 | 0 | 3 |
| March | 0 | 0 | 0 | 0 |
| April | 2 | 2 | 3 | 0 |
| May | | 2 | 0 | 0 |
| June | | 1 | 0 | 1 |
| Total | 8 | 12 | 7 | 12 |

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

| | 2013-2014 | 2012-2013 | 2011 - 2012 | 2010-2011 |
|-----------|-----------|-----------|-------------|-----------|
| July | 2 | 0 | 0 | 1 |
| August | 0 | 1 | 0 | 0 |
| September | 1 | 0 | 0 | 0 |
| October | 2 | 1 | 1 | 0 |
| November | 0 | 1 | 0 | 0 |
| December | 1 | 1 | 2 | 0 |
| | | | | |

| | 2012-2013 | 2012 - 2013 | 2011-2012 | 2010-2011 |
|--------------|-----------|-------------|-----------|-----------|
| January | 2 | 0 | 0 | 2 |
| February | 2 | 0 | 3 | 0 |
| March | 0 | 1 | 0 | 0 |
| April | 2 | 1 | 1 | 0 |
| May | | 0 | 0 | 0 |
| June | | 0 | 0 | 0 |
| Total | 12 | 6 | 7 | 3 |

**Human Resources Department
April 2014**

Full-Time Turnover Goal: To reduce the three-year average from 13.48% to 12.00%.

| | 2013 - 2014 | | 2012 - 2013 | | 2011 - 2012 | | 2010 - 2011 | |
|--------------|-------------|--------------|-------------|--------------|-------------|---------------|-------------|--------------|
| | Number | Percentage | Number | Percentage | Number | Percentage | Number | Percentage |
| July | 1 | 1.16% | 1 | 1.12% | 4 | 4.60% | 1 | 1.07% |
| August | 0 | 0.00% | 0 | 0.00% | 1 | 1.15% | 1 | 1.07% |
| September | 0 | 0.00% | 1 | 1.12% | 0 | 0.00% | 0 | 0.00% |
| October | 1 | 1.16% | 1 | 1.12% | 1 | 1.15% | 0 | 0.00% |
| November | 2 | 2.33% | 1 | 1.12% | 2 | 2.30% | 1 | 1.07% |
| December | 1 | 1.16% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| January | 0 | 0.00% | 1 | 1.12% | 3 | 3.45% | 1 | 1.07% |
| February | 0 | 0.00% | 1 | 1.12% | 2 | 2.30% | 1 | 1.07% |
| March | 0 | 0.00% | 0 | 0.00% | 1 | 1.15% | 3 | 3.21% |
| April | 0 | 0.00% | 0 | 0.00% | 2 | 2.30% | 0 | 0.00% |
| May | | | 2 | 2.25% | 2 | 2.30% | 1 | 1.07% |
| June | | | 0 | 0.00% | 1 | 1.15% | 0 | 0.00% |
| Total | 5 | 5.81% | 8 | 8.99% | 19 | 21.84% | 9 | 9.63% |

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

| | 2013-2014 | 2012-2013 |
|--------------|----------------|-----------|
| July | 0 | |
| August | 0 | |
| September | 1 (S) | |
| October | 1 (T) | |
| November | 1 (S) 1 (T) | |
| December | 0 | |
| January | 0 | 2 (S) |
| February | 0 | 0 |
| March | 0 | 1 (T) |
| April | 0 | 0 |
| May | | 1 (S) |
| June | | 0 |
| Total | 4 | 4 |

(T) - Termination

(S) - Suspension

**Police Department
April 2014**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in April:** Department Head Meeting (April 7th and 21st), Robertson County Chief's Meeting (April 8th), 911 User Group (April 9th), 911 Board Meeting (April 15th), Sumner County Drug Task Force (April 23rd), and Independence Day Celebration Planning (April 30).

Police Department Administration Performance Measurements

1. **Achieve accreditation from the Tennessee Law Enforcement Accreditation program by July 31, 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 thirty-two (132) files have been approved by an assessor. Five (5) files are ready to be checked by Sgt. Collins at Vanderbilt. Susan will meet with her on May 5th. Fifteen (15) files are still being worked on.
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 | 0 | 0 | 0 |
| February | 0 | 80 | 0 | 80 |
| March | 0 | 32 | 40 | 72 |
| April | 0 | 159 | 0 | 159 |
| Grand Total | 0 | 271 | 40 | 311 |

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 | April 2014 | FY 2013-2014 |
|------------------------------|------------|--------------|
| Two (2) Officers per Shift | 16 | 111 |
| Three (3) Officers per Shift | 44 | 482 |

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. Fall Compliance Checks were completed on December 18, 2013. The next Compliance Check will be in the spring. Letters will be sent to business owners within the next two weeks.

**Police Department
April 2014**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 71 per 1,000 population during the calendar year of 2014.*

| Group A Offenses | April 2014 | Per 1,000 Pop. | Total 2014 | Per 1,000 Pop. |
|-------------------------------|------------|----------------|------------|----------------|
| <i>Serious Crime Reported</i> | | | | |
| Crimes Against Persons | 18 | 2 | 55 | 5 |
| Crimes Against Property | 25 | 2 | 96 | 9 |
| Crimes Against Society | 6 | 1 | 34 | 3 |
| <i>Total</i> | 49 | 5 | 185 | 18 |
| Arrests | 17 | | 84 | |

**U.S. Census Estimate 2012 – 10,587*

5. *Maintain a traffic collision rate at or below the three-year average of 309 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2014.*

| | April 2014 | TOTAL 2014 |
|---------------------------------|------------|------------|
| Traffic Crashes Reported | 24 | 97 |
| Enforce Traffic Laws: | | |
| Written Citations | 289 | 1076 |
| Written Warnings | 143 | 666 |
| Verbal Warnings | 416 | 1,654 |

6. *Maintain an injury to collision ratio of not more than the three-year average of 18% by selective traffic enforcement and education during the calendar year 2014.*

| COLLISION RATIO | | | | |
|------------------------|------------|----------|---------------|--------------|
| <u>2014</u> | COLLISIONS | INJURIES | MONTHLY RATIO | YEAR TO DATE |
| April | 24 | 2 | 8% | 9% |

Traffic School: Traffic School was held on April 10th. There were 15 students.

Staffing

- Tommy Eisenbraun was hired as a new Police Officer on April 21st. He is replacing Ofc. Ellis' position after she was promoted to Sergeant after Keith Anglin resigned.
- **K-9:** Ofc. Jason Ghee and Nike attended their monthly training.

**Police Department
April 2014**

Sumner County Emergency Response Team: ERT had their two day training on April 17th and 18th. One day they trained at Thomas Boxwell Boy Scout Reservation and one day in Gallatin. Ofc. Segerson participated in an ERT Search Warrant in Gallatin on April 24th.

Volunteer Reserve Officers: The Reserves had their monthly training in April.

Support Services Performance Measurements

1. **Maintain or exceed a Group A crime clearance rate at the three-year average of 71% during calendar year 2014.**

| 2014 CLEARANCE RATE | | |
|---------------------|------------------|--------------|
| Month | Group A Offenses | Year to Date |
| April | 72% | 78% |

Communications Section

| | April | Total 2014 |
|-------------------|-------|------------|
| Calls for Service | 1,388 | 5,512 |
| Alarm Calls | 24 | 119 |

Request for Reports

| | April 2014 | FY 2013-14 |
|----------------------|------------|------------|
| Requests for Reports | 12 | 178 |
| Amount taken in | \$12.85 | \$166.70 |
| Tow Bills | \$0.00 | \$100.00 |
| Emailed at no charge | 25 | 268 |
| Storage Fees | \$0.00 | \$0.00 |

Governor's Highway Safety Office (GHSO): Sgt. Brisson, Sgt. Carney and Ofc. Slate participated in the DUI Checkpoint and Bar Checks in Springfield on April 25th.

Volunteer Police Explorers: In the month of April, the Explorers had their monthly meeting and participated in Discover White House.

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

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.**
The spring 2014 program at White House Middle School is ongoing. D.A.R.E. Instructor, Captain Mingledorff, is teaching 7 classes to 156 fifth grade students. Graduation is set for Tuesday, May 13th.
2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.** This year's event will be held on Monday, September 1, 2014. Planning is in the Progress.

**Police Department
April 2014**

3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* Class #14 began on Tuesday, February 18, 2014, for ten weeks. Twenty four citizens attended the 10 week class. Graduation was held on Tuesday, April 22nd.
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
 - **Wheels In Motion:**
 - 1 Bike and Helmet was presented at HB Williams Elementary on Thursday, April 24, 2014.
 - **Drug Take Back Event:**
The spring event was held on Saturday, April 26th at Kroger. Captain Mingledorff and Sgt. Hunter collected 181 pounds of prescription drugs for destruction.
 - **Kroger District 3 "Bag-off" Competition:** Captain Mingledorff and Sgt. Hunter participated as Judges in the annual competition hosted by the White House Kroger on April 29th. Twenty one stores were represented. This is the 5th year the WHPD has participated in this event.
Captain StreetSmart: During the week of April 21-24, 156 fifth grade students at White House Middle School received classes on the importance of wearing their seatbelts in vehicles and wearing a helmet when riding their bikes through the Captain StreetSmart program.
 - Sgt. Enck and several of his colleagues instructed S.P.E.A.R.E. classes at White House High School and White House Heritage High School in April.

Special Events: *WHPD Officers participated in the following events during April:* No Events in April.

Upcoming Event:
Independence Day

| 2014 Participation in Joint Community Events | | |
|---|-------------------|---------------------|
| | April 2014 | Year to Date |
| Community Activities | 6 | 15 |

**Fire Department
April 2014**

Summary of Month's Activities

Fire Operations

The Department responded to 87 requests for service during the month with 68 responses being medical emergencies. The Department responded to 3 vehicle accidents with reported injuries with one patient transported to the hospital.

- **April 2nd 8:05pm** – The Department was dispatched to a reported structure fire on Tyree Springs Road. When fire units arrived on scene, smoke was visible coming from the roof vents and fire showing in one area. A hand-line was used to extinguish the fire in the attic of the structure and ventilation performed. The fire was started from a lightning strike to the structure and caused some structural damage to the home. The contents of the home received minor damage and there were no injuries reported with this incident.
- **April 28th 7:16am** – The Department was dispatched to a home on Pierre Place that the homeowner reported had been struck by lightning and smelled smoke. When fire units arrived on scene there was no fire or smoke visible. After an investigation of the structure it was confirmed it had been struck by lightning near the roof peak and penetrated the roof into the attic space. Although there was no fire visible the strike had blackened roof structures, HVAC ventilation ducts and affected the house wiring. It was not necessary to extinguish any fires in the structure and there were no injuries reported with this incident.

Fire Administration

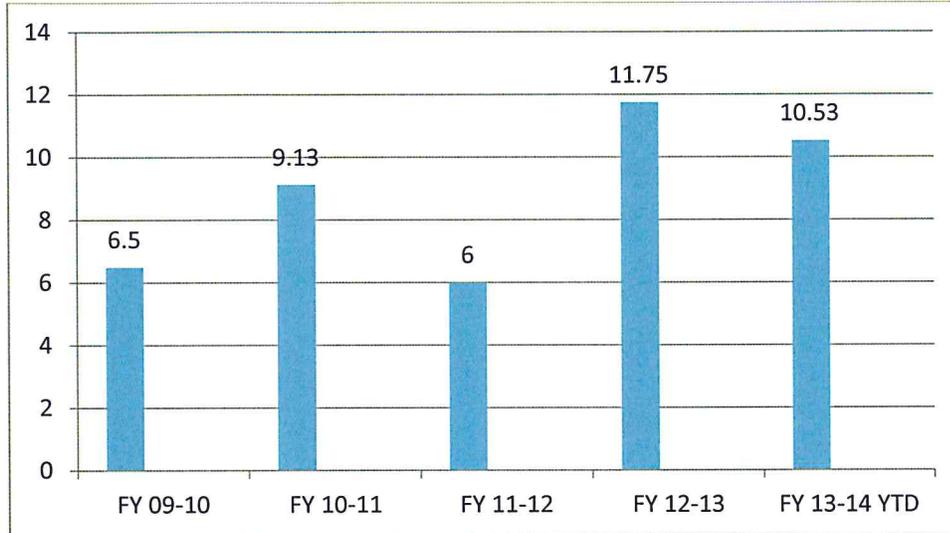
- **April 1st** - Chief Palmer and Carol Sturm attended a Risk Managers training session in Smyrna.
- **April 3rd** – Chief Palmer participated in a program at Heritage High School that included a tour and a presentation of the educational programs offered to the students.
- **April 10th** – Asst. Chief Sisk attended the Middle Tennessee Fire Chief's meeting.
- **April 11th & 12th** – Chief Palmer and Department members participated in the Chamber of Commerce "Discover White House" event.
- **April 15th** – Chief Palmer attended the monthly Robertson County 911 meeting.
- **April 22nd** – Chief Palmer attended a meeting at city hall with representatives from Love Travel Stops.
- **April 28th** – Asst. Chief Sisk attended a meeting at city hall with the architects designing the library.
- **April 29th** – Asst. Chief Sisk attended and chaired the monthly safety meeting at fire station 2.
- **April 30th** – Asst. Chief Sisk attended the Independence Day celebration planning event at city hall.
- **April 30th** – Chief Palmer attended the Fire Chief's conference in Gatlinburg April 30th - May 2nd.
- **April** – Asst. Chief Sisk attended six National Weather Service briefings.

**Fire Department
April 2014**

Monthly Performance Indicators

Personnel Responding to Structure Fires

The Department goal in this area would be to exceed our current four year average of 8.3 firefighters for each structure fire response.



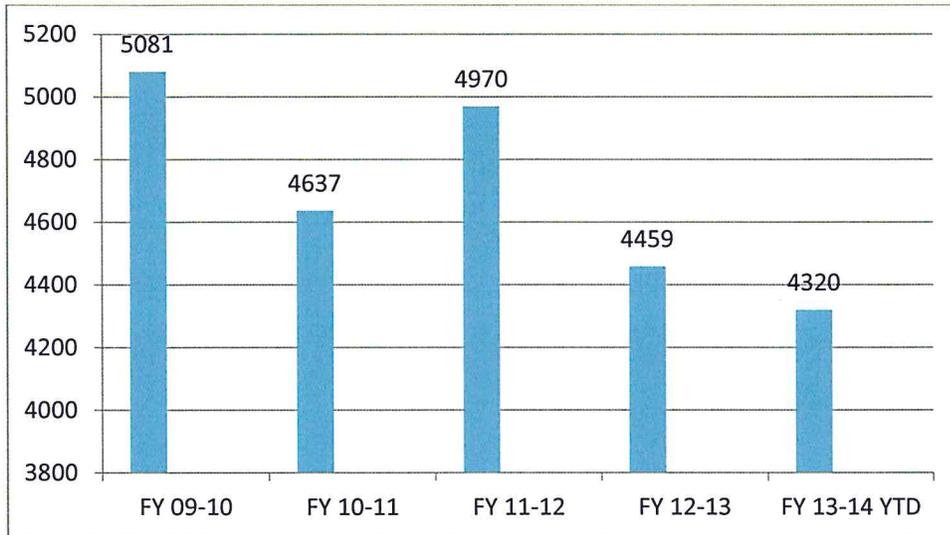
Incident Responses

| | | | |
|-----------------------------|----|-------------------------------------|-----|
| Structure Fires | 1 | Vehicle Accidents (General Cleanup) | 4 |
| Other Fires | 2 | Vehicle Accidents (With injuries) | 3 |
| Vehicle Fires | 0 | Rescue | 0 |
| Grass, Brush, Trash, Fires | 0 | False Alarms/Calls | 5 |
| Hazmat | 0 | Assist other Governmental Agency | 0 |
| Other Calls | 5 | Total Responses for the Month | 87 |
| Emergency Medical Responses | 68 | Total Responses Year to Date | 805 |

**Fire Department
April 2014**

Fire Fighter Training

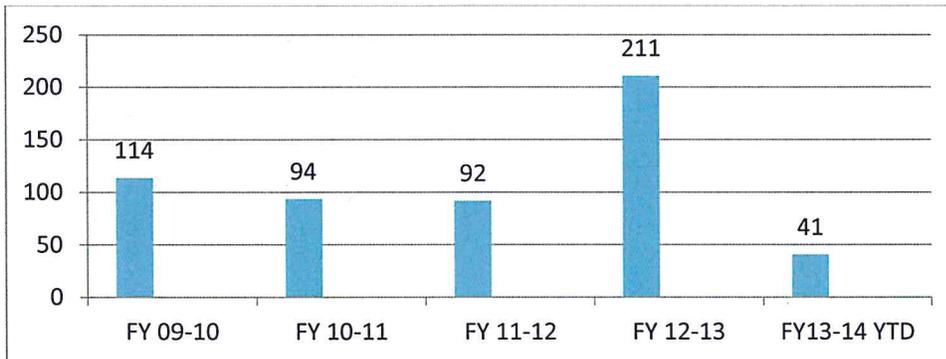
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



| | |
|--|---------|
| Total Training Man Hours for the Month | 375.26 |
| Total Training Man-hours Year to Date | 4320.28 |

Fire Inspection

It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.

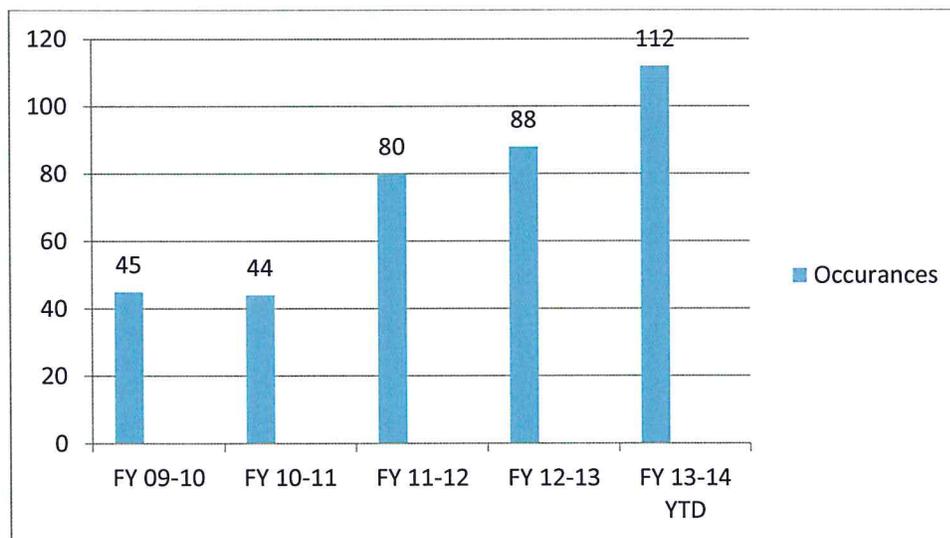
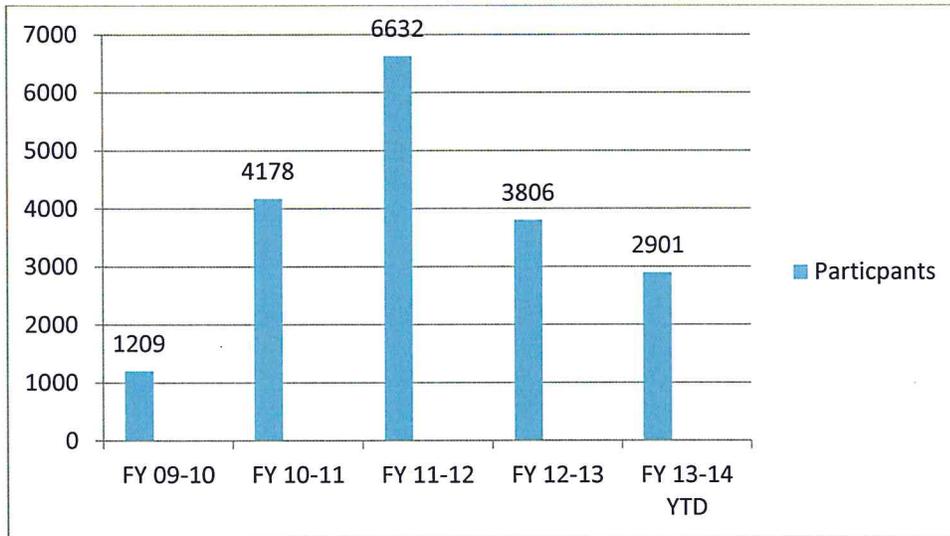


| | This Month | YTD |
|---------------------|------------|-----|
| Fire Inspections | 4 | 41 |
| Fire Investigations | 1 | 13 |
| Plat / Plan Reviews | 6 | 26 |
| Fire Preplans | 4 | 12 |

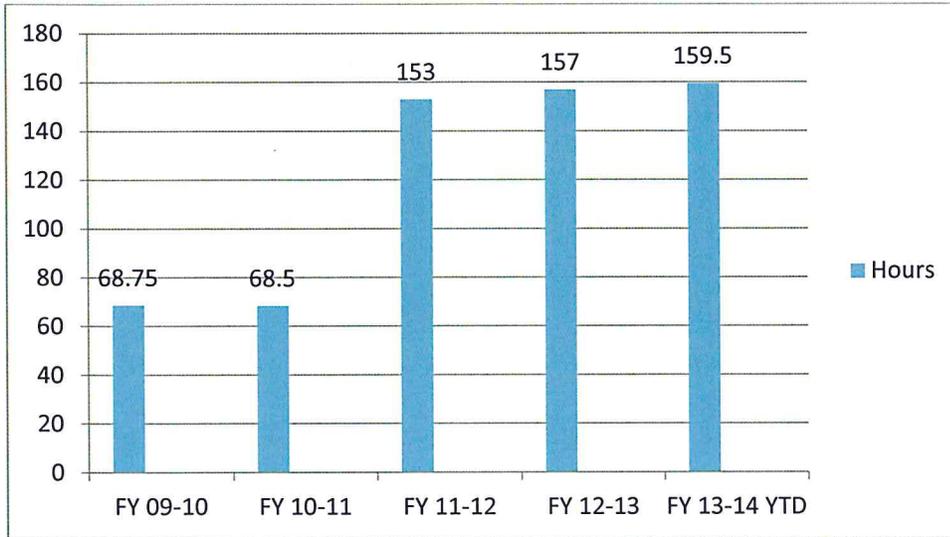
**Fire Department
April 2014**

Public Fire Education

It is a Department goal to exceed our last three years averages in Participates (4872) Occurrences (71) and Contact Hours (126). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training, and Safety Day.



**Fire Department
April 2014**



| | This Month | YTD |
|-----------------------|-------------------|------------|
| Participants | 670 | 2,901 |
| Education Hours | 20.5 | 159.5 |
| Number of Occurrences | 10 | 112 |

**Public Services Department - Public Works Division
April 2014**

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.

| Total Hours Worked | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | | Mar-14 | Apr-14 | YTD 13/14 |
|----------------------|----------|----------|----------|----------|--|--------|--------|-----------|
| Sanitation | 9,945 | 9,912 | 8,930 | 5,975 | | 340 | 329 | 2,575 |
| Street | 3,248 | 3,502 | 3,539 | 3,765 | | 427 | 377 | 3,709 |
| Facility Maintenance | 1,416 | 143 | 100 | 124 | | 52 | 143 | 670 |
| Fleet Maintenance | 825 | 394 | 147 | 445 | | 76 | 65 | 717 |
| Meeting/Training | 96 | 241 | 135 | 332 | | 69 | 18 | 591 |
| Leave | 1,183 | 1,311 | 915 | 1,005 | | 12 | 46 | 869 |
| Holiday | 1,040 | 1,040 | 1,040 | 650 | | 0 | 60 | 670 |
| Overtime | 33 | 0 | 0 | 70 | | 24 | 32 | 145 |
| Administrative | 0 | 0 | 0 | 0 | | 44 | 57 | 422 |

Brush, Leaves & Litter Control Program:

The goal of the brush and leave collection and litter control program is to maintain an efficient collection service for the residents. In the past, residents have not been satisfied with the level of service that the department was providing. I believe that part of this perception is a function of the quantity of material placed out for collection. At this point, the City's ordinance does not restrict the volume of material left at the curb for pickup. The City only operates one (1) truck and the driver is dedicated to this task and will only perform other job duties if there's no yard waste to collect. Additionally, the City allows residents to drop off yard waste at the public works yard and we receive a tremendous quantity of yard waste from this program as well.

| Sanitation | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | | Mar-14 | Apr-14 | YTD 13/14 |
|------------------------|----------|----------|----------|----------|--|--------|--------|-----------|
| Brush Collection Stops | 3,663 | 3,841 | 2,970 | 2,787 | | 537 | 679 | 3,806 |
| Brush Truck Loads | 444 | 422 | 468 | 302 | | 70 | 77 | 508 |
| Leaves Pickup Bags | N/A | N/A | N/A | 519 | | 454 | 652 | 3,509 |
| Brush/Leaves Hours | N/A | N/A | N/A | 585 | | 224 | 212 | 1,702 |
| Litter Pickup Bags | 756 | 960 | 0 | 168 | | 45 | 72 | 478 |
| Litter Pickup Hours | N/A | N/A | N/A | 443 | | 86 | 117 | 683 |

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is to maintain an error rate of less than 1%. The April 2014 work order report shows that staff made 52 requests on the WI web portal system, of which only 24 were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over 3,800 cans in service for garbage and 3,680 cans in service for recycling, we are operating with less than 1% error rate.

| Solid Waste | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | | Mar-14 | Apr-14 | YTD 13/14 |
|--------------|-------------|-------------|-------------|-------------|--|----------|----------|-------------|
| Tons | 3,589 | 3,590 | 3,634 | 3,458 | | 229 | 307 | 2,783 |
| Disposal Fee | \$87,999.21 | \$88,187.52 | \$88,325.03 | \$85,077.60 | | 5,745.16 | 7,527.85 | \$69,308.05 |

Public Services Department - Public Works Division
April 2014

| SW Accounting | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | | Mar-14 | Apr-14 | YTD 13/14 |
|---------------|--------------|--------------|--------------|--------------|--|-------------|-------------|--------------|
| Units Billed | 45,058 | 43,655 | 44,485 | 44,244 | | 3,779 | 3,792 | 37,395.00 |
| Receivables | \$667,155.00 | \$676,350.00 | \$683,625.00 | \$690,098.50 | | \$57,935.00 | \$57,910.00 | \$576,644.50 |
| Revenue | \$635,489.55 | \$634,738.25 | \$654,858.69 | \$684,487.53 | | \$59,832.75 | \$59,112.99 | \$589,794.14 |

Citizen Solid Waste Drop-off Program:

The goal for the citizen drop-off program is to provide an effective means for residents to dispose of bulky wastes (furniture, washer appliances, clutter, etc.) or other wastes that normally wouldn't fit into their curbside container. We provide a dumpster for garbage and a dumpster for *metal recycling*. We encourage the residents to separate their items to maximize our recycling efforts. The BMA has made it a policy to allow residents two (2) free dumps per year. Anything above that number a resident would be charged \$50.00.

| SW Drop-Off | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | | Mar-14 | Apr-14 | YTD 13/14 |
|--------------|------------|-------------|-------------|-------------|--|------------|------------|-------------|
| Participants | 100 | 660 | 715 | 809 | | 47 | 70 | 374 |
| Tons | 83 | 119 | 168 | 141 | | 19 | 14 | 131 |
| Disposal Fee | \$8,011.46 | \$14,654.62 | \$16,513.14 | \$15,473.00 | | \$1,892.21 | \$1,648.72 | \$13,175.41 |

Recycling Program:

The goal for the recycling program is to achieve an overall recycling rate of 25%. At present we are recycling approximately 16% of our solid waste stream. I will add cardboard recycling containers to the drop-off program during the upcoming bid process as a means to increase our diversion rate of recyclable materials from the solid waste stream. The total volume of recyclables collected curbside during the month was approximately 38 tons of material which is a savings of about \$864.50 in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately \$459.11. This is a net gain of \$1,323.61.

| Recycling | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | | Mar-14 | Apr-14 | YTD 13/14 |
|-----------------------------|------------|------------|------------|-------------|--|----------|----------|------------|
| Curbside Tons | 212 | 253 | 244 | 393 | | 42 | 43 | 363 |
| Recycling Rate | 6% | 7% | 7% | 13% | | 16% | 13% | 12.5% |
| Fee (old program) | \$4,911.32 | \$5,081.27 | \$6,736.13 | - | | - | - | - |
| Revenue (curbside) | \$37.80 | - | - | \$4,749.94 | | \$375.93 | \$415.27 | \$2,652.90 |
| <i>Metal (dropoff) Tons</i> | 15 | 23 | 11 | 62 | | 5 | 3 | 33 |
| Metal Revenue | \$2,569.43 | \$4,819.75 | \$3,167.45 | \$10,555.50 | | 677.60 | \$470.40 | \$5,019.60 |

**Public Services Department - Public Works Division
April 2014**

Stormwater Improvement Projects:

The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

| Stormwater | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | Mar-14 | Apr-14 | YTD 13/14 |
|----------------------|----------|----------|----------|----------|--------|--------|-----------|
| Drainage Requests | 4 | 1 | 3 | 27 | 0 | 0 | 13 |
| Drainage Work (feet) | 3,615 | 620 | 58 | 1,457 | 100 | 200 | 2,471 |
| Drainage Man Hours | N/A | N/A | N/A | 891 | 159 | 74 | 889 |
| Debris Removed Load | N/A | N/A | N/A | 75 | 19 | 15 | 41 |
| Sweeping Man Hours | 0 | 0 | 0 | 0 | 61 | 68 | 193 |

1. Valley View Drive:

Staff excavated the existing ditch line along Meadowlark between Stephanie and the Blue Line creek.

Road Work Program:

The goal for this program is to maintain the City's right-of-ways and drive lanes so they're free from hazards.

1. Curb - repair concrete curbs/sidewalks;
2. Shoulder – maintain shoulders with rock;
3. Potholes – repair asphalt such as base failures and pothole patching;
4. Potholes – man hours associated with potholes/asphalt work;
5. Mowing - medians, right-of-ways, and City owned property;
6. R-O-W - tree trimming and roadside vegetative management (weed spraying);
7. Signs – repair, replace and/or install signs within the City limits;
8. Salt – winter weather road clearing and salting.

| Road Work | FY 09/10 | FY 10/11 | FY 11/12 | FY 12/13 | Mar-14 | Apr-14 | YTD 13/14 |
|-----------------|----------|----------|----------|----------|--------|--------|-----------|
| Curb Repair | 0 | 3 | 0 | 1 | 0 | 0 | 1 |
| Shoulder LF | 15,659 | 0 | 0 | 788 | 0 | 20 | 3,331 |
| Shoulder Hours | 0 | 0 | 0 | 0 | 0 | 4 | 88 |
| Potholes | 187 | 336 | 168 | 125 | 14 | 29 | 153 |
| Pothole Hours | N/A | N/A | N/A | N/A | 12 | 203 | 335 |
| Mowing Hours | 0 | 0 | 0 | 101 | 0 | 17 | 406 |
| R-O-W Hours | N/A | N/A | N/A | N/A | 4 | 2 | 10 |
| Signs | 57 | 225 | 119 | 153 | 3 | 2 | 100 |
| Sign Work Hours | N/A | N/A | N/A | N/A | 8 | 9 | 201 |
| Salt Tons | 0 | 20 | 55 | 4 | 48 | 0 | 79 |
| Salt Hours | N/A | N/A | N/A | N/A | 30 | 0 | 159 |

Public Works Special Projects:

The goal is to be reactive to special requests that are made from time to time either from the City Administrator or other departments.

No special projects in April.

**Public Services Department - Wastewater Division
April 2014**

Collection System Activities

Green Project:

We have accepted the work at N. Palmers Chapel Vacuum Station and are now in the warranty period.

Hobbs Project:

Lines "C", which crosses Fischer and runs to Hobbs and Line "D" from Cliff Garrett to the Hobbs cul-de-sac are now complete except for one (1) service on line "C" and two (2) on "D" line. During a meeting between McGill, JT Hall and City held on the 28th, we decided to extend line "D" approximately 140' and serve Fred's and Wilkinson Plant Center by gravity. This will eliminate two grinder pumps at a savings of about \$8,800.00. We also decided to drop the elevation of the terminal manhole at the top of Cliff Garrett which will allow us to put the White House Animal Clinic, Farmers Mortgage and the Van Store on gravity; thereby eliminating the use of three (3) more grinder pumps on the new gravity system. Change Order II was approved by TDEC/SRF on the 28th.

The installation quantities are as follows:

1. 858' of 8" SDR 35 main line;
2. 66' of 8" SDR 26 main line;
3. 222' of 6" SDR 35 main line;
4. 70' of 6" SDR 26 main line;
5. 472' of 6" service lateral;
6. 19 service connections;
7. 10 manholes (5 standard and 5 water tight frame & grates);
8. Property restoration along the Hobbs drainage ditch and Spring Street. Property restoration has begun along Valley View, behind City Hall, and Edwards Ct.;
9. 8 rain days. (And 2 Property Restoration Days).

Sage Road Lift Station Project: This is the lift station that is being built to service the Sage Road/Hester Drive corridor, which is where the City's two (2) newest apartment complexes are planned for development. The location for the lift station is at the end of Hester Drive and just inside the gate to Lowe's Millwork. As with any new sewer project, easements are necessary and we are moving aggressively to obtain these easements. The design is finished and the project is out to bid. We should have an award request for the March meeting. This project is now a go with TDEC/SRF, with a Pre-construction meeting scheduled for May 15, 2014.

Meadowlark Lift Station Replacement: The new Gorman and Rupp station is now operating. There are a few punch list items to be completed and the official start-up. The equipment from the old station has been salvaged and the old station demolished. We are awaiting a few more parts for the SCADA system and the station will be complete. It is currently operating at a slightly greater than designed flow.

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:

This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

| <u>Line Marking</u> | <u>FY 09/10</u> | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | | <u>Jan-14</u> | <u>Feb-14</u> | <u>YTD 13/14</u> |
|---------------------|-----------------|-----------------|-----------------|-----------------|--|---------------|---------------|------------------|
| Tennessee 811 | 0 | 1496 | 948 | 866 | | 95 | 110 | 818 |

SCADA (Supervisory Control And Data Acquisition) Alarm Response Goal:

Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm conditions; such as high water levels due to large rain events, loss of vacuum, power outages and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The new SCADA system that we're currently in the process of installing will allow the technician to remotely operate the components at the station.

**Public Services Department - Wastewater Division
April 2014**

| <u>Lift Station Location</u> | <u>FY 09/10</u> | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>March-14</u> | <u>April-14</u> | <u>YTD</u> |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|
| North Palmers Chapel | 2133 | 2301 | 1483 | 1736 | 211 | 341 | 3,384 |
| Calista Road | 1721 | 3652 | 985 | 1058 | 119 | 168 | 1,806 |
| Wilkinson Lane | 1001 | 131 | 417 | 231 | 3 | 0 | 219 |
| Portland Road | 0 | 98 | 13 | 25 | 4 | 2 | 24 |
| Cope's Crossing | 0 | 0 | 109 | 445 | 15 | 14 | 180 |
| Union Road | 0 | 0 | 16 | 149 | 1 | 1 | 35 |
| Meadowlark Drive | 34 | 61 | 32 | 40 | 14 | 0 | 68 |
| Highway 76 | 0 | 41 | 20 | 9 | 2 | 0 | 6 |
| Cambria Drive | 0 | 31 | 32 | 16 | 3 | 0 | 7 |
| Treatment Plant | 5 | 694 | 439 | 359 | 33 | 42 | 291 |

Work Order Maintenance Response Goal:

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 3,700 utility customers. Dispatched and managed through our GIS Cloud-Based work order system, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 2,500 mini-lift stations (grinder pumps) in our system using a proactive, programmatic approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus, the large number of "change outs" listed below. Some of these change outs can also be attributed to customer negligence (throwing foreign materials down the toilet).

| <u>Work Orders</u> | <u>FY 09/10</u> | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>Mar-14</u> | <u>Apr-14</u> | <u>YTD 13/14</u> |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|---------------|---------------|------------------|
| "Grinder Project" | | | | | 2 | 0 | 3 |
| PD to Centrifugal Converts | | | | | 1 | 1 | 3 |
| 2000 to Extreme Change Outs | 0 | 0 | 0 | 85 | 5 | 10 | 70 |
| 2000 to 2000 Change Outs | 0 | 0 | 271 | 19 | 1 | 5 | 13 |
| Extreme to 2000 Change Outs | 0 | 0 | 0 | 33 | 4 | 2 | 12 |
| Extreme to Extreme Change Outs | 0 | 0 | 0 | 157 | 9 | 13 | 91 |
| 2000 Conversions | 0 | 0 | 159 | 26 | 1 | 0 | 3 |
| Extreme Converts | 0 | 0 | 0 | 43 | 5 | 10 | 62 |
| Low Pressure Service Request | 758 | 682 | 554 | 977 | 63 | 83 | 619 |
| Vacuum System Service Request | 87 | 94 | 96 | 127 | 4 | 9 | 73 |
| Inspection for New Service | 0 | 0 | 0 | 0 | 3 | 3 | 23 |
| Final Inspection for New Service | 0 | 0 | 0 | 0 | 9 | 14 | 40 |
| Sanitary Sewer Overflow (SSO) | 0 | 0 | 0 | 4 | 1 | 0 | 2 |
| Odor Complaint | 0 | 0 | 0 | 0 | 1 | 1 | 9 |

**Public Services Department - Wastewater Division
April 2014**

System Repairs Goal:

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains and the air vacuum systems. We've been training key personnel over the last year and a half on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

The mainline and service line repairs are mitigated in a large part by the 811 line marking program. However, we do encounter residents or contractors that dig without notifying the 811 call center. Therefore, we have to make repairs, and if the line break was due to negligence, I will send the responsible party a repair bill. In some cases, the breaks are due to weather or age.

| <u>Repairs</u> | <u>FY 09/10</u> | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | | <u>Feb-14</u> | <u>Mar-14</u> | <u>Apr-14</u> | <u>YTD 13/14</u> |
|---------------------|-----------------|-----------------|-----------------|-----------------|--|---------------|---------------|---------------|------------------|
| Major Lift Stations | 23 | 12 | 5 | 5 | | 3 | 1 | 3 | 14 |
| Mainline | 17 | 0 | 1 | 7 | | 3 | 1 | 0 | 12 |
| Service Line | 89 | 82 | 52 | 65 | | 4 | 7 | 4 | 129 |

Major Lift Stations Repairs:

WILKINSON LANE: The new "soft-start" has been installed and the control panel is operating correctly. We are awaiting a break in the weather to move the control panel.

HERITAGE HIGH SCHOOL: Both pumps are now installed and operating correctly.

CALISTA: Matt is now changing the oil on a regular 500 hour time frame as required by the manufacturer. We are still waiting for the new turbine pump that replaces the pump with a cracked volute. The ETA is May 22.

NORTH PALMERS: One pump has a bad "seal sleeve" which is on order. When it arrives, WASCON is sending someone to the WWTP to teach Matt and Brandon how to install the part.

PORTLAND ROAD: We had the seal fail in pump 1, WASCON ordered the seal and we sent Matt Harper and Brandon Vanderhoff to their shop for hands-on training on replacing the seals and diagnosing common pumps problems. After attending WASCON's training session, Matt and Brandon were able to change the seal in the second pump on their own, thus saving the City money in WASCON's time and labor.

Wastewater Treatment Plant Goal:

The primary goal for the treatment plant is to provide an effluent quality that meets or exceeds the TDEC required limits as set forth in our NPDES permit. This is measured by a violation occurrence that must be notated on the monthly report. The secondary goal is to provide a high level operation and maintenance program to ensure the plant runs as designed. This plant was built in 2001 and has been experiencing mechanical failures on components that operate 24/7.

| | | |
|--------------------------------|-----------|--------------------------|
| Flow | 0.571 MGD | |
| Capacity | 1.40 MGD | |
| % of Plant Throughput | 40.7% | (0.571 MGD) / (1.40 MGD) |
| Actual Capacity | 1.12 MGD | (1.4 MGD x 80%) |
| % of Allocated Capacity | 50.9% | (0.465 MGD) / (1.12 MGD) |
| Rainfall | 5.88" | |

| <u>Effluent</u> | <u>FY 09/10</u> | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | | <u>Jan-13</u> | <u>Feb-14</u> | <u>YTD 13/14</u> |
|-----------------|-----------------|-----------------|-----------------|-----------------|--|---------------|---------------|------------------|
| Violations | | | 4 | 6 | | 0 | 0 | 2 |

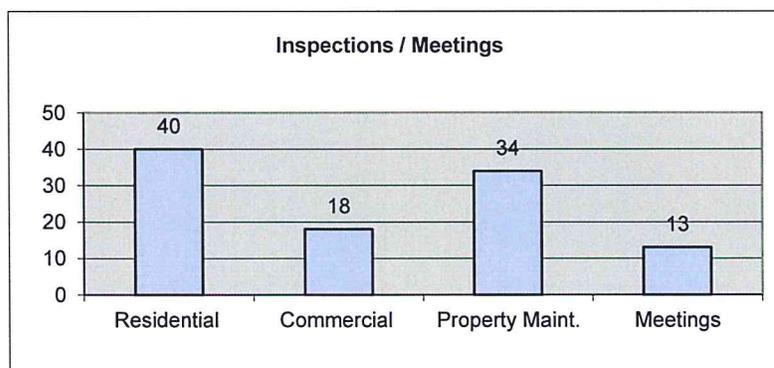
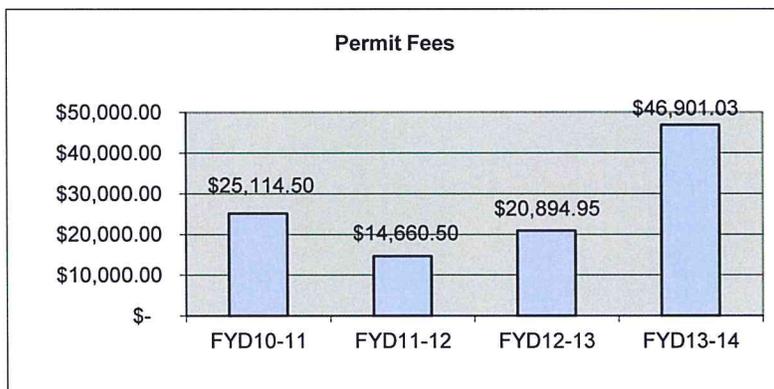
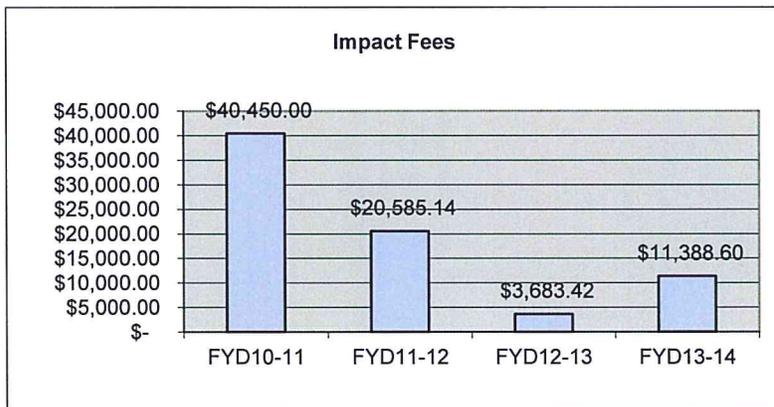
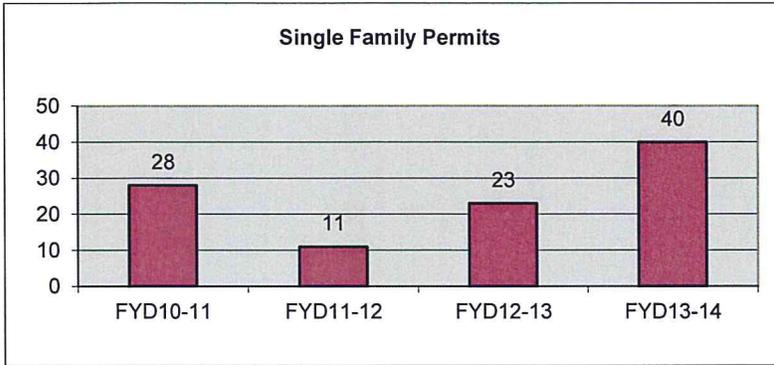
Public Services Department - Wastewater Division
April 2014

1. **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 (18) gallons per day at the Union Road lift station and fifteen (14) 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.
2. **Oxidation Ditch:** The oxidation ditch is now running on all orbals and is producing a clean effluent and good levels of dissolved oxygen.
3. **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 have turned the UV System off in order to see the truest results possible from the Peracetic Acid.

We have received the approval from TDEC to go ahead with the 90-day Peracetic acid trial which began the last week of March.

If the trial is successful, Ben will provide TDEC with an engineering report so that a determination can be made as to whether or not TDEC will issue an approval to use this method of disinfection.

**Planning and Codes Department
April 2014**



Planning and Codes Department
April 2014

| | Month | FY 13-14 | FY 12-13 | FY 11-12 | FY 10-11 |
|------------------------------|-------------------|---------------------|--------------------|---------------------|---------------------|
| MEETING AGENDA ITEMS# | | | | | |
| Planning Commission | 5 | 29 | 34 | 33 | 43 |
| Construction Appeals | 0 | 0 | 0 | 0 | 0 |
| Zoning Appeals | 1 | 6 | 4 | 10 | 7 |
| Training/Study Session | 0 | 0 | 0 | 0 | 0 |
| Property Maintenance | 0 | 0 | 0 | 0 | 0 |
| PERMITS | | | | | |
| Single Family Residential | 9 | 40 | 23 | 11 | 28 |
| Multi-Family Residential | 0 | 51 | 2 | 0 | 2 |
| Other Residential | 4 | 116 | 100 | 84 | 113 |
| New Commercial | 0 | 2 | 0 | 2 | 0 |
| New Industrial | 0 | 0 | 0 | 1 | 4 |
| Other Com/Ind | 1 | 21 | 20 | 21 | 23 |
| State Electrical | 43 | 394 | 281 | 235 | 332 |
| Sign | 1 | 12 | 9 | 9 | 15 |
| Occupancy Permits | 3 | 45 | 50 | 87 | 141 |
| Other | 28 | 41 | 7 | 2 | 8 |
| BUILDING INSPECTIONS | | | | | |
| Residential | 40 | 421 | 285 | 236 | 341 |
| Hours | 20.5 | 145.09 | 97.08 | 76.75 | 103.83 |
| Commercial /Industrial | 18 | 141 | 162 | 190 | 240 |
| Hours | 6.5 | 57.5 | 85.92 | 85.92 | 84.49 |
| CODE ENFORCEMENT | | | | | |
| Total Cases | 34 | 339 | 520 | 767 | 598 |
| Hours | 5 | 57.59 | 86.67 | 100.07 | 93.66 |
| Complaints Received | 14 | 94 | 82 | 96 | 87 |
| MEETINGS | | | | | |
| Administration | 13 | 24 | 34 | 73 | 46 |
| Hours | 9 | 64.2 | 75.06 | 110.09 | 72.5 |
| Planning | 6 | 28 | 32 | 101.08 | 39 |
| Hours | 35.75 | 84.75 | 39 | 99 | 50.42 |
| Codes | 5 | 38 | 42 | 42 | 42 |
| Hours | 11.75 | 40.33 | 60.75 | 55.5 | 34.33 |
| FEES | | | | | |
| Permit Fees | \$ 6,078.00 | \$ 46,901.03 | \$ 20,894.95 | \$ 14,660.50 | \$ 25,114.50 |
| Board Review Fees | \$275.00 | \$ 2,325.00 | \$ 1,925.00 | \$ 2,025.00 | \$ 1,973.00 |
| City Impact Fee | \$2,241.00 | \$ 11,388.60 | \$ 3,683.42 | \$ 20,585.14 | \$ 40,450.00 |
| Roads | \$342.90 | \$ 3,002.48 | \$ 1,530.80 | \$ 5,442.00 | \$ 11,665.80 |
| Parks | \$356.40 | \$ 2,833.50 | \$ 920.20 | \$ 4,356.00 | \$ 11,766.00 |
| Police | \$253.80 | \$ 2,673.32 | \$ 748.55 | \$ 6,498.45 | \$ 6,338.00 |
| Fire | \$167.40 | \$ 1,768.60 | \$ 493.87 | \$ 4,288.69 | \$ 6,204.30 |
| OTHER ITEMS | | | | | |
| Subdivision Lots | 0 | 0 | 6 | 6 | 0 |
| Commercial/Industrial | 0 | 0 | 3,423 | 3,423 | 0 |
| Multi-Family Units | 0 | 51 | 0 | 0 | 0 |
| Other | N/A | 0 | 0 | 0 | 0 |
| Subdivision Bonds: 10 | | \$ 632,150.00 | \$ 974,300.00 | \$ 974,300.00 | \$ 1,621,800.00 |
| Builders Bonds | | \$ 43,366.43 | \$ 42,866.43 | \$ 52,613.43 | \$ 51,450.00 |
| Workings Days in Month | | 17 | 20 | 16 | 15 |

Parks, Recreation, & Cultural Arts Department
April 2014

Summary of Month's Activities

Gymnasium / Women's Restroom Renovation

The gymnasium renovation is now finished, and the women's restroom has been in use for a few weeks. After a ribbon cutting on May 7th, the gymnasium will be put back into use. With a full slate of summer programs and recreational activities scheduled, we know that the improved facilities will be put to immediate good use. The air conditioning is sure to be appreciated with hot weather coming soon.

Recreation

The Little League Challenger Baseball season began April 12th. We have 19 total participants this year. We were able to get 10 sponsors this year for a total of \$2,100 to help get better uniforms, trophies, equipment, etc.

Men's Open Softball games have started. We have 6 teams in our Recreational League on Field 6 and 5 teams in the Competitive League on Field 7. The seasons are set to end in late May.

We will have Girls Volleyball Camp this summer. It will be June 16th – 19th from 9:00AM – 12:00PM in the Civic Center. The instructor will be Pat Rue who coaches volleyball for White House Heritage High School. Registration is \$50 per child.

Gymnastics and Tumbling Classes will start June 5th. They will be run by Charles Harding Gymnastics once again. Registration will be \$100 for the 8 week program.

Men's Open Basketball sign-ups started April 28th. We will do Tuesday night games starting in June. The league will be limited to 8 teams. The cost will be \$475 per team. Registration ends May 18th.

A Basketball Camp will be offered this summer. The details are being worked out.

We will offer Challenger Basketball this summer. Registration will start May 5th and run through June 9th. The cost will be \$35 for city residents and \$47 for non-residents.

The Independence 5K is scheduled for July 5th at 8:00AM at the Tyree Springs Trailhead. Check-in and late registration will begin at 7:00am. Registration is available online on Active.com in addition to our regular registration opportunities.

Entry Fee: Early Bird Deadline by June 19th

\$20/Individual

\$15/Individual 10& Under

\$65/Family (up to 4 members)

\$25/Individual

Fee after June 19th:

\$20/Individual 10& under

\$75/Family (up to 4 members)

Fall Ball Registration will start June 9th. Registration for baseball will be \$75 for city residents and \$87 for non-residents. Fall softball will have team and individual sign-ups, \$450 per team or \$40 resident/\$52 non-resident. Non-resident fees apply based on majority rule for team sign-ups.

Fall Girls Volleyball registration will be June 9th – July 21st. Registration is \$50 for city residents and \$62 for non-residents.

Parks Maintenance

- Cleared out brush on the west side of Hwy 31W (across from the James K. Polk trailhead) and planted 3 trees.
- Removed shrubs killed by cold weather at the Honey Run 31W Trailhead and replaced them with 8 new shrubs.
- Sprayed fields 1, 2, 3 at the Soccer Complex for Broadleaf weeds and applied liquid pre-emergent herbicide.
- Lined off football field for White House Middle School football game.
- Repaired the drinking fountains at the Soccer Complex, and got all trailhead drinking fountains and park drinking fountains back online.

Parks, Recreation, & Cultural Arts Department
April 2014

- Repaired the white plastic fence at the High School Trailhead (set new post).
- Mowing has started up in full swing for the month of April with 125 mowing hours.
- In May, additional sand will be added to the volleyball court.

Update on Department Goals and Objectives

Lose and Associates is working to put together a Master Plan of the Municipal Center property to identify how best to utilize the remaining space for future development. The first improvement will be the Splash Pad. Two drafts have been submitted so far but they are working on another plan.

Department Highlight

The ribbon cutting for the new all-inclusive playground on April 12th was awesome! This addition to the Park has been enthusiastically received and it is amazing to see the number of parents and children it is attracting!

Department Cost Savings Report

The value of the donated all-inclusive playground including installation is \$300,000!!

Parks, Recreation, Cultural Arts Department
April 2014

| | FY | | | | | Current Year | | |
|--------------------------------|-----------|-----------|---------|---------|------------|--------------|---------|----------------|
| | 2007-2008 | 2009-2010 | 2010-11 | 2011-12 | FY 2012-13 | Mar. 14 | Apr. 14 | YTD FY 2013-14 |
| Maintenance | | | | | | | | |
| Mowing Hours | 1,044 | 1,469 | 1,486 | 1,346 | 1,276 | 3 | 125 | 784 |
| Pounds of Grass Seed Sown | 3,670 | 1,895 | 3,140 | 2,275 | 3,280 | 150 | 0 | 2,460 |
| Pounds of Fertilizer Applied | 6,150 | 4,590 | 8,150 | 2,540 | 5,525 | 100 | 0 | 120 |
| Number of Trees/Shrubs Planted | 57 | 11 | 20 | 39 | 3 | 0 | 11 | 11 |

| | | | | | | | | |
|--|-------------|-------------|-------------|-------------|--------------|----------|------------|--------------|
| Recreation | | | | | | | | |
| Number of Youth Program Participants | 377 | 336 | 354 | 448 | 818 | 18 | 0 | 749 |
| Number of Adult Program Participants | 857 | 1,343 | 2,353 | 2,471 | 1,726 | 214 | 39 | 786 |
| Number of Special Event Attendees | 2,865 | 2,505 | 3,484 | 3,970 | 2,796 | 0 | 0 | 4,145 |
| Total Number of Special Events Offered | 8 | 17 | 19 | 17 | 19 | 0 | 0 | 10 |
| Total Number of Programs Offered | 23 | 38 | 68 | 78 | 51 | 2 | 2 | 37 |
| Youth Program Revenue | \$22,095.25 | \$27,728.00 | \$29,068.00 | \$29,702.00 | \$ 49,676.00 | \$611.00 | \$35.00 | \$ 46,999.40 |
| Adult Program Revenue | \$15,246.25 | \$9,368.25 | \$14,899.65 | \$19,216.05 | \$ 16,060.90 | \$631.00 | \$1,023.00 | \$ 12,388.30 |
| Special Event Revenue | \$6,476.00 | \$4,530.00 | \$8,010.00 | \$7,355.00 | \$ 5,970.00 | \$0.00 | \$0.00 | \$ 2,905.00 |

| | | | | | | | | |
|-----------------------------------|-------------|-------------|-------------|--------------|--------------|------------|------------|--------------|
| Administration | | | | | | | | |
| Number of Shelter Reservations | 112 | 153 | 116 | 112 | 110 | 3 | 11 | 71 |
| Hours of Shelter Reservations | | | | | | 6 | 31 | 37 |
| Shelter Reservation Revenue | \$3,732.00 | \$4,083.00 | \$3,415.00 | \$ 3,396.00 | \$ 3,270.00 | \$186.00 | \$495.00 | \$ 2,100.00 |
| Number of Facilities Reservations | 305 | 105 | 63 | 136 | 261 | 10 | 4 | 172 |
| Hours of Facility Reservations | | | | | | 42 | 10 | 52 |
| Facility Reservation Revenue | \$28,514.05 | \$6,345.82 | \$6,475.63 | \$ 16,224.25 | \$ 36,686.43 | \$1,212.50 | \$1,012.50 | \$ 24,183.75 |
| Field Rental Revenue | | | | | | \$770.00 | \$300.00 | \$ 2,608.33 |
| Misc. Revenue | \$39,729.53 | \$52,032.78 | \$60,991.46 | \$ 56,423.35 | \$ 71,032.39 | \$4,194.60 | \$95.71 | \$ 32,561.52 |

| | | | | | | | | |
|--------------------------------|-------|-------|-------|-------|-------|-----|-----|-------|
| Senior Center | | | | | | | | |
| Senior Center Participants | 3,993 | 2,399 | 2,860 | 3,269 | 3,586 | 295 | 419 | 2,935 |
| Number of Trip Participants | 366 | 316 | 473 | 387 | 477 | 39 | 150 | 423 |
| Number of Meals Participants | 3,430 | 3,848 | 2,912 | 3,315 | 2,867 | 261 | 338 | 2,454 |
| Number of Program Participants | | 587 | 632 | 4,486 | 4,030 | 306 | 248 | 2,896 |
| Number of Trips Offered | 43 | 31 | 42 | 31 | 34 | 4 | 7 | 31 |
| Number of Meals Served | 48 | 50 | 46 | 49 | 49 | 4 | 5 | 41 |
| Number of Programs Offered | 5 | 54 | 50 | 90 | 87 | 8 | 7 | 69 |

White House Inn Library & Museum
April 2014

Summary of Activities

The Friends of the Library met on April 1st. At the meeting, information about the gala, the 4 mile fun run, and summer reading funding from the Friends was discussed.

On April 10th, the Friends of the Library hosted their first ever black tie gala event. Congresswoman Diane Black was the guest speaker at the event. Many people from the community attended the event and a number of individuals/companies also helped to sponsor the event, allowing the Friends to raise around \$14,000 after deducting the cost of hosting the event. The Friends hope to hold a gala every year and expand it.

The White House Library participated in the Discover White House event on April 12th. The library used its booth to promote current services and resources as well as promoting the events for this year's summer reading program.

The library hosted its Food for Fines week during National Library Week from April 14th through April 21st. The library received its late items back and was also able to donate the food from this event to the local food bank in town.

On April 15th, the library director was a guest speaker at the White House Methodist Church Senior Lunch. The Director talked to the group about current services, resources, and programs and then spoke about the new building and the new services and resources that will be provided once the building is complete.

The Museum Board met on April 22nd to discuss what their future plans would be once the new library building is complete.

The Children's librarian and two library clerks attended the Tennessee Library Association Pre-Conference on April 30th to be trained on the Tennessee Electronic Library (TEL). This training is important as all employees must have this training to meet State Minimum Standards. Additionally, the training will be helpful when the library hosts it TEL workshop for the community later this year as these employees will now have training on the new features of TEL.

Department Highlights

The Department Highlights for the month was the success at the Friends' gala event and the success the library had promoting its services at the Discover White House Event.

White House Inn Library & Museum
April 2014
Performance Measures

Official Service Area Populations

| 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|--------|--------|--------|--------|--------|------|
| 12,980 | 13,316 | 13,257 | 13,421 | 13,386 | * |

April Membership

Cumulative Members

| Year | New Members | Updated Members | Total Members | % of Population with Membership |
|------|-------------|-----------------|---------------|---------------------------------|
| 2013 | 46 | 0 | 10,795 | 81 |
| 2014 | 40 | 160 | 8,804 | 65 |

The library's goal is to maintain or exceed total membership from the previous calendar year. The consortia did its first system wide purge of inactive users for five years at the end of 2013, which is why 2014 has fewer members.

Total Material Available: 28,019

Estimated Value of Total Materials: \$700,475

Last Month: \$693,975

Total Materials Available Per Capita: 2.09

Last Month: 2.07

State Minimum Standard: 2.00

The library had been trying for many years to reach the state minimum standard, but was unable to because every time a book was added, one had to be deleted because of space issues. By changing the location of certain sections and adding more shelves on the remaining empty walls, the library was finally able to meet the 2.00 standard. The goal is to continue to meet this standard and exceed it until the library is re-classified at a different level.

Materials Added In April

Yearly Material Added

| 2011 | 2012 | 2013 | 2014 | | 2011 | 2012 | 2013 | 2014 |
|------|------|------|------|--|-------|-------|-------|-------|
| 270 | 170 | 267 | 309 | | 3,036 | 2,671 | 4,108 | 1,091 |

The library's goal is to add material that meets the current and future needs of city patrons even if that means buying fewer items in order to afford databases, digital material, reference material, etc.

Physical Items Checked Out in April

Cumulative Physical Items Check Out

| 2011 | 2012 | 2013 | 2014 | | 2011 | 2012 | 2013 | 2014 |
|-------|-------|-------|-------|--|--------|--------|--------|--------|
| 5,052 | 3,662 | 4,359 | 3,614 | | 63,395 | 51,116 | 47,160 | 13,291 |

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. Despite a drop in physical items being checked out, the number of eBooks and downloaded audio books has increased every year. Last year, every item checked out 1.8 times. With more digital checkouts, the library hopes to meet the 2.5 standard.

Programs

| April | Kids Sessions | Kids Attendance | Teen Sessions | Teen Attendance | Adult Sessions | Adult Attendance |
|---------------|---------------|-----------------|---------------|-----------------|----------------|------------------|
| 2011 | 10 | 310 | 0 | 0 | 1 | 6 |
| 2012 | 7 | 260 | 0 | 0 | 1 | 9 |
| 2013 | 9 | 207 | 0 | 0 | 1 | 7 |
| 2014 | 11 | 164 | 0 | 0 | 1 | 6 |
| Yearly Totals | Kids Sessions | Kids Attendance | Teen Sessions | Teen Attendance | Adult Sessions | Adult Attendance |
| 2011 | 91 | 2,805 | 0 | 0 | 14 | 217 |
| 2012 | 76 | 2,232 | 4 | 31 | 16 | 245 |
| 2013 | 92 | 2,193 | 7 | 35 | 11 | 107 |
| 2014 | 39 | 490 | 3 | 18 | 4 | 30 |

The library's goal is to maintain or exceed the number of programs conducted each year and the number of individuals that attend the events.

Volunteers: 5 **Hours:** 45

**White House Inn Library & Museum
April 2014
Performance Measures**

April Computer Users

| | 2011 | 2012 | 2013 | 2014 | | 2011 | 2012 | 2013 | 2014 |
|---------------------------|------|------|------|------|--|-------|-------|-------|------|
| Wireless | *** | *** | 95 | 78 | | *** | *** | 1,071 | 297 |
| Internet Computers | 590 | 298 | 361 | 266 | | 5,983 | 4,282 | 3,791 | 1042 |
| Children Computers | 198 | 310 | 198 | 148 | | 3,244 | 2,874 | 1,691 | 401 |

Yearly Computer Users

The library's goal is to stay current with technological needs in the community by observing each technology's use and making changes to increase usage.

Services Provided by Contracting with State

April Interlibrary Loan Services

| | 2011 | 2012 | 2013 | 2014 | | 2011 | 2012 | 2013 | 2014 |
|-----------------|------|------|------|------|--|------|------|------|------|
| Borrowed | 24 | 25 | 22 | 17 | | 337 | 362 | 136 | 73 |
| Loaned | 4 | 24 | 25 | 28 | | 64 | 100 | 165 | 246 |

Yearly Interlibrary Loan Services

The goal of the interlibrary loan system is to loan as many requests as possible to help lower other libraries' expenses as well as trying to obtain as many patron requests as possible in order to offer a larger variety of items and to save the library funds.

Yearly R.E.A.D.S. Statistics

| | 2011-2012 | 2012-2013 | 2013-2014 |
|---------------|-----------|-----------|-----------|
| eBooks | 792 | 2,010 | 1,146 |
| Audios | 1,717 | 2,501 | 838 |

The goal of the R.E.A.D.S. program is to continue to promote the service to increase patron use, thereby providing more titles, material type, and savings for the library.

* 2014 numbers will continue to be obtained and increase as the year continues.

**Municipal Court
April 2014**

Revenues

Citations

| | |
|---------------------------|--------------|
| Total Collected for Month | \$12,173.50 |
| Total Collected YTD | \$117,451.63 |

State Fines

| | |
|---------------------------|-------------|
| Total Collected for Month | \$1,887.07 |
| Total Collected YTD | \$15,818.77 |

| | |
|--------------------------------|---------------------|
| Total Revenue for Month | \$14,060.57 |
| Total Revenue YTD | \$133,270.40 |

Disbursements

| | |
|--------------------------|------------|
| Litigation Tax | \$899.38 |
| DOS / DOH Fines & Fees | \$1,059.25 |
| DOS Title & Registration | \$199.50 |
| Restitution / Refunds | \$0.00 |
| TBI-Expungement / Fees | \$0.00 |
| Worthless Checks | \$0.00 |
| | \$0.00 |

| | |
|--------------------------------------|--------------------|
| Total Disbursements for Month | \$2,158.13 |
| Total Disbursements YTD | \$19,658.56 |

| | |
|-----------------------------------|---------------------|
| Adjusted Revenue for Month | \$11,902.44 |
| Total Adjusted Revenue YTD | \$113,611.84 |

| | |
|--------------------------------------|-------------------|
| Drug Fund Donations for Month | \$332.50 |
| Drug Fund Donations YTD | \$4,995.46 |

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Created by: LGC

City of White House
Summary Financial Statement
April 2014

User: Charlotte Soporowski
Date/Time: 5/6/2014 3:23 PM
Page 1 of 14

| 110 | General Fund | Account | Description | Year-To-Date | | Monthly Comparative: | | % of Avg |
|-----------------|--------------|---|--------------|-----------------|----------|----------------------|------------------|------------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | |
| | | | | | | | | 83.33% |
| Revenues | | | | | | | | |
| 31100 | | Property Taxes (Summer To Distribute) | | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 % |
| 31110 | | Real & Personal Property Tax(Current) | 1,877,130.00 | (2,065,098.28) | 110.01 % | 156,427.50 | 46,302.87 | -29.60 % |
| 31120 | | Public Utilities Property Tax (Current) | 75,776.00 | (97,295.00) | 128.40 % | 6,314.67 | (86,480.00) | 1,369.51 % |
| 31211 | | Property Tax Delinquent 1st Year | 60,000.00 | (47,179.56) | 78.63 % | 5,000.00 | (1,086.00) | 21.72 % |
| 31212 | | Property Tax Delinquent 2nd Year | 28,000.00 | (10,896.69) | 38.92 % | 2,333.33 | (66.00) | 2.83 % |
| 31213 | | Property Tax Delinquent 3rd Year | 13,000.00 | (1,296.00) | 9.97 % | 1,083.33 | (185.00) | 17.08 % |
| 31214 | | Property Tax Delinquent 4th Year | 8,000.00 | (1,041.00) | 13.01 % | 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 | (16,011.03) | 36.81 % | 3,625.00 | (1,057.16) | 29.16 % |
| 31513 | | Payment In Lieu Of Tax -Sewer | 93,209.00 | (93,654.20) | 100.48 % | 7,767.42 | (9,365.42) | 120.57 % |
| 31520 | | Payments From Industry | 0.00 | (11,865.00) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 31610 | | Local Sales Tax - Co. Trustee | 2,050,000.00 | (1,917,224.84) | 93.52 % | 170,833.33 | (182,847.93) | 107.03 % |
| 31709 | | Beer And Liquor Local Priv Tax | 5,200.00 | (7,230.72) | 139.05 % | 433.33 | 0.00 | 0.00 % |
| 31710 | | Wholesale Beer Tax | 250,000.00 | (218,358.25) | 87.34 % | 20,833.33 | (20,436.44) | 98.09 % |
| 31800 | | Business Taxes | 140,000.00 | (56,863.38) | 40.62 % | 11,666.67 | (7,190.56) | 61.63 % |
| 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 | (87,089.63) | 87.97 % | 8,250.00 | 0.00 | 0.00 % |
| 31960 | | Special Assessment - Liens | 2,000.00 | (1,090.00) | 54.50 % | 166.67 | 0.00 | 0.00 % |
| 31980 | | Mixed Drink Taxes | 9,500.00 | (18,688.78) | 196.72 % | 791.67 | (1,568.00) | 198.06 % |
| 32090 | | Peddler Permit | 50.00 | 0.00 | 0.00 % | 4.17 | 0.00 | 0.00 % |
| 32209 | | Beer And Liquor License Application | 1,000.00 | (2,650.00) | 265.00 % | 83.33 | 0.00 | 0.00 % |

| 110 | General Fund | Account | Description | Year-To-Date | | Monthly Comparative: | | | % of Avg |
|-------|--------------|---------------------------------|--------------|-----------------|----------|----------------------|------------------|----------|----------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | |
| 32610 | | Building Permits | 21,000.00 | (43,961.50) | 209.34 % | 1,750.00 | (5,857.50) | 334.71 % | |
| 32690 | | Other Permits | 50.00 | 0.00 | 0.00 % | 4.17 | 0.00 | 0.00 % | |
| 32710 | | Sign Permits | 700.00 | (1,900.00) | 271.43 % | 58.33 | (100.00) | 171.43 % | |
| 33100 | | Federal Grants | 2,601,564.00 | (640,035.27) | 24.60 % | 216,797.00 | (471,941.14) | 217.69 % | |
| 33142 | | ARRA Grant #1 - Fiber Optic | 4,620.00 | (11,970.48) | 259.10 % | 385.00 | 0.00 | 0.00 % | |
| 33191 | | Fema Reimbursement | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 % | |
| 33320 | | Tva Payments In Lieu Of Taxes | 111,164.00 | (100,726.51) | 90.61 % | 9,263.67 | (28,364.35) | 306.19 % | |
| 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 | (1,586.00) | 105.73 % | 125.00 | 0.00 | 0.00 % | |
| 33510 | | State Sales Tax | 702,980.00 | (603,486.36) | 85.85 % | 58,581.67 | (57,282.53) | 97.78 % | |
| 33520 | | State Income Tax | 20,000.00 | (21,420.05) | 107.10 % | 1,666.67 | (88.32) | 5.30 % | |
| 33530 | | State Beer Tax | 5,025.00 | (4,852.47) | 96.57 % | 418.75 | (2,275.56) | 543.42 % | |
| 33553 | | State Gasoline Inspection Fee | 21,023.00 | (17,495.30) | 83.22 % | 1,751.92 | (1,749.30) | 99.85 % | |
| 33593 | | Corporate Excise Tax | 12,000.00 | (11,686.47) | 97.39 % | 1,000.00 | 0.00 | 0.00 % | |
| 33710 | | County Grant - Senior Nutrition | 9,500.00 | (9,500.00) | 100.00 % | 791.67 | 0.00 | 0.00 % | |
| 34120 | | Fees And Commissions | 2,000.00 | (5,777.70) | 288.89 % | 166.67 | (245.71) | 147.43 % | |
| 34740 | | Parks And Rec League Fees | 70,000.00 | (68,283.85) | 97.55 % | 5,833.33 | (1,079.00) | 18.50 % | |
| 34741 | | Field Maintenance Fees | 8,000.00 | (5,350.00) | 66.88 % | 666.67 | 0.00 | 0.00 % | |
| 34760 | | Library Fines, Fees, And Other | 7,500.00 | (6,165.72) | 82.21 % | 625.00 | (792.41) | 126.79 % | |
| 34793 | | Community Center Fees | 21,000.00 | (27,704.58) | 131.93 % | 1,750.00 | (1,667.50) | 95.29 % | |
| 34900 | | Other Charges For Services | 9,500.00 | (6,409.50) | 67.47 % | 791.67 | (892.00) | 112.67 % | |
| 35110 | | City Court Fines And Costs | 150,000.00 | (116,294.97) | 77.53 % | 12,500.00 | (14,080.57) | 112.64 % | |

| Account | Description | Year-To-Date | | | Monthly Comparative: | | |
|---------|----------------------------------|----------------------|-----------------------|----------------|----------------------|---------------------|----------------|
| | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| | | | | | Month-To-Date | | |
| 110 | General Fund | | | | | | 83.33% |
| 35130 | Impoundment Charges | 300.00 | (100.00) | 33.33 % | 25.00 | 0.00 | 0.00 % |
| 36000 | Other Revenues | 14,000.00 | (11,391.98) | 81.37 % | 1,166.67 | (416.10) | 35.67 % |
| 36100 | Interest Earnings | 5,700.00 | (3,365.64) | 59.05 % | 475.00 | 0.00 | 0.00 % |
| 36210 | Rent | 18,000.00 | (16,139.36) | 89.66 % | 1,500.00 | (782.86) | 52.19 % |
| 36330 | Sale Of Equipment | 0.00 | (1,004.11) | 0.00 % | 0.00 | 0.00 | 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 | (17.39) | 0.00 % | 0.00 | 607.99 | 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 | (10,723.71) | 0.00 % | 0.00 | (2,500.00) | 0.00 % |
| 36920 | Sale Of Bonds | 3,000,000.00 | (363,853.90) | 12.13 % | 250,000.00 | (25,485.86) | 10.19 % |
| 36960 | Operating Transfer In From Other | 0.00 | (94,900.00) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| | Total Revenues | 12,337,991.00 | (7,547,921.56) | 61.18 % | 1,028,165.92 | (878,972.36) | 85.49 % |
| | Expenditures | | | | | | |
| 41000 | General Government | (360,806.00) | 272,999.13 | 75.66 % | (30,067.17) | 21,843.96 | 72.65 % |
| 41210 | City Court | (77,537.00) | 63,609.40 | 82.04 % | (6,461.42) | 7,173.83 | 111.03 % |
| 41500 | Financial Administration | (402,265.00) | 311,949.40 | 77.55 % | (33,522.08) | 32,517.43 | 97.00 % |
| 41650 | Human Resources | (141,895.00) | 111,905.78 | 78.87 % | (11,824.58) | 9,685.42 | 81.91 % |
| 41670 | Engineering | (2,014,000.00) | 1,208,055.93 | 59.98 % | (167,833.33) | 27,758.83 | 16.54 % |
| 41700 | Planning And Zoning | (275,486.00) | 229,438.47 | 83.28 % | (22,957.17) | 19,935.09 | 86.84 % |
| 41800 | General Government Buildings | (162,504.00) | 142,001.99 | 87.38 % | (13,542.00) | 3,873.10 | 28.60 % |
| 41921 | Special Events | (4,000.00) | 2,606.60 | 65.17 % | (333.33) | 0.00 | 0.00 % |
| 42100 | Police Patrol | (1,201,694.00) | 913,790.93 | 76.04 % | (100,141.17) | 84,754.38 | 84.63 % |
| 42120 | Police Support Services | (274,565.00) | 221,481.78 | 80.67 % | (22,880.42) | 20,072.23 | 87.73 % |

| 110 | General Fund | Account | Description | Year--To-Date | | | Monthly Comparative: | | | 83.33% |
|--------------|--------------|---------------------|------------------------------------|------------------------|---------------------|-----------------|-----------------------|---------------------|----------------|--------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg | |
| 42150 | | | Police Administration | (218,426.00) | 149,268.91 | 68.34 % | (18,202.17) | 10,190.01 | 55.98 % | |
| 42151 | | | Communications Services | (185,000.00) | 155,999.97 | 84.32 % | (15,416.67) | 0.00 | 0.00 % | |
| 42200 | | | Fire Protection And Control | (1,678,119.00) | 930,264.06 | 55.43 % | (139,843.25) | 107,336.48 | 76.75 % | |
| 42210 | | | Fire Administration And Inspection | (358,350.00) | 221,809.78 | 61.90 % | (29,862.50) | 18,268.53 | 61.18 % | |
| 43000 | | | Public Works | (727,844.00) | 598,447.51 | 82.22 % | (60,653.67) | 41,039.90 | 67.66 % | |
| 43100 | | | Highways And Streets | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 % | |
| 44310 | | | Senior Citizen Activities | (42,614.00) | 25,591.62 | 60.05 % | (3,551.17) | 3,078.18 | 86.68 % | |
| 44700 | | | Parks | (275,727.00) | 222,837.32 | 80.82 % | (22,977.25) | 17,203.15 | 74.87 % | |
| 44740 | | | Park Maintenance | (984,152.00) | 818,229.03 | 83.14 % | (82,012.67) | 32,452.50 | 39.57 % | |
| 44800 | | | Libraries | (3,785,534.00) | 586,700.67 | 15.50 % | (315,461.17) | 12,597.66 | 3.99 % | |
| 44880 | | | Children's Library Services | (47,922.00) | 28,711.68 | 59.91 % | (3,993.50) | 3,154.32 | 78.99 % | |
| 51000 | | | Misc Exp | (225,000.00) | 198,398.83 | 88.18 % | (18,750.00) | 161,239.54 | 859.94 % | |
| 52210 | | | Collection | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 % | |
| 58802 | | | ARRA Grant #1 - Fiber Optic | (4,620.00) | 4,620.00 | 100.00 % | (385.00) | 0.00 | 0.00 % | |
| Total | | Expenditures | | (13,448,060.00) | 7,418,718.79 | 55.17 % | (1,120,671.67) | 634,174.54 | 56.59 % | |
| Total | 110 | General Fund | | (1,110,069.00) | (129,202.77) | -11.64 % | (92,505.75) | (244,797.82) | -264.63 | |

| 121 | State Street Aid Fund | Account | Description | Year-To-Date | | Monthly Comparative: | | % of Budget | Estimate Avg/Mth | Month-To-Date | | % of Avg |
|---------------------|-----------------------|---------|-----------------------------------|---------------------|---------------------|----------------------|--------------------|--------------------|------------------|---------------|--|----------|
| | | | | Budget Estimate | Actual | Actual | Actual | | | | | |
| Revenues | | | | | | | | | | | | |
| 33551 | | | State Gasoline And Motor Fuel Tax | 265,707.00 | (220,835.84) | 83.11 % | 22,142.25 | (20,094.94) | 90.75 % | | | |
| 36000 | | | Other Revenues | 0.00 | (67.62) | 0.00 % | 0.00 | (67.62) | 0.00 % | | | |
| 36100 | | | Interest Earnings | 60.00 | (45.02) | 75.03 % | 5.00 | 0.00 | 0.00 % | | | |
| | | | Total Revenues | 265,767.00 | (220,948.48) | 83.14 % | 22,147.25 | (20,162.56) | 91.04 % | | | |
| Expenditures | | | | | | | | | | | | |
| 43100 | | | Highways And Streets | (263,000.00) | 232,131.16 | 88.26 % | (21,916.67) | 1,504.21 | 6.86 % | | | |
| | | | Total Expenditures | (263,000.00) | 232,131.16 | 88.26 % | (21,916.67) | 1,504.21 | 6.86 % | | | |
| Total | 121 | | State Street Aid Fund | 2,767.00 | 11,182.68 | -404.14 % | 230.58 | (18,658.35) | 8,091.80 | | | |

| Account | Description | Year-To-Date | | Monthly Comparative: | | % of Avg |
|---------------------|-----------------------------|---------------------|--------------------|----------------------|-------------------|----------------|
| | | Budget Estimate | Actual | Estimate Avg/Mth | Actual | |
| 122 | Parks Sales Tax Fund | | | | | 83.33% |
| Revenues | | | | | | |
| 36100 | Interest Earnings | 400.00 | (118.91) | 33.33 | 0.00 | 0.00 % |
| 36425 | Parks Sales Tax Receipts | 79,000.00 | (67,125.75) | 6,583.33 | (6,124.91) | 93.04 % |
| Total | Revenues | 79,400.00 | (67,244.66) | 6,616.67 | (6,124.91) | 92.57 % |
| 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) | (51,928.46) | (4,257.00) | (6,124.91) | -143.88 |

| 124 | Impact Fees | Monthly Comparative: | | | | | 83.33% |
|---------------------|---------------------------|----------------------|--------------------|-----------------|--------------------|-------------------|-----------------|
| | | Year-To-Date | | Month-To-Date | | | |
| Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| Revenues | | | | | | | |
| 36100 | Interest Earnings | 500.00 | (175.01) | 35.00 % | 41.67 | 0.00 | 0.00 % |
| 36421 | Roads Impact Fees | 2,500.00 | (2,954.58) | 118.18 % | 208.33 | (342.90) | 164.59 % |
| 36422 | Parks Impact Fees | 1,080.00 | (2,793.90) | 258.69 % | 90.00 | (356.40) | 396.00 % |
| 36423 | Police Impact Fees | 2,500.00 | (2,673.32) | 106.93 % | 208.33 | (225.60) | 108.29 % |
| 36424 | Fire Impact Fees | 1,650.00 | (1,750.00) | 106.06 % | 137.50 | (167.40) | 121.75 % |
| | Total Revenues | 8,230.00 | (10,346.81) | 125.72 % | 685.83 | (1,092.30) | 159.27 % |
| Expenditures | | | | | | | |
| 51010 | Roads Impact Fees | (122,710.00) | 21,989.13 | 17.92 % | (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) | 22,052.70 | 14.80 % | (12,417.25) | 0.00 | 0.00 % |
| Total | 124 Impact Fees | (140,777.00) | 11,705.89 | 8.32 % | (11,731.42) | (1,092.30) | -9.31 % |

| Account | Description | Year-To-Date | | Monthly Comparative: | | |
|---------------------|--------------------------------|--------------------|-------------------|----------------------|-------------------|-----------------|
| | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual |
| 140 | Police Drug Fund | | | | | 83.33% |
| Revenues | | | | | | |
| 31610 | Local Sales Tax - Co. Trustee | 900.00 | (200.00) | 22.22 % | 75.00 | 33.33 % |
| 35130 | Impoundment Charges | 300.00 | 0.00 | 0.00 % | 25.00 | 0.00 % |
| 35140 | Drug Related Fines | 11,000.00 | (5,245.46) | 47.69 % | 916.67 | 36.27 % |
| 36100 | Interest Earnings | 80.00 | (36.49) | 45.61 % | 6.67 | 0.00 % |
| | Total Revenues | 12,280.00 | (5,481.95) | 44.64 % | 1,023.33 | 34.93 % |
| Expenditures | | | | | | |
| 42129 | Drug Investigation And Control | (15,933.00) | 8,638.71 | 54.22 % | (1,327.75) | 86.66 % |
| | Total Expenditures | (15,933.00) | 8,638.71 | 54.22 % | (1,327.75) | 86.66 % |
| Total | 140 Police Drug Fund | (3,653.00) | 3,156.76 | 86.42 % | (304.42) | 260.54 % |

| 412 Sewer Fund | Monthly Comparative: | | | | 83.33% | | |
|---------------------|-------------------------------------|------------------------|-----------------------|-----------------|---------------------|---------------------|-----------------|
| | Year-To-Date | | Month-To-Date | | | | |
| Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| Revenues | | | | | | | |
| 36000 | Other Revenues | 19,000.00 | (3,115.08) | 16.40 % | 1,583.33 | 0.00 | 0.00 % |
| 36100 | Interest Earnings | 2,700.00 | (2,187.77) | 81.03 % | 225.00 | 0.00 | 0.00 % |
| 36330 | Sale Of Equipment | 0.00 | (22,822.53) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 36350 | Insurance Recoveries | 0.00 | (10,293.71) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 36920 | Sale Of Bonds | 6,654,879.00 | (1,136,921.00) | 17.08 % | 554,573.25 | (81,736.00) | 14.74 % |
| 37210 | Application Fees | 32,000.00 | (14,400.00) | 45.00 % | 2,666.67 | (1,750.00) | 65.63 % |
| 37220 | Administrative Fees | 11,000.00 | (5,725.00) | 52.05 % | 916.67 | (1,050.00) | 114.55 % |
| 37230 | Sewer User Fees | 2,506,000.00 | (2,157,735.29) | 86.10 % | 208,833.33 | (212,047.63) | 101.54 % |
| 37298 | Capacity Fees | 398,000.00 | (211,566.11) | 53.16 % | 33,166.67 | (19,900.00) | 60.00 % |
| 37995 | Connection Fees | 3,500.00 | (6,600.00) | 188.57 % | 291.67 | (1,200.00) | 411.43 % |
| Total | Revenues | 9,627,079.00 | (3,571,366.49) | 37.10 % | 802,256.58 | (317,683.63) | 39.60 % |
| Expenditures | | | | | | | |
| 49000 | Debt Service | (709,620.00) | 100,118.99 | 14.11 % | (59,135.00) | 9,433.41 | 15.95 % |
| 52117 | Administration And General Expenses | (763,781.00) | 532,274.39 | 69.69 % | (63,648.42) | 48,576.38 | 76.32 % |
| 52210 | Collection | (6,421,780.00) | 3,659,089.19 | 56.98 % | (535,148.33) | 150,640.59 | 28.15 % |
| 52213 | Sewer Treatment And Disposal | (2,351,176.00) | 340,164.80 | 14.47 % | (195,931.33) | 6,893.40 | 3.52 % |
| 52223 | Depreciation | (652,737.00) | 598,020.00 | 91.62 % | (54,394.75) | 59,802.00 | 109.94 % |
| 58804 | ARRA Assistance - Sewer Rehab | (224,879.00) | 222,477.55 | 98.93 % | (18,739.92) | 0.00 | 0.00 % |
| Total | Expenditures | (11,123,973.00) | 5,452,144.92 | 49.01 % | (926,997.75) | 275,345.78 | 29.70 % |
| Total 412 | Sewer Fund | (1,496,894.00) | 1,880,778.43 | 125.65 % | (124,741.17) | (42,337.85) | -33.94 % |

| Account | Description | Year-To-Date | | | Monthly Comparative: | | |
|---------------------|----------------------------------|--------------------|--------------------|-----------------|----------------------|-------------------|-----------------|
| | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| 416 | Healthcare Fund | | | | | | 83.33% |
| Revenues | | | | | | | |
| 36000 | Other Revenues | 0.00 | (166.88) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 36100 | Interest Earnings | 320.00 | (169.91) | 53.10 % | 26.67 | 0.00 | 0.00 % |
| 36960 | Operating Transfer In From Other | 30,285.00 | (52,951.60) | 174.84 % | 2,523.75 | (3,420.75) | 135.54 % |
| | Total Revenues | 30,605.00 | (53,288.39) | 174.12 % | 2,550.42 | (3,420.75) | 134.13 % |
| Expenditures | | | | | | | |
| 51520 | Insurance Employers Share | (63,235.00) | 50,668.91 | 80.13 % | (5,269.58) | 2,989.40 | 56.73 % |
| | Total Expenditures | (63,235.00) | 50,668.91 | 80.13 % | (5,269.58) | 2,989.40 | 56.73 % |
| Total 416 | Healthcare Fund | (32,630.00) | (2,619.48) | -8.03 % | (2,719.17) | (431.35) | -15.86 % |

| Account | Description | Year-To-Date | | | Monthly Comparative: | | |
|---------------------|----------------------------------|--------------------|--------------------|-----------------|----------------------|-------------------|-----------------|
| | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| 433 | Hillcrest City Cemetery | | | | | | 83.33% |
| Revenues | | | | | | | |
| 34110 | General Services | 2,225.00 | (2,942.00) | 132.22 % | 185.42 | (270.00) | 145.62 % |
| 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 | (18,350.00) | 127.43 % | 1,200.00 | (2,150.00) | 179.17 % |
| 36100 | Interest Earnings | 300.00 | (136.23) | 45.41 % | 25.00 | 0.00 | 0.00 % |
| 36330 | Sale Of Equipment | 0.00 | (5,110.04) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 36340 | Sale Of Cemetery Lots | 8,500.00 | (6,000.00) | 70.59 % | 708.33 | (750.00) | 105.88 % |
| | Total Revenues | 25,875.00 | (32,538.27) | 125.75 % | 2,156.25 | (3,170.00) | 147.01 % |
| Expenditures | | | | | | | |
| 43400 | Cemeteries | (40,858.00) | 28,757.02 | 70.38 % | (3,404.83) | 4,200.00 | 123.35 % |
| | Total Expenditures | (40,858.00) | 28,757.02 | 70.38 % | (3,404.83) | 4,200.00 | 123.35 % |
| Total 433 | Hillcrest City Cemetery | (14,983.00) | (3,781.25) | -25.24 % | (1,248.58) | 1,030.00 | 82.49 % |

RESOLUTIONS....

ORDINANCES....

April 9, 2014

MEMORANDUM

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

From: Charlotte Soporowski, Finance Director

Re: Ordinance Changes for Wastewater Billing

The following change to the Wastewater Billing Ordinance is an attempt to clarify and strengthen the ordinance in an area where we encounter significant administrative and operational difficulty. Additionally, the change will treat customers more fairly on cutoff day, eliminating the constant question of whether or not someone should be charged a reconnection fee based on whether or not the technician has made it to their house yet. The way the ordinance is currently worded, we feel that we cannot charge the reconnection fee unless a customer has been physically disconnected for service, meaning a technician has been to their house and locked off their meter. The change would also eliminate the recurring problem of people calling as soon as they see the truck pulling into their driveway and trying to pay by phone with a credit card before the technician can get them locked off in order to avoid the reconnection fee. The change is also in line with what other utilities in our area do. If approved the ordinance would allow us to charge the reconnection fee to everyone on the cutoff list once it is approved and has left the office with a technician without regard to whether the technician has actually made it to their house and completed the cutoff. If you have any questions about this change please contact me and I would be happy to discuss it further.

ORDINANCE 14-07

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, SECTION 18-302.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Leisure Services Board;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES, AND CHARGES, Section 18-302 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 3: SEWER RATES, FEES, AND CHARGES
SECTION: 18-302. Fees and charges.
ITEMS: (11)

(11) Reconnection charge. A charge of fifty dollars (\$50.00) will be applied to any user ~~that has been disconnected for non-payment before reinstatement will be issued~~ whose wastewater usage charges and related penalties remain unpaid for more than fifteen (15) days following the due date before wastewater services will be reinstated.

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: April 21, 2014

Second Reading: May 15, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

February 5, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: An ordinance amending the Zoning Ordinance Article VII Permit Issuance, Section 8.050 Impact Fees

The City Administrator recommends approval to the Board of Mayor and Aldermen for the following amendment to the Zoning Ordinance. The ordinance proposes an amendment to Article VII Permit Issuance, Section 8.050 Impact Fees. This amendment will extend the ten (10%) calculation and assessment rate of impact fees until June 30, 2016.

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

ORDINANCE 14-08

**AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE ZONING ORDINANCE
ARTICLE VIII, PERMIT ISSUANCE REGARDING A REDUCTION IN THE IMPACT FEE
ASSESSMENT RATE**

WHEREAS, the City of White House, Tennessee assess and collects impact fees for all new developments within the city limits of White House, Tennessee at a rate of ten percent (10%); and

Whereas, the impact fee assessment rate of ten percent (10%) is set to expire on June 30, 2014; as set forth in Ordinance 12-05; and

Whereas, the White House Municipal Planning Commission at the April 14, 2014 meeting will review and provide a recommendation to the Board of Mayor and Aldermen to amend the 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:

Article **VIII Permit Issuance**
Section: **8.050 Impact Fees**
Item# E **Calculation of Impact Fees Based on Fee Schedule**
Action: **Ordinance Amendment (*Amendment listed below in italics.*)**

E. Calculation of Impact Fees Based on Fee Schedule

Unless an applicant requests an administrative determination or individual assessment as set forth in the following subsections, the impact fees shall be calculated for the proposed development based on the permit allowing the use, according to the applicable use schedule. Impact fees shall be calculated and assessed at ten (10%) of the impact fee set forth in the road, police, fire, and parks impact fee schedules effective until June 30, 2016.

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: May 15, 2014

Second Reading: June 19, 2014

Mike Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

February 5, 2014

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: An ordinance amending the Municipal Code Title 8, Chapter 2 Beer.

The City Administrator recommends approval to the Board of Mayor and Aldermen for the following amendment to Municipal Code Title 8, Chapter 2 Beer. The ordinance proposes to remove a section of 8-211 about pool and billiard playing.

After reviewing Municipal Code Title 8, Chapter 2 Beer and discussing with our legal team we decided it would be in the best interest of the City to remove this section. This proposed amendment was approved by the Beer Board on Tuesday, May 6, 2014.

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

ORDINANCE 14-09

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 8, CHAPTER 2 BEER, SECTION 8-211.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding prohibited conduct or activities by beer permit holders;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 2 BEER, Section 8-211 be revised from the Municipal Code as follows:

ARTICLE VIII: ALCOHOLIC BEVERAGES
CHAPTER 2: BEER
SECTION: 8-211. Prohibited conduct or activities by beer permit holders.

8-211. Prohibited conduct or activities by beer permit holders. It shall be unlawful for any beer permit holder to:

- (1) Employ any minor under eighteen (18) years of age in the sale, storage, distribution, or manufacture of beer.
- (2) Make or allow any sale of beer to a minor under twenty-one (21) years of age.
- (3) Allow minors under twenty-one (21) years of age to congregate in or about his place of business.
- (4) Make or allow any sale of beer to any person reasonably believed by the seller to be intoxicated, insane, or otherwise mentally incapacitated.
- (5) Serve, sell, or allow the consumption on his premises of any alcoholic beverage with an alcoholic content of more than five percent (5%) by weight.
- (6) ~~Allow pool or billiard playing on the premises where beer is sold.~~
- (7 6) Have been convicted of a felony within a calendar year (January - December), which may subject the permittee to revocation of license.

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: May 15, 2014

Second Reading: June 19, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

March 10, 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.

City of White House
 Budget Amendment II
 May 15, 2014

| | | | | | Current Budget | Proposed Budget | Amendment |
|---|-------|-----|--------------------------------------|---|----------------|-----------------|-----------|
| 110 | 41500 | 200 | General Fund - Finance | Contractual Services | 96,500 | 94,832 | (1,668) |
| 110 | 41500 | 900 | General Fund - Finance | Capital Outlay | 32,000 | 33,668 | 1,668 |
| 1. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting savings. The savings from the contractual services line is being redirected to the Capital Outlay line to cover the additional cost of a new Local Government server that is slightly more expensive than the software that was originally budgeted, but not rolled out.</i> | | | | | | | |
| 110 | 41800 | 312 | General Fund - Building Maintenance | Small Items of Equipment | 5,000 | 752 | (4,248) |
| 110 | 41800 | 900 | General Fund - Building Maintenance | Capital Outlay | 67000 | 71,248 | 4,248 |
| 2. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting savings. The additional expense is related to Capital projects. anticipated in the budget.</i> | | | | | | | |
| 110 | 42100 | 110 | General Fund - Police Patrol | Salaries | 689,029 | 688,202 | (827) |
| 110 | 42100 | 900 | General Fund - Police Patrol | Capital Outlay | 101,720 | 102,547 | 827 |
| 3. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting savings. The additional expense is related to equipment prices exceeding budget for new police vehicles and the offsetting savings is from attrition on the salary line.</i> | | | | | | | |
| 110 | 36350 | | General Fund | Insurance Recoveries | 0 | 72,325 | (72,325) |
| 110 | 44740 | 900 | General Fund - Parks Maintenance | Capital Outlay | 552,688 | 625,013 | 72,325 |
| 4. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting revenue related to the insurance claim and subsequent repair of the gym roof.</i> | | | | | | | |
| 110 | 51000 | 500 | General Fund - Miscellaneous Expense | Fixed Charges(Insurance) | 225,000 | 211,442 | (13,558) |
| 110 | 51000 | 826 | General Fund - Miscellaneous Expense | Medical Claims Paid | 0 | 13,558 | 13,558 |
| 5. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting savings. The additional expense is related to worker's compensation claims, that are paid directly up to a certain point, which results in an offsetting savings on our premium with TML.</i> | | | | | | | |
| 123 | 43200 | 200 | Sanitation Fund | Contractual Services | 430,000 | 417,947 | (12,053) |
| 123 | 43200 | 110 | Sanitation Fund | Salaries | 67,600 | 79,653 | 12,053 |
| 6. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting savings. The additional expense is related to the re-allocation of personnel between different public works departments. The offsetting savings is captured on the contractual services line.</i> | | | | | | | |
| 124 | 51010 | 761 | Impact Fees - Roads | Transfer to General Fund for Capital Project | 0 | 21,900 | 21,900 |
| 124 | 27100 | | Impact Fees | Fund Balance | 52,474 | 30,574 | (21,900) |
| 7. <i>To amend current 2013-2014 budget to recognize additional expense and a reduction of fund balance related to the repayment to the General Fund of the Roads Impact Fee portion of the ARRA - Fiber Optic project after completion.</i> | | | | | | | |
| 412 | 52210 | 260 | Wastewater - Collection | Repair and Maintenance Services | 65,000 | 51,823 | (13,177) |
| 412 | 52210 | 330 | Wastewater - Collection | Repair and Maintenance Supplies | 250,000 | 263,177 | 13,177 |
| 8. <i>To amend current 2013-2014 budget to recognize additional expense and offsetting savings. The additional expense is related to Repair and Maintenance Supplies, and the offsetting savings is recognized on the Repair and Maintenance Services line.</i> | | | | | | | |

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Charlotte Soporowski, Finance Director
CC: Gerald Herman, City Administrator
Re: Ordinance Adopting Annual Budget and Tax Rate

The detail for this Ordinance was presented at the budget study session on May 1st. There have been a couple of changes from the detail that was presented to you. The Hwy 31 Sidewalk bids came in high, so Phase II of that project was deleted and the restroom/storage/archival area renovations have been reduced in order to make offsetting expense cuts for the increase of Phase I. There was also a correction to the salary line in Planning and Codes to correct an error from previous years. We have still maintained the 29% fund balance with these changes.

The final budget document will be distributed after the second reading and passage of this ordinance. The final document will also include the detail Capital Improvement Program sheets, the six year Capital Improvement Program document, as well as other personnel schedules. If you have any questions about this ordinance or the budget details please feel free to call me.

ORDINANCE 14-11

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,
ADOPTING THE ANNUAL BUDGET (AND TAX RATE) FOR THE FISCAL YEAR BEGINNING
JULY 1, 2014 THROUGH JUNE 30, 2015.**

- WHEREAS,** *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS,** the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS,** the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider the final passage of the budget.

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

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

| General Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|------------------------------|-----------------------|--------------------------|-------------------------|
| Local Taxes | \$1,774,158 | \$2,429,505 | \$2,402,277 |
| Intergovernmental Revenue | 3,614,986 | 4,910,534 | 4,922,668 |
| Charges for Services | 146,257 | 137,276 | 129,000 |
| Licenses and Permits | 239,296 | 45,591 | 33,500 |
| Fines and Forfeitures | 146,381 | 159,225 | 174,450 |
| Bonds Issued | 0 | 433,836 | 2,866,164 |
| Interfund Charges | 93,209 | 207,285 | 112,385 |
| Miscellaneous Revenue | 96,744 | 125,234 | 255,531 |
| Total Revenue | \$6,111,031 | \$8,448,486 | \$10,895,975 |
| Fund Balance | \$5,258,573 | \$5,045,124 | 5,015,302 |
| Total Available Funds | \$11,369,604 | \$13,493,610 | \$15,911,277 |

| Debt Service Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|------------------------------|-----------------------|--------------------------|-------------------------|
| Local Taxes | \$ 658,431 | \$ 705,436 | \$ 809,000 |
| Miscellaneous Revenue | \$ 237 | \$ 221 | \$ 250 |
| Total Revenue | \$ 658,668 | \$ 705,657 | \$ 809,250 |
| Fund Balance | \$ 34,309 | \$ 52,320 | \$ 10,854 |
| Total Available Funds | \$ 692,977 | \$ 757,977 | \$ 820,104 |

| State Street Aid Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|------------------------------|-----------------------|--------------------------|-------------------------|
| Intergovernmental Revenue | \$ 179,236 | \$ 263,800 | \$ 274,321 |
| Miscellaneous Revenue | \$ 35 | \$ 120 | \$ 50 |
| Total Revenue | \$ 179,271 | \$ 263,920 | \$ 274,371 |
| Fund Balance | \$ (13,821) | \$ 4,241 | \$ 5,161 |
| Total Available Funds | \$ 165,450 | \$ 268,161 | \$ 279,532 |

| Drug Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|------------------------------|-----------------------|--------------------------|-------------------------|
| Court Fines and Costs | \$ 6,290 | \$ 6,145 | \$ 7,900 |
| Miscellaneous | \$ 542 | \$ 299 | \$ 615 |
| Total Revenue | \$ 6,832 | \$ 6,444 | \$ 8,515 |
| Fund Balance | \$ 50,142 | \$ 32,084 | \$ 27,326 |
| Total Available Funds | \$ 56,974 | \$ 38,528 | \$ 35,841 |

| Hillcrest Cemetery Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|------------------------------------|-----------------------|--------------------------|-------------------------|
| Charges for Services | \$ 17,114 | \$ 33,430 | \$ 27,200 |
| Miscellaneous | \$ 250 | \$ 191 | \$ 250 |
| Total Revenue | \$ 17,364 | \$ 33,621 | \$ 27,450 |
| Fund Balance | \$ 176,293 | \$ 159,853 | \$ 159,904 |
| Total Available Funds | \$ 193,657 | \$ 193,474 | \$ 187,354 |
| Healthcare Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Revenue from Other Funds | \$ 60,300 | \$ 49,531 | \$ 47,000 |
| Miscellaneous | \$ 317 | \$ 399 | \$ 290 |
| Total Revenue | \$ 60,617 | \$ 49,930 | \$ 47,290 |
| Fund Balance | \$ 237,315 | \$ 241,864 | \$ 228,559 |
| Total Available Funds | \$ 297,932 | \$ 291,794 | \$ 275,849 |
| Impact Fee Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Impact Fees | \$ 6,295 | \$ 9,549 | \$ 7,900 |
| Miscellaneous | \$ 345 | \$ 244 | \$ 350 |
| Total Revenue | \$ 6,640 | \$ 9,793 | \$ 8,250 |
| Fund Balance | \$ 262,734 | \$ 221,752 | \$ 201,917 |
| Total Available Funds | \$ 269,374 | \$ 231,545 | \$ 210,167 |
| Industrial Development Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Intergovernmental Revenue | \$ 43,520 | \$ 55,541 | \$ 47,000 |
| Miscellaneous | \$ 46 | \$ 82 | \$ 80 |
| Total Revenue | \$ 43,566 | \$ 55,623 | \$ 47,080 |
| Fund Balance | \$ 42,877 | \$ 58,762 | \$ 63,895 |
| Total Available Funds | \$ 86,443 | \$ 114,385 | \$ 110,975 |
| Park Sales Tax Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Local Taxes | \$ 75,719 | \$ 77,963 | \$ 78,000 |
| Miscellaneous | \$ 20,784 | \$ 177 | \$ 280 |
| Total Revenue | \$ 96,503 | \$ 78,140 | \$ 78,280 |
| Fund Balance | \$ 206,130 | \$ 170,851 | \$ 118,733 |
| Total Available Funds | \$ 302,633 | \$ 248,991 | \$ 197,013 |
| Sanitation Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Charges for Services | \$ 798,518 | \$ 694,669 | \$ 804,832 |
| Total Revenue | \$ 798,518 | \$ 694,669 | \$ 804,832 |
| Fund Balance | \$ 575,035 | \$ 667,111 | \$ 565,332 |
| Total Available Funds | \$ 1,373,553 | \$ 1,361,780 | \$ 1,370,164 |
| Stormwater Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Charges for Services | \$ - | \$ - | \$ 50,250 |
| Total Revenue | \$ - | \$ - | \$ 50,250 |
| Fund Balance | \$ - | \$ - | \$ - |
| Total Available Funds | \$ - | \$ - | \$ 50,250 |
| Wastewater Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Cash Receipts | \$ 3,289,760 | \$ 2,791,152 | \$ 3,021,700 |
| Loan Proceeds | \$ 704,149 | \$ 1,988,245 | \$ 4,714,558 |
| Total Cash Inflows | \$ 3,993,909 | \$ 4,779,397 | \$ 7,736,258 |
| Beg Cash Balance | \$ 1,124,318 | \$ 2,373,844 | \$ 2,041,367 |
| Available Cash | \$ 5,118,227 | \$ 7,153,241 | \$ 9,777,625 |

SECTION 2:

That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

| General Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|------------------------------------|-----------------------|--------------------------|-------------------------|
| General Government | \$ 1,052,611 | \$ 1,148,784 | \$ 1,343,589 |
| City Court | \$ 73,793 | \$ 74,505 | \$ 78,164 |
| Public Safety | \$ 2,632,672 | \$ 2,920,871 | \$ 3,264,588 |
| Public Works | \$ 283,171 | \$ 355,836 | \$ 439,336 |
| Library and Museum | \$ 205,631 | \$ 215,684 | \$ 227,537 |
| Parks and Recreation | \$ 578,765 | \$ 692,005 | \$ 789,175 |
| Planning and Zoning | \$ 227,133 | \$ 248,747 | \$ 279,420 |
| Capital Outlay | \$ 1,059,999 | \$ 2,821,879 | \$ 6,373,984 |
| Total Appropriations | \$ 6,113,775 | \$ 8,478,311 | \$ 12,795,793 |
| State Street Aid Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Streets | \$ 144,733 | \$ 144,000 | \$ 154,000 |
| Capital Outlay | \$ 105,905 | \$ 119,000 | \$ 109,000 |
| Total Appropriations | \$ 250,638 | \$ 263,000 | \$ 263,000 |
| Drug Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Police | \$ 5,678 | \$ 4,833 | \$ 6,833 |
| Capital Outlay | \$ 19,806 | \$ 6,368 | \$ - |
| Total Appropriations | \$ 25,484 | \$ 11,201 | \$ 6,833 |
| Debt Service Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Debt Service | \$ 676,552 | \$ 745,782 | \$ 767,769 |
| Miscellaneous | \$ 1,327 | \$ 1,341 | \$ 1,350 |
| Total Appropriations | \$ 677,879 | \$ 747,123 | \$ 769,119 |
| Hillcrest Cemetery Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Cemetery and Maintenance | \$ 9,517 | \$ 25,128 | \$ 27,426 |
| Capital Outlay | \$ 18,583 | \$ 8,442 | \$ 15,000 |
| Total Appropriations | \$ 28,100 | \$ 33,570 | \$ 42,426 |
| Healthcare Fund | FY 2012 Actual | FY 2013 Estimated | FY 2014 Proposed |
| Premiums Paid | \$ 7,845 | \$ 7,741 | \$ 8,500 |
| Medical Claims Paid | \$ 48,223 | \$ 55,494 | \$ 60,000 |
| Total Appropriations | \$ 56,068 | \$ 63,235 | \$ 68,500 |
| Impact Fee Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Roads | \$ - | \$ 14 | \$ - |
| Parks | \$ - | \$ - | \$ - |
| Fire | \$ 77 | \$ 64 | \$ 70 |
| Police | \$ - | \$ - | \$ - |
| Capital Outlay | \$ - | \$ 21,900 | \$ 165,765 |
| Debt Service | \$ 47,545 | \$ 7,650 | \$ - |
| Total Appropriations | \$ 47,622 | \$ 29,628 | \$ 165,835 |
| Industrial Development Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
| Industrial Development | \$ 54,500 | \$ 50,490 | \$ 50,300 |
| Total Appropriations | \$ 54,500 | \$ 50,490 | \$ 50,300 |

| Park Sales Tax Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|-----------------------------|-----------------------|--------------------------|-------------------------|
| Parks | \$ 367 | \$ 374 | \$ 400 |
| Capital Outlay | \$ - | \$ - | \$ - |
| Debt Service | \$ 131,884 | \$ 129,884 | \$ 132,884 |
| Total Appropriations | \$ 132,251 | \$ 130,258 | \$ 133,284 |

| Sanitation Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|-----------------------------|-----------------------|--------------------------|-------------------------|
| Sanitation | \$ 602,090 | \$ 693,362 | \$ 750,543 |
| Capital Outlay | \$ - | \$ 49,000 | \$ 215,000 |
| Debt Service | \$ 105,208 | \$ 54,085 | \$ 52,090 |
| Total Appropriations | \$ 707,298 | \$ 796,447 | \$ 1,017,633 |

| Stormwater Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|-----------------------------|-----------------------|--------------------------|-------------------------|
| Stormwater Administration | \$ - | \$ - | \$ 3,500 |
| Capital Outlay | \$ - | \$ - | \$ - |
| Debt Service | \$ - | \$ - | \$ - |
| Total Appropriations | \$ - | \$ - | \$ 3,500 |

| Wastewater Fund | FY 2013 Actual | FY 2014 Estimated | FY 2015 Proposed |
|-----------------------------|-----------------------|--------------------------|-------------------------|
| Wastewater | \$ 1,424,125 | \$ 1,929,302 | \$ 2,173,993 |
| Capital Outlay | \$ 894,454 | \$ 2,729,104 | \$ 5,374,558 |
| Debt Service | \$ 365,675 | \$ 453,468 | \$ 704,396 |
| Total Appropriations | \$ 2,684,254 | \$ 5,111,874 | \$ 8,252,947 |

SECTION 3. At the end of the current fiscal year the governing body estimates balances/deficits as follows:

| | |
|-----------------------------|--------------|
| General Fund | \$ 5,015,302 |
| State Street Aid Fund | \$ 5,161 |
| Drug Fund | \$ 27,326 |
| Debt Service Fund | \$ 10,854 |
| Hillcrest Cemetery Fund | \$ 159,904 |
| Healthcare Fund | \$ 228,559 |
| Impact Fee Fund | \$ 201,917 |
| Industrial Development Fund | \$ 63,895 |
| Park Sales Tax Fund | \$ 118,733 |
| Sanitation Fund | \$ 565,332 |
| Wastewater Fund | \$ 2,041,367 |

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

| Bonded or Other Indebtedness | Debt Redemption | Interest Requirements | Debt Authorized and Unissued | Condition of Sinking Fund |
|-------------------------------------|------------------------|------------------------------|-------------------------------------|----------------------------------|
| Bonds | \$ 905,000 | \$ 354,571 | \$ - | \$ - |
| Notes | \$ - | \$ - | \$ - | \$ - |
| Capital Leases | \$ - | \$ - | \$ - | \$ - |
| Other Debt | \$ 320,475 | \$ 74,504 | \$ - | \$ - |

SECTION 5. During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

| Proposed Capital Projects | Proposed Amount Financed by Appropriations | Proposed Amount Financed by Debt |
|--|---|---|
| RTP - Walking Trail (Grant) | \$ 214,000 | \$ - |
| Hwy 31W Sidewalk - Phase I (Grant) | \$ 541,650 | \$ - |
| Tyree Springs/South Palmers Intersect(Grant) | \$ 360,000 | \$ - |
| Custom Cab Fire Engine (Grant) | \$ 451,250 | \$ - |
| Library Building (Grant) | \$ 300,000 | \$ 2,866,164 |
| Live Fire Training Building (Grant) | \$ 52,685 | |
| HVAC Unit Replacement at City Hall | \$ 15,000 | \$ - |
| Restrooms/Storage/Archival Area Renovation | \$ 146,000 | \$ - |
| SR 76 Improvements (Charles Dr to Plsnt Gr) | \$ 25,000 | \$ - |
| Custom Cab Aerial Ladder Truck | \$ 740,000 | \$ - |
| Widen Park Entrance | \$ 16,000 | \$ - |
| Expand Bathrooms (Back of Park) | \$ 75,000 | \$ - |
| Basketball half-courts (2) | \$ 24,000 | \$ - |
| Infield Groomer | \$ 15,000 | \$ - |
| Splash Pad | \$ 250,000 | \$ - |
| Plan copier/scanner | \$ 9,000 | \$ - |
| Two (2) Police Vehicles | \$ 78,000 | \$ - |
| Facility Upgrade PW | \$ 50,000 | \$ - |
| Skid Steer w/attachments PW | \$ 45,000 | \$ - |
| Asphalt Overlay Program | \$ 200,000 | \$ - |
| Slide-in Salt Spreader | \$ 9,000 | \$ - |
| Infrared Asphalt Equipment | \$ 32,000 | \$ - |
| Lane Light/Crosswalk System | \$ 25,000 | \$ - |
| Street Resurfacing | \$ 99,000 | \$ - |
| Signal Upgrade 31W & Raymond Hirsch | \$ 10,000 | \$ - |
| Facility Upgrade Sanitation | \$ 50,000 | \$ - |
| Brush Truck | \$ 165,000 | \$ - |
| Pavement Resurfacing Cemetery Driveway | \$ 15,000 | \$ - |
| Hobbs/Dawn Ct. (SRF Loan) | \$ - | \$ 804,000 |
| Meadows (SRF Loan) | \$ - | \$ 950,000 |
| Sage Road (SRF Loan) | \$ - | \$ 1,125,558 |
| WWTP Headworks Improvements (SRF) | \$ - | \$ 1,835,000 |
| Sewer System Model | \$ 30,000 | \$ - |
| Facility Upgrade WW | \$ 100,000 | \$ - |
| Skid Steer w/attachments WW | \$ 45,000 | \$ - |
| Backhoe Clam Bucket | \$ 10,000 | \$ - |
| Northern Force Main Extension | \$ 400,000 | \$ - |
| Vactor/Jet Rod Equipment | \$ 75,000 | \$ - |

SECTION 6. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 7. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

- SECTION 8.** A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.
- SECTION 9.** If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.
- SECTION 10.** There is hereby levied a property tax of \$1.2139 per \$100 of assessed value on all real and personal property in Robertson County and Sumner County.
- SECTION 11.** All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 12.** This ordinance shall take effect on July 1, 2014, the public welfare requiring it.

Passed First Reading:

Passed Second and Final Reading:

Mayor

Attest: City Recorder

FINANCE....

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Ashley Smith, Parks and Recreation Director
CC: Gerald Herman, City Administrator
Re: Bids for RTP Trail Renovation Project

Two bids were received for the Trail Renovation Project at the Municipal Park on March 10th, 2014, and totals are shown in the accompanying bid tabulation.

Jarrett Builders Inc. was the low bidder with a total cost including alternates 1 and 2 of \$191,682.80. Although the bids were opened in March, the contractor agreed to hold the pricing until budgeting issues could be resolved and the recommendation for approval made in May. It has now been determined that phasing the project over more than one year is not required.

A change order is also recommended to add a section of asphalt trail and sidewalk to the project just north of the stadium. This will eliminate the trail ending in the parking lot, and will instead create a crossing over the Park roadway at a logical point. The cost of the change order is derived from the removal of 300' of rehabilitated asphalt section from the existing project and adding 390' of new asphalt trail and 180' of new concrete sidewalk to the project scope. The cost is an additional \$12,511. A detail of the change order cost is on page 2 of this memo.

With the change order the total is \$204,193.80.

I am requesting your approval. Thank you.

| BID# 14-1011PK | Jarrett Builders, Inc 104 East Park Dr., Suite 305 Brentwood, TN 37027 | L & G Construction Co., Inc 2614 Hart St. Nashville, TN 37207 |
|--|---|--|
| RTP TRAIL REHABILITATION PROJECT | | |
| OPENING: March 10th, 2014 @ 3:00 pm | | |
| SPECIFICATIONS: | Unit Cost | Unit Cost |
| Base Bid | \$147,380.60 | \$158,788.15 |
| Add Alternate #1 | \$16,651.50 | \$18,818.80 |
| Add Alternate #2 | \$27,650.70 | \$28,066.45 |
| Delivery | | |
| Totals | \$191,682.80 | \$205,673.40 |

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Hwy 31W Sidewalk and Bicycle Path Project

I am recommending that the Board of Mayor and Aldermen approve Sessions Paving's bid for the Hwy 31W Sidewalk and Bicycle Path Project. Adjustments have been made to the 2014 - 2015 fiscal year budget to accommodate the cost of this project.

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

| BID# 14-1012E | Sessions Paving | Jarrett Builders |
|--|------------------------|-------------------------|
| Hwy. 31W Bike and Sidewalk | P.O. Box 90266 | 104 E. Park Dr. |
| OPENING: May 7, 2014 @ 10:00 am | Nashville, TN 37209 | Brentwood, TN 37027 |
| SPECIFICATIONS: | Unit Cost | Unit Cost |
| Construction of 3/4 mile of Sidewalks and Bike path along US31W | \$506,092.20 | \$536,650.40 |
| Delivery | | |
| Totals | \$506,092.20 | \$536,650.40 |

March 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Ashley Smith, Parks and Recreation Director
CC: Gerald Herman, City Administrator
Re: Volleyball Court Rental Rate

The department has been asked to provide reserved practice times at the sand volleyball courts to an organized volleyball club for 2 hours each week. We have no established reservation rate at this time, and the courts are first come-first served.

It is my recommendation to set a rate of \$15/hr. for the 2 courts if a reserved period of time is desired.

Thank you.

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....