

AMENDED

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
July 17, 2014
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by Pastor Paul Iannello of New Beginnings Baptist Church
3. Pledge by Alderman
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the June 19, 2014 meeting
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 14-13:** An ordinance amending the Municipal Code Title 1, Chapter 6 City Administrator, Section 1-602. *Second Reading.*
 - b. **Ordinance 14-14:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, Sections 2-201, 2-203, 2-204, and 2-206. *Second Reading.*
9. Communication from Mayor, Aldermen, and City Administrator
10. 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
11. Consideration of the Following Resolutions:
 - a. **Resolution 14-05:** A resolution approving certain amendments and revisions to the personnel manual.
 - b. **Resolution 14-06:** A resolution authorizing participation in the Pool's "Driver Safety" Loss Control Matching Grant Program.
12. Consideration of the Following Ordinances:
 - a. **Ordinance 14-13:** An ordinance amending the Municipal Code Title 1, Chapter 6 City Administrator, Section 1-602. *Second Reading.*
 - b. **Ordinance 14-14:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, Sections 2-201, 2-203, 2-204, and 2-206. *Second Reading.*
 - c. **Ordinance 14-15:** An ordinance of the City of White House, Tennessee, establishing the tax rate for the year 2014. *First Reading.*

AMENDED

- d. **Ordinance 14-16:** An ordinance amending the fiscal budget for the period ending June 30, 2015.
First Reading.

13. Finance

- a. To approve or reject the purchase of a KM 4-48 Trailer Mounted Infrared Asphalt Recycler and a KM 4000 TEPX 2-Ton Capacity Trailer Mounted Asphalt Hot Box for \$31,930.00 from the TDOT purchasing contract (KM International in North Branch, MI). The Public Services Director recommends approval.
- b. To approve or reject the Wastewater single source requests for FY 2014 - 2015. The Public Services Director recommends approval.
- c. To approve or reject the purchase of a 2015 Freightliner M2 106 with a Pac-Mac KB20H-HJ Loader and a TKB1824 Body for \$126,349.00 from the National Joint Powers Alliance (Stringfellow, Inc. in Nashville, TN). The Public Services Director recommends approval.
- d. To approve or reject the two-year extension to the Decorative Street Light & Traffic Control Device Maintenance Program with Stansell Electric. The Public Services Director recommends approval.
- e. To approve or reject the purchase of a SVL90-2HFC Kubota Track Loader for \$74,516.61 from the National Joint Powers Alliance (Plateau Equipment in Crossville, TN), and machine attachments for \$18,547.00 from Plateau Equipment in Crossville, TN. The Public Services Director recommends approval.
- f. To approve or reject the purchase of a Sutphen Corporation SL75 Aerial Ladder Truck for \$712,443.21 from Houston-Galveston Area Council Cooperative (Cumberland Fire Apparatus Sales in Nashville, TN). The Fire Chief recommends approval.
- g. To approve or reject authorizing City Administrator, Gerald Herman, to enter into contract with Lose & Associates for design services for phase 1 of the Municipal Recreational Complex master plan. The Parks and Recreation Director recommends approval.
- h. To approve or reject allocating up to \$20,000 from the SR76/Charles Drive to Pleasant Grove Road capital project (\$25,000 currently budgeted) to the SR76 Sidewalk Project. The City Administrator recommends approval.

14. Other Business

- a. None

15. Discussion Items

- a. Ordinance 13-08: An ordinance amending the Municipal Code Title 13, Chapter 4 Miscellaneous that was passed on October 17, 2013.

16. Other Information

- a. Saved by the Belt award

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
June 19, 2014
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer / Pledge

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

3. Roll Call

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

4. Adoption of the Agenda

Public Works Director requested the total for the TPM Group's invoice be corrected to \$28,724.15. Motion was made by Ald. Paltzik, second by Ald. Bibb to adopt the amended agenda. A voice vote was called for with all members voting aye. **Amended agenda was adopted.**

5. Approval of Minutes of the May 15, 2014 meeting.

Motion was made by Ald. Hutson, second by Ald. Bibb 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. **Ordinance 14-08:** An ordinance amending the Zoning Ordinance Article VIII, Permit Issuance Regarding a Reduction in the Impact Fee Assessment Rate. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 14-09:** An ordinance amending the Municipal Code Title 8, Chapter 2 Beer, Section 8-211. *Second Reading.*

No one spoke for or against.

- c. **Ordinance 14-10:** An ordinance amending the fiscal budget for the period ending June 30, 2014. *Second Reading.*

No one spoke for or against.

- d. **Ordinance 14-11:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2014 through June 30, 2015. *Second Reading.*

No one spoke for or against.

- e. **Ordinance 14-12:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *Second Reading.*

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik reminded everyone that the Americana Celebration will be held on Saturday, July 5th from 4:00 - 10:00 pm. and the SummerFest Carnival will be nightly July 1st-5th.

Ald. Paltzik announced that the new library groundbreaking will be held on Friday, June 27th at 1:00 pm.

Ald. Decker asked everyone that we remember the reason we celebrate the Fourth of July.

Ald. Decker praised the City employees for their hard work to make our City look excellent.

City Administrator Gerald Herman gave an update on the SR 76 sidewalk project and stated that the final work should be completed next week.

City Administrator Gerald Herman gave an update on the US 31W sidewalk project.

City Administrator Gerald Herman reported that Webb and Sanders, PLLC is continuing to pursue restitution from the families of the Christian Road culvert vandals.

City Administrator Gerald Herman gave an update on the outstanding lawsuits that involve the City.

City Administrator Gerald Herman gave an update on the possibility of Love's building a travel stop on SR 76 between I-65 and Pleasant Grove Road.

City Administrator Gerald Herman stated that Walton Global International closed on the Bear Creek at Burris Ridge property on June 10th, and they have submitted a plat change for the property.

City Administrator Gerald Herman stated that Planning and Codes Director Reed Hillen is working with the site plan engineer on a future Shoe Store that will be located in the Walmart complex.

City Administrator Gerald Herman reported that the E911 Director Hope Peterson has completed her staffing study.

City Administrator Gerald Herman discussed the Supreme Court of the United States ruling on prayer at board meetings. As a result of the ruling City Recorder Kerry Harville will begin requesting a pastor from community churches to offer prayer to start our meeting.

City Administrator Gerald Herman stated that he spoke to DHC about the landscape maintenance of the median they are sponsoring on SR 76. They informed Mr. Herman that they will work with their landscaper to make sure the landscaping looks good.

City Administrator Gerald Herman gave an update on the next steps for liquor to be sold in grocery stores.

Mayor Arnold announced that Julie Bolton, the previous Director of the White House Chamber of Commerce, was named the Executive Director of the Branson Chamber of Commerce.

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. Paltzik 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 14-03:** A resolution authorizing appropriations for financial aid of non-profit organizations.

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.**

- b. **Resolution 14-04:** A resolution approving certain amendments and revisions to the personnel manual.

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.**

11. Consideration of the Following Ordinances:

- a. **Ordinance 14-08:** An ordinance amending the Zoning Ordinance Article VIII, Permit Issuance Regarding a Reduction in the Impact Fee Assessment Rate. *Second Reading.*

Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-08 was approved on Second Reading.**

- b. **Ordinance 14-09:** An ordinance amending the Municipal Code Title 8, Chapter 2 Beer, Section 8-211. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-09 was approved on Second Reading.**

- c. **Ordinance 14-10:** An ordinance amending the fiscal budget for the period ending June 30, 2014. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-10 was approved on Second Reading.**

- d. **Ordinance 14-11:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2014 through June 30, 2015. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-11 was approved on Second Reading.**

- e. **Ordinance 14-12:** An ordinance amending the Municipal Code Title 17, Chapter 1 Refuse, Section 17-113. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 14-12 was approved on Second Reading.**

- f. **Ordinance 14-13:** An ordinance amending the Municipal Code Title 1, Chapter 6 City Administrator, Section 1-602. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Ordinance 14-13 passed on First Reading.**

- g. **Ordinance 14-14:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, Sections 2-201, 2-203, 2-204, and 2-206. *First Reading.*

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

12. Finance

- a. To approve or reject removing the Cannon Image Runner 2020i copier (serial #: MCJ02579) to be removed from the asset list. The Public Services Director recommends approval.

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

- b. To approve or reject Change Order #3 in the amount of \$149,507.72 for the Hobbs / Dawn Court Conversion Project. The Public Services Director recommends approval.

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

- c. To approve or reject TPM Group's invoice of \$28,724.15 for cleaning and televising the wastewater and stormwater systems. The Public Services Director recommends approval.

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

- d. To approve or reject PBG Builders, Inc.'s bid of \$2,726,000.00 for the Library Construction project to which includes the total base, alternate and unit price for over excavation and fill. The City Administrator recommends approval.

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

- e. To approve or reject removing the 4 solar powered schools zone lights from the asset list. The City Administrator 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.**

13. Other Business

a. Board Appointments

i. Beer Board

1. Carl Meadows - June 2016
2. Tom Huls - June 2016

ii. Board of Zoning and Appeals

1. Dolly Peay - June 2016

iii. Library Board

1. Bethany Davis - June 2016
2. June Taylor - June 2016

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

14. Discussion Items

a. Civic Center Complex Master Plan Presentation

Lee Davidson from Lose and Associates, Inc. presented a 7 phase plan for recreational facilities to be constructed on the Civic Center Complex.

15. Other Information

a. None

16. Adjournment

Meeting was adjourned at 8:06 pm.

**General Government Department
June 2014**

Administration

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

- June 03: Inerter Service Center site visit
- June 05:
 - Raising Your Retail Bar – Rutherford County Chamber of Commerce
 - White House Utility District meeting about the Tyree Springs/S. Palmers Chapel Road intersection project
- June 09:
 - White House Community Initiative for the Arts Meeting
 - Planning Commission Meeting
- June 10: Regional Transportation Authority Operations Committer
- June 11: Independence Day Celebration Meeting with the Chamber of Commerce
- June 12:
 - Southeast Electric site visit
 - 2014 Municipal Legislative Update
- June 16: Lose and Associates, Inc meeting about the splash park
- June 17:
 - Robertson County 911 Board Meeting
 - White House Chamber of Commerce Luncheon
- June 18:
 - Metropolitan Planning Organization Executive Board Meetings
 - Regional Transportation Authority Rebranding Meeting
- June 19:
 - Sumner County Budget Hearing for Senior Meals
 - Board of Mayor and Aldermen Meeting
- June 24: Ribbon Cutting at Kellye Smith Insurance
- June 25:
 - 20 Year Celebration at Southeast Electric
 - Independence Day Celebration Meeting with the Chamber of Commerce
- June 26: Community Development and Infrastructure Committee (Forward Sumner)
- June 27: Library Groundbreaking Ceremony

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	\$7,913,503	↓ 41.16%
Cemetery Fund	\$40,858	\$31,286	↓ 23.43%
Debt Services	\$813,546	\$747,123	↓ 8.16%
Healthcare	\$63,235	\$59,639	↓ 5.69%
Impact Fees	\$149,007	\$29,628	↓ 80.12%
Industrial Development	\$50,490	\$34,413	↓ 31.84%
Parks Sales Tax	\$130,484	\$130,258	↓ 00.17%
Police Drug Fund	\$15,933	\$8,639	↓ 45.78%
Solid Waste	\$869,786	\$775,789	↓ 10.81%
State Street Aid	\$263,000	\$205,835	↓ 21.74%
Wastewater	\$11,123,973	\$5,160,075	↓ 53.86%

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

**General Government Department
June 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	2012 - 2013	2013 - 2014	2012 - 2013
	Update Requests	Update Requests	Page Visits	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	81	212	238,690	223,064
June	67	117	821,650	193,101
Total	1,355	554	4,251,661	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	2012 - 2013	2013 - 2014	2012 - 2013
	New Likes	New Likes	# of Posts	# 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	20	7	22	3
May	21	6	19	3
June	40	15	19	18
Total	320	306	200	59

**General Government Department
June 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	464	284	15	3
June	410	275	19	18
Total	N/A	N/A	162	59

Building Maintenance Projects

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

Special Maintenance Projects

- Set-up and tear down for library groundbreaking

General Maintenance

- Monthly safety checks
- Landscaping, hedge trimming, and weed control
- Air filter replacement
- Fixed deadbolt at the Chamber office
- Hang items on wall for Parks Department
- Fix flush valve assembly in female restroom of police department
- Fix wooden chairs in library
- Pressure wash gazebo

	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	31
June	20
Total	141

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

**Finance Department
June 2014**

Finance Section

June produced an additional \$7,263 in property tax collections, which leaves us at 97% collected year to date. The 3% delinquency that remains totals \$76,246 and leaves us slightly better off than we have been at this point for the last few years. For the year there were a total of 100 citizens that received tax relief, tax freeze, or both; of those, 87 received both tax relief and tax freeze, 13 received tax freeze only. The total revenue reduction resulting from tax freeze on the Sumner County side was \$2,634.98, and \$1,319.59 on the Robertson County side. The total tax relief received by citizens from the State of Tennessee was \$13,235, and the City of White House provided \$6,096 in matching tax relief where balances were remaining.

June has been a month of transition and year end activity for the Finance Staff. Three employees have been transitioning to new duties while also completing year end activity and preparation for the new fiscal year. The Finance Director participated in an IRS phone forum regarding taxable fringe benefits, and attended three Rotary Club meetings during the month of June. Significant effort has been given to reviewing, and testing applicants for the still vacant part-time Finance position.

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	5,453,786	44%

Key Revenue Indicators – At the end of June there is 0% of the fiscal year remaining.

Operating Fund	Revenue Stream	Current Month	YTD	Budgeted	Over/(Under) Budget	% Over/(Under) Budget
General	Local Sales Tax	201,769	2,322,726	2,050,000	272,726	13%
	State Shared Taxes	89,552	882,444	840,192	42,252	5%
	Property Tax	(100,762)	2,132,500	2,078,006	54,494	3%
Industrial Development	Hotel/Motel Tax	0	71,387	43,000	28,387	66%
State Street Aid	State Gas Tax	23,281	265,290	265,707	(417)	(.2%)
Park Sales Tax	Park Sales Tax	6,239	80,469	79,000	1,469	2%
Sanitation	User Fees	58,052	693,658	684,000	9,658	1%
Impact Fees	Impact Fees	6,998	17,768	7,730	10,038	130%
Drug	Fines	475	5,934	11,000	(5,066)	(46%)
Debt Service	Property Tax	110,397	801,816	800,000	1,816	.2%
Wastewater	User Fees	229,883	2,605,678	2,506,000	99,678	4%
Healthcare	Operating Transfers	5,622	59,681	30,285	29,396	97%
Cemetery	Open/Close Fees	2,550	21,900	14,400	7,500	52%

Payroll Activity – The goal is to have a 0% error rate when dealing with employee payroll, current month issues with employee records yield a 0% 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	None	0 Voids

**Finance Department
June 2014**

Accounts Payable – The goal is to have a reduction in error rate for invoices submitted to finance for payment, current month issues yield a 9% error rate.

	June Invoices	2014 YTD	2013 YTD	2012 YTD	2011 YTD	2010 YTD
Total Invoices Processed	488	4,195	4,025	3,994	3,971	3,722

Errors with invoices submitted for payment

- 6 receipts missing
- 22 invoices not coded
- 18 Changes, including incorrect coding, freight not on PO, etc.

Customer Calls and Visits

	June 2014	June 2013	June 2012	June 2011	June 2010
Calls	624	233	223	528	498
Visits	620	114	61	156	159

Emergency Purchase Orders – June

Number	Vendor	Items	Amount	Nature of Emergency	Department
20234E	AED Superstore	2 20 LL Stat Padz	\$118.00	Ran out of static pads	Fire
20236E	Verizon	Phone Case	\$75.96	Chief's phone replacement	Fire
20379E	TPM	Repairs to Lift Station	\$2,000.00	Portland Rd Lift Station flooded	Wastewater
20206E	Wascon, Inc.	Labor to fix lift station	\$2,000.00	Portland Rd Lift Station flooded	Wastewater
20378E	Wascon, Inc.	Repair to EL One Pump	\$2,890.07	Portland Rd Lift Station flooded	Wastewater
20377E	Wascon, Inc.	Repair to EL One Pump	\$1,754.43	Portland Rd Lift Station flooded	Wastewater
20432E	Waller Sales	Hose for mower	\$52.68	Repair to mower	Parks
21184E	Wascon, Inc.	Repairs to sewer station	\$3,382.90	Calista pump station down	Wastewater
21183E	Wascon, Inc.	Non clog pump	\$13,007.65	Calista pump station down	Wastewater

Purchasing – June – The goal is to have an error rate less than 5% on purchase orders submitted to finance for processing, current month issues yield a 19% error rate.

	June 2014	June 2013	June 2012	June 2011	June 2010
Total Purchase Orders Processed	156	97	99	108	117

Issues with Purchase orders submitted for processing

- 121 voids (this would affect the error rate for the entire year, but is excluded from current month)
- 2 requisitions returned to department for missing information
- 11 invoice amounts exceeded purchase order, incorrect pricing or purchased additional items
- 6 purchase orders coded to wrong budget code
- 1 walk through non-emergency
- 4 invoice amounts exceeded po without prior approval
- 5 purchase orders had changed vendor name after purchase order was signed

**Finance Department
June 2014**

**Business License Activity – June
YTD**

	Month	June 2014	June 2013	June 2012	June 2011	June 2010
Opened	7	74	70	58	61	57
Closed	0	13	142*	5	3	35

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

Municipal Court – Case Disposition

Disposition	June 2014	June 2013	June 2012	June 2011	June 2010
Ticket Paid in Full – Prior to Court	104	107	80	98	95
Guilty as Charged	11	3	7	16	6
Dismissal	13	16	16	13	15
Dismissed upon presentation of insurance	48	44	71	50	30
Not Guilty	0	0	0	0	1
Dismissed to Traffic School	17	9	20	12	8
Dismissed with Costs and Fines	34	31	61	39	46
Dismissed with Costs	24	16	10	15	11
Dismissed with Fines	6	22	4	2	1
Case Transferred to County	0	0	0	0	0
Dismissed with Public Service	0	0	0	0	0
Total	257	248	269	245	213

Wastewater Billing

	June 2014	June 2013	June 2012	June 2011	June 2010
New Connections	9	2	2	6	1
Late Payments	954	1,093	980	939	864
Disconnect for non-payment	51	49	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
June 2014**

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

- June 11: Independence Day Celebration Committee Meeting
- June 17: Chamber of Commerce Luncheon
- June 19: Board of Mayor and Aldermen Meeting
- June 24: Safety Committee Meeting
- June 25: Annual State of the City Address
- June 26: Annual State of the City Address
- June 27: White House Inn Library Groundbreaking Ceremony

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	1	2	0	0
June	0	1	0	1
Total	9	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		2013-2014	2012-2013	2011 - 2012	2010-2011	2013-2014
July	2	0	0	1		January	2	0	0	2
August	0	1	0	0		February	2	0	3	0
September	1	0	0	0		March	0	1	0	0
October	2	1	1	0		April	2	1	1	0
November	0	1	0	0		May	0	0	0	0
December	1	1	2	0		June	2	0	0	0
						Total	14	6	7	3

**Human Resources Department
June 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	1	1.19%	2	2.25%	2	2.30%	1	1.07%
June	0	0.00%	0	0.00%	1	1.15%	0	0.00%
Total	6	7.14%	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	0	1 (S)
June	0	0
Total	4	4

(T) - Termination (S) - Suspension

**Police Department
June 2014**

Meetings/Civic Organizations

- **Chief Brady attended the following meetings in June:** Department Head Meeting (June 2nd, 16th, and 30th), Robertson County Chief's Meeting (June 10th), 911 User Group Meeting (June 11th), Americana Meeting (June 11th, June 17th, and June 25th), 911 Board Meeting (June 17th), and Mandatory City Meeting (June 26th).

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-seven (137) files have been approved by an assessor. Susan Johnson is working on the remaining 15 files to be checked by Sgt. Collins with Vanderbilt. Susan is waiting to hear back from her to see if she can meet this week or next.
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
May	0	44	0	44
June	0	80	0	80
Grand Total	0	395	40	435

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	June 2014	FY 2013-2014
Two (2) Officers per Shift	10	133
Three (3) Officers per Shift	50	582

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. Spring Compliance checks were conducted on June 19th. Two businesses failed: Margarita Grill and Speedway. **Complete.**

**Police Department
June 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	June 2014	Per 1,000 Pop.	Total 2014	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	15	1	79	8
Crimes Against Property	45	4	167	16
Crimes Against Society	17	2	63	6
Total	77	7	309	29
Arrests	51		15	

*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.*

	June 2014	TOTAL 2014
Traffic Crashes Reported	33	168
Enforce Traffic Laws:		
Written Citations	298	1,667
Written Warnings	119	956
Verbal Warnings	426	2,541

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
June	33	10	30%	14%

Traffic School: Ofc. Patrick Bagwell instructed Traffic School in June. He had 17 students.

Staffing

- Ofc. Tommy Eisenbraun completed Field Training on June 25th
- **K-9:** Ofc. Jason Ghee and Nike attended their monthly training.

Summer County Emergency Response Team: ERT had their monthly training.

Volunteer Reserve Officers: The Reserves had their Monthly training on June 18th.

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
June	80%	78%

**Police Department
June 2014**

Communications Section

	June	Total 2014
Calls for Service	1,475	8,514
Alarm Calls	26	168

Request for Reports

	June 2014	FY 2013-14
Requests for Reports	31	243
Amount taken in	\$25.20	\$225.75
Tow Bills	\$0.00	\$100.00
Emailed at no charge	34	329
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): Sgt. Brisson attended the monthly GHSO meeting in Springfield. Sgt. Brisson won a window tint meter for the Department valued at \$100.00.

Volunteer Police Explorers: The Explorers had their June monthly meeting. They had training on building searches and handcuffing.

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

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.**
Complete for School Year 2013 – 2014. Program resumes August 2014.
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.
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event. Completed.** The next class is scheduled for February 2015.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
 - **Safe Seniors Crime Prevention Program:** Captain Mingledorff held a Class on Phone Scams and Identity Theft Prevention on Wednesday, June 18th.
 - **Defensive Tactics:** Sgt. Eric Enck instructed Defensive Tactics to Gallatin.

Special Events: WHPD Officers participated in the following events during June: NorthRidge Church Vacation Bible School: Det. Sgt. Hunter and the DARE Camaro made a visit on Wednesday, June 18th.

**Police Department
June 2014**

- **Upcoming Event:** Drug Take Back will be held on October 2014.

2014 Participation in Joint Community Events		
	June 2014	Year to Date
Community Activities	3	20

**Fire Department
June 2014**

Summary of Month's Activities

Fire Operations

The Department responded to 83 requests for service during the month with 59 responses being medical emergencies. The Department responded to 10 vehicle accidents with reported injuries with one patient transported to the hospital.

June 12th 2:36 PM – The Department was requested by Cross Plains Fire Department to respond to a vehicle accident located on I-65 involving multiple vehicles.

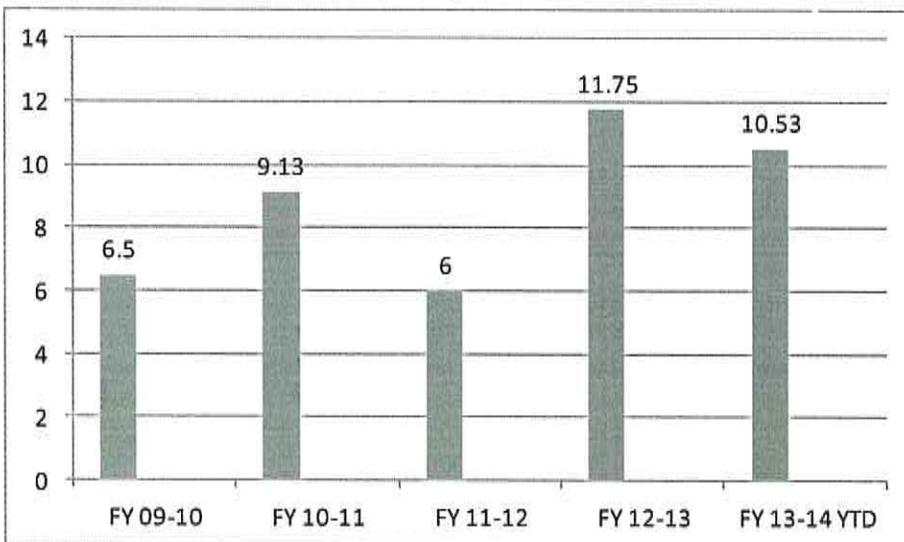
Fire Administration

- **June 5th** - Chief Palmer attended a Robertson County Fire Chiefs meeting in Springfield.
- **June 10th** - Chief Palmer and Asst. Chief Sisk met with State Electrical inspectors concerning the building project at fire station 1.
- **June 11th** - Chief Palmer and Asst. Chief Sisk met with the Sutphen Fire Apparatus representative to review the aerial truck specifications.
- **June 12th** - Chief Palmer attended a new building project preconstruction meeting at city hall.
- **June 17th** - Chief Palmer attended the monthly Robertson County 911 meeting.
- **June 25th** - Chief Palmer attended the Independence Day celebration planning event at city hall.
- **June 26th-27th** - Chief Palmer and Asst. Chief Sisk attended a Fire Chief Officer Symposium at the State Fire Academy.

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.



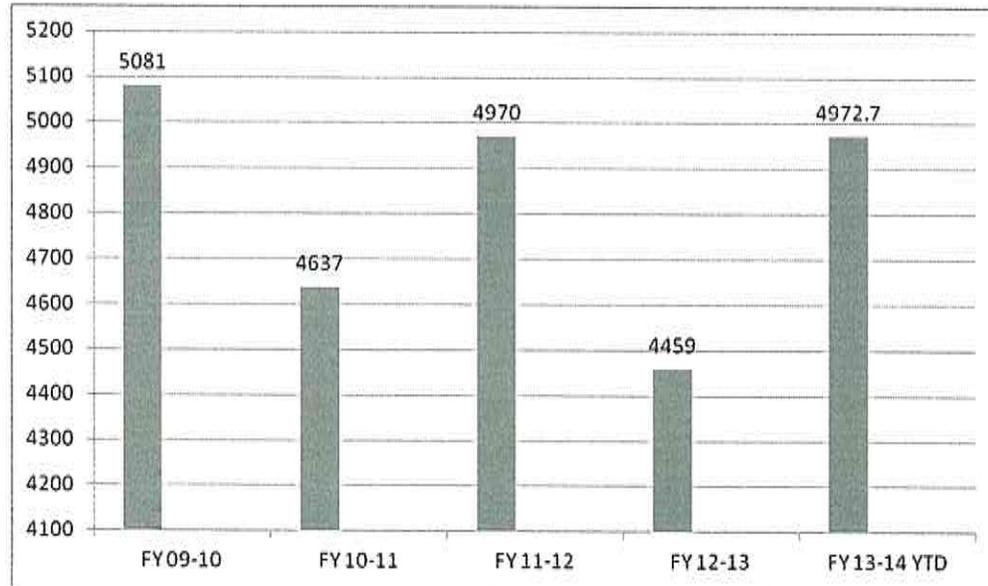
**Fire Department
June 2014**

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	2
Other Fires	1	Vehicle Accidents(With injuries)	10
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	3
Hazmat	0	Assist other Governmental Agency	0
Other Calls	7	Total Responses for the Month	83
Emergency Medical Responses	59	Total Responses Year to Date	991

Fire Fighter Training

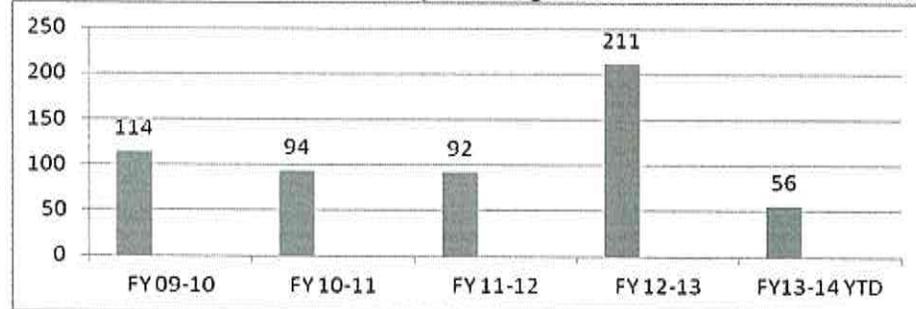
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Total Training Man-hours for the Month	249.12	Total Training Man-hours Year to Date	4972.77
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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.

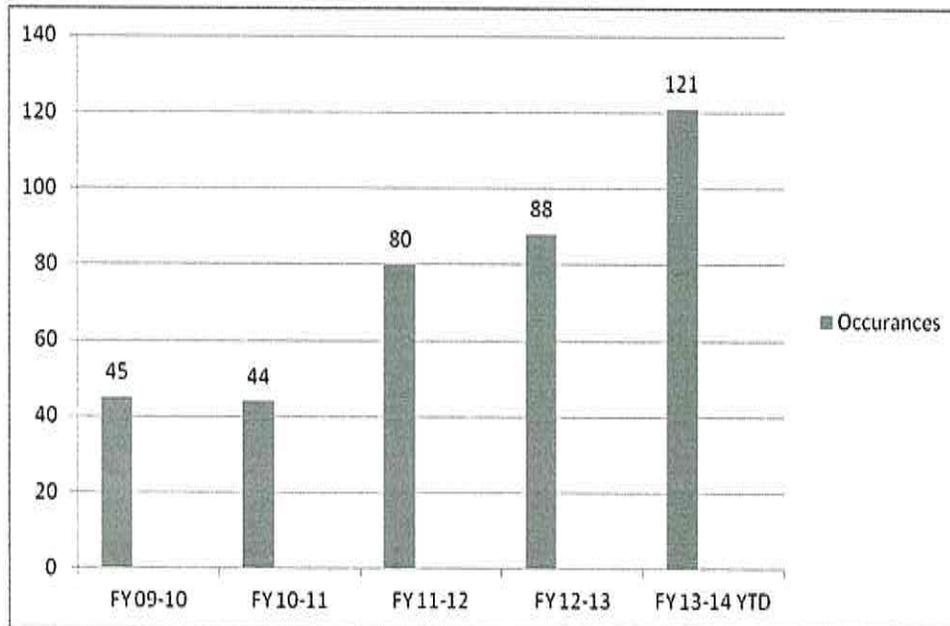
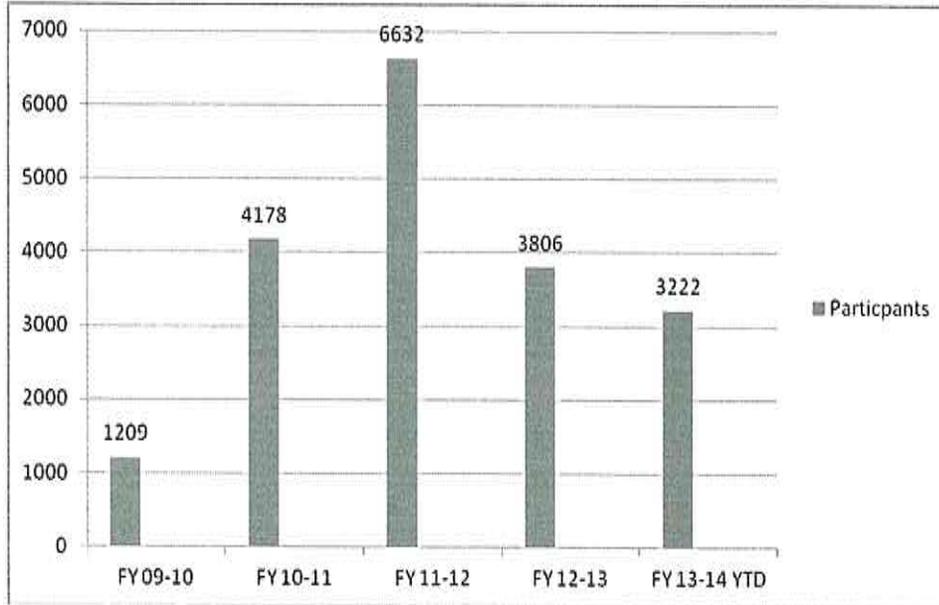


**Fire Department
June 2014**

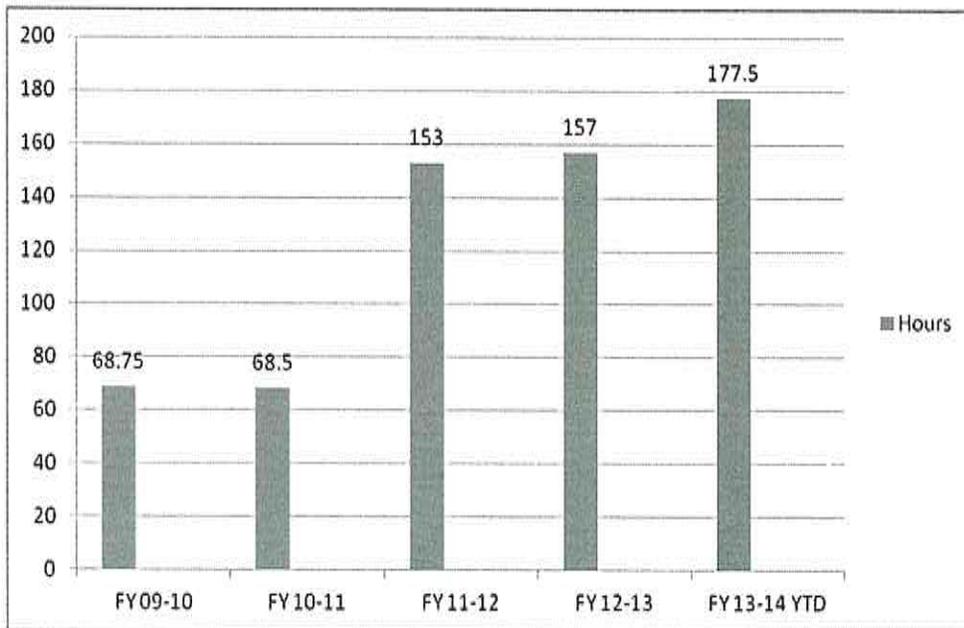
Fire Inspections	9	Year to Date 56	Plat / Plan Reviews	2	Year to Date 34
Fire Investigations	1	Year to Date 15	Fire Preplans	2	Year to Date 18

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
June 2014**



Participants	17	Education Hours	4
Participants Year to Date	3222	Education Hours Year to Date	177.5
Number of Occurrences	4	Number of Occurrences Year to Date	121

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

Staffing: The public works department is authorized 7 full time employees.

1. Four (4) 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	May-14	June-14	YTD 13/14
Sanitation	9,945	9,912	8,930	5,975	244	319	3,138
Street	3,248	3,502	3,539	3,765	387	389	4,485
Facility Maintenance	1,416	143	100	124	81	88	839
Fleet Maintenance	825	394	147	445	65	75	857
Meeting/Training	96	241	135	332	28	34	653
Leave	1,183	1,311	915	1,005	80	73	1,022
Holiday	1,040	1,040	1,040	650	60	0	730
Overtime	33	0	0	70	12	9	166
Administrative	0	0	0	0	32	42	496

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	May-14	June-14	YTD 13/14
Brush Collection Stops	3,663	3,841	2,970	2,787	819	769	5,394
Brush Truck Loads	444	422	468	302	64	72	644
Leaves Pickup Bags	N/A	N/A	N/A	519	497	318	4,324
Brush/Leaves Hours	N/A	N/A	N/A	585	185	232	2,119
Litter Pickup Bags	756	960	0	168	24	33	535
Litter Pickup Hours	N/A	N/A	N/A	443	59	87	829

Sanitation Collection: The goal for the curbside garbage and recycling collection program is to maintain an error rate of less than 1%. The May 2014 work order report shows that staff made 42 requests on the WI web portal system, of which only 7 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	May-14	June-14	YTD 13/14
Tons	3,589	3,590	3,634	3,458	253	279	3,315
Disposal Fee	\$87,999.21	\$88,187.52	\$88,325.03	\$85,077.60	\$6,644.91	\$6,916.38	\$82,869.34

SW Accounting	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-14	June-14	YTD 13/14
Units Billed	45,058	43,655	44,485	44,244	3,779	3,779	44,953.00
Receivables	\$667,155.00	\$676,350.00	\$683,625.00	\$690,098.50	\$58,000.50	\$58,082.50	\$692,727.50
Revenue	\$635,489.55	\$634,738.25	\$654,858.69	\$684,487.53	\$57,250.54	\$58,243.23	\$705,287.91

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

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	May-14	June-14	YTD 13/14
Participants	100	660	715	809	74	77	525
Tons	83	119	168	141	17	20	168
Disposal Fee	\$8,011.46	\$14,654.62	\$16,513.14	\$15,473.00	\$1,800.21	\$1,937.92	\$16,913.54

Recycling Program: The goal for the recycling program is to achieve an overall recycling rate of 25%. At present we are recycling approximately 14% 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 49 tons of material which is a savings of about \$1,114.75 in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately \$418.99. This is a net gain of \$1,533.74.

Recycling	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-14	June-14	YTD 13/14
Curbside Tons	212	253	244	393	44	49	456
Recycling Rate	6%	7%	7%	13%	15.1%	15.3%	14.3%
Fee (old program)	\$4,911.32	\$5,081.27	\$6,736.13	-	-	-	-
Revenue (curbside)	\$37.80	-	-	\$4,749.94	\$397.67	\$418.99	\$3,469.56
<i>Metal (dropoff) Tons</i>	15	23	11	62	4	5	42
Metal Revenue	\$2,569.43	\$4,819.75	\$3,167.45	\$10,555.50	\$530.60	\$690.20	\$6,240.40

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	May-14	June-14	YTD 13/14
Drainage Requests	4	1	3	27	0	4	17
Drainage Work (feet)	3,615	620	58	1,457	142	100	2,713
Drainage Man Hours	N/A	N/A	N/A	891	169	203	1,261
Debris Removed Load	N/A	N/A	N/A	75	6	10	57
Sweeping Man Hours	0	0	0	0	30	49	272

- Valley View Drive:** Staff excavated the existing ditch line at the new box culvert that the Hobbs Project installed and installed a perpendicular headwall on the NW side of the main drainage ditch. The drainage ditch that runs along the east side of Valley View is quite deep and the edge of road is giving way, so staff installed 100' of 36" ADS HDPE pipe in front of 306 Valley View. Staff has backfilled the pipe and graded it to match the existing yard. The residents at 308 & 310 have requested that the same be done for their ditch.

We installed an additional 180' of 36" in front of 308 & 310 and then we seeded the area and put straw down.

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

2. Deer Crossing:

Staff cleared the south lot and mowed the area in preparation for the annual Americana 4th of July celebration.

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	May-14	June-14	YTD 13/14
Curb Repair	0	3	0	1	0	0	1
Shoulder LF	15,659	0	0	788	0	0	3,331
Shoulder Hours	0	0	0	0	0	0	88
Potholes	187	336	168	125	32	17	202
Pothole Hours	N/A	N/A	N/A	N/A	162	103	600
Mowing Hours	0	0	0	101	22	18	446
R-O-W Hours	N/A	N/A	N/A	N/A	0	2	12
Signs	57	225	119	153	1	5	106
Sign Work Hours	N/A	N/A	N/A	N/A	4	14	219
Salt Tons	0	20	55	4	0	0	79
Salt Hours	N/A	N/A	N/A	N/A	0	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 June.**

Collection System Activities

Hobbs Project:

Hall Construction has finished Line "K" that runs along the south side of Hobbs Dr. and then runs between the houses on Hobbs and Mr. Brinkley's property. Additionally, they've completed the extension of line "C" that runs from the cul-de-sac of Hobbs to Fred's and Wilkinson Plant Center.

Work has begun on line "N", which is the last gravity line along Tyree Springs/College Ext. Hall completed the culverts and headwalls at Whitson Court. Hall used the seven (7) rain days to test lines A,D,E,F,G,J,L,M,O,P,Q and part of C. Cope Brothers Concrete is Hall's concrete subcontractor and they've repaired a section of sidewalk on Cliff Garrett and completed 11 driveways restorations.

The installation quantities are as follows:

1. 1,179' of 8" SDR 35 main line;
2. 303' of 8" SDR 26 main line;
3. 0' of 6" SDR 35 main line;
4. 0' of 6" SDR 26 main line;
5. 798' of 6" service lateral;
6. 19 service connections;
7. 9 manholes (4 standard and 5 water tight frame & grates);
8. 0 Property restoration days - property restoration along the Hobbs drainage ditch and Spring Street. Property restoration has begun along Edwards, Valley View, Whitson and College over to Fischer Drive;
9. 7 Rain 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. We had a preconstruction meeting with TDEC, McGill and the contractor, Scott & Ritter on May 15, 2014. The project is set to start officially on June 2, 2014. As of June 30th there is no progress to report.

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.

Line Marking	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-14	Jun-14	YTD 13/14
Tennessee 811	0	1496	948	866	131	147	1,306

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
June 2014**

Lift Station Location	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-14	June-14	YTD
North Palmers Chapel	2133	2301	1483	1736	112	63	3,559
Calista Road	1721	3652	985	1058	118	90	2,014
Wilkinson Lane	1001	131	417	231	0	0	219
Portland Road	0	98	13	25	0	12	36
Cope's Crossing	0	0	109	445	14	14	208
Union Road	0	0	16	149	36	22	93
Meadowlark Drive	34	61	32	40	0	0	
Highway 76	0	41	20	9	0	0	6
Cambria Drive	0	31	32	16	2	0	9
Treatment Plant	5	694	439	359	15	27	333

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 4,009 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 2,800 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). When abuse is the contributing factor, I will charge back the cost of the pumps, panels and service costs to the customer.

Work Orders	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-14	June-14	YTD 13/14
"Grinder Project"					0	0	3
PD to Centrifugal Converts					1	0	4
2000 to Extreme Change Outs	0	0	0	85	8	8	86
2000 to 2000 Change Outs	0	0	271	19	0	0	13
Extreme to 2000 Change Outs	0	0	0	33	0	2	14
Extreme to Extreme Change Outs	0	0	0	157	11	8	110
2000 Conversions	0	0	159	26	0	0	3
Extreme Converts	0	0	0	43	8	13	83
Low Pressure Service Request	758	682	554	977	66	65	750
Vacuum System Service Request	87	94	96	127	16	13	102
Inspection for New Service	0	0	0	0	3	1	27
Final Inspection for New Service	0	0	0	0	3	4	47
Sanitary Sewer Overflow (SSO)	0	0	0	4	0	0	2
Odor Complaint	0	0	0	0	0	2	11

Public Services Department - Wastewater Division
June 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.

Repairs	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-14	Jun-14	YTD 13/14
Major Lift Stations	23	12	5	5	3	2	18
Mainline	17	0	1	7	4	2	18
Service Line	89	82	52	65	4	3	136

Major Lift Stations Repairs:

WILKINSON LANE:

We still are waiting on a schedule to have the control panel relocated. The lift station experienced an overflow due to a power surge. The power loss caused the controls and SCADA system to "lock-out" and not call our service crew. We installed a battery backup system on the SCADA system and reset the controls. A report was sent to TDEC and the Sanitary Sewer Overflow (SSO) was controlled.

HERITAGE HIGH SCHOOL:

We are still awaiting the SCADA equipment – it's due in the second week of July.

CALISTA:

The new vertical turbine sewerage pump has been delayed at the factory for unknown reasons. Matt is now changing the oil on a regular interval of 500 hours. We are awaiting a seal for one of the sewerage pumps which Matt and Brandon will replace upon arrival.

PORTLAND ROAD:

We had a catastrophic failure at Portland Rd. Lift Station. The dry well flooded with raw wastewater and caused damage to the pumps and electrical control panel. The failure was due to a failed check valve at the pump. WASCON and TPM assisted the staff on getting the well pumped out and the pumps and electrical components pulled. We will have to replace the breakers, controls, soft-starts and most of the wiring. We are waiting on parts to repair the pumps. As a preventative measure were having WASCON install a NEMA electrical controls panel to the ground level.

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.

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

	May-2014	Jun-2014	
Flow	0.613 MGD	0.553	
Capacity	1.40 MGD	1.40 MGD	
% of Plant Throughput	43.7%	0.395%	(0.613 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	54.7%	49.4%	(0.613 MGD) / (1.12 MGD)
Rainfall	4.87"	4.9"	

Effluent	FY 09/10	FY 10/11	FY 11/12	FY 12/13	May-13	Jun-14	YTD 13/14
Violations			4	6	0	0	2

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 fifteen (15) gallons per day at the Union Road lift station and fifteen (15) gallons per day at the Old Tyree lift station due to the high levels of H2S within the system.

2. **Oxidation Ditch:**

The oxidation ditch is now running on all orbals and is producing a clean effluent and good levels of dissolved oxygen. However, we have seal leaks on the #1 & 4 gearboxes. We'll get these fixed ASAP.

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.

We are still in the trial period and the feed rate is now operating at a constant 1.2 parts per million (ppm) which is well below the expected usage levels.

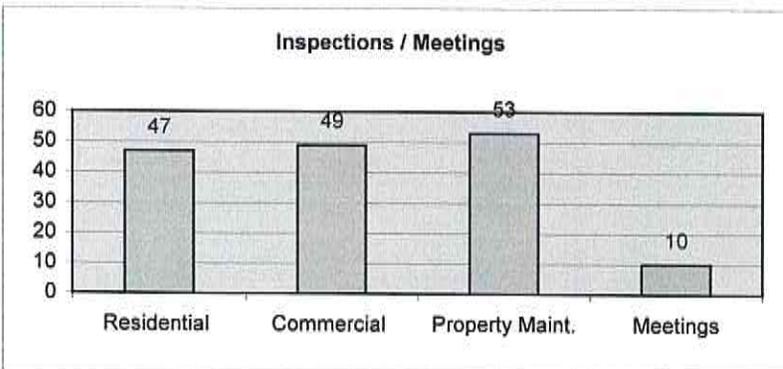
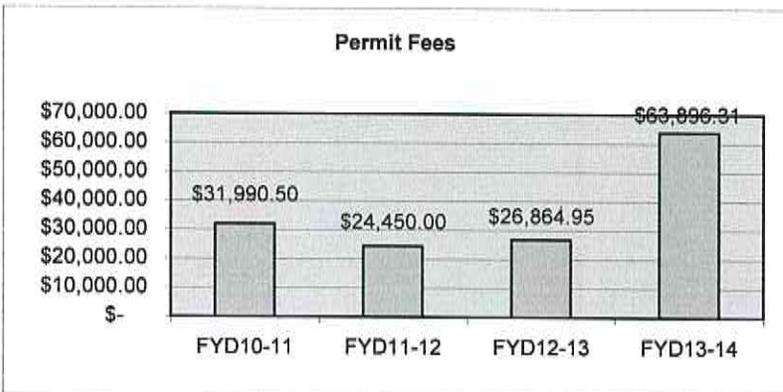
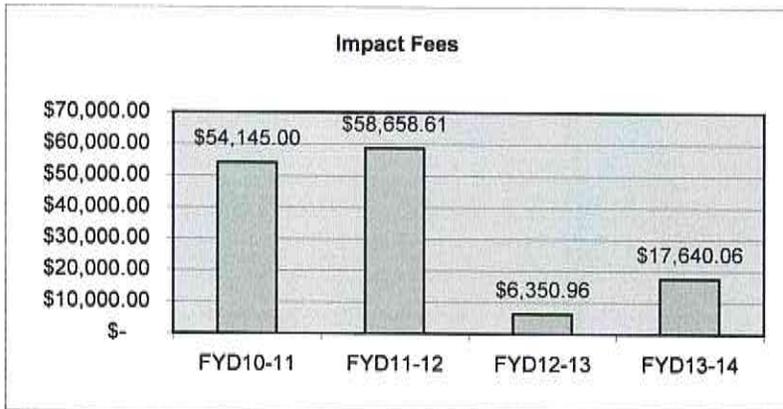
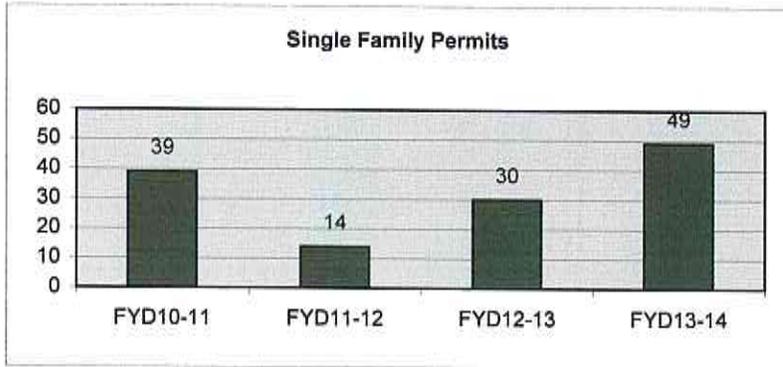
Thus far, the "kill" rate for E. Coli has been much better than expected as well.

Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu per 100 ml." Our daily maximum concentration is 941/100ml.

Our testing for June was less than 20/100ml.

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
June 2014**



**Planning and Codes Department
June 2014**

	Month	FY 13-14	FY 12-13	FY 11-12	FY 10-11
MEETING AGENDA ITEMS#					
Planning Commission	4	38	39	49	53
Construction Appeals	0	0	0	0	0
Zoning Appeals	2	9	5	9	8
Training/Study Session	0	0	0	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	5	50	30	14	39
Multi-Family Residential	72	123	2	0	2
Other Residential	6	132	133	111	149
New Commercial	0	2	1	2	0
New Industrial	0	0	0	1	2
Other Com/Ind	4	26	27	21	25
State Electrical	54	478	329	309	405
Sign	2	16	11	10	13
Occupancy Permits	9	59	54	118	156
Certificate of Occupancy-(1) Kidz World-54 Tyree Springs Rd.					
Other	21	83	8	2	9
BUILDING INSPECTIONS					
Residential	47	519	324	318	419
Hours	13.67	175.59	111.25	99.67	118.16
Commercial /Industrial	49	206	189	252	257
Hours	14.83	79.33	94.34	112.59	85.49
CODE ENFORCEMENT					
Total Cases	53	531	735	957	832
Hours	7.08	83.42	113.92	125.32	122.33
Complaints Received	14	141	126	127	122
MEETINGS					
Administration	3	39	55	77	57
Hours	3.5	67.95	88.06	118.09	79.92
Planning	1	31	40	117.08	57
Hours	0.5	101.25	51.1	119	78.42
Codes	6	50	40	48	47
Hours	13.17	58.25	73.5	65.33	35.83
FEES					
Permit Fees	\$13,206.80	\$ 64,434.33	\$ 26,864.95	\$ 24,450.00	\$ 31,990.50
Board Review Fees	\$4,274.90	\$ 7,297.90	\$ 3,150.00	\$ 2,375.00	\$ 2,073.00
City Impact Fee	\$6,873.87	\$ 18,985.06	\$ 6,350.96	\$ 58,658.61	\$ 54,145.00
Roads	\$2,184.66	\$ 5,405.07	\$ 3,066.90	\$ 14,722.36	\$ 15,856.80
Parks	\$1,962.00	\$ 4,993.50	\$ 1,197.40	\$ 5,187.60	\$ 16,122.00
Police	\$1,642.22	\$ 4,550.68	\$ 1,262.70	\$ 23,338.70	\$ 9,440.00
Fire	\$1,084.99	\$ 3,048.31	\$ 833.96	\$ 15,409.95	\$ 8,250.30
OTHER ITEMS					
Subdivision Lots	0	6	6	6	2
Commercial/Industrial	0	0	3,936	3,423	0
Multi-Family Units	72	123	0	0	0
Other	N/A	0	0	0	0
Subdivision Bonds: 10		\$ 632,150.00			
Builders Bonds		\$ 43,366.43	\$ 42,866.43	\$ 47,753.43	\$ 69,877.00
Workings Days in Month	17	16	16	16	18

Parks, Recreation, & Cultural Arts Department
June 2014

Summary of Month's Activities

The Soccer Complex fields are being very intensively worked on to re-establish turf cover in bare areas. The combination of cold weather and wear and tear from the spring season left many completely bare areas that must be re-established. Pure Green LLC was hired to aerate the soccer fields with a specialized implement to start alleviating some of the soil compaction. Field 5, the largest field, was top-dressed with almost 100 tons of sand to start the renovation process. We fertilized heavily with nitrogen this month to hasten the growth of the turf. Nearly 7,000 square feet of sod has been installed within the past month by Mid-Tenn Turf to help cover some completely bare areas on fields 1, 3, and 5. This covered about 50% of the areas and more will have to be installed in July on fields 3 and 5 to hopefully get the fields in good condition for the upcoming fall season. The sprinkler system has required a great deal of repair due to malfunctioning rotors and valves, and some water lines that were damaged during a fence installation. The soccer fields will be closed for renovation the rest of the summer.

At the Municipal Park, the Bermuda grass in the entire infield diamond of baseball field #7 will have to be re-established either by sod or sprigs. Additional spraying of the baseball, soccer, and football fields will occur in July.

Recreation

Girls Volleyball Camp was June 16-19th. We had 13 girls participate in the camp. The camp was put on by White House Heritage High School volleyball coach, Pat Rue.

Fall Ball registration started June 9th. Registration ends July 14th. Registration for baseball is \$75 for city residents and \$87 for non-residents. Softball is the same as last year. It will be \$450 per team. However, are allowing individual sign-ups this year for those that cannot find a team. The cost will be \$40 for city residents and \$52 for non-residents. Non-resident fees apply based on majority rule.

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

Men's Open Fall Softball registration started July 7th. We will offer a competitive and recreational league once again. Registration will end August 11th. The fee is \$450 per team. Non-resident fees may apply based on majority rule. The season will begin the day after Labor Day.

The Labor Day Bike Parade will be Monday, September 1st. It will be held at the Fire Hall on Hwy 76. We ask that the bikers get there by 9:00AM to register so we can start the parade by 9:20AM. Safety Day will immediately follow the Bike Parade.

Parks Maintenance

- Mulched landscaped beds at the Park / Veterans Memorial / Wayside
- Fertilized all fields at the Soccer Complex and both football fields (2400 lbs.)
- Trimmed shrubs at the Soccer Complex
- Sprayed glyphosate around fences at the Park / sign posts on the Greenway / playground at the Park
- Repaired various irrigation system problems at the Soccer Complex, including broken water lines, broken rotors, and faulty valves.
- The volleyball court was replenished with almost 50 tons of sand in June.

Update on Department Goals and Objectives

RTP Grant –Recreational Trails Program

The trail renovation project finally started on Tuesday, July 1st!! It has taken almost 3 years to get to this point from the time the grant application was submitted until now, so it is very gratifying to get underway. We are connecting to the sidewalk coming from Indian Ridge subdivision, and extending the trail going east to eliminate its termination in the stadium parking lot. The completion of this project will be another big improvement that trail users will really appreciate.

The Soccer Complex has a new 780 ft chain link fence along fields 1 and 5 to help prevent vandalism to the fields. The department provided all materials and the labor was performed by All About Fencing.

Parks, Recreation, & Cultural Arts Department
June 2014

Department Highlight

The 14th Annual Independence 5K was held this past Saturday on July 5th and it started at the White House High School Trailhead. We had 82 participants. Scott Wietecha was the Overall Male Winner and Blair Burnett was the Overall Female Winner. The Masters Male Winner was Scott Jordan and Julie Shuck was the Masters Female Winner. We had 8 sponsors for a total of \$1,600. The sponsors were: Great Clips, McDonalds, CEMC, Waller Sales, Elite Fitness, Farmers Bank, Tate ornamental, and Crossroads Medical Group.

Department Cost Savings Report

A new valve locating tool and tracking device called a Greenlee 521a was purchased for \$578 to assist department personnel in finding irrigation valves and wires in buried valve boxes at the Soccer Complex. The first day it was put into use, it paid for itself in time savings.

Parks, Recreation, Cultural Arts Department
June 2014

	FY					Current Year		
	2007-2008	2009-2010	2010-11	2011-12	2012-13	May-14	Jun-14	YTD FY 2013-14
Maintenance								
Mowing Hours	1,044	1,469	1,486	1,346	1,276	176	174	1,134
Pounds of Grass Seed Sown	3,670	1,895	3,140	2,275	3,280	0	100	2,560
Pounds of Fertilizer Applied	6,150	4,590	8,150	2,540	5,525	0	2,400	2,520
Number of Trees/Shrubs Planted	57	11	20	39	3	12	0	23

	FY					Current Year		
	2007-2008	2009-2010	2010-11	2011-12	2012-13	May-14	Jun-14	YTD FY 2013-14
Recreation								
Number of Youth Program Participants	377	336	354	448	818	0	13	762
Number of Adult Program Participants	857	1,343	2,353	2,471	1,726	33	36	855
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	1	1	12
Total Number of Programs Offered	23	38	68	78	51	5	4	46
Youth Program Revenue	\$22,095.25	\$27,728.00	\$29,068.00	\$29,702.00	\$ 49,676.00	\$0.00	\$2,198.00	\$ 49,197.40
Adult Program Revenue	\$15,246.25	\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90	\$677.00	\$90.00	\$ 13,155.30
Special Event Revenue	\$6,476.00	\$4,530.00	\$8,010.00	\$7,355.00	\$ 5,970.00	\$1,640.00	\$420.00	\$ 4,965.00

	FY					Current Year		
	2007-2008	2009-2010	2010-11	2011-12	2012-13	May-14	Jun-14	YTD FY 2013-14
Administration								
Number of Shelter Reservations	112	153	116	112	110	17	15	103
Hours of Shelter Reservations						48	45	130
Shelter Reservation Revenue	\$3,732.00	\$4,083.00	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$271.00	\$452.00	\$ 2,823.00
Number of Facilities Reservations	305	105	63	136	261	19	16	207
Hours of Facility Reservations						49	44	145
Facility Reservation Revenue	\$28,514.05	\$6,345.82	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$1,175.00	\$1,181.25	\$ 26,540.00
Field Rental Revenue						\$90.00	\$1,800.00	\$ 4,498.33
Misc. Revenue	\$39,729.53	\$52,032.78	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$0.00	\$4,859.00	\$ 37,420.52

	FY					Current Year		
	2007-2008	2009-2010	2010-11	2011-12	2012-13	May-14	Jun-14	YTD FY 2013-14
Senior Center								
Senior Center Participants	3,993	2,399	2,860	3,269	3,586	310	233	3,478
Number of Trip Participants	366	316	473	387	477	76	8	507
Number of Meals Participants	3,430	3,848	2,912	3,315	2,867	238	218	2,910
Number of Program Participants		587	632	4,486	4,030	290	233	3,419
Number of Trips Offered	43	31	42	31	34	6	1	38
Number of Meals Served	48	50	46	49	49	4	4	49
Number of Programs Offered	5	54	50	90	87	7	5	81

White House Inn Library & Museum
June 2014

Summary of Activities

The Library director attended her first Tenn-Share meeting on June 2nd. This meeting was one of three that this non-profit organization holds to discuss upcoming events, budget, services, and other details.

The Friends of the Library met on June 3rd. The Friends discussed the unveiling of their fundraising sign at the library groundbreaking on June 27th. The Friends also discussed the success of their first gala event and how they might improve the event in the future. Lastly, the Friends mentioned some possible fundraising events they could hold in October.

The Library had its summer reading kick-off and first program on June 17th. This is the first year that the library ran out of food at the kick-off party. The library estimates that 100 people showed up for the kick-off party and then had a total of 85 people at the animal program later that same day. Then on June 18th, the library had its nature journal kids craft and toddler story time, which had 42 and 27 in attendance respectively which are large numbers for those specific programs.

On June 24th, the library had its second performance program. There were a total of 83 people in attendance for this program. That night, the library held its first teen program for the summer. There were a total of 16 in attendance which is a large crowd for our teen programs. Then on June 25th, the library held its second toddler story time and kids craft in which kids made a moving picture. We had a total of 39 and 58 respectively.

On June 19th, the BMA accepted the second lowest bidding company to construct the new library building. Additionally, the BMA voted on changing the library ordinance to better match the State's language on the role of the library board and director in addition to allowing 3 members of the board to be out of city residents.

The library held its official groundbreaking ceremony on June 27th at 1pm. Those in attendance included: Secretary of State Hargett; Representatives Lamberth, Evans, Rogers; Senator Haile; Robertson County Mayor Bradley; Sumner County Executive Holt; the Board of Mayor and Alderman; the Library Board; a number of Friends of the Library Board members; and a large number of the general public. The groundbreaking went well as the rain held off until after the groundbreaking.

Department Highlights

The department highlights for the month was the library bid being accepted and then the groundbreaking the following week. These two events signify more progress on completing the greatly anticipated new library building. Additionally the large turnout for all of the summer reading programs thus far shows that the library is meeting community demands and helping to promote reading and education for kids and teens.

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

Official Service Area Populations

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

June Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	58	6	10,903	82
2014	73	989	8,897	66

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: 28,156

Estimated Value of Total Materials: \$703,900

Last Month: \$702,250

Total Materials Available Per Capita: 2.10

Last Month: 2.09

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 June

Yearly Material Added

2011	2012	2013	2014	2011	2012	2013	2014
209	180	319	278	3,036	2,671	4,108	1,545

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 June

Cumulative Physical Items Check Out

2011	2012	2013	2014	2011	2012	2013	2014
6,813	5,291	4,685	4,818	63,395	51,116	47,160	21,714

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

June	Kids Sessions	Kids Attendance	Teen Sessions	Teen Attendance	Adult Sessions	Adult Attendance
2011	5	380	0	0	2	13
2012	5	382	0	0	1	12
2013	4	199	0	0	1	7
2014	7	437	2	24	1	7
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	54	1,042	5	42	6	45

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: 6 **Hours:** 36.55

White House Inn Library & Museum

June 2014

Performance Measures

	June Computer Users				Yearly Computer Users			
	2011	2012	2013	2014	2011	2012	2013	2014
Wireless	***	***	100	101	***	***	1,071	496
Internet Computers	568	496	347	286	5,983	4,282	3,791	1608
Children Computers	315	150	102	192	3,244	2,874	1,691	744

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

	June Interlibrary Loan Services				Yearly Interlibrary Loan Services			
	2011	2012	2013	2014	2011	2012	2013	2014
Borrowed	40	31	22	29	337	362	136	127
Loaned	2	0	18	26	64	100	165	293

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	1,441
Audios	1,717	2,501	1,078

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
June 2014

Revenues

Citations

Total Collected for Month	\$14,020.65
Total Collected YTD	\$140,572.28

State Fines

Total Collected for Month	\$2,136.40
Total Collected YTD	\$19,342.84

Total Revenue for Month	\$16,157.05
Total Revenue YTD	\$159,915.12

Disbursements

Litigation Tax	\$1,143.62
DOS / DOH Fines & Fees	\$1,102.00
DOS Title & Registration	\$294.50
Restitution / Refunds	\$0.00
TBI-Expungement / Fees	\$0.00
Worthless Checks	\$0.00
	\$0.00

Total Disbursements for Month	\$2,540.12
Total Disbursements YTD	\$23,965.78

Adjusted Revenue for Month	\$13,616.93
Total Adjusted Revenue YTD	\$135,949.34

Drug Fund Donations for Month	\$475.00
Drug Fund Donations YTD	\$5,684.21

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		Month-To-Date	100.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		
32610		Building Permits		21,000.00	(64,845.70)	308.79 %	1,750.00	(17,187.20)	982.13 %
32690		Other Permits		50.00	0.00	0.00 %	4.17	0.00	0.00 %
32710		Sign Permits		700.00	(2,550.00)	364.29 %	58.33	(500.00)	857.14 %
33100		Federal Grants		2,601,564.00	(651,344.32)	25.04 %	216,797.00	(10,697.60)	4.93 %
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	(129,090.87)	116.13 %	9,263.67	(28,364.36)	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	(12,000.00)	52.17 %	1,916.67	(12,000.00)	626.09 %
33451		Local Grant - Sumner 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	(727,506.62)	103.49 %	58,581.67	(59,437.89)	101.46 %
33520		State Income Tax		20,000.00	(21,606.62)	108.03 %	1,666.67	(90.13)	5.41 %
33530		State Beer Tax		5,025.00	(4,852.47)	96.57 %	418.75	0.00	0.00 %
33553		State Gasoline Inspection Fee		21,023.00	(20,993.88)	99.86 %	1,751.92	(1,749.29)	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	(6,952.70)	347.64 %	166.67	(625.00)	375.00 %
34740		Parks And Rec League Fees		70,000.00	(74,676.10)	106.68 %	5,833.33	(5,478.25)	93.91 %
34741		Field Maintenance Fees		8,000.00	(8,175.00)	102.19 %	666.67	(2,825.00)	423.75 %
34760		Library Fines, Fees, And Other		7,500.00	(7,935.83)	105.81 %	625.00	(1,136.20)	181.79 %
34793		Community Center Fees		21,000.00	(30,380.58)	144.67 %	1,750.00	(1,282.00)	73.26 %
34900		Other Charges For Services		9,500.00	(7,623.50)	80.25 %	791.67	(582.50)	73.58 %
35110		City Court Fines And Costs		150,000.00	(139,014.46)	92.68 %	12,500.00	(16,157.05)	129.26 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						100.00%
35130	Impoundment Charges	300.00	(100.00)	33.33 %	25.00	0.00	0.00 %
36000	Other Revenues	14,000.00	531.30	-3.80 %	1,166.67	(901.12)	77.24 %
36100	Interest Earnings	5,700.00	(3,844.77)	67.45 %	475.00	0.00	0.00 %
36210	Rent	18,000.00	(17,705.08)	98.36 %	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	72,325.00	(74,329.53)	102.77 %	6,027.08	(799.16)	13.26 %
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	0.00	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	(12,140.49)	0.00 %	0.00	0.00	0.00 %
36920	Sale Of Bonds	3,000,000.00	(384,036.60)	12.80 %	250,000.00	0.00	0.00 %
36960	Operating Transfer In From Other	0.00	(94,900.00)	0.00 %	0.00	0.00	0.00 %
	Total Revenues	12,410,316.00	(8,314,128.37)	66.99 %	1,034,193.00	(350,511.57)	33.89 %
Expenditures							
41000	General Government	(360,806.00)	313,351.04	86.85 %	(30,067.17)	14,817.16	49.28 %
41210	City Court	(77,537.00)	75,145.89	96.92 %	(6,461.42)	5,779.26	89.44 %
41500	Financial Administration	(402,265.00)	365,526.23	90.87 %	(33,522.08)	19,465.93	58.07 %
41650	Human Resources	(141,895.00)	128,597.69	90.63 %	(11,824.58)	8,264.29	69.89 %
41670	Engineering	(2,014,000.00)	882,782.78	43.83 %	(167,833.33)	(326,350.67)	-194.45 %
41700	Planning And Zoning	(275,486.00)	260,139.26	94.43 %	(22,957.17)	11,396.96	49.64 %
41800	General Government Buildings	(162,504.00)	152,601.92	93.91 %	(13,542.00)	4,764.26	35.18 %
41921	Special Events	(4,000.00)	2,606.60	65.17 %	(333.33)	0.00	0.00 %
42100	Police Patrol	(1,188,694.00)	1,070,476.88	90.05 %	(99,057.83)	76,839.71	77.57 %
42120	Police Support Services	(274,565.00)	260,218.77	94.77 %	(22,880.42)	19,313.66	84.41 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
42150		Police Administration		(218,426.00)	194,252.85	88.93 %	(18,202.17)	7,742.70	42.54 %
42151		Communications Services		(198,000.00)	190,666.63	96.30 %	(16,500.00)	17,333.33	105.05 %
42200		Fire Protection And Control		(1,678,119.00)	1,094,508.81	65.22 %	(139,843.25)	72,472.22	51.82 %
42210		Fire Administration And Inspection		(358,350.00)	258,236.81	72.06 %	(29,862.50)	14,966.11	50.12 %
43000		Public Works		(727,844.00)	629,648.48	86.51 %	(60,653.67)	312.70	0.52 %
43100		Highways And Streets		0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310		Senior Citizen Activities		(42,614.00)	33,003.53	77.45 %	(3,551.17)	4,315.98	121.54 %
44700		Parks		(275,727.00)	253,156.69	91.81 %	(22,977.25)	14,799.79	64.41 %
44740		Park Maintenance		(1,056,477.00)	893,560.36	84.58 %	(88,039.75)	21,783.58	24.74 %
44800		Libraries		(3,785,534.00)	617,021.21	16.30 %	(315,461.17)	(11,589.87)	-3.67 %
44880		Children's Library Services		(47,922.00)	35,254.90	73.57 %	(3,993.50)	3,443.84	86.24 %
51000		Misc Exp		(225,000.00)	188,580.43	83.81 %	(18,750.00)	(10,214.85)	-54.48 %
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	110	Expenditures		(13,520,385.00)	7,903,957.76	58.46 %	(1,126,698.75)	(30,343.91)	-2.69 %
		General Fund		(1,110,069.00)	(410,170.61)	-36.95 %	(92,505.75)	(380,855.48)	-411.71

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
120	Industrial Development Fund					100.00%
Revenues						
33800	Local Revenue Allocations	43,000.00	(71,387.14)	3,583.33	0.00	0.00 %
36100	Interest Earnings	80.00	(84.88)	6.67	0.00	0.00 %
	Total Revenues	43,080.00	(71,472.02)	3,590.00	0.00	0.00 %
Expenditures						
48000	Economic Opportunity	(50,490.00)	34,412.68	(4,207.50)	0.00	0.00 %
	Total Expenditures	(50,490.00)	34,412.68	(4,207.50)	0.00	0.00 %
Total 120	Industrial Development Fund	(7,410.00)	(37,059.34)	(617.50)	0.00	0.00 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
121	State Street Aid Fund					100.00%
Revenues						
33551	State Gasoline And Motor Fuel Tax	265,707.00	(265,289.74)	22,142.25	(23,281.43)	105.14 %
36000	Other Revenues	0.00	(135.24)	0.00	(67.62)	0.00 %
36100	Interest Earnings	60.00	(71.85)	5.00	0.00	0.00 %
	Total Revenues	265,767.00	(265,496.83)	22,147.25	(23,349.05)	105.43 %
Expenditures						
43100	Highways And Streets	(263,000.00)	205,835.48	(21,916.67)	(57,323.32)	-261.55 %
	Total Expenditures	(263,000.00)	205,835.48	(21,916.67)	(57,323.32)	-261.55 %
Total	State Street Aid Fund	2,767.00	(59,661.35)	230.58	(80,672.37)	34,986.21

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
122	Parks Sales Tax Fund					100.00%
Revenues						
36100	Interest Earnings	400.00	(133.91)	33.48 %	33.33	0.00 %
36425	Parks Sales Tax Receipts	79,000.00	(80,468.73)	101.86 %	6,583.33	94.77 %
	Total Revenues	79,400.00	(80,602.64)	101.51 %	6,616.67	94.29 %
Expenditures						
49000	Debt Service	(130,484.00)	130,258.08	99.83 %	(10,873.67)	0.00 %
	Total Expenditures	(130,484.00)	130,258.08	99.83 %	(10,873.67)	0.00 %
Total	122 Parks Sales Tax Fund	(51,084.00)	49,655.44	97.20 %	(4,257.00)	-146.56

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
123	Solid Waste Fund					100.00%
Revenues						
34400	Sanitation - User Fees	684,000.00	(693,658.00)	57,000.00	(58,051.50)	101.84 %
36000	Other Revenues	0.00	10.00	0.00	0.00	0.00 %
36100	Interest Earnings	850.00	(548.42)	70.83	0.00	0.00 %
37794	Sale Of Materials	13,000.00	(10,103.89)	1,083.33	(1,065.52)	98.36 %
Total Revenues		697,850.00	(704,300.31)	58,154.17	(59,117.02)	101.66 %
Expenditures						
43200	Sanitation	(815,703.00)	719,842.35	(67,975.25)	4,485.57	6.60 %
49000	Debt Service	(54,083.00)	54,084.72	(4,506.92)	0.00	0.00 %
Total Expenditures		(869,786.00)	773,927.07	(72,482.17)	4,485.57	6.19 %
Total 123	Solid Waste Fund	(171,936.00)	69,626.76	(14,328.00)	(54,631.45)	-381.29

124	Impact Fees	Monthly Comparative:				100.00%	
		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	(190.84)	38.17 %	41.67	0.00	0.00 %
36421	Roads Impact Fees	2,500.00	(5,367.17)	214.69 %	208.33	(2,222.76)	1,066.92 %
36422	Parks Impact Fees	1,080.00	(4,953.90)	458.69 %	90.00	(2,001.60)	2,224.00 %
36423	Police Impact Fees	2,500.00	(4,494.28)	179.77 %	208.33	(1,670.42)	801.80 %
36424	Fire Impact Fees	1,650.00	(2,952.91)	178.96 %	137.50	(1,103.59)	802.61 %
Total Revenues		8,230.00	(17,959.10)	218.22 %	685.83	(6,998.37)	1,020.42
Expenditures							
51010	Roads Impact Fees	(144,610.00)	29,564.13	20.44 %	(12,050.83)	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		(170,907.00)	29,627.70	17.34 %	(14,242.25)	0.00	0.00 %
Total	124 Impact Fees	(162,677.00)	11,668.60	7.17 %	(13,556.42)	(6,998.37)	-51.62 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					100.00%
Revenues						
31610	Local Sales Tax - Co. Trustee	900.00	(200.00)	75.00	0.00	0.00 %
35130	Impoundment Charges	300.00	0.00	25.00	0.00	0.00 %
35140	Drug Related Fines	11,000.00	(5,934.21)	916.67	(475.00)	51.82 %
36100	Interest Earnings	80.00	(44.61)	6.67	0.00	0.00 %
	Total Revenues	12,280.00	(6,178.82)	1,023.33	(475.00)	46.42 %
Expenditures						
42129	Drug Investigation And Control	(15,933.00)	8,638.71	(1,327.75)	0.00	0.00 %
	Total Expenditures	(15,933.00)	8,638.71	(1,327.75)	0.00	0.00 %
Total	140 Police Drug Fund	(3,653.00)	2,459.89	(304.42)	(475.00)	-156.04

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
200	Debt Service Fund (General)						100.00%
Revenues							
31110	Real & Personal Property Tax	800,000.00	(801,815.75)	100.23 %	66,666.67	(110,396.52)	165.59 %
36100	Interest Earnings	300.00	(196.75)	65.58 %	25.00	0.00	0.00 %
	Total Revenues	800,300.00	(802,012.50)	100.21 %	66,691.67	(110,396.52)	165.53 %
Expenditures							
49000	Debt Service	(813,546.00)	747,123.00	91.84 %	(67,795.50)	0.00	0.00 %
	Total Expenditures	(813,546.00)	747,123.00	91.84 %	(67,795.50)	0.00	0.00 %
Total	200 Debt Service Fund (General)	(13,246.00)	(54,889.50)	-414.39 %	(1,103.83)	(110,396.52)	-

412 Sewer Fund	Account	Description	Year-To-Date			Monthly Comparative:		
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Revenues							
	36000	Other Revenues	19,000.00	(20,566.79)	108.25 %	1,583.33	(16,551.71)	1,045.37 %
	36100	Interest Earnings	2,700.00	(2,406.18)	89.12 %	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	(1,690,069.00)	25.40 %	554,573.25	(376,600.00)	67.91 %
	37210	Application Fees	32,000.00	(18,675.00)	58.36 %	2,666.67	(2,500.00)	93.75 %
	37220	Administrative Fees	11,000.00	(9,775.00)	88.86 %	916.67	(2,650.00)	289.09 %
	37230	Sewer User Fees	2,506,000.00	(2,605,678.31)	103.98 %	208,833.33	(229,883.49)	110.08 %
	37294	Capital Cost Recovery Fee	0.00	(35,000.00)	0.00 %	0.00	0.00	0.00 %
	37298	Capacity Fees	398,000.00	(420,853.11)	105.74 %	33,166.67	(18,387.00)	55.44 %
	37499	Commitment Fees	0.00	(2,700.00)	0.00 %	0.00	(1,800.00)	0.00 %
	37995	Connection Fees	3,500.00	(9,000.00)	257.14 %	291.67	(1,500.00)	514.29 %
		Total Revenues	9,627,079.00	(4,847,839.63)	50.36 %	802,256.58	(649,872.20)	81.01 %
	Expenditures							
	49000	Debt Service	(709,620.00)	400,311.01	56.41 %	(59,135.00)	9,768.86	16.52 %
	52117	Administration And General Expenses	(783,781.00)	613,484.80	78.27 %	(65,315.08)	46,399.33	71.04 %
	52210	Collection	(6,346,780.00)	2,889,693.64	45.53 %	(528,898.33)	(862,051.65)	-162.99 %
	52213	Sewer Treatment And Disposal	(2,351,176.00)	360,508.58	15.33 %	(195,931.33)	(13,693.47)	-6.99 %
	52223	Depreciation	(707,737.00)	717,624.00	101.40 %	(58,978.08)	59,802.00	101.40 %
	58804	ARRA Assistance - Sewer Rehab	(224,879.00)	165,613.55	73.65 %	(18,739.92)	(56,864.00)	-303.44 %
		Total Expenditures	(11,123,973.00)	5,147,235.58	46.27 %	(926,997.75)	(816,638.93)	-88.10 %
	Total 412	Sewer Fund	(1,496,894.00)	299,395.95	20.00 %	(124,741.17)	(1,466,511.13)	-1,175.64

Account	Description	Year-To-Date		Monthly Comparative:		Estimate Avg/Mth	% of Avg
		Budget Estimate	Actual	% of Budget	Month-To-Date Actual		
416	Healthcare Fund						100.00%
Revenues							
36000	Other Revenues	0.00	(166.88)	0.00 %	0.00	0.00 %	0.00 %
36100	Interest Earnings	320.00	(187.79)	58.68 %	26.67	0.00 %	0.00 %
36960	Operating Transfer In From Other	30,285.00	(59,681.40)	197.07 %	2,523.75	(5,621.67)	222.75 %
	Total Revenues	30,605.00	(60,036.07)	196.16 %	2,550.42	(5,621.67)	220.42 %
Expenditures							
51520	Insurance Employers Share	(63,235.00)	59,638.51	94.31 %	(5,269.58)	4,460.10	84.64 %
	Total Expenditures	(63,235.00)	59,638.51	94.31 %	(5,269.58)	4,460.10	84.64 %
Total 416	Healthcare Fund	(32,630.00)	(397.56)	-1.22 %	(2,719.17)	(1,161.57)	-42.72 %

Account	Description	Year-To-Date		Monthly Comparative:		Month-To-Date	
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth		Actual
433	Hillcrest City Cemetery						100.00%
Revenues							
34110	General Services	2,225.00	(2,942.00)	132.22 %	185.42	0.00	0.00 %
34321	Cemetery Burial Charges	450.00	(300.00)	66.67 %	37.50	(300.00)	800.00 %
34323	Grave - Opening And Closing Fees	14,400.00	(21,900.00)	152.08 %	1,200.00	(2,550.00)	212.50 %
36100	Interest Earnings	300.00	(157.91)	52.64 %	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	(9,000.00)	105.88 %	708.33	(1,500.00)	211.76 %
	Total Revenues	25,875.00	(39,409.95)	152.31 %	2,156.25	(4,350.00)	201.74 %
Expenditures							
43400	Cemeteries	(40,858.00)	31,286.16	76.57 %	(3,404.83)	392.73	11.53 %
	Total Expenditures	(40,858.00)	31,286.16	76.57 %	(3,404.83)	392.73	11.53 %
Total	433 Hillcrest City Cemetery	(14,983.00)	(8,123.79)	-54.22 %	(1,248.58)	(3,957.27)	-316.94

RESOLUTION 14-05

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 17th day of July 2014.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

6.5. LEAVE WITHOUT PAY

Leave without pay is defined as time off from regular work which may be granted without pay at the recommendation of the employee's Department Head. Leave without pay may only be authorized by the City Administrator.

Leave without pay may only be granted after an employee exhausts all applicable accrued leave for a period not to exceed ninety days for good and sufficient reasons which are considered uncontrollable. Such leave shall require prior Department Head recommendation and approval of the City Administrator. An employee on leave without pay ~~for 15 calendar days or more during a calendar month~~ shall not accrue sick or vacation leave while on leave status.

6.2. HOLIDAY PAY

If an employee does not work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after the holiday, pay for the holiday(s) may be forfeited. Pre-approved vacation or pre-approved sick leave does not constitute forfeiture of holiday pay. Employees scheduled but who do not work the holiday ~~shall~~ may forfeit holiday pay and instead may receive sick or vacation pay if applicable. Holiday pay may not be used in combination with any other type of leave to achieve more than the standard hours of pay for their department on that holiday.

RESOLUTION 14-06

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION IN THE POOL'S "DRIVER SAFETY" LOSS CONTROL MATCHING GRANT PROGRAM

WHEREAS, the safety and well being of the employees of the City of White House is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace and increase safe driving practices for the City of White House employees; and

WHEREAS, the Pool seeks to encourage the safe operation of motor vehicles by offering the "Driver Safety" Loss Control Matching Grant Program; and

WHEREAS, the City of White House now seeks to participate in this important program.

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

Section 1. That the City of White House is hereby authorized to submit application for the "Driver Safety" Loss Control Matching Grant through the Loss Control Department of The Pool.

Section 2. That the City of White House is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this 17th day of July 2014.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

ORDINANCE 14-13

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 1, CHAPTER 6 CITY ADMINISTRATOR, SECTION 1-602.

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 1, Chapter 6 City Administrator, Section 1-602 be revised from the Municipal Code as follows:

ARTICLE I: GENERAL ADMINISTRATION
CHAPTER VI: CITY ADMINISTRATOR
SECTION: 1-602. Qualifications.

1-602. Qualifications. The city administrator shall be qualified by training and experience by possessing as a minimum a ~~bachelor's~~ master's degree from an accredited institution of higher education, and a minimum of five (5) years experience as a city administrator/manager, assistant city administrator/manager, or as a department head.

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: June 19, 2014 PASSED

Second Reading: July 17, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

ORDINANCE 14-14

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BAORD, SECTIONS 2-201, 2-203, 2-204, AND 2-206.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the library board;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 2 Library Board, Sections 2-201, 2-203, 2-204, and 2-206 be revised from the Municipal Code as follows:

- ARTICLE II: BOARDS AND COMMISSIONS
CHAPTER VI: LIBRARY BOARD
SECTIONS: 2-201. Created, memberships, terms, vacancies.
2-203. Function.
2-204. Power to appoint personnel.
2-206. Reports to the board of mayor and aldermen.

2-201. Created, membership, terms, vacancies. There is hereby established a library board. This board shall consist of seven (7) persons serving without pay who shall be appointed by the mayor and board of aldermen. The board shall be composed of the mayor or his designee and six (6) citizens, ~~all~~ four (4) of whom shall be residents of the city. Not more than five (5) of said members shall be of the same sex. The terms of office for the six (6) citizens shall be on staggered terms with the first board being composed of two (2) citizens appointed for a one (1) year term, two (2) citizens appointed for two (2) year terms, and two (2) citizens appointed for three (3) year terms, and their successors for three (3) year terms. Vacancies in such board occurring otherwise than by expiration of their term shall be filled by the mayor for the unexpired term.

2-203. Function. The library board ~~shall provide, conduct and supervise~~ has the power to direct all the affairs of the public library, ~~as well as other related facilities and activities on any of the properties owned or controlled by the city or on other properties with the consent of the owners and authorities thereof.~~ It shall provide the state library agencies such statistics and information as may be required from time to time.

2-204. Power to appoint personnel. The library board shall have the power to appoint or designate someone to act as librarian who ~~is trained and properly qualified for the work and such other personnel as the board deems proper~~ shall direct the internal affairs of the library and such assistants or employees as may be necessary.

2-206. Reports to the board of mayor and aldermen. The library board shall make full and complete ~~annual~~ monthly reports to the board of mayor and aldermen of the city and all other reports from time to time as requested.

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: June 19, 2014 PASSED

Second Reading: July 17, 2014

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

July 9, 2014

MEMORANDUM

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

The following memo from the State Board of Equalization explains in detail how the equalized property tax rates for the City of White House were calculated. In short, due to an overall decline in property tax values as reported by the Sumner County Assessor, our property tax rates are increasing from \$1.2139 to \$1.2315 for both counties. The Finance Director recommends approval of the tax rate as calculated by the State Board of Equalization.

Production of the final budget document and submittal of that document to the Office of State and Local Finance cannot proceed until after the second reading of the tax rate ordinance which will be scheduled at a special called session. Should you have any questions about the tax rate, or the reporting requirements, please let me know and I would be happy to discuss it with you.

ORDINANCE 14-15

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE ESTABLISHING THE TAX RATE FOR THE YEAR 2014.

BE IT ORDAINED by the Board of Mayor and Aldermen of the City of White House, Robertson and Sumner Counties, Tennessee as follows:

There is hereby levied the following tax rate on each one-hundred dollars of assessed valuation of all utilities and all other taxable properties within the corporate limits of the City of White House, Tennessee for the year 2014.

Robertson County	\$ 1.2315
Sumner County	\$ 1.2315

BE IT FURTHER ORDAINED that all utility and property taxes collected after July 1, 2014, for the prior year shall be credited to the General Fund, and all 2014 delinquent property taxes shall be appropriated to the various funds as set out in the 2013 rate.

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

First Reading: July 17, 2014

Second Reading: July 29, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder



STATE OF TENNESSEE
STATE BOARD OF EQUALIZATION
9TH FLOOR, W.R. SNODGRASS TN TOWER
312 ROSA PARKS AVENUE
NASHVILLE, TENNESSEE 37243-1102
PHONE (615) 401-7883

June 30, 2014

Honorable Mike Arnold
Mayor, City of White House
105 College Street
White House, TN 37188

Re: Equalized property tax rates

Dear Mayor Arnold:

Attached is a text discussion and calculation of equalized property tax rates for the city of White House for tax year 2014. The rates for Robertson and the Sumner County portions are the same this year (\$1.2315), but that will probably change in the future when the appraisal ratios for the two counties change. The purpose of different rates is to take into account the relative levels of assessments for the different parts of the city, and maintaining a differential of this proportion is the only way to assure an acceptable degree of tax uniformity throughout the city (other than to create an assessment authority for the city and utilize values separate from those established by the county assessors). The proportions established for these rates should be recalculated next year because the appraisal ratios will change.

You are welcome to review these figures and if you concur, the city governing body should proceed to determine (concur in) these equalized rates by simple action on motion and second. This is normally done as the budget is presented. You may use Step 7 of the calculation to determine rates necessary to meet the budget while maintaining the necessary differential, and if the equalized rates do not need to be exceeded, the city may proceed to adopt its actual tax rates. If the equalized rates will need to be exceeded, the city should publish notice and conduct a public hearing before acting on final tax rates. A sample of this notice is enclosed.

Page 2
Mayor Arnold
June 30, 2014

Please call or write if you wish to discuss this further.

Sincerely,

A handwritten signature in cursive script that reads "Kelsie Jones".

Kelsie Jones
Executive Secretary

c: John C. Isbell, Sumner County Assessor
Chris Traugber, Robertson County Assessor



STATE OF TENNESSEE
STATE BOARD OF EQUALIZATION
9TH FLOOR, W.R. SNODGRASS TN TOWER
312 ROSA PARKS AVENUE
NASHVILLE, TENNESSEE 37243-1102
PHONE (615) 401-7883

Procedure for Developing Equalized Tax Rates for Multi-County Jurisdictions

Background

Tennessee has a number of cities lying in two or more counties which levy a city ad valorem property tax. In these cases, property values in the representative counties were established at different times and therefore are seldom assessed on a comparable basis. The recommended solution has been creation of a separate assessment function for these counties, in which the city is reappraised on the same cycle as the predominant county and maintenance of assessment records is performed either by a city assessor or under agreement with the state and/or representative county assessors. While this is usually the best long-term solution, some cities which have not yet addressed the problem face it anew each time any of their counties are reappraised. Applying the same city tax rate to differently valued parcels raises a serious uniformity issue under the Tennessee Constitution and jeopardizes the validity of the city levy.

One short-term alternative for these cities, pending a general reappraisal, is adjustment of the city tax rate to accommodate differing levels of assessment within the city, a procedure referred to here as the equalization of tax rates. The procedure was approved by the State Board of Equalization on August 14, 1989.

Equalizing the city tax rates

The purpose of this approach is to adjust the actual city tax rate to be applied within each county within the city, in such a way that all properties are taxed uniformly when both the rate and assessed value are considered together. A calculation form is attached, and the concept is explained below.

The first step would be to fix a pro forma equalized tax base for the city. This is done by first dividing the total assessments in the city, by county, by the approved appraisal ratio for that county, and then adding these assessments together. Although applying the same tax rate to these equalized values would achieve rough equity, it would also require creation of a separate assessment records base and agreements with the representative county assessors to maintain it. Equalizing tax rates instead allows the city to defer these arrangements until the general reappraisal.

The second step is determining the previous year's property tax levy, which represents the property taxes billed for the previous tax year. Dividing the previous year's levy by the equalized city tax base yields an overall equalized rate which must then be adjusted for the use in the separate areas of the city, by county. The equalized rate for each county portion of the city is determined by dividing the overall rate by the approved appraisal ratio for the county.

If the city needs to increase its rate from the previous year's rate, the city would first increase the overall rate before applying the appropriate adjustment to fix the separate equalized rates.

The foregoing adjustment would be done each year until the long term solution of a general reappraisal, occurred. Each year, the current appraisal ratios and assessed values would be used. Because equalizing tax rates in this manner has the same effect as adjusting relative values throughout the jurisdiction, it is perhaps safest for the city to give public notice before establishing equalized tax rates in excess of those determined through the above process.

Further details concerning these procedures are available from the State Board of Equalization.

2014 Tax-Neutral Property Tax Rate(s)

WORKSHEET FOR CALCULATING TAX RATE EQUIVALENTS AND TARGET RATES FOR MULTI-COUNTY JURISDICTION

STEP 1. Collect and list needed information. (see instructions, attached)

<u>Row</u> <u>Item</u>	(Column A) (most parcels) Area A	(Column B) Area B	(if applicable) (Column C) Area C	(Column D)
1 County Name	Robertson	Sumner		
2 County parcel count	2,632	2,379		
3 Appraisal ratio	1.0000	1.0000		
4 Unadjusted assessed value	\$ 142,314,855*	\$ 97,905,146*		\$
5 Net new real property	\$ 867,869	\$ 764,790		\$
6 Net new personal property	\$ 1,300,767	\$ 36,243		\$
7 Previous year levy	\$ 1,705,874*	\$ 1,215,944*		\$ <u>2,921,818</u>

STEP 2. Determine the adjusted current year assessed value by area. By area, subtract new real property (Row 5 above) and new personal Property (Row 6 above) from the total unadjusted value (Row 4 above).

<u>Row</u> <u>Item</u>	Area A	Area B	Area C
8 Adjusted assessed value	\$ 140,146,219	\$ 97,104,113	\$

STEP 3. Equalize the adjusted assessed values. By area, divide the adjusted values (Row 8) by the appraisal ratio (Row 3).

<u>Row</u>	<u>Item</u>	<u>Area A</u>	<u>Area B</u>	<u>Area C</u>
------------	-------------	---------------	---------------	---------------

9	Equalized & adjusted values	\$ 140,146,219	\$ 97,104,113	\$ <u>237,250,332</u>
---	-----------------------------	----------------	---------------	-----------------------

STEP 4. Determine the overall tax rate equivalent. Divide the previous year's levy (Row 7) by the sum of all equalized values (Row 10) and multiply times 100.

Row Item

11 Overall tax rate equivalent \$ 1.2315

STEP 5. Determine the tax rate equivalent by area. By area, divide the overall tax rate equivalent (Row 11) by the appraisal ratio (Row 3).

<u>Row</u>	<u>Item</u>	<u>Area A</u>	<u>Area B</u>	<u>Area C</u>
------------	-------------	---------------	---------------	---------------

12	Tax rate equivalent by area	\$ 1.2315	\$ 1.2315	\$ _____
----	-----------------------------	-----------	-----------	----------

STEP 6. Targetting the current year's equalized tax rates. Whether the current year's tax rates must be increased above the equivalent rates in item 5 are determined by (a) the improvements and personal property added since the previous year. To project current year revenues from the equivalent tax rates, use the most recent total actual assessed values by area (Row 4 above). If the revenues so calculated are sufficient to meet current year needs, no increase above the equivalent rates is necessary and collection shortfalls in determining whether the equivalent rates will be sufficient. If the equivalent rates are insufficient to generate needed new revenue, calculate the target rates as shown in step 7 below and do not adopt the rates until after publication notice and a public hearing.

STEP 7. Calculating target rates for the current year.

Step 7A. By area, equalize the unadjusted assessed values by dividing Row 4 above by the appraisal ratio (Row 3), then total.

<u>Row Item</u>	<u>Area A</u>	<u>Area B</u>	<u>Area C</u>
13 Equalized unadjusted values	\$ _____	\$ _____	\$ _____
			\$ _____

14 Total, Row 13

Step 7B. Determine the overall target tax rate by dividing current year's needed revenue, by the total on Row 14 and multiply times 100.

15 Overall target rate:	_____	=	_____
	Needed revenue		Row 14
			\$ _____

Step 7C. Equalize overall target rate by area: By area, divide overall rate (Row 15) by appraisal ratios (Row 3).

<u>Row Item</u>	<u>Area A</u>	<u>Area B</u>	<u>Area C</u>
16 Equalized target rates	\$ _____	\$ _____	\$ _____

Miscellaneous instructions for worksheet

Step 1

Row 1 - List each county in which the city lies, beginning with the county in which most of the city parcels lie. This county portion is Area A. The other county or counties represented in the city become Area B and Area C (if applicable).

Row 2 - Parcel county

Row 3 - List here the current year's appraisal ratio approved by the Stated Board of Equalization for the county.

Row 4 - List by area the total current year's value of all taxable property.

Row 5 - List the total current year's value of all real property improvements added to the assessment roll since the previous year's levy was set.

Row 6 - List the total year's value of all personal property added for the first time in the current year.

Row 7 - List total property taxes billed from the previous year.

KJ/dls
ETR Form

*Please Note:
Rounding up is not
permitted.

Tax freeze assessment removed from total tax base - \$1,077,200 (Robertson County)

Tax freeze assessment removed from total tax base - \$1,331,150 (Sumner County)

Tax freeze tax removed from prior year levy - \$10,808 (Sumner Co. portion)

Tax freeze tax removed from prior year levy - \$10,603 (Robertson Co. portion)

July 9, 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. Both items have been fully explained by the Director of Public Services in the following memos.

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

July 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Budget Amendment – SRF/TDEC Hobbs Wastewater Project

In the FY 2014/2015 budget I allotted \$804,000.00 for completion of the Hobbs/Dawn Court wastewater facilities improvement project. At the June 19th BMA meeting I requested approval of Change Order No. 3 in the amount of \$149,507.72 for additional work that is associated with this project.

This memo is to advise you that I have exceeded the initial budgeted amount of \$804,000.00 by approximately \$105,411.00. Therefore, Charlotte will need to prepare a budget amendment for this overage.

Please be further advised that it will be necessary to do a final change order at the end of the project to account for any additional cost overruns associated with this project. Thus, another budget amendment will need to be done to account for the additional budget overage at that time.

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

W. Joe Moss
Director of Public Services

WW Board Memo For Budget Amendment Hobbs Project - 07.08.2014

July 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Budget Amendment – Equipment Trailer

In the FY 2014/2015 budget I do not have funds allocated for a new equipment trailer.

The current trailer was involved in an accident a few years ago and when I sent it in for a repair estimate recently I was informed that the trailer was irreparable.

I'm requesting a CIP allocation for \$8,000.00 to purchase a new trailer.

The funds will be taken from the following capital accounts:

1. Public Works – 110-43000-900;
2. Wastewater – 412-52210-900

Charlotte will prepare a budget amendment for this request.

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

W. Joe Moss
Director of Public Services

WW Board Memo For Budget Amendment Equipment Trailer - 07.08.2014

ORDINANCE 14-16

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2015.

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

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2015 is hereby amended as part of the attached exhibit.

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

First Reading: July 17, 2014

Second Reading: June 29, 2014

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

City of White House
 Budget Amendment I
 July 17, 2014

					<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
412	52210	900	Wastewater - Collections	Capital Outlay	3,439,558	3,548,969	109,411
412	36920		Wastewater	SRF Draws	(4,714,558)	(4,819,969)	(105,411)
412	52210	320	Wastewater - Collections	Operating Supplies	40,000	36,000	(4,000)
<p>1. <i>To amend current 2014-2015 budget to recognize additional expense and revenue related to Change Order No. 3 for the Hobbs Project which is funded by SRF Loans, and to move funds from the operating expense line to the Capital Outlay line for replacement of damaged equipment trailer.</i></p>							
110	43000	900	General Fund - Public Works Department	Capital Outlay	336,000	340,000	4,000
110	43000	320	General Fund - Public Works Department	Operating Supplies	75000	71,000	(4,000)
<p>2. <i>To amend current 2014-2015 budget to recognize expense in the capital line rather than an operating expense line for the replacement of damaged equipment trailer.</i></p>							

July 1, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Request to Approve Infrared Equipment Purchase

On this date, July 1, 2014, I am requesting that the Mayor and Board of Alderman approve the purchase of a KM 4-48 trailer mounted infrared asphalt recycler and a KM 4000 TEPX 2-ton capacity trailer mounted asphalt hot box.

The infrared and asphalt hot box equipment is a listed CIP approved piece of equipment and is a necessary component of the public works street maintenance operation.

The pricing for this purchase is going through the 2014 to 2016 **TDOT purchasing contract**.

The purchase price under the SWC No. 210 TDOT purchasing contract is as follows: (\$31,930.00)

1. **KM 4-48 Infrared Trailer:** @ \$18,950.00;
2. **KM 4000-TEPX Asphalt Box:** @ \$12,980.00.

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

W. Joe Moss

Director of Public Services

PW Board Memo For Infrared Equipment Award 07.01.2014

July 1, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Single Source Request for Wastewater – FY 2014-2015

On this date, July 1, 2014, I am requesting that the Mayor and Board of Alderman authorize the use of the single source vendors as shown below.

This list represents items used by the wastewater department that are only provided for by one vendor, or where only one vendor provides the most appropriate item for the City's use. For this reason, all items on this list are then exempted from the general purchasing guidelines and bidding requirements.

VENDOR	AMOUNT	REASON
Wascon Inc.: E-One grinder & Myers pumps/panels for operations & maintenance	\$220,000.00	Source for E-One low pressure grinders/panels & Myers grinders/panel
Air-Vac Division: Controllers, valves and parts for vacuum system	\$80,000.00	N. Palmers & Calista vacuum stations & systems – Proprietary
Labtronx: Flow meter sales, parts & service	\$5,000.00	Calibrate & certify monitoring equipment for NPDES permit.
Southern Sales: UV system parts & repair, GR station parts, Barnes 2-hp & 5-hp pumps/panels	\$10,000.00	Source for Trojan UV & Gorman Rupp pumps & Barnes 2-hp & 5-hp grinders/panels
Vapex: Ozone generators	\$15,000.00	Source for repairs, parts & maintenance for ozone odor control at stations

Over the past several years, the wastewater department has been trying to standardize the grinder pumps both in the residential and commercial customer applications.

In doing so, it becomes costly to change out one type of pump and replace it with another type. Typically, the voltage requirements and panel components may be different. Therefore, we have begun requiring new construction to conform to one (1) of three (3) approved pump manufacturers. The list is as follows:

1. E-One Extreme SPD (semi-positive displacement) – 1-hp WH Series;
2. Myers WGL20-21 (LD) – 2-hp Centrifugal Series (commercial applications);
3. Barnes EcoTRAN – Model OGP2022CE – 2-hp Centrifugal Series & the SGV5062L - 5-hp Centrifugal Series;

4. Zoeller – Model 7011 – 2-hp – Automatic reversing centrifugal grinder (commercial applications).

Should you have any questions regarding this contract extension request, please give me a call 406-0177.

W. Joe Moss
Public Services Director

WW Board Memo for Single Source Vendors 07.01.2014

July 1, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Request to approve Knuckle Boom Loader purchase

On this date, July 1, 2014, I am requesting that the Mayor and Board of Alderman approve the purchase of a Model KB20H-HJ Loader and Model TKB1824 Body from **Stringfellow, Inc.** in Nashville, TN.

The Knuckle Boom is a listed CIP approved piece of equipment and is a necessary component of the solid waste operation.

The pricing for this purchase is going through the NJPA purchasing cooperative which is a cooperative that has been approved in a resolution by the BMA.

The purchase price under the NJPA purchasing cooperative is **\$126,349.00** and **I've attached the pricing sheet for your review.**

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

W. Joe Moss
Director of Public Services

SW Board Memo For Knuckle Boom Award 07.01.2014



STRINGFELLOW

INC.

TRUCK BODIES • REFUSE EQUIPMENT • STREET SWEEPERS • SEWER CLEANERS
PARTS & SERVICE

June 6, 2014

City of White House
Public Works Department
White House, TN 37188

Dear Sir:

This letter is to confirm that Stringfellow, Inc. is covered under the National Joint Powers Alliance through Pac-Mac for the sale of Pac-Mac Knuckle boom loaders. The Pac-Mac Contract number is #031014-HMC. The City of White House Member number is 30789. We are pleased to offer a 2015 Freightliner M2 106 with a Pac-Mac KB20H-HJ Loader and a TKB1824 Body for a contracted price of \$126,349.00.

The chassis has a Cummins ISC diesel engine (270 HP and 800 lb-ft of torque), Allison 3500 RDS-P 6 Speed Transmission, and 33,000# GVWR (Specifications are attached).

The KB20H-HJ loader has a 20' total reach with 3,300# lifting capacity (Specifications attached.) The TKB1824 body is 18' long with a 24 cubic yard capacity. In addition to the items listed in the attached specifications, the unit shall have rear view camera with in-cab flat screen color monitor.

Delivery would be within 7 days of receipt of your purchase order.

Thank you for your consideration. If you have any questions, please do not hesitate to call on me.

Sincerely,

Eddie Anderson
President
Stringfellow, Inc.

2710 Locust Street, Nashville, Tennessee 37207
615-226-4900 • Toll Free: 1-800-832-4404 • Fax: 615-226-8685
www.stringfellow.bz



KB-20 SERIES



**A FIVE-STAR RATING PUTS
THE KB-20 SERIES IN A
CLASS OF ITS OWN.**

Recognized for quality, safety, economic efficiency, user-friendliness, and durability, this series really raises the bar. The KB-20 Series was designed for easy operator access, service, and maintenance, all with a low initial cost, making this the total package. DO IT RIGHT with Pac-Mac®!



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MANUFACTURED BY HOL-MAC CORPORATION
P.O. BOX 349, BAY SPRINGS, MS 39442 • 601.764.4121



July 2, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Request to Approve Decorative & Traffic Light Maintenance Contract Extension

On this date, July 2, 2014, I am requesting that the Mayor and Board of Alderman approve the 2-year extension to the Decorative Street Light & Traffic Control Device Maintenance Program with Stansell Electric.

The Purchasing department competitively bid this item in 2012 and the BMA awarded the contract for an initial period of 20 months with one (1) two (2) year extension for a total contract period of five (5) years.

Stansell Electric has been doing a good job for the City during the last 20 months, so, I'm recommending that the BMA approve this 2-year contract extension.

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

W. Joe Moss
Director of Public Services

BID# 12-1010PW DECORATIVE STREET LIGHT AND TRAFFIC CONTROL MAINTENANCE	Stansell Electric Co., Inc. 860 Visco Dr. NASHVILLE, TN 37210	Southeast Electric, Inc. P.O. Box 1504 White House, TN 37188	Stones River Electric 1244 Gallatin Pike South Madison, TN 37115	S & W Contracting Co 952 New Salem Rd Murfreesboro, TN 37129
OPENING: Oct. 4, 2012 @ 10:30 a.m.	Unit Cost	Unit Cost	Unit Cost	Unit Cost
SPECIFICATIONS:				
PER BID SCHEDULE				
DAY TIME HRLY RATE per man hour Decorative Light	\$58.00	\$60.00	\$69.00	\$65.00
OVERTIME HRLY RATE per man hour Decorative Light	\$74.00	\$75.00	\$99.00	90.00/\$95.00 with pole truck
HRLY RATE per man hour Traffic Signal	\$115.00	\$95.00	\$79.00	
Emergency HRLY RATE per man hour Traffic Signal	\$150.00	\$110.00	\$109.00	
Loop Installation (Flat Fee Per Lane)	\$1,100.00	\$2,200.00	\$2,500.00	
Loop Installation Home Run Tie Run	included in above price	\$850.00	\$1,200.00	
MATERIALS:				
Entire Pole cost	cost + 15%	\$2,910.00	cost + 18%	\$3,860.00
Stroudsburg Pole	cost + 15%	\$1,390.00	cost + 18%	\$2,984.00
Holophane 175W fixture	cost + 15%	\$1,520.00	cost + 18%	\$1,060.00
Replacement of Ballast	cost + 15%	\$496.00	cost + 18%	\$340.00
Replacement of lamp (Decorative)	cost + 15%	\$95.00	cost + 18%	\$58.00
Replacement of globe (Decorative)	cost + 15%	\$640.00	cost + 18%	\$360.00
Replacement of lamp (Signal)	cost + 15%	\$245.00	cost + 18%	
Replacement of Lens (Signal)	cost + 15%	\$245.00	cost + 18%	\$64.00
Repair Schedule	Public Safety issues within 24 hrs, all others 96 hours	24 hours	48 hours	24 hours, 4 hours emergency

July 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Director of Public Services
Re: Request to Approve Kubota Track Loader

On this date, July 8, 2014, I am requesting that the Mayor and Board of Alderman approve the purchase of a SVL90-2HFC Kubota track loader machine from Plateau Equipment in Crossville, TN.

The track loader is a listed CIP approved piece of equipment and is a necessary component of the wastewater and public works maintenance operation.

The pricing for this purchase is going through the NJPA purchasing cooperative which is a cooperative that has been approved in a resolution by the BMA.

The purchase price under the NJPA purchasing cooperative is **\$74,516.61** and I've attached the pricing sheet for your review. Additionally, I'm requesting dealer provided attachments (brush cutter and auto rake) in the amount of **\$18,547.00**.

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

W. Joe Moss
Director of Public Services

WW Board Memo For Kubota Skid Steer Award 07.08.2014

- Standard Features -

- Custom Options -



S Series

SVL90-2HFC

*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Vertical Lift Path Loader Frame
Standard Front Quick Coupler,
Float Function
Hydraulic Quick Coupler
Option
Loader Arm Self-Leveling
Going Up
Loader Boom Lock
Loader Arm Drop Valve
Open ROPS & Air Conditioned
ROPS/FOPS Cab Models
High Back, Adjustable, Vinyl,
Suspension Seat
2" Retractable Seat Belt And
2-Piece Seat Bar
12V Electric Outlet
25.1 gpm Auxiliary Hydraulics
Standard, 36.5 gpm Option
Direct To Tank Return Line
Aux. Hydraulics Bi-directional,
Proportional Rocker Control
Rigid Mounted Undercarriage,
5 Lower Track Rollers
Transport Tie-Downs in Four
Locations
Rubber Tracks, 17.7" Standard
Two Speed Travel System
Automatic Wet Disk Parking
Brake
Kubota 4 Hydraulic Pump Load
Sensing System
2 Gear, 2 Variable
Displacement Pumps
1 Gear for high flow Option
Hydraulic Joystick Controls
ISO Operating Pattern
Hand And Foot Throttle
Controls
Stall Guard Engine Control
Automatic Glow Plugs
Key Switch Start / Stop
System
Self Bleed Fuel System
2 Front And 2 Rear Working
Lights
Hour Meter, Engine
Temperature And Fuel
Gauges And Warning Lights
Hydraulic Site Gauge In Cab
Horn And Backup Alarm
Lockable Fuel Cap

BASIC UNITS

SVL90HFC, 17.7" Rubber Tracks,
A/C ROPS/FOPS Cab
Hydraulic Quick Coupler, High
Flow Auxiliary Hydraulics

OPERATIONAL DIMENSIONS

Operating Weight*, SVL90HFC,
17.7" Rubber Tracks, Open
ROPS/FOPS Cab, Hydraulic
Quick Coupler /Operating Weight
11,233 Lbs.
Rated Operating Capacity (35% of
Tipping Load) 3,010 Lbs.
Rated Operating Capacity (ROC)
@ 35% of Tipping Load complies
with
ISO 14397-1 and SAE J 818 for
crawler loaders
Operating Capacity (50% of
Tipping Load) 4,300 Lbs.
Tipping Load 8,600 Lbs.
Auxiliary Hydraulics Flow 25.1 /
36.5 gpm
Travel Speed (Low / High) 5.0 / 7.3
mph
Reach @ Maximum Height 40.7"
Height to Hinge Pin 128.9"
Ground Pressure 4.2 psi.
Traction Force 12,178 lbf.

* Includes operator's weight, 175
lbs.

ENGINE

V3800 Kubota DIT E-TVCS Tier 4
Interim
Diesel Engine
4 Cylinder, 4 Cycle, Turbo
Charged
90.0 Gross HP @ 2400 rpm

DIMENSIONS

Cab Height 83.4"
Width (without attachment) 77.0"
Length (without attachment) 117.0"
Length of Track on Ground 65.6"

SVL90-2HFC Base Price: \$72,565.00

(1) SPILL GUARD FOR 80" 4-IN-1 BUCKET S6643-SPILL GUARD FOR 80" 4-N-1 BUCKET	\$142.00
(1) BOLT-ON CUTTING EDGE FOR 80" BUCKET S6633-BOLT-ON CUTTING EDGE FOR 80" BUCKET	\$315.00
(1) 80" 4-N-1 MULTI-PURPOSE BUCKET S6623-80" 4-N-1 MULTI-PURPOSE BUCKET	\$4,332.00
(1) 76" CONSTRUCTION SCRAP GRAPPLE S6626-76" CONSTRUCTION SCRAP GRAPPLE	\$4,327.00
(1) BOLT ON CUTTING EDGE FOR 76" SCRAP GRAPPLE S6639-BOLT ON CUTTING EDGE FOR 76" SCRAP GRAPPLE	\$308.00
(1) 48" PALLET FORKS W/FRAME S6621-48" PALLET FORKS W/FRAME	\$1,137.00
(1) SIDE CUTTERS FOR ALL 68", 72", 80" BUCKETS (SET OF 2) S6634-SIDE CUTTERS FOR ALL 68", 72", 80" BUCKETS (SET OF 2)	\$65.00
(1) HOSE STAY S6689-HOSE STAY	\$70.00
(1) MULTIFUNCTION CONTROLLER KIT S6699-MULTIFUNCTION CONTROLLER KIT	\$785.00
(1) 14 PIN TO 14 PIN ADAPTER KIT S6650-14 PIN TO 14 PIN ADAPTER KIT	\$303.00
(1) ACCESSORY HARNESS S6680-ACCESSORY HARNESS	\$40.00
(1) AIR RIDE SEAT SUSPENSION KIT S6679-AIR RIDE SEAT SUSPENSION KIT	\$515.00
(1) STROBE LIGHT KIT S6676-STROBE LIGHT KIT	\$196.00
(1) REAR VIEW MIRROR KIT S6641-REAR VIEW MIRROR KIT	\$21.00
(1) RETRACTABLE 3" SEAT BELT KIT K9926-RETRACTABLE 3" SEAT BELT KIT	\$80.00

Configured Price: **\$85,201.00**

NJPA 070313-KBA Discount: **(\$11,928.14)**

NJPA 070313-KBA Price: **\$73,272.86**

Dealer Assembly: **\$353.75**

Freight Cost: **\$640.00**

PDI: **\$250.00**

Final Sales Price: \$74,516.61

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

July 9, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Chief Joe Palmer
Re: Aerial Truck Purchase

Included in the July Board meeting agenda is the purchase of a 75 ft. Aerial Ladder Truck from Sutphen Corporation located in Amlin Ohio. The Truck meets the specifications formulated to meet the needs of the Department, ISO standards, and current NFPA standards for safety and operations.

I do recommend the purchase of the Sutphen SL75 from Cumberland Fire Apparatus Sales, 1901 Lebanon Pike, Nashville, Tennessee for a total cost of \$712,443.21.

Sincerely,

A handwritten signature in black ink that reads "Joe Palmer". The signature is written in a cursive, flowing style.

Joe Palmer

Fire Chief

*Capital Improvements Program
Project Detail Sheet*

Department:	Fire Department	Estimated Cost:	\$740,000
Fiscal Year:	FY 2014 / 2015	CIP Matrix Score:	16
New / Repl:	New	Fund:	General
Estimated Date to Begin:	August 2014	Estimated Date of Completion:	June 2015

Project Description:

Purchase of a Custom Cab Aerial Ladder Truck with a 1500 gallon per minute pump and a 500 gallon water tank. The Truck will have a 75' mid-mounted ladder with a 1000 lb. Tip load with water flowing 90 degrees to the side. The purchase of this piece of equipment will include all necessary NFPA, ISO, and Firefighter safety equipment that is needed to serve as a ladder company.



Revenue Impact (if any):
No significant impact

Operating Cost Impact:
The operating costs associated with this piece of equipment would be fuel and maintenance costs similar to an existing fire engine. There would be an annual service test required to test the aerial ladder by a third party contractor that would be approximately \$800.00 per year.

*Capital Improvements Program
Project Detail Sheet*

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Description of Need:

There are two basic reasons for the purchase of this piece of equipment, improved ISO ratings and improving fire ground operations. Maintaining and/or improving ISO ratings impact citizens and business owners. During our last ISO evaluation it was recommended our Department place an additional Ladder/Service Company in service to receive maximum credit. The purchase of this piece of equipment will also allow changes in current building height limitations that can discourage economic development. The purchase of this piece of equipment will greatly improve the Department's fire ground operations by the ability to quickly reach roof tops and second story windows for rescue and ventilation purposes.

Financing Information:

The total purchase price of this piece of equipment is \$740,000.00 this figure could be reduced by trading one of our older pieces of equipment in when the purchase is made.

July 8, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Director of Parks and Recreation
Re: Lose and Associates Professional Services Agreement

The purpose of this memo is to request your authorization for Lose and Associates to perform professional design services for Phase I of the Municipal Recreation Complex Master Plan which was presented at the June 2014 BMA meeting. As you recall, Phase I includes the splash pad, parking, sidewalks, detention pond, and utilities.

The proposed design fee is \$14,009.59, and I am requesting your approval of this contract.

Thank you.

PROFESSIONAL SERVICES AGREEMENT

Project: White House Municipal Complex Recreational Facilities Phase 1 (Splash Pad, parking and infrastructure)	Lose & Associates Project: 14065-1
Client: City of White House 105 College Street White House, TN 3718	Date: June 23, 2014

Services: Lose & Associates, the Design Professional, is hereby contracted to provide the following services as authorized by you, the Client.

Professional design services required to bid and construct the 25 space parking lot (asphalt), detention area, and initial splash pad with sidewalk to parking lot. This design is to be based on the master plan for the White House Municipal Complex Recreation Facilities. Lose & Associates will work toward bid documents being completed for bidding by the end of September for early October bidding. Design of the splash pad and required systems will be provided by the splash pad vendor. City will provide survey information to Lose & Associates. According to the master plan a construction budget of \$480,000 is expected for the development of this phase with \$250,000 of the budget being the splash pad. Design fee quoted below are based on 7.5% of construction value of the facilities designed by Lose & Associates, Inc.

The fee includes design, construction documents and assisting the city with bidding.

Fees:
Lump Sum fee of \$14,010.00

Other Conditions: Only items of work specifically called out under this Agreement are to be performed for the specified fee. The Architect may consider any item not so specified as "Additional Services" and will perform these requested services on an hourly fee basis or as specified in a separate agreement. Such Additional Services may include, but are not limited to, the following:

1. Conducting construction administration
2. Obtaining individual 404 permits
3. Conducting environmental studies
4. Obtaining resource alteration permits
5. Changing drawings, specifications or other documents as requested by the Owner after a definite layout has been approved
6. Developing additional topographic information, surveys or inspections.

*Agreement with The City of White House, Tennessee
Recreational Facilities White House Municipal Complex Phase 1
March 18, 2014*

Page 1 of 5

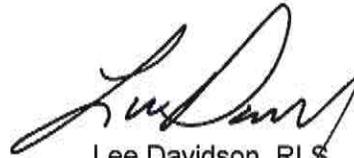
LA #14065-1

Nashville Office: 1314 5th Avenue North, Suite 200 • Nashville, Tennessee 37208 • Phone: 615-242-0040 • Fax: 615-242-1405
Atlanta Office: 220 W Crogan Street, Suite 100 • Lawrenceville, Georgia 30046 • Phone: 770-338-0017 • Fax: 770-338-0397

The Design Professional is to be reimbursed for all standard out-of-pocket expenses as reflected on the attached Hourly Rate Schedule.

Terms and Conditions outlined on the following three pages are a part of this Agreement. Signature by the Client indicates the Client's agreement with the proposed Services, Fees, and Terms and Conditions as set forth in this Professional Services Agreement.

ACCEPTED: This ___ day of _____, 2014 ISSUED: This 23th day of June, 2014



Lee Davidson, RLS
Vice President

Client's signature

Print Name

Title

TERMS AND CONDITIONS

Payment Schedule and Terms – Progress payments for the fees described previously will be due monthly, based on the Design Professional's estimate of the percentage of the work complete. If payment is not received by the Design Professional within 30 calendar days of the invoice date, the Client shall pay as interest an additional charge of 1.5% of the past due amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. Failure to make payments when due shall be cause for suspension of the Design Professional's services, and the filing of a lien against the property.

Current Hourly Rates - An attached table, dated January 1, 2014, outlines our current hourly rates and reimbursable expenses. These rates are current until January 1, 2015, at which time they may be adjusted by the Design Professional.

Additional Services – Only items of work specifically called out under the Services section of this Agreement are to be performed for the specified Fees. The Design Professional will consider any items not so specified as "Additional Services" and will perform those services upon request on an hourly fee basis as outlined on the attached Hourly Rate Schedule. If any Additional Services are requested, the Design Professional shall be reimbursed for associated out-of-pocket expenses as reflected on the attached Hourly Rate Schedule.

Term of Proposal – It is understood that this document outlines proposed Services and Fees to be provided in relation to the Client's project, and that this offer of proposed Services and Fees remains open for sixty (60) days from the date this document is issued. If the Client does not indicate acceptance by signing and returning one copy to the Design Professional within sixty days, this document becomes null and void.

Fee Adjustment – It is understood that in the event this project extends over a period of more than one year from the date of this Agreement, the fees for any remaining services will be adjusted proportionately to the "all items" group of the U.S. Department of Labor's Bureau of Labor Statistics Consumer Index.

Ownership of Documents – All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Design Professional as instruments of service shall remain the property of the Design Professional. The Design Professional shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse for extensions of the project or for new projects shall require written permission of the Design Professional and further compensation at a rate agreed upon by both parties. Any changes made to the construction documents by the Client, or by the Client's representatives, are strictly prohibited without the knowledge and written consent of the Design Professional. The Design Professional shall be released from any liability resulting from the unauthorized alteration of construction documents. The Design Professional grants the Client the right to use the drawings for their use in publications, public meetings, planning efforts, award submittals and the right to reproduce the drawing as needed for stated uses without requesting authorization from the Design Professional.

Jobsite Safety – The Design Professional is not responsible for job site safety during the master planning process. The owner retains sole responsibility and liability associated with securing the site and maintaining job site safety during the planning process.

Applicable Law – Unless otherwise provided, this Agreement shall be governed by Tennessee state law.

Disputes Resolution - All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or breach thereof shall be presented to non-binding mediation, subject to the parties agreeing to a mediator.

Termination of Services – This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail to perform substantially in accordance with the terms of this Agreement through no fault of the party initiating termination. If this Agreement is terminated by the Client, the Design Professional shall be paid for services performed to the termination notice date, including reimbursable expenses due plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination, plus 15 percent of the total compensation earned to the time of termination to account for the Design Professional's rescheduling adjustments, reassignment of personnel, and related costs incurred due to the termination.

Opinion of Probable Cost – In providing opinions of probable construction cost, the Client understands that the Design Professional has no control over costs or the price of labor, equipment, or materials, or over the contractor's method of pricing, and that the opinions of probable construction costs provided are to be made on the basis of the Design Professional's qualifications and experience. The Design Professional makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Limit of Liability - In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Design Professional and its subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of the Design Professional and its subconsultants to all those named shall not exceed **\$50,000** or the Design Professional's total fee for services rendered on this project, whichever is lesser. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

In addition, the Client agrees to indemnify and hold the Design Professional harmless for any damage, liability or cost, including reasonable attorney's fees and defense costs, arising from any errors or omissions contained in the plans, specifications or other contract documents prepared by others. The Client agrees to extend any and all liability limitations and indemnifications provided by the Client to the Design Professional to those individuals and entities the Design Professional retains for performance of the services under this Agreement, including but not limited to the Design Professional's subconsultants and their officers, employees, heirs and assigns.

It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Betterment - If, due to the Design Professional's error, any required item or component of the project is omitted from the Design Professional's construction documents, the Design Professional shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will the Design Professional be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.

Contract Termination – Upon giving the other party five (5) calendar days prior written notice, this Agreement may be terminated by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this agreement is so terminated, the Design Professional shall be paid for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract. The Client shall pay the Design Professional in full within ten (10) calendar days of termination.

ATTACHMENT A - Hourly Rates

LOSE & ASSOCIATES, INC.

HOURLY RATE SCHEDULE (for use with all hourly agreements and for Additional Services)

Professional Services Hourly Rate

Senior Principal/President	\$225.00
Principal I/Vice President.....	\$175.00
Principal II/Vice President.....	\$150.00
Associate	\$130.00
Sr. Environmental Biologist.....	\$125.00
Division Director, President Emeritus	\$125.00
Senior Landscape Architect, Architect, and Engineer	\$110.00
Certified Park & Recreation Specialist.....	\$100.00
Engineer Specialist/Project Coordinator	\$ 97.00
Landscape Architect I, Architect I, Engineer I, Project Manager I.....	\$ 97.00
Landscape Architect II, Architect II, Engineer II, Project Manager II.....	\$ 90.00
Land Planner I, Intern Architect I, Engineer in Training I BIM Specialist, GIS Specialist I, Assistant Graphic Designer I	\$ 80.00
Land Planner II, Intern Architect II, Engineer in Training II GIS Specialist II, Assistant Graphic Designer II.....	\$ 75.00
Technician	\$ 65.00
Corporate Controller	\$ 65.00
Marketing Director	\$ 60.00
Assistant Accounts Manager, Administrative Assistant I	\$ 45.00
Administrative Assistant II	\$ 35.00

Reimbursable Expenses

Consultants' Services	cost + 10%
Prints	cost + 10%
Long Distance Telephone Charges	cost + 10%
Postage and Shipping	cost + 10%
Mileage and Travel Expenses	cost + 10%
Copies	cost + 10%

January 1, 2014

NOTE: All the above-stated fees and expenses are to be billed monthly, and the invoices are due and payable upon receipt. Other reimbursable expenses not shown hereon will be invoiced at our cost plus 10%. These rates are current until January 1, 2015, at which time they may be adjusted by the Design Professional.

July 10, 2014

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Money allocated for the SR76 sidewalk project

I would like to request the use of up to \$20,000 from the SR76/Charles Drive to Pleasant Grove Road capital project for unexpected additional work that is needed to complete the SR76 sidewalk project. There is \$25,000 currently budgeted for the SR76/Charles Drive to Pleasant Grove Road project. There is drainage work that is being done in front of the current library.

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

ORDINANCE 13-08

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

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

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

CHAPTER 13: MISCELLANEOUS
SECTION

13-104. Overgrown and dirty lots.

(8) General Requirements.

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

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

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

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

First Reading: September 19, 2013 PASSED

Second Reading: October 17, 2013 PASSED



Michael Arnold, Mayor

ATTEST:



Kerry Harville, City Recorder