

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Aldermen Meeting*  
May 21, 2015  
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by community pastor
3. Pledge by Alderman
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the April 9<sup>th</sup>, April 16<sup>th</sup>, and May 7<sup>th</sup> meeting
7. Welcome Visitors
8. Public Hearings
  - a. **Ordinance 15-07:** An ordinance amending Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-106. *Second Reading.*
  - b. **Ordinance 15-08:** An ordinance amending the City of White House Zoning Ordinance, Article V, adding a section: 5.052.5. *Second Reading.*
  - c. **Ordinance 15-09:** An ordinance amending the City of White House Zoning Ordinance, Article V. *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 15-04:** A resolution establishing a revised schedule of fees for parks and recreation co-sponsored soccer tournaments.
12. Consideration of the Following Ordinances:
  - a. **Ordinance 15-07:** An ordinance amending Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-106. *Second Reading.*
  - b. **Ordinance 15-08:** An ordinance amending the City of White House Zoning Ordinance, Article V, adding a section: 5.052.5. *Second Reading.*
  - c. **Ordinance 15-09:** An ordinance amending the City of White House Zoning Ordinance, Article V. *Second Reading.*

- d. **Ordinance 15-10:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201. *First Reading.*
- e. **Ordinance 15-11:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, Section 18-301 and 18-302. *First Reading.*
- f. **Ordinance 15-12:** An ordinance amending the City of White House Zoning Map for a 16.01 acre property relative to Sumner County Tax Map 96, Parcels 50.01 & 50.05 from R-20, Low Density Residential, to SPRUD, Suburban Residential Planned Unit Development. *First Reading.*
- g. **Ordinance 15-13:** An ordinance amending the fiscal budget for the period ending June 30, 2015. *First Reading.*
- h. **Ordinance 15-14:** An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2015 through June 30, 2016. *First Reading.*

13. Purchasing

- a. To approve or reject Task Order #8 from McGill Associates for \$59,000.00 for engineering fees associated with the Northern Force Main Improvements project. The Public Services Director recommends approval.
- b. To approve or reject entering into a professional services agreement with KraftCPAs for auditing services. The Finance Director recommends approval.
- c. To approve or reject Stansell Electric Company, Inc. from Nashville, TN proposal of \$31,536.00 for fiber optic cabling for the new library. The City Administrator recommends approval.
- d. To approve or reject installing a security camera system in the new library for \$12,365.00. The City Administrator recommends approval.
- e. To approve an emergency purchase order in the amount of \$12,000 to Blackhawk Audio, Inc. for the services they provided for the American Idol Hometown Visit for Clark Beckham. The City Administrator recommends approval.

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Special Session*  
April 9, 2015  
5:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:01 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. **Resolution 15-02:** A resolution to create an adventure tourism district in White House, Tennessee, and to develop an adventure tourism district plan for submission to the Tennessee Department of Economic and Community Development and to the Tennessee Department of Revenue for joint approval as an Adventure Tourism District pursuant to the Tennessee Adventure Tourism and Rural Development Act of 2011.

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-02 was approved.**

5. Adjournment

Meeting was adjourned at 5:09 pm.

ATTEST:

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

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

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Aldermen Meeting*  
April 16, 2015  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

Special guest Pastor Doug Pessoni from Accurate Image Ministries led the prayer.

3. Pledge by Alderman

The pledge to the American Flag was led by Mayor Arnold.

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the March 19, 2015 meeting

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **March 19, 2015 minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

- a. **Ordinance 15-06:** An ordinance amending the Municipal Code Title 2, Chapter 5 Museum/Welcome Center Board. *Second Reading.*

No one spoke for or against.

- b. **Resolution 15-03:** A resolution of the Board of Mayor and Aldermen of the City of White House, Tennessee, supporting the issuance of multifamily housing revenue bonds (Hallmark Portfolio) Series 2015 not to exceed \$32,232,200 by the Health, Educational and Housing Facilities Board of Sevier County, Tennessee.

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik reminded everyone about the Discover White House event that is scheduled for Saturday, April 18<sup>th</sup> at Heritage High School. In addition, he informed the Board of the upcoming Chamber of Commerce

Business After Hours and Ribbon Cutting ceremony at The General Store on Thursday, April 23<sup>rd</sup> at 5:00 pm.

Mayor Arnold congratulated the Police Chief on the City ranking 3<sup>rd</sup> for safest cities in Tennessee.

City Administrator Gerald Herman stated that they Highway 31W Sidewalk/Bike Lane Phase I project is now complete.

City Administrator Gerald Herman provided an update on the progress of the Tyree Springs/S. Palmers Chapel intersection project.

City Administrator Gerald Herman stated that the Municipal Recreation Complex site work is underway and is expected to be completed by June 30<sup>th</sup>.

City Administrator Gerald Herman provided an update on the half-courts that the Parks Department is building at the Park.

City Administrator Gerald Herman informed the Board that the City will be providing free shuttle services during the Americana Celebration from three sites.

City Administrator Gerald Herman mentioned that the economic development team has been busy strategizing and developing marketing tools to prepare for the ICSC Conference in Las Vegas in May.

10. 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.**

11. Consideration of the Following Resolutions:

- a. **Resolution 15-03:** A resolution of the Board of Mayor and Aldermen of the City of White House, Tennessee, supporting the issuance of multifamily housing revenue bonds (Hallmark Portfolio) Series 2015 not to exceed \$32,232,200 by the Health, Educational and Housing Facilities Board of Sevier County, Tennessee.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-03 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 15-06:** An ordinance amending the Municipal Code Title 2, Chapter 5 Museum/Welcome Center Board. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-06 was approved on Second Reading.**

- b. **Ordinance 15-07:** An ordinance amending Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-106. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Ordinance 15-07 passed on First Reading.**

- c. **Ordinance 15-08:** An ordinance amending the City of White House Zoning Ordinance, Article V, adding a section: 5.052.5. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 15-08 passed on First Reading.**

- d. **Ordinance 15-09:** An ordinance amending the City of White House Zoning Ordinance, Article V. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 15-09 passed on First Reading.**

### 13. Purchasing

- a. To approve or reject the purchase of a Toro Sand Pro 3040 Infield Groomer for \$14,677.26 and attachments for \$1,901.64 from State of Tennessee Contract (Smith Turf and Irrigation in Charlotte, NC). The Parks and Recreation Director recommends approval.

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

- b. To approve or reject removing from the asset list six 60' light poles, twelve 39' light poles, and fixtures. These items will be posted for sale on GovDeals. The Parks and Recreation 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 removing from the asset list a Sharp AR-BC260 copy machine (Serial #: 55008025) and selling on GovDeals. The Police Chief 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.**

- d. To approve or reject spending \$15,045.00 on a book security system for the new library. The Library Director recommends approval.

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

- e. To approve or reject Dove Construction, Inc.'s Change Order #1 for \$13.28 for the Meadows Area Sanitary Sewer Improvements project. The Public Services Director recommends approval.

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

- f. To approve or reject the bid from Ideal Building Solutions Roofing & Construction of \$111,250.00 to replace the roof over the offices in City Hall. The City Administrator 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.**

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Study Session*  
May 7, 2015  
5:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:00 pm.

2. Roll Call

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

3. New Business

a. Review the FY 2015-2016 proposed budget

City Administrator Gerald Herman presented the Board of Mayor and Aldermen the proposed budgets for FY2016. The Board reviewed each budget, line by line, and asked questions as needed.

Following the Board of Mayor and Aldermen Budget Retreat in March each requested capital project was ranked based on the CIP Matrix score, department head priority, and Board priorities. Since there is not enough money in General Fund balance to cover all of the capital projects this year City Administrator Gerald Herman proposed that we remove five General Fund requested projects from the capital project list and apply for a note to cover a portion (\$351,250) of the requested fire truck (1500 GPM Pumper). The Board discussed his proposal and agreed that the proposition seemed to be the best option for the city. The FY2016 budget will be presented before the Board for its first reading on Thursday, May 21, 2015.

4. Adjournment

Meeting was adjourned at 6:45 pm.

ATTEST:

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

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

REPORTS....

**General Government Department**  
**April 2015**

**Administration**

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

- April 02: Robertson County Joint Economic Development Meeting
- April 06: Town Center Development Meeting
- April 07:
  - Cemetery Board
  - RTA Operations and Marketing Committees
- April 08:
  - Homestead Rental Properties Meeting
  - Kroger Representative Meeting regarding possible expansion of current location
  - Robertson County Select Property Evaluation
  - RFCSP Roof Committee
- April 09:
  - United Chambers of Sumner County Annual Luncheon
  - Americana Celebration Planning Meeting
  - Board of Mayor and Aldermen Special Called Meeting
- April 10: Chart of Accounts Meeting
- April 13:
  - Lowes Millwork Fire Line Issues Meeting
  - Planning Commission Meeting
  - Board of Zoning Appeals Meeting
- April 14: Coffee Shop Vendor (Soteria) Meeting
- April 15:
  - Metropolitan Planning Organization Executive Board Meeting
  - Access Management MPO Meeting
- April 16:
  - NEXT Program at Heritage High School
  - Board of Mayor and Aldermen Meeting
- April 18: Discover White House
- April 20: Town Center Development Meeting
- April 21:
  - Chamber of Commerce Luncheon
  - Drug Free Workplace Supervisor Training
  - Auditing Services Committee Meeting
- April 22: TCMA Spring Conference
- April 23:
  - TCMA Spring Conference
  - Business After Hours and Ribbon Cutting at The General Store
- April 24: TCMA Spring Conference
- April 27:
  - American Idol Home Town Visit Planning Meeting
  - Sewer Ordinance and Copes Crossing Lift Station Meeting
- April 28: Municipal Recreation Complex Progress Meeting
- April 29:
  - Library Construction Progress Meeting
  - Sewer Modeling Meeting
  - Mural (new library) Committee Meeting
  - Goodall Homes Development Meeting
- April 30:
  - TN Treasury/TCRS Meeting
  - American Idol Home Town Visit Planning Meeting

**General Government Department  
April 2015**

**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 2014-2015.

<b>Budget</b>	<b>Budgeted Amount</b>	<b>Expended/Encumbered*</b>	<b>% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)</b>
General Fund	\$12,795,795	\$10,508,996	↓1.20
Cemetery Fund	\$42,426	\$41,904	↑15.44
Debt Services	\$769,119	\$267,358	↓48.57
Healthcare	\$68,500	\$50,974	↓8.92
Impact Fees	\$165,835	\$151,923	↑8.28
Industrial Development	\$50,300	\$38,832	↓6.13
Parks Sales Tax	\$133,284	\$133,272	↑16.66
Police Drug Fund	\$6,833	\$3,908	↓26.14
Solid Waste	\$1,057,598	\$877,552	↓0.35
State Street Aid	\$263,000	\$244,715	↑9.72
Stormwater Fund	\$3,500	\$3,500	↑16.67
Wastewater	\$8,920,983	\$5,487,896	↓21.81

\*Expended/Encumbered amounts reflect charges from July 1, 2014 – June 30, 2015.

**Purchasing**

The Purchasing Specialist's goal is to have an error rate of less than 10% on purchase orders submitted for processing. The April 2015 error rate was 1.4%.

**Total Purchase Orders**

	<b>FY 2015</b>	<b>FY 2014</b>
July	231	212
August	170	140
September	107	142
October	149	152
November	113	110
December	130	110
January	124	119
February	88	132
March	145	154
April	147	157
May		149
June		156
<b>Total</b>	<b>1,404</b>	<b>1,733</b>

**Purchase Order Errors by Department**

	<b>Apr. 2015</b>	<b>FY 2015*</b>
Admin.	0	0
Bldg. Maint.	0	0
Cemetery	0	0
Codes	0	0
Court	0	0
Finance	0	0
Fire	0	2
HR	0	0
Library	1	6
Parks	0	3
Police	1	2
Public Works	0	2
Sanitation	0	0
Wastewater	0	3
<b>Total</b>	<b>2</b>	<b>18</b>

\*Errors by department started being tracked in July 2014.

<b>Purchase Orders by Dollars</b>	<b>Apr. 2015</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>Total for FY15</b>	<b>Total for FY14</b>
Purchase Orders \$0-\$1,999	126	1,175	1,517	\$607,057.10	\$529,278.93
Purchase Orders \$2,000-\$9,999	11	144	154	\$588,543.60	\$551,768.46
Purchase Orders over \$10,000	10	85	62	\$11,609,721.35	\$6,221,273.04
<b>Total</b>	<b>147</b>	<b>1,404</b>	<b>1,733</b>	<b>\$12,805,322.05</b>	<b>\$7,302,320.43</b>

**General Government Department  
April 2015**

**Website Management**

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

	2014 - 2015 Update Requests	2013 - 2014 Update Requests	2012 - 2013 Update Requests	2014 - 2015 Page Visits	2013 - 2014 Page Visits	2012 - 2013 Page Visits
July	102	162	31	562,455	250,487	85,214
August	83	186	49	265,548	468,840	63,924
September	107	126	32	352,406	262,563	82,694
October	93	86	24	328,241	296,397	113,317
November	67	92	21	361,124	282,249	121,011
December	96	137	22	393,777	279,207	98,573
January	89	126	51	246,658	555,161	98,082
February	116	137	45	389,805	426,376	96,253
March	98	127	22	355,975	1,191,691	118,982
April	82	95	45	549,670	262,646	170,040
May		81	212		238,690	223,064
June		67	117		610,113	193,101
<b>Total</b>	<b>933</b>	<b>1,355</b>	<b>554</b>	<b>3,255,989</b>	<b>5,124,420</b>	<b>1,366,173</b>

**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.

	2014 - 2015 New Likes	2013 - 2014 New Likes	2012 - 2013 New Likes	2014 - 2015 # of Posts	2013 - 2014 # of Posts	2012 - 2013 # of Posts
July	29	34	19	49	14	5
August	23	25	13	30	22	3
September	26	10	14	37	11	4
October	57	7	17	47	18	4
November	25	21	18	21	10	10
December	39	97	17	34	17	6
January	34	36	9	25	15	3
February	69	33	15	36	27	2
March	40	16	10	40	25	2
April	192	20	7	30	22	3
May		21	6		19	3
June		40	15		19	18
<b>Total</b>	<b>534</b>	<b>320</b>	<b>306</b>	<b>349</b>	<b>200</b>	<b>59</b>

**Twitter Management**

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

	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2012 - 2013 Total Followers	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets	2012 - 2013 # of Tweets
July	418	294	223	42	14	5
August	422	314	227	30	22	1
September	432	322	237	32	11	2
October	439	322	237	33	18	4
November	446	322	239	22	10	10
December	451	337	245	28	17	6
January	462	346	260	20	10	3

**General Government Department  
April 2015**

<b>February</b>	478	361	262	28	20	2
<b>March</b>	481	370	267	31	25	2
<b>April</b>	498	385	277	26	21	3
<b>May</b>		464	284		15	3
<b>June</b>		410	275		19	18
<b>Total</b>	N/A	N/A	N/A	292	162	59

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Roof Repair Committee
- Pressure wash concrete where gazebo was and install bike rack\
- Bathroom renovation in hallway

	<b>2014 - 2015 Work Order Requests</b>	<b>2013 - 2014 Work Order Requests</b>
<b>July</b>	25	N/A
<b>August</b>	10	N/A
<b>September</b>	19	N/A
<b>October</b>	27	N/A
<b>November</b>	15	N/A
<b>December</b>	15	8
<b>January</b>	31	19
<b>February</b>	23	33
<b>March</b>	24	15
<b>April</b>	22	15
<b>May</b>		31
<b>June</b>		20
<b>Total</b>	<b>211</b>	<b>141</b>

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

**Human Resources Department  
April 2015**

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

- April 02: Chamber of Commerce Ambassadors Meeting
- April 06: Police Officer Interviews
- April 09: United Chambers of Sumner County Annual Luncheon  
Americana Independence Day Celebration Committee Meeting
- April 15: Chamber of Commerce Discover White House Committee Meeting
- April 18: Chamber of Commerce Discover White House
- April 21: Chamber of Commerce Luncheon

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

	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	2	0	0
August	0	0	1	2
September	3	1	1	0
October	1	1	0	1
November	1	0	1	1
December	0	0	2	0
January	0	1	2	0
February	1	1	0	0
March	1	0	0	0
April	1	2	2	3
May		1	2	0
June		0	1	0
<b>Total</b>	<b>8</b>	<b>9</b>	<b>12</b>	<b>7</b>

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

	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	2	0	0
August	1	0	1	0
September	1	1	0	0
October	1	2	1	1
November	2	0	1	0
December	1	1	1	2

	2013- 2014	2014 - 2015	2012- 2013	2011 - 2012	2010- 2011
January	1	2	0	0	0
February	2	2	0	0	3
March	1	0	1	0	0
April	0	2	1	1	1
May		0	0	0	0
June		2	0	0	0
<b>Total</b>	<b>10</b>	<b>14</b>	<b>6</b>	<b>7</b>	<b>7</b>

**Human Resources Department  
April 2015**

**Full-Time Turnover Goal:** To reduce the three-year average from 12.66% to 12.00%.

	2014 - 2015		2013 - 2014		2012 - 2013		2011 - 2012	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
July	0	0.00%	1	1.16%	1	1.12%	4	4.60%
August	0	0.00%	0	0.00%	0	0.00%	1	1.15%
September	1	1.11%	0	0.00%	1	1.12%	0	0.00%
October	0	0.00%	1	1.16%	1	1.12%	1	1.15%
November	1	1.11%	2	2.33%	1	1.12%	2	2.30%
December	1	1.11%	1	1.16%	0	0.00%	0	0.00%
January	0	0.00%	0	0.00%	1	1.12%	3	3.45%
February	1	1.11%	0	0.00%	1	1.12%	2	2.30%
March	0	0.00%	0	0.00%	0	0.00%	1	1.15%
April	0	0.00%	0	0.00%	0	0.00%	2	2.30%
May			1	1.19%	2	2.25%	2	2.30%
June			0	0.00%	0	0.00%	1	1.15%
<b>Total</b>	<b>3</b>	<b>4.44%</b>	<b>6</b>	<b>7.14%</b>	<b>8</b>	<b>8.99%</b>	<b>19</b>	<b>21.84%</b>

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

	2014 - 2015	2013 - 2014	2012 - 2013
July	0	0	
August	1 (D)	0	
September	1 (T)	1 (S)	
October	0	1 (T)	
November	0	1 (S) 1 (T)	
December	0	0	
January	0	0	2 (S)
February	1 (S)	0	0
March	0	0	1 (T)
April	0	0	0
May		0	1 (S)
June		0	0
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>

(T) - Termination

(S) - Suspension

(D) - Demotion

**Finance Department  
April 2015**

**Finance Section**

The Finance Director attended the following events in April: (4/1) Certified Municipal Finance Officer "Internal Audit and Control" class, (4/10) Standardization of Chart of Accounts meeting, (4/21) TN Drug Free Workplace Supervisor Training, and (4/29) Certified Municipal Finance Officer "Government Accounting I" class. During April, the Purchasing Coordinator began the RFP process and formed a committee to select an auditing service. This committee met on April 21, 2015 and included the City Administrator, City Recorder, Finance Director, Accounting Specialist, and Purchasing Coordinator. The Finance Director will discuss the committee's recommendation to select an auditing service at the May 21, 2015 Board of Mayor and Aldermen meeting. During April, the Finance Department also continued to work on budget planning for FYE 6/30/2016.

**Performance Measures**

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

Operating Fund	Budgeted Operating Revenue (\$)	Fund Balance Goal (\$)	Current Month Fund Cash Balance (\$)	Current Fund Cash Balance Performance
General Fund	10,895,975	2,179,195	6,238,630	57%
Cemetery Fund			181,925	
Debt Services			538,081	
Healthcare			241,532	
Impact Fees			84,801	
Industrial Development			129,480	
Park Sales Tax			32,736	
Police Drug Fund			42,555	
Solid Waste			535,935	
State Street Aid			83,033	
Stormwater Fund			31,265	
Wastewater			3,163,968	

*Balances do not reflect encumbrances not yet expended.*

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2014-2015.

Operating Fund	FY2015 Est. Revenues (\$)	Realized (\$)*	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	**10,895,975	7,221,373	↓17.06%
Cemetery Fund	27,450	31,928	↑32.98%
Debt Services	809,250	715,976	↑5.14%
Healthcare	47,290	50,855	↑24.21%
Impact Fees	8,250	26,614	↑239.26%
Industrial Development	47,080	86,951	↑101.35%
Park Sales Tax	78,280	64,020	↓1.55%
Police Drug Fund	8,515	17,972	↑127.73%
Solid Waste	804,832	662,857	↓0.97%
State Street Aid	274,371	225,736	↓1.06%
Stormwater Fund	50,250	52,966	↑22.07%
Wastewater	7,841,669	4,663,503	↓23.86%

\*Realized amounts reflect revenues realized from July 1, 2014—April 30, 2015

\*\*Estimate reflects \$2.8 million of Library bond proceeds that were realized in prior fiscal year and should not have been estimated for the current year

**Finance Department  
April 2015**

**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	197 direct deposits 2 checks	0 Retro adjustments	0 Voids

**Accounts Payable**

	Apr. 2015	Mar. 2015	Feb. 2015	Jan. 2015
<b>Total # of Invoices Processed</b>	385	314	302	246

**Business License Activity**

	Apr. 2015	FY 2015 YTD	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
<b>Opened</b>	13	95	74	80	52	55
<b>Closed</b>	0	4	13	140*	6	3

\*129 businesses deemed uncollectable in October 2012

**Utility Billing**

	Apr. 2015	YTD FY 2015	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
<b>New Builds (#)</b>	10	53	55	28	15	44
<b>Move Ins (#)</b>	53	399	506	481	493	414
<b>Move Outs (#)</b>	56	415	516	479	455	446
<b>Late Payments (\$)</b>	4,609	54,643	69,241	65,074	67,810	62,880
<b>Late Payments (#)</b>	902	13,386	12,840	12,685	12,857	11,790
<b>Disconnect for non-payment (#)</b>	49	340	514	258*	n/a	n/a

\*Only 6 months of data available for disconnects in FY 2013

**Police Department  
April 2015**

**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in April:** Rotary Club Meeting ( April 2, 9, 16, 23, & 30), Department Head Meeting (April 6 & 20), New Officer Interview Panel (April 6), 911 User Group (April 8), Americana Celebration Planning (April 9), BMA Special Calling Meeting (April 9), Chief's Interviews for two new Officers (April 13), Robertson County Chief's Meeting (April 14), Board of Mayor and Alderman Meeting (April 16), 911 Board Meeting (April 21), Drug Task Force Meeting (April 22), Command Staff Meeting (April 23), American Idol Home Town Visit Planning (April 27), American Idol Event Operations Planning and American Idol Producer Meeting (April 30<sup>th</sup>).

**Police Department Administration Performance Measurements**

1. **Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.** The accreditation process has 161 professional standards that need to be met. Accreditation Manager, Susan Johnson, is currently working on the new standards. We have 59 of the proofs for the 161 standards complete for 2015. Susan Johnson will be attending the LEACT (Law Enforcement Accreditation Coalition of Tennessee) 2015 Winter Conference that was rescheduled for May 20 – 22, 2015.
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 25 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,000 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	104	0	104
March	0	24	56	80
April	0	80	24	104
<b>Grand Total</b>	0	208	80	288

**Patrol Division Performance Measurements**

1. **Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 243 shifts during the Fiscal Year 2014-2015. (There are 730 Patrol Shifts each year.)**

Number of Officers on Shift	April	FY 2014-2015
Two (2) Officers per Shift	18	79
Three (3) Officers per Shift	42	541

2. **Acquire and place into service two Police Patrol Vehicles.** Both new vehicles for the 2014-2015 FY are on the road. **Complete.**
3. **Conduct two underage alcohol compliance checks during the Fiscal Year 2014-2015.** Compliance checks will be conducted in the of Spring 2015.
4. **Maintain or reduce TBI Group A offenses at the three-year average of 65 per 1,000 population during the calendar year of 2015.**

**Police Department  
April 2015**

Group A Offenses	April 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<b>Serious Crime Reported</b>				
Crimes Against Persons	13	1	49	5
Crimes Against Property	37	3	112	10
Crimes Against Society	8	1	44	4
<b>Total</b>	<b>58</b>	<b>5</b>	<b>205</b>	<b>19</b>
<b>Arrests</b>	<b>45</b>		<b>153</b>	

*\*U.S. Census Estimate 2013 – 10,752*

5. *Maintain a traffic collision rate at or below the three-year average of 324 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2015.*

	April 2015	TOTAL 2015
<b>Traffic Crashes Reported</b>	<b>35</b>	<b>122</b>
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	<b>198</b>	<b>877</b>
<b>Written Warnings</b>	<b>108</b>	<b>466</b>
<b>Verbal Warnings</b>	<b>296</b>	<b>1,180</b>

6. *Maintain an injury to collision ratio of not more than the three-year average of 15% by selective traffic enforcement and education during the calendar year 2015.*

<b>COLLISION RATIO</b>				
<u>2015</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>April</b>	35	7	20%	14%

**Traffic School:** Sgt. Brisson instructed Traffic School in April 9<sup>th</sup>. Nine students were in attendance.

**Staffing**

- Oral interviews and a Chief's interview for two new officers were completed mid-April. Two new Officers were hired:
  - Brad McMurtry started on April 27<sup>th</sup>. Officer McMurtry is a graduate of White House High School. He has a degree in Criminal Justice from UT-Martin. He will go to the Tennessee Law Enforcement Training Academy in June.
  - Emmanuel (Manny) Manoloules started on April 28<sup>th</sup>. He is a graduate of White House High School. He will go the Tennessee Law Enforcement Training Academy in June.

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

**Sumner County Emergency Response Team:**

- On April 11<sup>th</sup>, ERT was called in to search for a wanted person in Portland.
- On April 14<sup>th</sup>, they did a search warrant for narcotics in Gallatin.
- ERT had training in Tullahoma, TN April 15 to April 16, 2015.

**Police Department  
April 2015**

***Volunteer Reserve Officers:***

- On April 7<sup>th</sup>, Sgt. Eric Enck spoke to the Citizen's Police Academy about the Reserve program.
- The Reserves trained on Defensive Tactics and Personal Safety on April 14<sup>th</sup>.

**Support Services Performance Measurements**

1. ***Maintain or exceed a Group A crime clearance rate at the three-year average of 77% during calendar year 2015.***

<b>2015 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<b><i>April</i></b>	78%	78%

**Communications Section**

	<b>April</b>	<b>Total 2015</b>
Calls for Service	1,209	4,598
Alarm Calls	32	113

**Request for Reports**

	<b>April 2015</b>	<b>FY 2014-2015</b>
Requests for Reports	31	238
Amount taken in	\$30.30	\$194.05
Tow Bills	\$0.00	\$415.00
Emailed at no charge	20	275
Storage Fees	\$0.00	\$0.00

***Governor's Highway Safety Office (GHSO):***

- The GHSO monthly meeting was held in Gallatin on April 28<sup>th</sup>.

***Volunteer Police Explorers:*** The Explorers had meetings on April 13<sup>th</sup> and April 27<sup>th</sup>.

***Item(s) sold on Govdeals:*** 2005 Ford Taurus sold for \$960.00

**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.***  
Due to the resignation of Captain Mingledorff, the D.A.R.E program has been suspended until Fall 2015.
2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.***  
Planning for Safety Day 2015 will be starting soon. Safety Day will be held on Monday, September 7<sup>th</sup> (Labor Day).
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Citizen's Police Academy is currently being held. They have 12 attendees. Graduation is scheduled for May 12<sup>th</sup>.

**Police Department  
April 2015**

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
- Sgt. Enck instructed four 5 hour Defensive Tactic sessions at Goodlettsville Police Department on April 14<sup>th</sup> and 21<sup>st</sup>.
  - The Police Department had a booth at Discover White House on April 18<sup>th</sup>.
  - **Wheels In Motion** – Four Bike Helmet giveaways (one at HB Williams on April 23<sup>rd</sup>, two at Heritage Elementary on April 23<sup>rd</sup> and one at Christian Community on April 30<sup>th</sup>).
  - Sgt. Enck judged an Art Fair at Robert F. Woodall on April 23<sup>rd</sup>.
  - S.P.E.A.R.E class was held at White House High School with approximately 65 girls on April 24<sup>th</sup>.

**Special Events:** *WHPD Officers participated in the following events during April:*  
Nothing to report at this time.

**Upcoming Event:**  
Citizen's Police Academy Graduation (May 12<sup>th</sup>)  
WHPD Annual Awards Ceremony (May 19<sup>th</sup>)  
Safety Day (September 7<sup>th</sup>)

<b>2015 Participation in Joint Community Events</b>		
	<b>April 2015</b>	<b>Year to Date</b>
<b>Community Activities</b>	<b>8</b>	<b>11</b>

**Fire Department  
April 2015**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 78 requests for service during the month with 58 responses being medical emergencies. The Department responded to 4 vehicle accidents with reported injuries with three patients transported to area hospitals.

**April 1<sup>st</sup> 10:21am** – The Department was dispatched to a vehicle crash at 2790 Hwy 31W when fire units arrived on scene there were two vehicles involved in a head on crash. There were two patients who required treatment and were transported to area hospitals with non-life threatening injuries.

**April 12<sup>th</sup> 4:14pm** – The Department was dispatched to a vehicle crash at Hwy 31W and McCurdy Rd. when fire units arrived on scene the crash involved a motorcycle. The Rider received some cuts and bruises but refused medical treatment and transport. There were no other vehicles involved or injuries reported with this incident.

**April 29<sup>th</sup> 6:57pm** – The Department was dispatched to a reported car fire at 31W and Marlin Rd. the fire had been extinguished before fire units arrived. There were no other property damage or injuries reported with this incident.

**Fire Administration**

**April 8<sup>th</sup>** – Chief Palmer, Captain Railey and A shift, participated in a mock vehicle crash at Heritage High School to teach the students the importance of driving safely.

**April 9<sup>th</sup>** – Chief Palmer attended the Americana Celebration Planning Meeting at city hall.

**April 14<sup>th</sup>** – Captain Railey and A shift participated in a mock vehicle crash at White House High School to teach the students the importance of driving safely.

**April 18<sup>th</sup>** – Chief Palmer, Asst. Chief Sisk, Department members participated in the annual Discover White House event at Heritage High School.

**April 21<sup>st</sup>** – Chief Palmer and Asst. Chief Sisk attended the monthly Robertson County 911 meeting in Springfield.

**April 27<sup>th</sup>** – Chief Palmer attended the American Idol Home Town Visit Planning meeting at city hall.

**April 27<sup>th</sup> thru April 30<sup>th</sup>** – Chief Palmer and Asst. Chief Sisk attended several American Idol Event Operations Planning meetings throughout the week at fire station 2 to prepare for the Clark Beckham visit on May 1<sup>st</sup>.

**April 28<sup>th</sup>** – Chief Palmer, Asst. Chief Sisk attended the monthly safety committee meeting.

**April 30<sup>th</sup>** – Chief Palmer, Asst. Chief Sisk, and the Fire Captains attended a staff meeting at fire station 2.

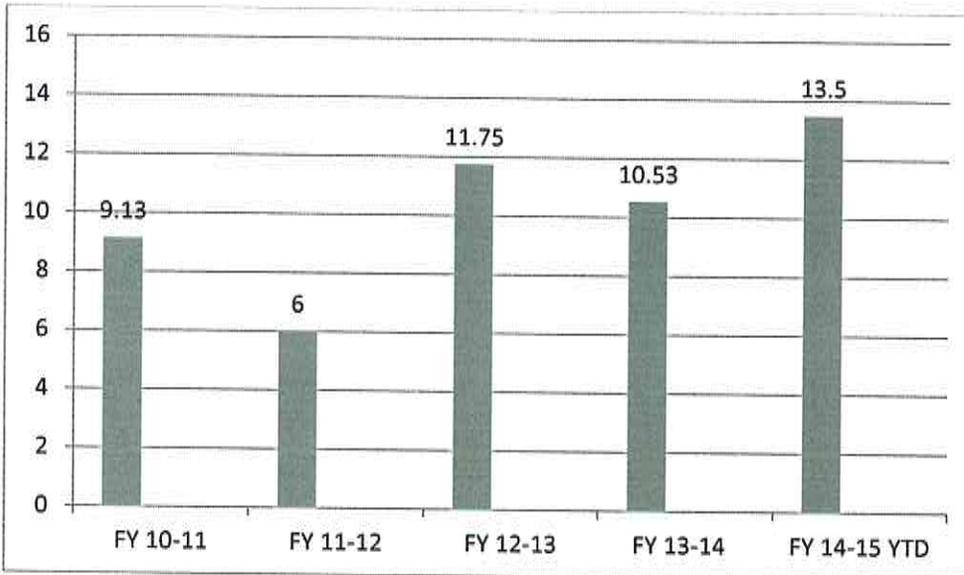
During the month of April Asst. Chief Sisk attended three National Weather Service conference calls.

**Fire Department  
April 2015**

**Monthly Performance Indicators**

**Personnel Responding to Structure Fires**

The Department goal in this area would be to exceed our current four year average of 9.3 firefighters for each structure fire response.

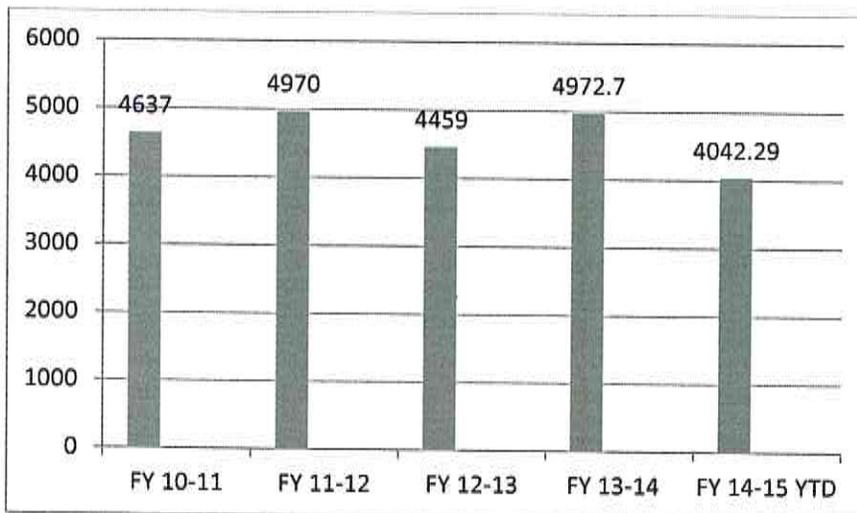


**Incident Responses**

Structure Fires	0	Vehicle Accidents(general cleanup)	3
Other Fires	0	Vehicle Accidents(With injuries)	4
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	1	False Alarms/Calls	6
Hazmat	0	Assist other Governmental Agency	0
Other Calls	5	<b>Total Responses for the Month</b>	<b>78</b>
Emergency Medical Responses	58	<b>Total Responses Year to Date</b>	<b>834</b>

**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.

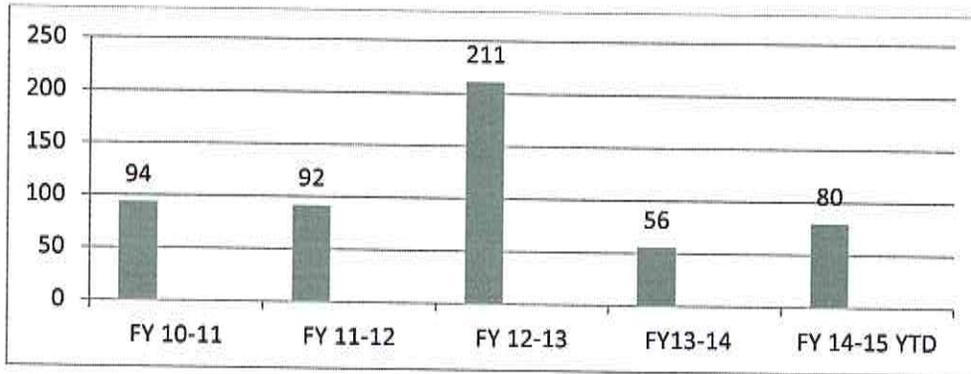


**Fire Department  
April 2015**

Total Training Man-hours for the Month	305.71	Total Training Man-hours Year to Date	4042.29
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**Fire Inspection**

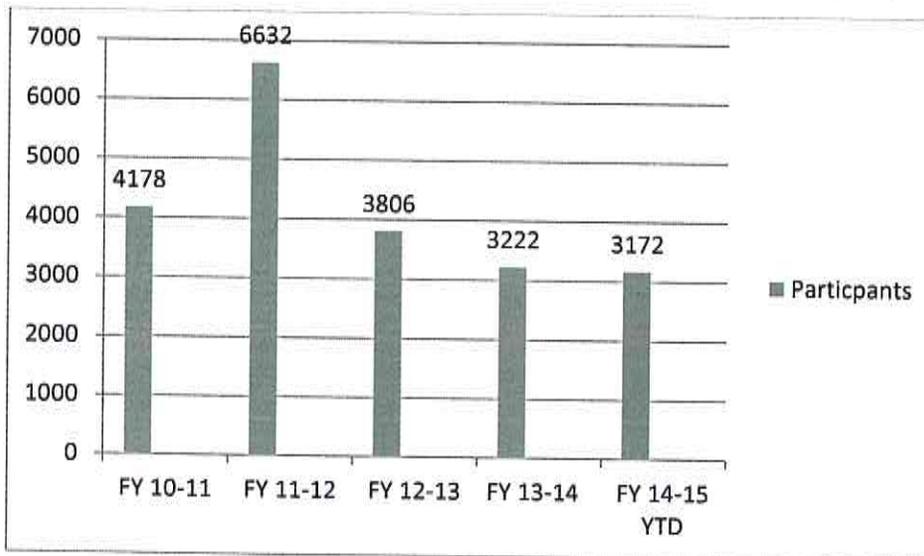
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



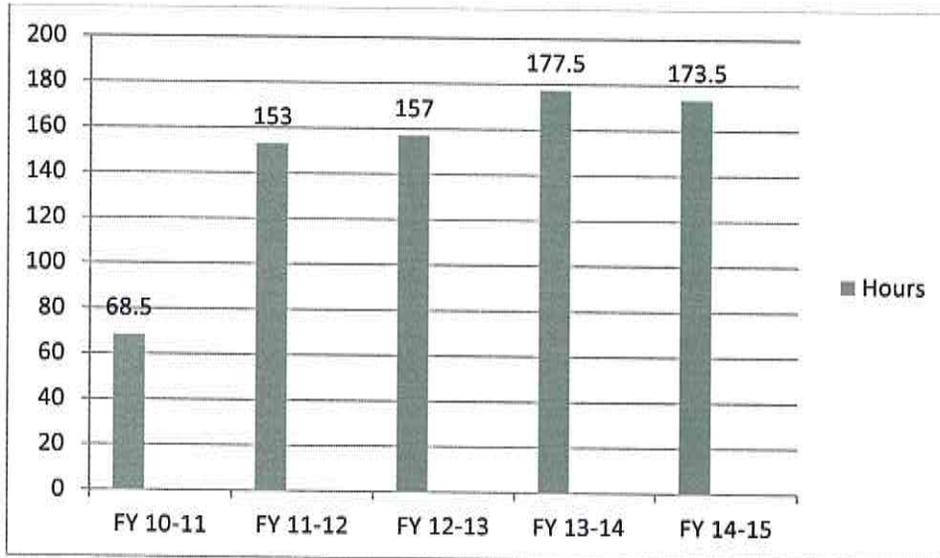
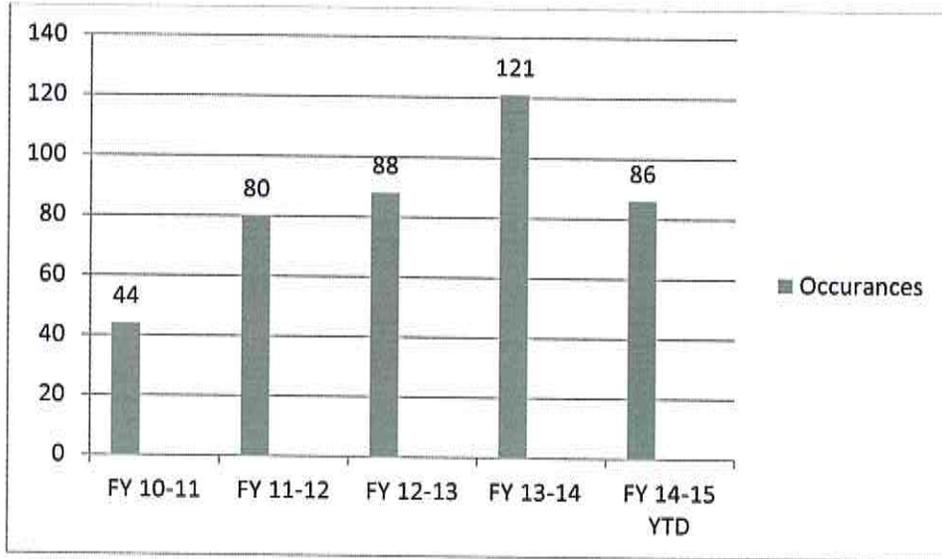
Fire Inspections	5	Year to Date	80	Plat / Plan Reviews	4	Year to Date	31
Fire Investigations	0	Year to Date	6	Fire Preplans	0	Year to Date	6

**Public Fire Education**

It is a Department goal to exceed our last three years averages in Participates (4553) Occurrences (96) and Contact Hours (163). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training and Safety Day.



**Fire Department  
April 2015**



Participants	826	Education Hours	19
Participants Year to Date	3172	Education Hours Year to Date	173.5
Number of Occurrences	11	Number of Occurrences Year to Date	86

**Public Services Department - Public Works Division  
April 2015**

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

1. (1) PW Supervisor;
2. (1) Full-time PW crew leader;
3. (2) Full-time truck drivers (1 @ 100% PW & 1 @ 100% Solid Waste);
4. (3) Full-time maintenance workers (2 @ 50/50 PW/SW, 1 @ 100% PW).

<u>Total Hours Worked</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>YTD 14/15</u>
Sanitation	9,912	8,930	5,975	3,138	219	277	2,376
Street	3,502	3,539	3,765	4,485	361	197	3,383
Facility Maintenance	143	100	124	839	254	268	1,626
Fleet Maintenance	394	147	445	857	108	71	964
Meeting/Training	241	135	332	653	82	60	435
Leave	1,311	915	1,005	1022	42	3	691
Holiday	1,040	1,040	650	730	0	60	780
Overtime	0	0	70	166	39	1	255
Administrative	0	0	0	496	64	84	663

**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.

<u>Sanitation</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>YTD 14/15</u>
Brush Collection Stops	3,841	2,970	2,787	5,394	535	800	4,462
Brush Truck Loads	422	468	302	644	59	70	416
Leaves Pickup Bags	N/A	N/A	519	4,324	255	713	2,912
Brush/Leaves Hours	N/A	N/A	585	2,119	148	205	1,348
Litter Pickup Bags	960	0	168	535	17	18	251
Litter Pickup Hours	N/A	N/A	443	829	71	72	895

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The April 2015 work order report shows that staff made 42 requests on the WI web portal system, of which only 12 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.

<u>Solid Waste</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>YTD 14/15</u>
Tons	3,590	3,634	3,458	3,315	255	311	2,553
Disposal Fee	\$88,187.52	\$88,325.03	\$85,077.60	\$82,869.34	\$6,693.16	\$8,417.85	\$72,233.20

**Public Services Department - Public Works Division  
April 2015**

SW Accounting	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Mar-15	Apr-15	YTD 14/15
Units Billed	43,655	44,485	44,244	44,953.00	3,804	3,857	38,040.00
Receivables	\$676,350.00	\$683,625.00	\$690,098.50	\$692,727.50	\$66,538.00	\$66,742.00	\$661,841.12
Revenue	\$634,738.25	\$654,858.69	\$684,487.53	\$705,287.91	\$68,599.65	\$67,132.72	\$648,990.48

**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 10/11	FY 11/12	FY 12/13	FY 13/14	Mar-15	Apr-15	YTD 14/15
Participants	660	715	809	525	67	78	569
Tons	119	168	141	168	15	26	137
Disposal Fee	\$14,654.62	\$16,513.14	\$15,473.00	\$16,913.54	\$1,029.76	\$1,938.54	\$11,061.86

**Recycling Program:**

The goal for the recycling program is to achieve an overall recycling rate of 25%. At present we are recycling approximately 16% of our solid waste stream. I will add cardboard recycling containers to the drop-off program during the upcoming bid process as a means to increase our diversion rate of recyclable materials from the solid waste stream. The total volume of recyclables collected curbside during the month was approximately 22 tons of material which is a savings of about \$1,825.00 in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately \$353.35. This is a net gain of \$2,177.08.

Recycling	FY 10/11	FY 11/12	FY 12/13	FY 13/14	Mar-15	Apr-15	YTD 14/15
Curbside Tons	253	244	393	456	40	45	330
Recycling Rate	7%	7%	13%	14.3%	15%	13%	15%
Fee (old program)	\$5,081.27	\$6,736.13	N/A	N/A	N/A	N/A	N/A
Revenue (curbside)	-	-	\$4,749.94	\$3,469.56	\$36.58	\$58.10	\$2,412.14
<i>Metal (dropoff) Tons</i>	23	11	62	42	6	4	25
Metal Revenue	\$4,819.75	\$3,167.45	\$10,555.50	\$6,240.40	\$511.20	\$344.80	\$3,709.10

**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 10/11	FY 11/12	FY 12/13	FY 13/14	Mar-15	Apr-15	YTD 14/15
Drainage Requests	1	3	27	17	3	2	17
Drainage Work (feet)	620	58	1,457	2,513	200	0	2,072
Drainage Man Hours	N/A	N/A	891	1261	18	1	942
Debris Removed Loads	N/A	N/A	75	57	5	3	63
Sweeping Man Hours	0	0	0	272	53	34	354

**Public Services Department - Public Works Division  
April 2015**

**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 10/11	FY 11/12	FY 12/13	FY 13/14		Mar-15	Apr-15	YTD 14/15
Curb Repair	3	0	1	1		0	0	0
Shoulder LF	0	0	788	3,331		0	0	100
Shoulder Hours	0	0	0	88		0	0	51
Potholes	336	168	125	202		29	30	190
Pothole Hours	N/A	N/A	N/A	600		100	110	703
Mowing Hours	0	0	101	446		0	2	101
R-O-W Hours	N/A	N/A	N/A	12		16	6	251
Signs	225	119	153	106		65	12	221
Sign Work Hours	N/A	N/A	N/A	219		57	35	417
Salt Tons	20	55	4	79		16	0	76
Salt Hours	N/A	N/A	N/A	159		115	0	385
Decorative Streetlight Hours	0	0	0	0		2	9	32

**1. SIGN REPLACEMENT:**

Staff continues to go through the City and replace all of the missing signs. We have a high incidence of sign theft in the City. I had the crews start using anti-theft hardware, but now the vandals are bending the signs until they break away.

**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.

1. **Tore down city hall gazebo and removed debris.**
2. **Built new city entrance sign planter base for 31W entrance sign and had the nursery on 76 donate plantings.**
3. **Prepared for and manned Clark Beckham homecoming American Idol event.**

**Public Services Department - Wastewater Division  
April 2015**

**Collection System Activities**

**Hobbs Project:**

The punch list has been completed and we are now under the warranty period. Hall has a few areas of settling that he will repair as part of their warranty. J. T. Hall's foreman, Willie Hart, has contacted Robert and stated he will be back in May to complete the few remaining warranty property restorations where settling has occurred and over seeding is required.

**Sage Road Lift Station Project:**

Twin States returned and completed the outstanding property repairs, but they have not installed the plants at the Holiday Inn as of yet. The awning over the control panel has been installed and the initial property repairs have been completed. Scott & Ritter also completed the official start-up for the lift station. Items that are still outstanding for Scott & Ritter is the striping of Hester Drive and the over-seeding of some areas.

**Meadows Road Area Sewer Improvement Project**

The official start date for this project is March 23, 2015. Pipe installation began on April 9<sup>th</sup>. However, safety concerns, equipment issues, pipe/manhole elevations, "A0" (starting point) being 3" higher than plans, and school traffic have slowed progress. The crew initially installed 215' of 8" SDR 35 pipe and manhole A1. Manhole A1 was then 5" higher than design and slope of pipe was 0.46%, not 0.26% as designed. To avoid a serious conflict with the depth further upstream, Dove Construction was made to remove and relay the 215' at 0.25%, per Ben Simerl, and drop manholes A1, A2 and A3 by 1" each.

The installation quantities are as follows:

1. 215' of 8" SDR 35 main line;
2. 0' of 8" SDR 26 main line;
3. 0' of 6" SDR 35 main line;
4. 0' of 6" SDR 26 main line;
5. 0 service connections;
6. 1 manholes (1 standard frame & grates);
7. 0 Property restoration days
8. 4 Rain days;

**Wastewater Billing Information - monthly non-payment cut off/turn on report:**

Each month the city has an average of 35 customers that do not pay their sewer bill on the due date. Therefore, the sewer department staff is charged with disconnecting the water service by locking the meter in the off position until such time that they come in and pay their fees. The City charges a 10% late fee and a \$50.00 reconnect fee which must be paid before service is reconnected. For those customers that have an unusually high bill, the City provides for a monthly repayment schedule.

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>		<u>MAR-15</u>	<u>APR-15</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685		1,200	908	10,123
Disconnects for non-payment	12,857	12,685	12,840		30	49	305
Revenue Late Payments	\$62,880	\$67,810	\$65,074		\$7,392	\$4,609	\$54,643
Man Hours (Overtime)						8.5	TBD

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

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

<u>Line Marking</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>		<u>MAR-15</u>	<u>APR-15</u>	<u>YTD</u>
Tennessee 811	1,496	948	866	1,306		114	118	1,160

**Public Services Department - Wastewater Division  
April 2015**

**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 condition; 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 at every lift station will allow the technician to remotely operate the components at the station.

<u>Lift Station Location</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>MAR-15</u>	<u>APR-15</u>	<u>YTD</u>
North Palmers Chapel	2301	1483	1736	3,559	2	2	479
Calista Road	3652	985	1058	2,014	2	2	416
Wilkinson Lane	131	417	231	219	1	0	101
Portland Road	98	13	25	36	1	0	13
Cope's Crossing	0	109	445	208	1	1	72
Union Road	0	16	149	93	1	0	39
Meadowlark Drive	61	32	40		0	0	33
Highway 76	41	20	9	6	0	0	2
Cambria Drive	31	32	16	9	0	0	0
Treatment Plant	694	439	359	333	0	0	122

**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, we have a large number of "change-outs" (C/O) as 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. Another area of concentration is converting the *positive displacement (PD)* pumps that were installed in a *centrifugal pump* application. These *PD to Centrifugal Converts* can be found primarily in the commercial sector.

**Public Services Department - Wastewater Division  
April 2015**

<b>F Work Orders</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>MAR-15</b>	<b>APR-15</b>	<b>YTD</b>
"Grinder Project"		144	229	3	0	0	0
PD to Centrifugal Converts				4	1	1	9
2000 to Extreme C/O	0	0	85	86	0	1	55
2000 to 2000 C/O	0	271	19	13	0	5	23
Extreme to 2000 C/O	0	0	33	14	2	1	27
Extreme to Extreme C/O	0	0	157	110	4	7	93
Centrifugal to Centrifugal C/O					0	0	5
2000 Conversions	0	159	26	3	0	0	0
Extreme Converts	0	0	43	83	4	6	65
<b>Total Pumps Replaced</b>		<b>430</b>	<b>363</b>	<b>313</b>	<b>10</b>	<b>22</b>	<b>282</b>
Low Pressure Service Request	682	554	977	750	41	47	612
Vacuum System Service Request	94	96	127	102	5	3	52
Gravity Service Request	NEW				0	0	14
Inspection for New Service	0	0	0	27	7	8	45
Final Inspection for New Service	0	0	0	47	7	5	55
Sanitary Sewer Overflow (SSO)	0	0	4	2	2	0	3
Odor Complaints	0	0	0	11	0	0	13

**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 two (2) years 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.

<b>Repairs</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>MAR-15</b>	<b>APR-15</b>	<b>YTD</b>
Major Lift Stations	23	12	5	5	18	2	1	25
Mainline	17	0	1	7	18	2	1	13
Service Line	89	82	52	65	136	7	5	45

**Major Lift Stations Repairs:**

**WILKINSON LANE:**

We have decided to put off moving the control panel until the FY 2015/16 budget year. The VAPEX unit has been relocated to protect it against H2S corrosion.

**CALISTA:**

We've installed one (1) VFD on a temporary basis. McGill is in the process of designing a new motor control center (MCC) for this station, which will include two (2) permanent VFD's for the turbine pumps. The Calista MCC project will also include the installation of two (2) VFD's at the North Palmers Chapel vacuum station.

**Public Services Department - Wastewater Division  
April 2015**

**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.

	<u>FEB - 2015</u>	<u>MAR - 2015</u>	<u>APR - 2015</u>	
Flow	0.316 MGD	0.564 MGD	0.774 MGD	
Capacity	1.40 MGD	1.40 MGD	1.40 MGD	
% of Plant Throughput	22.6%	40.3%	55.3%	(0.774 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	28.2%	50.4%	69.10	(0.774 MGD) / (1.12 MGD)
Rainfall	4.57"	5.10"	6.14"	

<u>Effluent</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY13/14</u>	<u>MAR 14</u>	<u>APR - 14</u>	<u>YTD</u>
Violations			4	6	2	0	1	1

Violation was due to excessive E-COLI – we're trying to dial in the optimum dosage for the PAA (Peracetic acid)

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. The feed rate is fifteen (15) gallons per day at the Union Road lift station and fifteen (15) gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

The number 1 gearbox went down during the last week of February. The unit is in the shop for repairs.

3. **UV System:**

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 2014.

*TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response.*

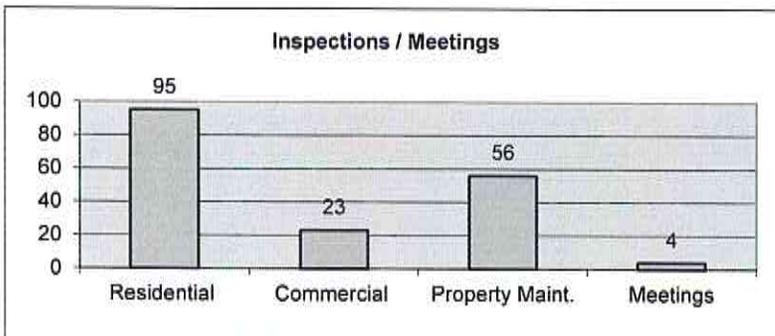
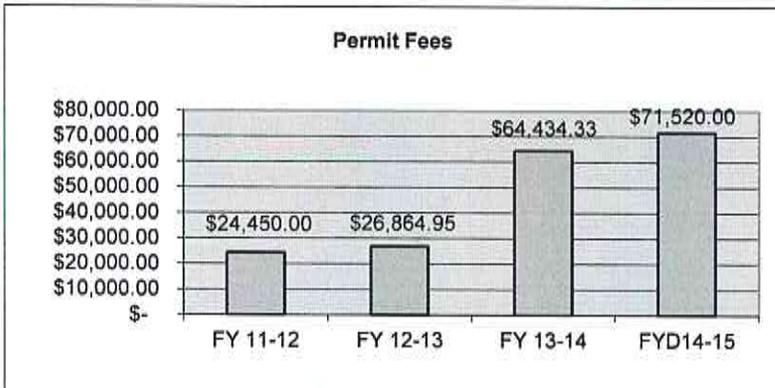
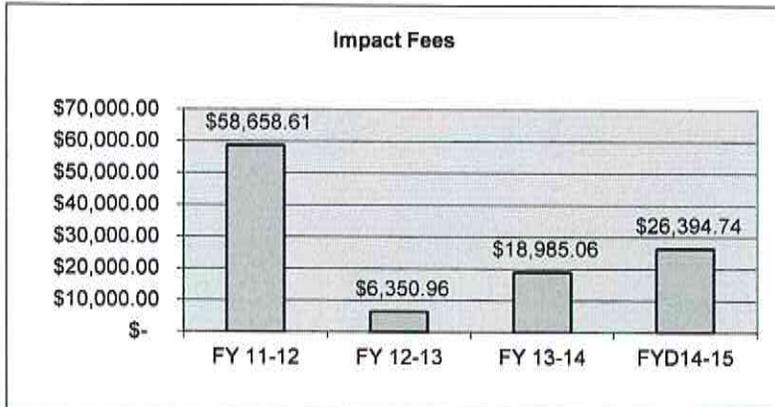
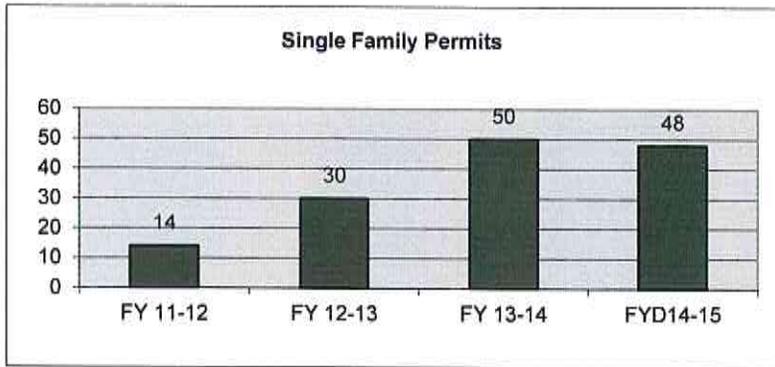
PAA is being used while we await final approval and the feed rate is now operating at a constant 1.3 parts per million (ppm) which is still well below the expected usage levels.

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." Additionally, our daily maximum concentration limit is 941/100ml. We exceeded total E. Coli for one (1) day @ 980.4/100 ml sample.

Our E. Coli testing for April was less than 157.6/100ml.

**Planning and Codes Department  
April 2015**



**Planning and Codes Department  
April 2015**

	Month	YTD 15	FY 2014	FY2013	FY2012
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	6	38	38	39	49
Construction Appeals	0	1	0	0	0
Zoning Appeals	2	8	9	5	13
Training/Study Session	0	1	0	0	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	9	48	50	30	14
Multi-Family Residential	0	3	123	2	0
Other Residential	167	305	132	133	111
New Commercial	0	7	2	1	3
New Industrial	1	1	0	0	1
Other Com/Ind	4	40	26	27	21
State Electrical	49	487	478	329	309
Sign	1	12	16	11	10
Occupancy Permits	1	47	59	62	118
Commercial Certificate of Occupancy-					
<b>Thyme Past Antiques-West Dr.</b>					
Other	1	1	71	18	4
<b>BUILDING INSPECTIONS</b>					
Residential	95	680	519	334	318
Hours	23.33	206.86	175.59	111.25	99.67
Commercial /Industrial	23	309	189	151	269
Hours	8.75	102.25	79.33	94.34	112.59
<b>CODE ENFORCEMENT</b>					
Total Cases	56	286	531	735	957
Hours	7.83	49.49	83.42	113.92	125.32
Complaints Received	16	96	141	126	127
<b>MEETINGS</b>					
Administration	1	23	39	55	77
Hours	1	46.5	67.95	89.06	123.59
Planning	1	16	31	40	118
Hours	1	29.8	101.25	51.1	119
Codes	2	19	50	53	48
Hours	1.08	18.16	58.25	73.5	65.33
<b>FEES</b>					
Permit Fees	\$7,462.50	\$ 71,520.00	\$ 64,434.33	\$ 26,864.95	\$ 24,450.00
Board Review Fees	\$975.00	\$ 14,998.50	\$ 7,297.90	\$ 3,150.00	\$ 2,375.00
City Impact Fee	<b>\$1,378.42</b>	<b>\$ 26,394.74</b>	<b>\$ 18,985.06</b>	<b>\$ 6,350.96</b>	<b>\$ 58,658.61</b>
Roads	\$409.46	\$ 11,882.06	\$ 5,405.07	\$ 3,056.90	\$ 14,722.36
Parks	\$356.40	\$ 5,310.00	\$ 4,993.50	\$ 1,197.40	\$ 5,187.60
Police	\$369.00	\$ 5,540.48	\$ 4,494.28	\$ 1,262.70	\$ 21,646.70
Fire	\$243.56	\$ 3,662.20	\$ 2,976.51	\$ 796.76	\$ 15,407.95
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	0	0	20
Commercial/Ind. Sq Ft	6,400	61,486	3,936	3,423	0
Multi-Family Units	0	144	123	n/a	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$627,040.00	\$ 632,150.00	\$693,270.00	\$974,300.00	\$ 974,300.00
Builders Bonds	43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53	\$ 47,753.43
Workings Days in Month	18	17	16	16	16

**Parks, Recreation, & Cultural Arts Department**  
**April 2015**

**Summary of Month's Activities**

The splash pad site development is progressing well. All storm water piping has been installed, and the detention pond is being formed now. Undercutting of the parking area had to be completed because of unsuitable soil that would not pass the proof roll test, and shot rock was installed. The water line will be installed soon, and a slight modification to the original plan was made to ensure that it would not be in the way of the future amphitheater. Building up the actual site for the splash pad is set to begin shortly. The contractor may accomplish this with soil or with stone. Dowdle Construction Group has until June 27<sup>th</sup> to complete the work.

We have filled the part-time Groundskeeper position by hiring Mr. Robert Shannon. We are currently looking to fill the part-time Senior Center Coordinator position. Interviews are being held the week of May 4<sup>th</sup>.

The disc golf course project is still progressing. The 18 baskets have been delivered and are in storage in White House, though not yet installed. Volunteers are working to remove underbrush and vines in the Municipal Park woodland on the north side of the property. The only holes remaining to be cleared are holes 12, 13, and 16. The volunteers would like to have the course available for the initial rounds of play by late May. After some play occurs and feedback from players is received, the permanent locations of the tee pads and baskets can be established.

The water at the football stadium is not separated yet from the city's metering at the Municipal Park. The Director has been in regular communication with a representative of the Sumner County Schools, and preparations are underway. The easement has been recorded for the WHUD and a survey has been conducted per their request.

At Hillcrest Cemetery, Sessions Paving Company is supposed to pave the driveway in late May or early June. Two (2) lots were sold this month. The quarterly meeting was attempted but there was no quorum present. We are currently in need of an additional board member.

Recreation

Games of the WHYS and WHDY organizations are underway.

The White House Youth Soccer league is currently considering a "3v3 Live" tournament for Saturday, July 18<sup>th</sup>.

A state baseball tournament for 11 and 12 yr. olds in the White House Dixie Youth league is scheduled for July 23<sup>rd</sup>-28<sup>th</sup>.

Adult Co-ed Volleyball games are ongoing on Tuesday and Thursday nights. We have 4 teams this spring. The season is set to end May 16<sup>th</sup>.

Girls Volleyball spring league games are ongoing. We have 9 teams and approximately 70 girls in the league this spring. The season is set to end May 23<sup>rd</sup> for the 3<sup>rd</sup> – 5<sup>th</sup> Grade League and May 30<sup>th</sup> for the 6<sup>th</sup> – 8<sup>th</sup> Grade League.

Little League Challenger Baseball is ongoing. The first game was April 18<sup>th</sup>. We have 15 participants this year. The season is set to end May 30<sup>th</sup>.

Men's Open Softball is ongoing. We have 7 teams in the league this year. The season is set to end June 4<sup>th</sup>.

We will offer a basketball camp this summer. Drew Lowery has agreed to put that on for us. He is the head boys' basketball coach at White House Middle School and just led his team on a state tournament run this past season. The camp will be July 6<sup>th</sup> – 9<sup>th</sup>, 9:00am -12:00pm in the basketball gym.

**Parks, Recreation, & Cultural Arts Department**  
**April 2015**

We will offer gymnastics and tumbling classes again this summer. Charles Harding will be instructing them for us once again. The classes will be every Thursday in June and July except for July 9<sup>th</sup>. The fee is \$100 for all 8 weeks.

The 15<sup>th</sup> Annual Independence 5K is scheduled for July 4<sup>th</sup> at 8:00am at the White House High School Trailhead. Early bird registration will begin this month and will end on June 18<sup>th</sup>. After that time, regular registration will be taken up until the start of the race.

Fall Baseball & Softball registration will begin June 1<sup>st</sup>. These will be individual sign-ups only in baseball and softball. The fee is \$75 for city residents and \$87 for non-residents. Practices will begin in August and games will begin in September. Registration will end July 13<sup>th</sup>.

**Parks Maintenance**

- Mowed / trimmed Park for Clark Beckham event
- Worked at new basketball court (dirt work, seed & straw)
- Extensive mowing was done in the month of April (125 hours)
- Hauled off old soccer goals to salvage yard and gave money to WHYS league
- Weeded and mulched beds at front of Park
- Pre-emergent herbicide was applied to landscape beds

**Update on Department Goals and Objectives**

The new concrete basketball court (court #1) located in the back of the park was installed on Wednesday, April 1<sup>st</sup>. Some sodding will be done around the perimeter of the court to prevent tracking of mud onto the new concrete since seed will take much longer to get established. We also have plans to plant some trees on the north side to help screen the court.

The original location for the second court beside of pavilion 3 was abandoned due to unsuitable soil conditions and a high water table that would have driven up the construction costs. Another site was selected on the right hand side (east side) of the park, located southeast of field 3. This location will not require nearly as much fill material to get it prepared for the concrete. There is no topsoil to be removed which will also result in a time savings.

**Department Highlight**

The most exciting week we have had in a long time occurred the week of April 27-May 1 with the extensive preparations required for the Clark Beckham hometown visit. The department played a significant role in the event, like other departments in the city, and we are very pleased with the outcome. It was a great experience to see all of the cooperation taking place among departments and other agencies to make this event possible. There were a lot of "firsts" with this event, but everything went smoothly and worked out great.

**Seniors**

The monthly Hoops tournament, Pool tournament, and Corn Toss have taken off. It's good to see the interest from the seniors. Also, one of the seniors is teaching the group how to play the card game Canasta.

A Mother's Day Celebration is being planned during the Hot Lunch on May 13<sup>th</sup>, to include door prizes from local businesses. The cafeteria will be decorated special for the ladies.

**Cost Savings**

The Director attended a budget committee meeting on April 17<sup>th</sup> at the Sumner County Administration Building to request funding for the Senior Nutrition Program. Again this year, \$9,500 was requested so that we can provide half-priced meals to the seniors at the weekly Wednesday luncheon. If approved, the meals will remain \$2.50 per plate for seniors and \$5.00 for all others.

Parks, Recreation, Cultural Arts Department  
 APRIL  
 2015

		Current Year	
		Mar. 15	Apr. 15
			YTD 2014-15

Mowing Hours	1,469	1,486	1,346	1,276	1,134
Pounds of Grass Seed Sown	1,895	3,140	2,275	3,280	2,560
Pounds of Fertilizer Applied	4,590	8,150	2,540	5,525	1,620
Number of Trees/Shrubs Planted	11	20	39	3	23

Number of Youth Program Participants	336	354	448	818	762
Number of Adult Program Participants	1,343	2,353	2,471	1,726	855
Number of Special Event Attendees	2,505	3,484	3,970	2,796	4,145
Total Number of Special Events Offered	17	19	17	19	12
Total Number of Programs Offered	38	68	78	51	46
Youth Program Revenue	\$27,728.00	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40
Adult Program Revenue	\$9,368.25	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30
Special Event Revenue	\$4,530.00	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00

Number of Shelter Reservations	153	116	112	110	103
Hours of Shelter Reservations					130
Shelter Reservation Revenue	\$4,083.00	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00
Number of Facilities Reservations	105	63	136	261	207
Hours of Facility Reservations					145
Facility Reservation Revenue	\$6,345.82	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00
Field Rental Revenue					\$4,498.33
Misc. Revenue	\$52,032.78	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52

Senior Center Participants	2,399	2,860	3,269	3,586	3,478
Number of Trip Participants	316	473	387	477	507
Number of Meals Participants	3,848	2,912	3,315	2,867	2,910
Number of Program Participants	587	632	4,486	4,030	3,419
Number of Trips Offered	31	42	31	34	38
Number of Meals Served	50	46	49	49	49
Number of Programs Offered	54	50	90	87	81

Number of Youth Program Participants	80	0	0	0	753
Number of Adult Program Participants	10	150	150	150	449
Number of Special Event Attendees	0	0	0	0	2,643
Total Number of Special Events Offered	0	0	0	0	9
Total Number of Programs Offered	3	1	1	1	34
Youth Program Revenue	\$596.00	\$0.00	\$0.00	\$0.00	\$ 47,587.37
Adult Program Revenue	\$2,264.00	\$0.00	\$0.00	\$0.00	\$ 8,705.00
Special Event Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,645.00

Number of Shelter Reservations	2	10	10	10	73
Hours of Shelter Reservations	5	25.5	25.5	25.5	198
Shelter Reservation Revenue	\$398.00	\$473.00	\$473.00	\$ 2,248.50	
Number of Facilities Reservations	23	22	22	22	160
Hours of Facility Reservations	73	63.5	63.5	63.5	478
Facility Reservation Revenue	\$2,381.25	\$2,610.38	\$2,610.38	\$ 16,628.59	
Field Rental Revenue	\$125.00	\$263.00	\$263.00	\$ 1,528.00	
Misc. Revenue	\$4,288.00	\$4,684.45	\$4,684.45	\$ 26,334.98	

Senior Center Participants	304	346	346	346	3,018
Number of Trip Participants	34	43	43	43	460
Number of Meals Participants	277	302	302	302	2,455
Number of Program Participants	550	524	524	524	4,095
Number of Trips Offered	3	4	4	4	38
Number of Meals Served	5	5	5	5	42
Number of Programs Offered	7	9	9	9	64

Senior Center Participants	2,399	2,860	3,269	3,586	3,478
Number of Trip Participants	316	473	387	477	507
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Number of Trip Participants	316	473	387	477	507
Number of Meals Participants	3,848	2,912	3,315	2,867	2,910
Number of Program Participants	587	632	4,486	4,030	3,419
Number of Trips Offered	31	42	31	34	38
Number of Meals Served	50	46	49	49	49
Number of Programs Offered	54	50	90	87	81

Senior Center Participants	2,399	2,860	3,269	3,586	3,478
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**White House Inn Library**  
**April 2015**

**Summary of Activities**

The library attended a number of Tenn-Share committee meetings this month, two of which were for the non-profits marketing group and one for Tenn-Share's annual conference committee. At these meetings the director provided input for improved changes to Tenn-Share's DataFest Conference based on a survey that she sent out among public libraries. Additionally, the director worked on the marketing committee and helped change the mission of the non-profit organization, improve marketing strategies, and organized information for Tenn-Share's new brochure which was handed out at the Tennessee Library Association Conference during this month.

The director also attended a WebJunction webinar on Effective Marketing on April 8<sup>th</sup> which provided tips on better marketing strategies for libraries on a budget.

On April 18<sup>th</sup>, the library had a booth at the Chamber's Discover White House event. At this event, the library made 10 new library cards, updated 2, passed out almost all 75 of its summer reading brochures, and gave out a number of shelf and paver purchasing forms. The library felt this event was a great success on getting information to the public.

The library director attended the Tennessee Library Association Conference in Memphis TN, on April 23<sup>rd</sup> and 24<sup>th</sup>. At the conference, the director learned about online summer reading programs, better tips for collection development and spoke with a number of vendors about potential products for future purchases.

The mural committee met on April 29<sup>th</sup>. A total of 5 bids were submitted and the committee rated each of the bids. After the rankings were totaled, the individual with the highest ranking was Pardo Studios. As such, this company will paint the mural in the new building.

The library director attended a webinar on April 30<sup>th</sup> on maker spaces in libraries, which are areas, set up for an individual to make their own item/product with the available materials. The library director was able to get ideas for this type of set-up in the new building for all age groups.

**Department Highlights**

The highlights for the month were the success of the Discover White House event, the multiple training opportunities for the director, and the large selection of bids to paint the new library mural which lead to the committee having a large ray of talent to choose from.

**White House Inn Library & Museum**  
**April 2015**  
**Performance Measures**

**Official Service Area Populations**

2009	2010	2011	2012	2013	2014	2015
12,980	13,316	13,257	13,421	13,386	13,477	**

**April Membership**

**Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	46	0	10,795	81
2014	40	160	8,804	65
2015	55	191	9,338	69

The library's goal is to maintain or exceed total membership from the previous calendar year. In October 2013, the library did a purge of inactive users. Even though about 2,000 users were deleted, our current figure gives a better representation of the number of individuals actually using the library. Additionally, the library is steadily adding new patrons each month, which shows that the library is being used as the city grows.

**Total Material Available:** 27,384

**Estimated Value of Total Materials:** \$684,600

**Last Month:** \$678,825

**Total Materials Available Per Capita:** 2.03

**Last Month:** 2.01

**State Minimum Standard:** 2.00

The library has been weeding its collection not only to meet the state standard of weeding 5% of the collection each year, but also to remove books that are too dated and worn to be used in the new library. Despite the large amount of weeding that will take place this year; the library should still be close to the 2.00 state standards as we are still adding to the collection.

**Materials Added In April**

2011	2012	2013	2014	2015
270	170	267	309	378

**Yearly Material Added**

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	1,111

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

**Physical Items Checked Out in April**

2011	2012	2013	2014	2015
5,052	3,662	4,359	3,614	3,743

**Cumulative Physical Items Check Out**

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	15,344

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library managed to slightly increase the number of items it checked out in 2014 compared to 2013. Even with this increase, library only circulated each item 1.7 times which is below the 2.5 State standards. However, the number of digital item check outs is increasing, which helps to make up the difference in print circulation.

**Kids Programs**

April	Kids Sessions	Kids Attendance
2011	10	310
2012	7	260
2013	9	207
2014	11	164
2015	10	136

**Yearly Totals**

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
39	525

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. Additionally, the library strives to hold educational, thought provoking, and social programs that will be beneficial to individuals. In April, 4 early literacy programs for children ages 0-3 were held and 5 programs for children ages 4-5 were held. During each of the 9 programs, children got to dance to music, which helps teach them rhythm skills, in addition to listening to stories, which improves their vocabulary, imagination, and listening skills. April also is national money smart week and therefore the library had 2 special money learning programs for ages 0-5. The homeschool group also did a special money education program to celebrate money smart week.

**White House Inn Library & Museum  
April 2015  
Performance Measures**

April	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	0	0
2015	0	0

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
0	0

The library had a teen program many years ago, but with the advent of the Internet, online gaming, social networking, etc., teen programs were abandoned. However, the library has decided to try to hold programs for this age group. The library has had some success with teen programs and hopes to hold teen programs on a regular schedule once in the new library if they prove successful.

April Totals	Adult Sessions	Adult Attendance
2011	1	6
2012	1	9
2013	1	7
2014	1	6
2015	1	8

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
4	27

Currently, the library has one book club for adults and our annual Christmas Open House. The library hopes to expand its programs for this age group when the new library opens through more discussions groups and activity clubs such as knitting and music, which will teach individuals new skills and allow them to socialize with those who share a common hobby.

**Volunteers:** 12    **Hours:** 88 hrs 52 minutes

**April Computer Users**

	2011	2012	2013	2014	2015
<b>Wireless</b>	***	***	95	78	141
<b>Internet Computers</b>	590	289	361	266	316
<b>Kids Computers</b>	198	310	198	148	168

**Yearly Computer Users**

2011	2012	2013	2014	2015
***	***	1,071	1,315	543
5,983	4,282	3,791	3,743	1,367
3,244	2,874	1,691	1,478	442

The library's goal is to stay current with technological needs in the community by observing technology's use and making changes to increase usage. As the number of WI-FI users is increasing, the library hopes to add more wireless access points to make its connection range greater and speed faster once at the new building.

**Services Provided by Contracting with State**

**April Interlibrary Loan Services**

	2011	2012	2013	2014	2015
<b>Borrowed</b>	24	25	22	17	26
<b>Loaned</b>	4	24	25	28	27

**Yearly Interlibrary Loan Services**

2011	2012	2013	2014	2015
337	362	136	271	107
64	100	165	411	115

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	2014-2015
<b>eBooks</b>	792	2,010	3,688	4,265
<b>Audios</b>	1,717	2,501	2,521	2,425

The goal of the R.E.A.D.S. program is to provide books in an electronic version for patrons across the entire state of Tennessee. The library promotes this program a great deal as it is a free service to our patrons and provides them another means of access to books.

**CITY COURT REPORT**

**APRIL 2015**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$10,128.50  
**TOTAL MONIES COLLECTED YTD \$114,283.20**

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$2,630.13  
**TOTAL MONIES COLLECTED YTD \$16,110.33**

**TOTAL REVENUE FOR MONTH \$12,758.63**  
**TOTAL REVENUE YTD \$130,393.53**

**DISBURSEMENTS**

LITIGATION TAX \$745.60  
DOS/DOH FINES & FEES \$532.00  
DOS TITLE & REGISTRATION \$152.00  
RESTITUTION/REFUNDS \$112.50  
TBI-EXPUNGEMENT/FEES \$0.00  
CASH BOND \$0.00  
WORTHLESS CHECKS \$225.00  
TOTAL DISBURSEMENTS FOR MONTH \$1,767.10  
**TOTAL DISBURSEMENTS YTD \$18,317.27**

**ADJUSTED REVENUE FOR MONTH \$10,991.53**  
**TOTAL ADJUSTED REVENUE YTD \$112,076.26**

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$997.50  
**DRUG FUND DONATIONS YTD \$3,172.88**

<b>Disposition</b>	<b>Apr-15</b>	<b>Mar-15</b>	<b>Feb-15</b>
Ticket Paid in Full – Prior to Court	53	111	60
Guilty as Charged	5	14	5
Dismissal	11	12	11
Dismissed upon presentation of insurance	29	33	34
Not Guilty	0	0	0
Dismissed to Traffic School	8	0	20
Dismissed with Costs and Fines	32	49	30
Dismissed with Costs	15	19	17
Dismissed with Fine	0	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	153	238	177

**DRAFT**

Template Name: Summary Fin - Rev  
Created by: LGC

City of White House  
Summary Financial Statement  
April 2015

User: Jason Barnes  
Date/Time: 5/11/2015 3:15 PM  
Page 1 of 16

Monthly Comparative: 83.33%

Account	Description	Year-To-Date		Month-To-Date		% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
110	General Fund					83.33%
<b>Revenues</b>						
31100	Property Taxes (Summer To Distribute)	0.00	0.00	0.00 %	0.00	0.00 %
31110	Real & Personal Property Tax(Current)	1,981,782.00	(2,125,955.49)	107.27 %	165,148.50	(6,576.57) 3.98 %
31120	Public Utilities Property Tax (Current)	97,295.00	(95,391.00)	98.04 %	8,107.92	0.00 0.00 %
31211	Property Tax Delinquent 1st Year	56,000.00	(24,288.82)	43.37 %	4,666.67	(241.00) 5.16 %
31212	Property Tax Delinquent 2nd Year	16,000.00	(6,506.00)	40.66 %	1,333.33	(2,327.00) 174.53 %
31213	Property Tax Delinquent 3rd Year	6,000.00	(6,704.00)	111.73 %	500.00	(1,606.00) 321.20 %
31214	Property Tax Delinquent 4th Year	3,000.00	(2,866.00)	95.53 %	250.00	(1,593.00) 637.20 %
31215	Property Tax Delinquent 5th Year	3,000.00	(4,219.00)	140.63 %	250.00	(1,544.00) 617.60 %
31216	Property Tax Delinquent 6th Year	800.00	(3,073.00)	384.13 %	66.67	0.00 0.00 %
31219	Property Tax Delinquent - Other Prior	1,900.00	(2,731.00)	143.74 %	158.33	0.00 0.00 %
31300	Int, Penalty, And Court Cost On Prop	28,000.00	(24,214.51)	86.48 %	2,333.33	(4,083.89) 175.02 %
31513	Payment In Lieu Of Tax -Sewer	112,385.00	(104,060.80)	92.59 %	9,365.42	(10,406.08) 111.11 %
31520	Payments From Industry	14,831.00	(13,384.00)	90.24 %	1,235.92	0.00 0.00 %
31610	Local Sales Tax - Co. Trustee	2,250,000.00	(2,051,965.28)	91.20 %	187,500.00	(183,643.77) 97.94 %
31709	Beer And Liquor Local Priv Tax	6,500.00	(6,854.15)	105.45 %	541.67	0.00 0.00 %
31710	Wholesale Beer Tax	265,000.00	(234,711.62)	88.57 %	22,083.33	(23,069.59) 104.47 %
31800	Business Taxes	140,000.00	(33,041.17)	23.60 %	11,666.67	(3,958.32) 33.93 %
31911	Natural Gas Franchise Tax	106,000.00	(145,795.98)	137.54 %	8,833.33	0.00 0.00 %
31912	Cable TV Franchise Tax	113,000.00	(94,239.52)	83.40 %	9,416.67	0.00 0.00 %
31960	Special Assessment - Liens	1,200.00	(210.00)	17.50 %	100.00	0.00 0.00 %
31980	Mixed Drink Taxes	11,000.00	(9,050.54)	82.28 %	916.67	(1,855.94) 202.47 %
32090	Peddler Permit	50.00	0.00	0.00 %	4.17	0.00 0.00 %
32209	Beer And Liquor License Application	2,300.00	(2,050.00)	89.13 %	191.67	0.00 0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
		32610	Building Permits	30,000.00	(85,263.50)	284.21 %	2,500.00	(8,102.50)	324.10 %
		32690	Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %
		32710	Sign Permits	1,100.00	(1,000.00)	90.91 %	91.67	(100.00)	109.09 %
		33100	Federal Grants	1,227,798.00	(561,628.31)	45.74 %	102,316.50	(72,644.06)	71.00 %
		33142	ARRA Grant #1 - Fiber Optic	0.00	0.00	0.00 %	0.00	0.00	0.00 %
		33191	Ferna Reimbursement	0.00	(133,473.41)	0.00 %	0.00	0.00	0.00 %
		33320	Tva Payments In Lieu Of Taxes	113,420.00	(105,519.86)	93.03 %	9,451.67	(29,714.28)	314.38 %
		33400	State Grants	100,000.00	(100,000.00)	100.00 %	8,333.33	0.00	0.00 %
		33410	State Law Enforcement Education	23,000.00	(11,400.00)	49.57 %	1,916.67	0.00	0.00 %
		33451	Local Grant - Summer County	0.00	0.00	0.00 %	0.00	0.00	0.00 %
		33460	State Grant-Library Technology	1,311.00	(1,180.00)	90.01 %	109.25	(1,180.00)	1,080.09 %
		33510	State Sales Tax	743,488.00	(634,490.58)	85.34 %	61,957.33	(55,473.87)	89.54 %
		33520	State Income Tax	23,000.00	(24,559.19)	106.78 %	1,916.67	(75.92)	3.96 %
		33530	State Beer Tax	5,128.00	(4,904.67)	95.64 %	427.33	(2,270.21)	531.25 %
		33553	State Gasoline Inspection Fee	21,023.00	(17,443.32)	82.97 %	1,751.92	(1,743.79)	99.54 %
		33593	Corporate Excise Tax	12,000.00	(5,907.16)	49.23 %	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	3,000.00	(9,416.60)	313.89 %	250.00	(5,437.05)	2,174.82 %
		34740	Parks And Rec League Fees	74,000.00	(66,700.71)	90.14 %	6,166.67	0.00	0.00 %
		34741	Field Maintenance Fees	8,000.00	(8,365.00)	104.56 %	666.67	0.00	0.00 %
		34760	Library Fines, Fees, And Other	7,500.00	(7,145.53)	95.27 %	625.00	(570.02)	91.20 %
		34793	Community Center Fees	13,000.00	(18,393.84)	141.49 %	1,083.33	(3,226.38)	297.82 %
		34900	Other Charges For Services	9,500.00	(6,263.50)	65.93 %	791.67	(919.50)	116.15 %
		35110	City Court Fines And Costs	145,000.00	(113,078.01)	77.98 %	12,083.33	(11,104.03)	91.90 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
35130		Impoundment Charges	250.00	(145.00)	58.00 %	20.83	0.00	0.00 %
36000		Other Revenues	6,000.00	(15,945.65)	265.76 %	500.00	592.39	-118.48 %
36100		Interest Earnings	5,200.00	(10,919.88)	210.00 %	433.33	(536.09)	123.71 %
36210		Rent	17,500.00	(15,823.80)	90.42 %	1,458.33	(806.34)	55.29 %
36330		Sale Of Equipment	0.00	(11,993.28)	0.00 %	0.00	(10,612.18)	0.00 %
36350		Insurance Recoveries	0.00	(42,059.83)	0.00 %	0.00	(4,677.82)	0.00 %
36420		Stadium Receipts	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36430		Tax Refunds (Overpayments)	0.00	(27.30)	0.00 %	0.00	0.00	0.00 %
36450		Parks Concessions	14,000.00	(1,567.38)	11.20 %	1,166.67	0.00	0.00 %
36700		Contri And Donation From Private	200,000.00	(204,515.83)	102.26 %	16,666.67	0.00	0.00 %
36920		Sale Of Bonds	2,866,164.00	0.00	0.00 %	238,847.00	0.00	0.00 %
36960		Operating Transfer In From Other	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36966		Operating Tran In From Capitol Proj	0.00	0.00	0.00 %	0.00	0.00	0.00 %
<b>Total Revenues</b>			<b>10,895,975.00</b>	<b>(7,219,943.02)</b>	<b>66.26 %</b>	<b>907,997.92</b>	<b>(449,506.81)</b>	<b>49.51 %</b>
<b>Expenditures</b>								
41000		General Government	(410,861.00)	345,552.98	84.10 %	(34,238.42)	25,525.41	74.55 %
41210		City Court	(78,164.00)	63,651.29	81.43 %	(6,513.67)	5,602.18	86.01 %
41500		Financial Administration	(368,506.00)	225,782.64	61.27 %	(30,708.83)	(7,032.78)	-22.90 %
41650		Human Resources	(143,996.00)	119,946.76	83.30 %	(11,999.67)	8,763.79	73.03 %
41670		Engineering	(919,867.00)	916,580.78	99.64 %	(76,655.58)	32,114.79	41.89 %
41700		Planning And Zoning	(288,420.00)	216,273.79	74.99 %	(24,035.00)	18,599.79	77.39 %
41800		General Government Buildings	(228,880.00)	78,577.14	34.33 %	(19,073.33)	5,316.40	27.87 %
41921		Special Events	(4,000.00)	9,486.33	237.16 %	(333.33)	7,239.05	2,171.72 %
42100		Police Patrol	(1,288,116.00)	975,170.76	75.71 %	(107,343.00)	75,094.46	69.96 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
42120		Police Support Services	(274,125.00)	213,085.89	77.73 %	(22,843.75)	17,081.66	74.78 %	
42150		Police Administration	(235,701.00)	183,413.69	77.82 %	(19,641.75)	15,099.33	76.87 %	
42151		Communications Services	(190,838.00)	184,246.56	96.55 %	(15,903.17)	0.00	0.00 %	
42200		Fire Protection And Control	(2,307,800.00)	1,550,086.18	67.17 %	(192,316.67)	71,624.45	37.24 %	
42210		Fire Administration And Inspection	(287,308.00)	227,771.38	79.28 %	(23,942.33)	18,311.46	76.48 %	
43000		Public Works	(775,336.00)	683,688.74	88.18 %	(64,611.33)	27,280.43	42.22 %	
43100		Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
44310		Senior Citizen Activities	(42,760.00)	26,753.97	62.57 %	(3,563.33)	1,311.89	36.82 %	
44700		Parks	(300,213.00)	236,094.10	78.64 %	(25,017.75)	21,821.94	87.23 %	
44740		Park Maintenance	(1,006,203.00)	865,933.51	86.06 %	(83,850.25)	49,664.43	59.23 %	
44800		Libraries	(3,357,011.00)	3,113,862.56	92.76 %	(279,750.92)	42,597.99	15.23 %	
44880		Children's Library Services	(36,690.00)	30,444.67	82.98 %	(3,057.50)	2,554.48	83.55 %	
51000		Misc Exp	(251,000.00)	242,286.80	96.53 %	(20,916.67)	127,580.35	609.95 %	
52223		Depreciation	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
58802		ARRA Grant #1 - Fiber Optic	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
<b>Total</b>		<b>Expenditures</b>	<b>(12,795,795.00)</b>	<b>10,508,690.52</b>	<b>82.13 %</b>	<b>(1,066,316.25)</b>	<b>566,151.50</b>	<b>53.09 %</b>	
<b>Total</b>	<b>110</b>	General Fund	<b>(1,899,820.00)</b>	<b>3,288,747.50</b>	<b>173.11 %</b>	<b>(158,318.33)</b>	<b>116,644.69</b>	<b>73.68 %</b>	



121	State Street Aid Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
								83.33%
		<b>Revenues</b>						
33551		State Gasoline And Motor Fuel Tax		(225,656.32)	82.26 %	22,860.08	(19,124.09)	83.66 %
36000		Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100		Interest Earnings	50.00	(79.22)	158.44 %	4.17	(11.39)	273.36 %
		<b>Total Revenues</b>	<b>274,321.00</b>	<b>(225,735.54)</b>	<b>82.27 %</b>	<b>22,864.25</b>	<b>(19,135.48)</b>	<b>83.69 %</b>
		<b>Expenditures</b>						
43100		Highways And Streets	(263,000.00)	244,714.09	93.05 %	(21,916.67)	12,199.91	55.66 %
		<b>Total Expenditures</b>	<b>(263,000.00)</b>	<b>244,714.09</b>	<b>93.05 %</b>	<b>(21,916.67)</b>	<b>12,199.91</b>	<b>55.66 %</b>
<b>Total</b>	<b>121</b>	State Street Aid Fund	<b>11,371.00</b>	<b>18,978.55</b>	<b>-166.90 %</b>	<b>947.58</b>	<b>(6,935.57)</b>	<b>731.92 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
122	Parks Sales Tax Fund					83.33%
<b>Revenues</b>						
36100	Interest Earnings	280.00	(81.56)	23.33	(2.79)	11.96 %
36425	Parks Sales Tax Receipts	78,000.00	(63,938.48)	6,500.00	(5,054.86)	77.77 %
	<b>Total Revenues</b>	<b>78,280.00</b>	<b>(64,020.04)</b>	<b>6,523.33</b>	<b>(5,057.65)</b>	<b>77.53 %</b>
<b>Expenditures</b>						
49000	Debt Service	(133,284.00)	133,272.20	(11,107.00)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(133,284.00)</b>	<b>133,272.20</b>	<b>(11,107.00)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>122 Parks Sales Tax Fund</b>	<b>(55,004.00)</b>	<b>69,252.16</b>	<b>(4,583.67)</b>	<b>(5,057.65)</b>	<b>-110.34</b>

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
123	Solid Waste Fund						83.33%
<b>Revenues</b>							
34400	Sanitation - User Fees	792,132.00	(654,821.73)	82.67 %	66,011.00	(67,071.13)	101.61 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	700.00	(368.78)	52.68 %	58.33	(62.19)	106.61 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	9,652.18	0.00 %
37794	Sale Of Materials	12,000.00	(7,666.87)	63.89 %	1,000.00	(637.78)	63.78 %
	<b>Total Revenues</b>	<b>804,832.00</b>	<b>(662,857.38)</b>	<b>82.36 %</b>	<b>67,069.33</b>	<b>(58,118.92)</b>	<b>86.65 %</b>
<b>Expenditures</b>							
43200	Sanitation	(1,005,508.00)	876,502.27	87.17 %	(83,792.33)	(10,761.74)	-12.84 %
49000	Debt Service	(52,090.00)	1,049.44	2.01 %	(4,340.83)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(1,057,598.00)</b>	<b>877,551.71</b>	<b>82.98 %</b>	<b>(88,133.17)</b>	<b>(10,761.74)</b>	<b>-12.21 %</b>
<b>Total</b>	<b>123</b> Solid Waste Fund	<b>(252,766.00)</b>	<b>214,694.33</b>	<b>84.94 %</b>	<b>(21,063.83)</b>	<b>(68,880.66)</b>	<b>-327.01</b>





Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>200</b>	Debt Service Fund (General)					83.33%
<b>Revenues</b>						
31110	Real & Personal Property Tax	809,000.00	(708,277.83)	67,416.67	(1,711.53)	2.54 %
36000	Other Revenues	0.00	(7,470.68)	0.00	(49.78)	0.00 %
36100	Interest Earnings	250.00	(227.15)	20.83	(64.09)	307.63 %
	<b>Total Revenues</b>	<b>809,250.00</b>	<b>(715,975.66)</b>	<b>67,437.50</b>	<b>(1,825.40)</b>	<b>2.71 %</b>
<b>Expenditures</b>						
49000	Debt Service	(769,119.00)	267,357.94	(64,093.25)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(769,119.00)</b>	<b>267,357.94</b>	<b>(64,093.25)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total 200</b>	Debt Service Fund (General)	<b>40,131.00</b>	<b>(448,617.72)</b>	<b>3,344.25</b>	<b>(1,825.40)</b>	<b>54.58 %</b>

412 Sewer Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
			Budget Estimate	Actual	Estimate Avg/Mth	Actual	
							83.33%
	<b>Revenues</b>						
33100	Federal Grants		0.00	0.00	0.00 %	0.00	0.00 %
36000	Other Revenues		15,000.00	(11,819.71)	78.80 %	1,250.00	(350.00) 28.00 %
36100	Interest Earnings		2,700.00	(2,381.02)	88.19 %	225.00	(229.78) 102.12 %
36330	Sale Of Equipment		0.00	(49.00)	0.00 %	0.00	0.00 %
36350	Insurance Recoveries		0.00	(31,667.67)	0.00 %	0.00	0.00 %
36920	Sale Of Bonds		4,819,969.00	(2,159,538.00)	44.80 %	401,664.08	0.00 %
37210	Application Fees		26,000.00	(19,775.00)	76.06 %	2,166.67	(3,025.00) 139.62 %
37220	Administrative Fees		10,000.00	(12,440.00)	124.40 %	833.33	(1,600.00) 192.00 %
37230	Sewer User Fees		2,516,000.00	(2,263,962.81)	89.98 %	209,666.67	(259,433.03) 123.74 %
37294	Capital Cost Recovery Fee		35,000.00	0.00	0.00 %	2,916.67	0.00 %
37298	Capacity Fees		412,000.00	(145,220.00)	35.25 %	34,333.33	(27,500.00) 80.10 %
37499	Commitment Fees		0.00	(8,700.00)	0.00 %	0.00	(2,700.00) 0.00 %
37995	Connection Fees		5,000.00	(7,950.00)	159.00 %	416.67	(1,650.00) 396.00 %
	<b>Total Revenues</b>		<b>7,841,669.00</b>	<b>(4,663,503.21)</b>	<b>59.47 %</b>	<b>653,472.42</b>	<b>(296,487.81) 45.37 %</b>
	<b>Expenditures</b>						
49000	Debt Service		(704,397.00)	183,827.86	26.10 %	(58,699.75)	25,549.89 43.53 %
52114	Transmission And Distribution		0.00	0.00	0.00 %	0.00	0.00 %
52117	Administration And General Expenses		(749,777.00)	627,585.44	83.70 %	(62,481.42)	82,842.13 132.59 %
52210	Collection		(4,601,095.00)	3,699,828.59	80.41 %	(383,424.58)	486,758.64 126.95 %
52213	Sewer Treatment And Disposal		(2,148,090.00)	387,095.48	18.02 %	(179,007.50)	18,419.31 10.29 %
52223	Depreciation		(717,624.00)	589,558.30	82.15 %	(59,802.00)	51,340.30 85.85 %
58804	APRA Assistance - Sewer Rehab		0.00	0.00	0.00 %	0.00	0.00 %
	<b>Total Expenditures</b>		<b>(8,920,983.00)</b>	<b>5,487,895.67</b>	<b>61.52 %</b>	<b>(743,415.25)</b>	<b>664,910.27 89.44 %</b>



Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>416</b>	Healthcare Fund						83.33%
<b>Revenues</b>							
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	290.00	(176.67)	60.92 %	24.17	(18.55)	76.76 %
36960	Operating Transfer In From Other	47,000.00	(50,678.36)	107.83 %	3,916.67	(4,595.91)	117.34 %
	<b>Total Revenues</b>	<b>47,290.00</b>	<b>(50,855.03)</b>	<b>107.54 %</b>	<b>3,940.83</b>	<b>(4,614.46)</b>	<b>117.09 %</b>
<b>Expenditures</b>							
51520	Insurance Employers Share	(68,500.00)	50,973.60	74.41 %	(5,708.33)	3,850.50	67.45 %
	<b>Total Expenditures</b>	<b>(68,500.00)</b>	<b>50,973.60</b>	<b>74.41 %</b>	<b>(5,708.33)</b>	<b>3,850.50</b>	<b>67.45 %</b>
<b>Total</b>	<b>416</b> Healthcare Fund	<b>(21,210.00)</b>	<b>118.57</b>	<b>0.56 %</b>	<b>(1,767.50)</b>	<b>(763.96)</b>	<b>-43.22 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
417	Stormwater Utility					83.33%
<b>Revenues</b>						
34124	Stormwater Utility Fee	50,000.00	(52,962.32)	4,166.67	(18,121.28)	434.91 %
36100	Interest Earnings	250.00	(3.73)	20.83	(3.44)	16.51 %
<b>Total</b>	<b>Revenues</b>	<b>50,250.00</b>	<b>(52,966.05)</b>	<b>4,187.50</b>	<b>(18,124.72)</b>	<b>432.83 %</b>
<b>Expenditures</b>						
51530	Stormwater Administration	(3,500.00)	3,500.00	(291.67)	0.00	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(3,500.00)</b>	<b>3,500.00</b>	<b>(291.67)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>417 Stormwater Utility</b>	<b>46,750.00</b>	<b>(49,466.05)</b>	<b>3,895.83</b>	<b>(18,124.72)</b>	<b>465.23 %</b>

Account	Description	Year-To-Date		Month-To-Date		% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
<b>433</b>	Hillcrest City Cemetery					83.33%
<b>Revenues</b>						
34110	General Services	2,300.00	(2,664.00)	115.83 %	191.67	391.30 %
34321	Cemetery Burial Charges	900.00	(500.00)	55.56 %	75.00	0.00 %
34323	Grave - Opening And Closing Fees	18,000.00	(14,350.00)	79.72 %	1,500.00	-10.00 %
36100	Interest Earnings	250.00	(163.86)	65.54 %	20.83	83.18 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00 %
36340	Sale Of Cemetery Lots	6,000.00	(14,250.00)	237.50 %	500.00	450.00 %
	<b>Total Revenues</b>	<b>27,450.00</b>	<b>(31,927.86)</b>	<b>116.31 %</b>	<b>2,287.50</b>	<b>125.35 %</b>
<b>Expenditures</b>						
43400	Cemeteries	(42,426.00)	41,903.65	98.77 %	(3,535.50)	3.37 %
	<b>Total Expenditures</b>	<b>(42,426.00)</b>	<b>41,903.65</b>	<b>98.77 %</b>	<b>(3,535.50)</b>	<b>3.37 %</b>
<b>Total 433</b>	Hillcrest City Cemetery	<b>(14,976.00)</b>	<b>9,975.79</b>	<b>66.61 %</b>	<b>(1,248.00)</b>	<b>-220.21</b>

RESOLUTIONS....



# City of White House

*Parks, Recreation & Cultural Arts*

105 College Street  
White House, TN 37188  
Phone: 615.672.4350 x.2114  
Fax: 615.616.1057

**Ashley Smith**  
Director

**Linda Brooks**  
Office Administrator

**Kevin Whittaker**  
Recreation Superintendent

**Steven Russell**  
Parks Maintenance Supervisor

## MEMORANDUM

Date: May 13, 2015

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

From: Ashley Smith, Director of Parks and Recreation

Re: Resolution 15-04, soccer tournament fees

On May 7<sup>th</sup>, the Leisure Services Board met and discussed a request made by the WHYS league to reduce the tournament fee for a special 3v3 Live soccer tournament to be held on July 18<sup>th</sup>, 2015. The event is being hosted to offset the revenue lost by the cancellation of the 2015 spring tournament due to rain. All of the games will be played on Saturday only, not Friday night – Sunday night which is typical for the annual spring and fall soccer tournaments. Because the teams consist of only 3 players, the number of teams increases, and this event could easily attract 100 teams. For those reasons, I think a fee reduction is justified. My recommendation to the Leisure Services Board was to approve reducing the fee as a special exception from \$15 per team to \$7.50 for this event, and they all voted in favor.

On February 16<sup>th</sup>, 2006 the Board of Mayor and Aldermen approved as a Finance item the \$15 per team that we currently charge for soccer tournaments such as the annual spring and fall tournaments. I am requesting that both the \$15 per team previously approved and the \$7.50 for “3 vs. 3” tournaments be established by resolution 15-04. Thank you.

Example:

Spring / Fall Classic tournaments-\$15 per team (for teams not in the co-sponsored league)

3v3 Live tournament-\$7.50 per team (for teams not in the co-sponsored league)

**RESOLUTION 15-04**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ESTABLISHING A REVISED SCHEDULE OF FEES FOR PARKS AND RECREATION CO-SPONSORED SOCCER TOURNAMENTS.**

**WHEREAS**, the staff in the Parks and Recreation Department periodically review the cost of fees and charges for co-sponsored soccer league tournaments; and

**WHEREAS**, on Thursday, May 7, 2015, the City of White House Leisure Services Board approved reducing the tournament team fee from \$15.00 to \$7.50 for 3v3 Live Tournaments; and

**WHEREAS**, on February 16, 2006, the Board of Mayor and Aldermen approved the current co-sponsored soccer tournament team fees as a Finance item;

**WHEREAS**, this resolution replaces any previous approved tournament fees for co-sponsored soccer;

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

<b>Tournament Type</b>	<b>Fee Amount</b>
Full team tournaments	\$15.00 per team
3 player versus 3 player tournaments	\$7.50 per team

Adopted this 21<sup>st</sup> day of May 2015.

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

ATTEST:

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

ORDINANCES....



# City of White House

Parks, Recreation & Cultural Arts

105 College Street  
White House, TN 37188  
Phone: 615.672.4350 x.2114  
Fax: 615.616.1057

Ashley Smith  
Director

Linda Brooks  
Office Administrator

Kevin Whittaker  
Recreation Superintendent

Steven Russell  
Parks Maintenance Supervisor

## MEMORANDUM

Date: March 18, 2015

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

From: Ashley Smith, Director of Parks and Recreation

Re: Proposed revision to Municipal Code Section 2-106

This request is to revise the Municipal Code in Section 2-106 to reflect the changes shown here. This amendment will help clarify the limits of authority regarding enforcement of park rules. City Administrator Herman, Police Chief Brady, and I have met to discuss the changes and agree to what is shown here and in the proposed Ordinance 15-07.

### Proposed Revision to Section 2-106

**2-106. Enforcement.** (1) Officials. The director and park attendants shall, in connection with their duties, enforce the provisions of this section. Police officers shall, in connection with their duties imposed by law, diligently enforce the provisions of this section.

(2) Ejectment. The director, park attendants and police officers shall have the authority to eject from the parks any person whose action is in violation of this section.

(3) Citations. Only police officers shall, in connection with their duties, impose citations to person or persons in violation of this section if such violation calls for a citation. (1979 Code, § 1-1206, as amended by Ord. #97-14, Nov. 1997)

### Current version of Section 2-106 (with changes tracked)

**2-106. Enforcement.** (1) Officials. The director ~~and~~ park attendants ~~and police officers~~ shall, in connection with their duties, ~~imposed by law, diligently enforce~~ the provisions of this section. Police officers shall, in connection with their duties imposed by law, diligently enforce the provisions of this section.

(2) Ejectment. The director, park attendants and police officers shall have the authority to eject from the parks any person whose action is in violation of this section.

(3) Citations. ~~The director, park attendants and~~ Only police officers shall, in connection with their duties, impose citations to person or persons in violation of this section if such violation calls for a citation. (1979 Code, § 1-1206, as amended by Ord. #97-14, Nov. 1997)

ORDINANCE 15-07

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 1 LEISURE SERVICES BOARD, SECTION 2-106.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the leisure services board's enforcement;

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 1 Leisure Services Board, be revised in the Municipal Code as follows:

TITLE II: BOARDS AND COMMISSIONS, ETC.  
CHAPTER 1: Leisure Services Board  
SECTION 2-106: Enforcement

**2-106. Enforcement.** (1) Officials. The director and, park attendants ~~and police officers~~ shall, in connection with their duties, ~~imposed by law, diligently~~ enforce the provisions of this section. Police officers shall, in connection with their duties imposed by law, diligently enforce the provisions of this section.

(2) Ejectment. The director, park attendants and police officers shall have the authority to eject from the parks any person whose action is in violation of this section.

(3) Citations. ~~The director, park attendants and~~ Only police officers shall in connection with their duties impose citations to person or persons in violation of this section if such violation calls for a citation.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: April 16, 2015 PASSED

Second Reading: May 21, 2015

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

ATTEST:

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

*April 8, 2015*

## **M E M O R A N D U M**

**To: Board of Mayor and Aldermen**

**CC: Gerald Herman, City Administrator**

**From: Reed Hillen, Planning and Codes Director**

**Re: Zoning Ordinance Change**

---

The White House Planning Commission on Monday December 8, 2014 recommended amending the Zoning Ordinance to create a new section in Article V: Section 5.052.5. This new section will be named Residential Town Center (R-TC). This new section will allow for single family homes to be built on smaller lots around the Town Center. This will allow for increased density around the town center with the use of single family homes. This section will come after 5.052.4 and before 5.053 in Article V of the Zoning Ordinance.

ORDINANCE 15-08

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE CITY OF WHITE HOUSE ZONING ORDINANCE, ARTICLE V, ADDING A SECTION: 5.052.5**

**WHEREAS**, the City of White House Planning Commission recommended the proposed changes to the Zoning Ordinance at the December 8, 2014 meeting.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the following sections of the City of White House Zoning Ordinance are amended to add the language listed below.

The following language will be inserted into Article V of the Zoning Ordinance between section 5.052.4 and section 5.053.

**5.052.5 R-TC, High Density Town Center Commercial District**

**A. District Description**

*This district is designed to provide for small lot single family homes in the area around the Commercial Town Center District. This will allow to keep single family homes present in this area while allowing for increased density. This district is intended also to permit public utility installations which are necessary to service and do service specifically the residents of the districts, or those installations which are benefited by and compatible with a residential environment.*

**B. Uses Permitted**

1. Single family homes.
2. Essential municipal services.

**C. Uses Prohibited**

1. All other uses other than those listed as permitted will be prohibited.

**D. Dimensional Regulations**

1. Minimum Lot Size – 5,000 Square Feet.
2. Maximum Lot Size – 10,000 Square Feet.
3. Lot Width at Building Set Back – 50 Feet.
4. Minimum Yard Requirements
  - Front Setback – 15 Feet
  - Side Setback – 5 Feet
  - Rear Setback – 10 Feet
5. Maximum Lot Coverage – 70%
6. Height Requirements – 35 Feet (With a Special Exception Available to up to 53 Feet)

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: April 16, 2015 PASSED

Second Reading: May 21, 2015

\_\_\_\_\_  
Mike Arnold, Mayor

ATTEST:

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

*April 8, 2015*

## **M E M O R A N D U M**

**To: Board of Mayor and Aldermen**  
**CC: Gerald Herman, City Administrator**  
**From: Reed Hillen, Planning and Codes Director**  
**Re: Zoning Ordinance Change**

---

The White House Planning Commission on Monday December 8, 2014 recommended amending the Zoning Ordinance to establish a maximum height for buildings with in certain zones to be 53 feet. The city is able to do this with the ladder truck being delivered to the Fire department before the end of this fiscal year. All Commercial, Industrial, and Planned Unit Developments will have the right to build to 53 feet. Residential districts in the R-15, R-10, and R-TC will be able to build up to 53 feet with a special exception.



**City of White House  
Public Services Department**

**Memo**

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** May 7, 2015  
**Re:** Request to Amend Sewer Ordinance Chapters 2 & 3

---

On this date, May 7, 2015, I am requesting that the Mayor and Board of Alderman approve the amendments to the Sewer Ordinance Chapters 2 and 3. The amendments are a result of the University of Tennessee's MTAS Sewer Rate study, which was completed October 2014.

**The effective date for these Sewer Ordinance revisions would be July 1, 2015.**

The requested changes are as follows:

**1. Chapter 2, Section 18-201**, entitled, *Definitions* – to add a *new number 15* definition and terming it "**Connection**" – this is a general housekeeping change that was done to clarify the point at which the utility billing department activates the new customer and begins the billing process. The change is as follows:

**(15) "Connection." The actual physical connection to the public sewer system of all sanitary sewer lines from the building that is to be served on a property. At the time that the physical connection is completed, inspected and approved, billing will begin.**

**2. Chapter 3, Section 18-301 (2)**, entitled, *Wastewater Usage Rates*, the financial consultant recommended a **9% increase** this year. The new rate would be as follows:

**Wastewater Usage Rate Schedule  
Exhibit A**

**Minimum Bill**

- a) Residential: \$16.00 to \$17.44
- b) Non-Residential: \$35.00 to \$38.15

**Usage**

- c) Residential: \$6.90/1,000 to \$7.52/1,000
- d) Non-Residential: \$6.90/1,000 to \$7.52/1,000

**Wastewater Usage Rate Schedule  
Single Metered Multiple Units  
Exhibit B**

**Minimum Bill**

- a) Residential: \$16.00 to \$17.44
- b) Non-Residential: \$35.00 to \$38.15

**Usage**

- c) Residential: \$6.90/1,000 to \$7.52/1,000
- d) Non-Residential: \$6.90/1,000 to \$7.52/1,000

**3. Chapter 3, Section 18-301 (3)**, entitled, ***Summer Service Rates***, this section provides for a 20% discount during June, July and August. The recommendation is to **delete the section in its entirety**, thereby eliminating this discount. Our average monthly revenue is \$215,000.00. Based on this average the discount is estimated to be about **\$43,000.00 per month** in lost revenue.

**4. Chapter 3, Section 18-302 (1)**, entitled ***Application Fee***; this change is to increase the application fee to provide a funding mechanism for the implementation of a risk analysis check for new applications, and for use of a debt collection service as required:

- (a.) Application Fee: from \$50.00 to **\$55.00**;
- (b.) Existing Users: from \$25.00 to **\$30.00**.

**5. Chapter 3, Section 18-302 (2)**, entitled, ***Administrative Fees***, this change is to increase the fees for:

- (a.) Wastewater Availability Fee: from \$300.00 to **\$500.00**;
- (b.) Wastewater Plans Review Fee: from \$300.00 to **\$500.00**.

The City has been incurring costs in excess of the \$300.00 on several occasions due to the complexities of the project. Some projects require us to be more involved with the developers engineer so as to ensure proper facility design.

**6. Chapter 3, Section 18-302 (4)**, entitled, ***Capacity Fee***, this is a change that serves to clarify allowable exceptions to the assessed fee amount:

- a.) The requirements for prior written agreements between the developers and the City is the sole responsibility of the property owner/developer to provide proof of any agreement;
- b.) Will provide the department with the latitude to assess a capacity fee for any residential or commercial redevelopment, such as an office building converting to a restaurant. At present, we do not have a mechanism in place to allow us to assess sewer capacity fees for a ***description of service*** change.

7. **Chapter 3, Section 18-302 (5)**, entitled ***Commitment Fee***; we are deleting this section altogether. We require a sewer availability prerequisite that developers/contractors must have completed before submitting their construction plans to the City. Mr. Herman and I are working very closely with our engineer, McGill Associates, to ensure that the wastewater system is keeping pace with the development within the City. In my opinion, development will not outpace the wastewater system improvements and expansion.

8. **Chapter 3, Section 18-302 (9)**, entitled, ***Rental Property Deposits***, this is an amendment changing the heading from its current title to ***"Deposits"***. Currently the City ***only requires renters***, both residential and commercial, to provide a security deposit, which is currently \$75.00 for residential and \$150.00 for commercial accounts. Since we bill two (2) months in arrears the City has more revenue loss exposure. The recommended changes are as follows;

A. Increases the deposit fee from \$75.00 to \$150.00 for residential and \$150.00 to \$250.00 for commercial;

B. Requires property owners to pay a deposit which is currently not being done;

C. Allows Finance Director to adjust the deposit requirement if the applicant is in good standing with the City, or if a risk analysis check is satisfactory.

These changes, in aggregate, should afford less financial exposure to the City by providing mechanisms that limit potential revenue losses.

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

**W. Joe Moss**  
**Director of Public Services**

ORDINANCE 15-10

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 2 SEWER USE ORDINANCE, SECTION 18-201.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Sewer Use Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 2 SEWER USE ORDINANCE, Section 18-201 be amended and renumbered from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS  
CHAPTER 2: SEWER USE ORDINANCE  
SECTION: 18-201. Definitions.  
ITEMS: (15) through (73)

*(15) "Connection." The actual physical connection to the public sewer system of all sanitary sewer lines from the building that is to be served on a property. At the time that the physical connection is completed, inspected and approved, billing will begin.*

*\*Amendment includes renumbering the remaining items in section 18-201.*

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: May 21, 2015

Second Reading: June 18, 2015

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

ATTEST:

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

ORDINANCE 15-11

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, SECTIONS 18-301 AND 18-302.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Sewer Rates, Fees and Charges;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES, AND CHARGES, Sections 18-301 and 18-302 be amended and renumbered from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 3: SEWER RATES, FEES, AND CHARGES
SECTIONS: 18-301 and 18-302

\*Amends are made in bold, italics, and underlined text.

Section 18-301. Rates.

- (1) Free service prohibited. Wastewater service shall not be furnished or rendered free of charge to any person or user, as defined in subsection (2).
(2) Wastewater usage rates. Wastewater service shall be charged at rates established by the City of White House. Users will be charged a minimum based on the number of water meters installed unless one (1) water meter is used to service multiple units. In such cases, each unit will be charged at least the minimum usage rate for each individual unit service. The monthly wastewater rate schedule shall be as follows:

City of White House
Wastewater Usage Rate Schedule
Exhibit A

Table with 3 columns: Category, Residential Per Unit, Non-Residential Per Unit. Rows: Minimum Bill, Usage.

City of White House
Wastewater Usage Rate Schedule
Single Metered Multiple Units
Exhibit B

Table with 3 columns: Category, Residential Per Unit, Non-Residential Per Unit. Rows: Minimum Bill, Usage.

- (3) Summer service rates. Residential user charges during the months of June, July and August will be changed to reflect an average usage based on the previous nine (9) months of water usage billing, or the water usage billing that is available if it is less than twelve (12) months, or the average consumption for all residential users that month if requested by customers who do not meet the other criteria. Residential customers will not be permitted any other wastewater usage adjustments while summer rates are in effect.

\*Amendment includes renumbering the remaining items in section 18-301.

**18-302. Fees and charges.**

- (1) Application fee. A non-refundable application fee in the amount of ~~50.00~~ 55.00 shall be paid by the applicant for wastewater service at the time the application is filed with the City. Existing users will only be required to pay ~~25.00~~ 30.00 if all current charges are paid in full.
  
- (2) Administrative fees. - Fees to cover the various administrative costs of obtaining wastewater service for multiple service residential and commercial developments and for any industrial facilities shall be as follows:
  - (a) Wastewater availability fee in the amount of ~~three~~ five hundred dollars (~~300.00~~ 500.00) shall be paid at the time of application for service if the wastewater director deems that an assessment of system capacity is needed to determine the service availability.
  
  - (b) Wastewater plans review fee in the amount of ~~three~~ five hundred dollars (~~300.00~~ 500.00) shall be paid at the time plans are submitted for review.
  
  - (c) Field inspection fee in the amount of three hundred dollars (\$300.00) minimum shall be paid prior to beginning construction of the wastewater system facilities to be completed by the applicant. Additional fees shall be paid at the rate of fifty dollars (\$50.00) per every ten (10) lots or units, or partial increment thereof, to be served above the initial ten (10) lots or units. This fee may be waived at the sole discretion of the wastewater director for individual connections to the wastewater system.
  
- (3) Capital Cost Recovery Fee. A non-refundable fee shall be paid prior to connection to the wastewater system, including individual service connections, to recover a portion of the capital cost expended by the City for the extension of the sewer system that will serve the applicant's request for sewer service. The appropriate fee amount will be a prorated portion of the total interest on debt at the time of fee payment, with the proration based on the amount of system extension capacity to be utilized by the applicant relevant to the total capacity of the extension.
  
- (4) Capacity Fee. A non-refundable fee in the amount appropriate in the following table shall be paid prior to beginning construction of the ~~wastewater~~ facility to be completed by the applicant, including individual service connections, to cover the value of the wastewater system capacity to be consumed by the applicant. The only exceptions allowed to this table will be made for: ~~written agreements made between the city and the property owners/developer made prior to September 20, 2012. It is the sole responsibility of the property owner/developer to provide proof of this agreement:~~
  - (a) Written agreements between the city and the property owners/developers made prior to September 20, 2012. It is the sole responsibility of the property owner/developer to provide proof of this agreement, and;
  
  - (b) Facilities where the Description of Service changes between the time the capacity fee is paid and time the facility goes on-line, or when the property is redeveloped as a different use, the capacity fee in effect at the time the facility goes on line will prevail when there has been a change in the Description of Service.

Table of capacity fees		
	Description of service	Amount
(a)	Single family residence (Base Fee)	\$2,500.00
(b)	Multi-family residence/Mobile Home Parks	\$2,500.00 per unit
(c)	Motels, hotels, and similar type units	Base fee + \$115.00 per unit
(d)	Restaurants	Base fee + \$30.00 per seat

(e)	Day care, child care centers, and schools	Base fee + \$15.00 per student
(f)	Car wash / truck wash	Base fee + \$750.00 per bay
(g)	Self-service laundries	Base fee + \$150.00 per washer
(h)	Retail commercial stores	Base fee + \$30.00 per 1,000 square feet under roof
(i)	Multiple-unit shopping centers	Base fee per unit
(j)	Assisted care / nursing homes	Base fee + \$125.00 per bed
(k)	Hospitals	Base fee + \$150.00 per bed
(l)	Service stations	Base fee + \$225.00 per pump
(m)	Movie theaters	Base fee + \$10.00 per seat
(n)	Other facilities	Base fee + add-on TBD by City

~~(5) **Commitment fee.** A non-refundable fee in the amount of three hundred dollars (\$300.00) per lot or equivalent residential unit shall be paid by the applicant prior to the approval of the plans for the wastewater facilities to be constructed by the applicant to cover the reservation of the wastewater system capacity until such time as the wastewater facilities are constructed by the applicant and accepted by the city for service. The commitment to reserve the system capacity shall expire at the end of twelve (12) months and may be renewed by the applicant for an additional twelve (12) months without additional fee. If the applicant has not commenced construction of any of the required system facilities at the expiration of second twelve (12) month period, the commitment shall expire or may be renewed at the sole discretion of the city for an additional twelve (12) months with the second payment of the commitment fee by the applicant. If significant construction progress of the required wastewater system facilities is interrupted for more than twelve (12) months, the city may terminate the capacity commitment without notice.~~

(6) **(5) Connection Fee.** A fee of one hundred and fifty dollars (\$150.00) to cover the costs of field inspection and approval of the physical tap or connection to the city's wastewater system, such connection to be performed on behalf of and at the expense of the applicant by a contractor or plumber approved by the City.

(7) **(6) Commercial food preparation fee.** A fee of two hundred dollars (\$200.00) per year for all users who engage in commercial food preparation requiring the inspection of grease traps and interceptors and other specialty appurtenances preventing the discharge of prohibited fats, oils, and grease into the wastewater system.

(8) **(7) Industrial permit fee.** A fee of one thousand two hundred dollars (\$1,200.00) per year for all users who have a pretreatment discharge permit issued by the City to discharge their wastewater into the city's wastewater system under the conditions and provisions of such permit.

~~(9) **(8) Rental property deposits Deposits.** A seventy-five dollar (\$75.00) refundable deposit shall be required on all residential rental property, and a one hundred fifty dollar (\$150.00) refundable deposit on all commercial rental property prior to service being connected, or reconnected after service disconnection, to the wastewater system. The deposit will be refunded on the account it was paid for towards the final bill. Refundable deposits shall be required as follows prior to service being connected or reconnected after service disconnection to the wastewater system: (a) a maximum deposit of One Hundred Fifty Dollars (\$150.00) shall be required for residential property (the "maximum residential deposit"), and (b) a maximum deposit of Two Hundred Fifty Dollars shall be required on all commercial property (the "maximum commercial deposit"). Customers requesting connection or reconnection shall have the option of authorizing the city to check such customer's prior utility payment history through a third party provider. Based on the results of such inquiry, (1) residential and commercial customers designated by the third party provider as having a minimum risk of non-payment will not be charged a deposit; (2) residential customers who are designated by the third party provider as having a moderate risk of non-payment shall pay a refundable deposit of Seventy Five Dollars (\$75.00) for residential property, and commercial customers who are designated by the third party provider as having a moderate risk of non-payment shall pay a refundable deposit of One Hundred Fifty Dollars (150.00) for~~

commercial property; and (3) residential and commercial customers designated by the third party provider as having a high risk of non-payment shall pay the maximum residential deposit and/or the maximum commercial deposit, as applicable. Upon termination of service, any existing deposit will be applied against any unpaid balance of the customer. If any portion of the deposit remains after the payment of any such unpaid balance, such amount shall be refunded to the customer.

~~(10)~~ (9) Returned payment charge. A charge of twenty dollars (\$20.00) or the amount of the payment, whichever is lesser will be applied to any user or potential user whose payment of any rates, fees, or charges related to wastewater service is returned to the city due to insufficient funds. If a payment is returned for any other reason, charging of this fee will be determined by the city's finance director on a case by case basis.

~~(11)~~ (10) Reconnection charge. A charge of fifty dollars (\$50.00) will be applied to any user that has been disconnected for non-payment before reinstatement will be issued.

~~(12)~~ (11) Emergency service charges - When the wastewater system sustains damages due to the actions of a party other than the City, the wastewater department may repair such damages if such repairs are needed immediately, in the sole opinion of the City, to protect the operational integrity of the City's wastewater system. The costs of such repairs shall be charged to the party responsible for the damages, such costs to be determined by the City's wastewater director.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: May 21, 2015

Second Reading: June 18, 2015

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

ATTEST:

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

May 12, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Reed Hillen, Planning and Codes Director  
**Re:** Ben Albert Subdivision Rezoning and PMDP Approval

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The White House Planning Commission on Monday November 10, 2014 recommended the re-zoning of 16.01 acres from R-20 (Low Density Residential) to SRPUD (Suburban Residential Planned Unit Development). The property is referenced on Sumner County Tax Map 96, Parcels 50.01 & 50.05 and is located along Ben Albert Road to the south of South Palmers Chapel Road. The Planning Commission also recommended that the Board approve the Preliminary Master Development Plan (PMDP) for the 51 lot subdivision to be developed on the listed parcels. This Preliminary Plan meets all the requirements listed in the City's Zoning Ordinance regarding PMDP's for this zoning.

**ORDINANCE 15-12**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 16.01 ACRE PROPERTY RELATIVE TO SUMNER COUNTY TAX MAP 96, PARCELS 50.01 & 50.05 FROM R-20, LOW DENSITY RESIDENTIAL, TO SRPUD, SUBURBAN RESIDENTIAL PLANNED UNIT DEVELOPMENT.**

**WHEREAS**, an application has been received from a property representative to rezone 16.01 acres of Sumner County Tax Map 96, Parcels 50.01 & 50.05 along Ben Albert Road. (Map Attached)

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the following property is rezoned as indicated above:

Sumner County Tax Map 966, Parcels 50.01 & 50.05

**BE IT FURTHER ORDAINED** that this rezoning has been approved by the Planning Commission at the April 13, 2015 meeting.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: May 21, 2015

Second Reading: June 18, 2015

\_\_\_\_\_  
Mike Arnold, Mayor

ATTEST:

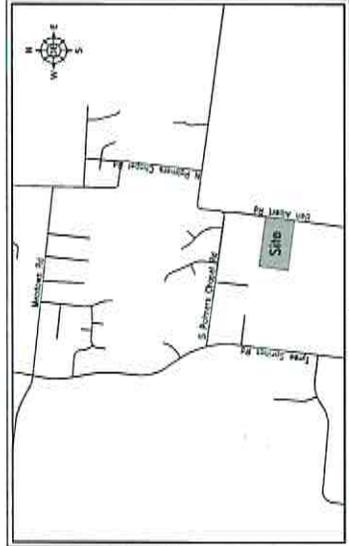
\_\_\_\_\_  
Kerry Harville, City Recorder

# Preliminary Master Development Plan for Ben Albert Subdivision

Being Parcels 50.01 and 50.05 on Tax Map 96  
White House, Sumner County, Tennessee

**Project Notes**

- The purpose of this plan is to show the proposed layout of the subdivision. The plan is subject to the approval of the local government and the State of Tennessee.
- All lots shown on this plan are subject to the same conditions as those shown on the plat for the subdivision.
- This project is not a subdivision of land as defined by Code of Tennessee, Title 55, Chapter 100, Part 1. It is a preliminary master development plan.
- All public streets, roads, and utilities are to be constructed in accordance with the applicable laws and regulations of the State of Tennessee.
- The owner of the property is responsible for obtaining all necessary permits and approvals from the local government and the State of Tennessee.
- The local government is responsible for reviewing and approving the plan.
- The State of Tennessee is responsible for reviewing and approving the plan.
- The owner of the property is responsible for obtaining all necessary permits and approvals from the local government and the State of Tennessee.



**Sheet Schedule**

C0.0	Cover Sheet
C1.0	Overall Layout Plan
C2.0	Overall Grading & Utilities Plan
C3.0	Overall Landscape Plan

**Project Summary**

**Site Data**  
 Parcel No. 50.01 & 50.05  
 Property Location: White House, TN  
 Address: 1852 Patton Chapel Rd  
 Address: 1852 Patton Chapel Rd  
 City: White House, TN 37188

**Site Information**  
 Total Area: 1.2 Acres  
 Total Lots: 5  
 Max. Density: 10 Lots/Acre  
 Registered Plats: 12 Lots/Acre  
 Minimum Lot Size: 1,000 sq ft  
 Maximum Open Space Required: 20% (2.4 Acres)  
 Total Open Space Area: 1.1 Acres  
 Open Space Area "A": 0.45 Acres  
 Open Space Area "B": 0.65 Acres  
 Minimum House Area: 1,000 sq ft  
 Minimum Lot Area: 1,000 sq ft  
 Minimum Lot Width: 30 ft

**Prepared By:** Dewey Estes Engineering  
 Address: 1852 Patton Chapel Rd  
 White House, TN 37188  
 Phone: 615.431.4244  
 Email: dewey@deweyestes.com

**Prepared For:** Ben Albert  
 Address: 1852 Patton Chapel Rd  
 White House, TN 37188  
 Phone: 615.431.4244  
 Email: dewey@deweyestes.com

**Background:**  
 The subject property is located on the corner of Middle St and White House Rd. The property is currently zoned R-10. The owner of the property is Ben Albert. The owner is seeking approval for a preliminary master development plan for the subdivision of the property into five lots.

**Notes:**  
 This property is not located within a flood zone. The FEMA Flood Map Number is 170602250E. Dated: April 11, 2012.



Cover Sheet  
 Job No. 14043  
**C0.0**  
 1 of 4



**Ben Albert Subdivision**  
 Preliminary Master Development Plan  
 Being Parcels 50.01 and 50.05 on Tax Map 96  
 White House, Sumner County, Tennessee

Date: March 9, 2015

Drawing Notes:

Revisions:



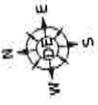


Overall Grading & Utilities Plan  
 Job No. 14043  
**C2.0**  
 3 of 4

**Ben Albert Subdivision**  
 Preliminary Master Development Plan  
 Being Parcels 50.01 and 50.05 on Tax Map 96  
 White House, Sumner County, Tennessee

Date: March 6, 2012

Drawn: [Name]  
 Checked: [Name]



Scale 1" = 50'  
 Site Area = 16.01 Acres

**DIVIDER**  
 James E. Black Cook  
 Contracting & Construction  
 1211 N. 1st St.  
 White House, TN 37188  
 Phone: (615) 331-1214

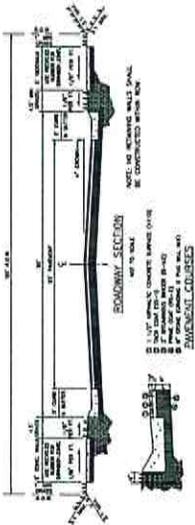
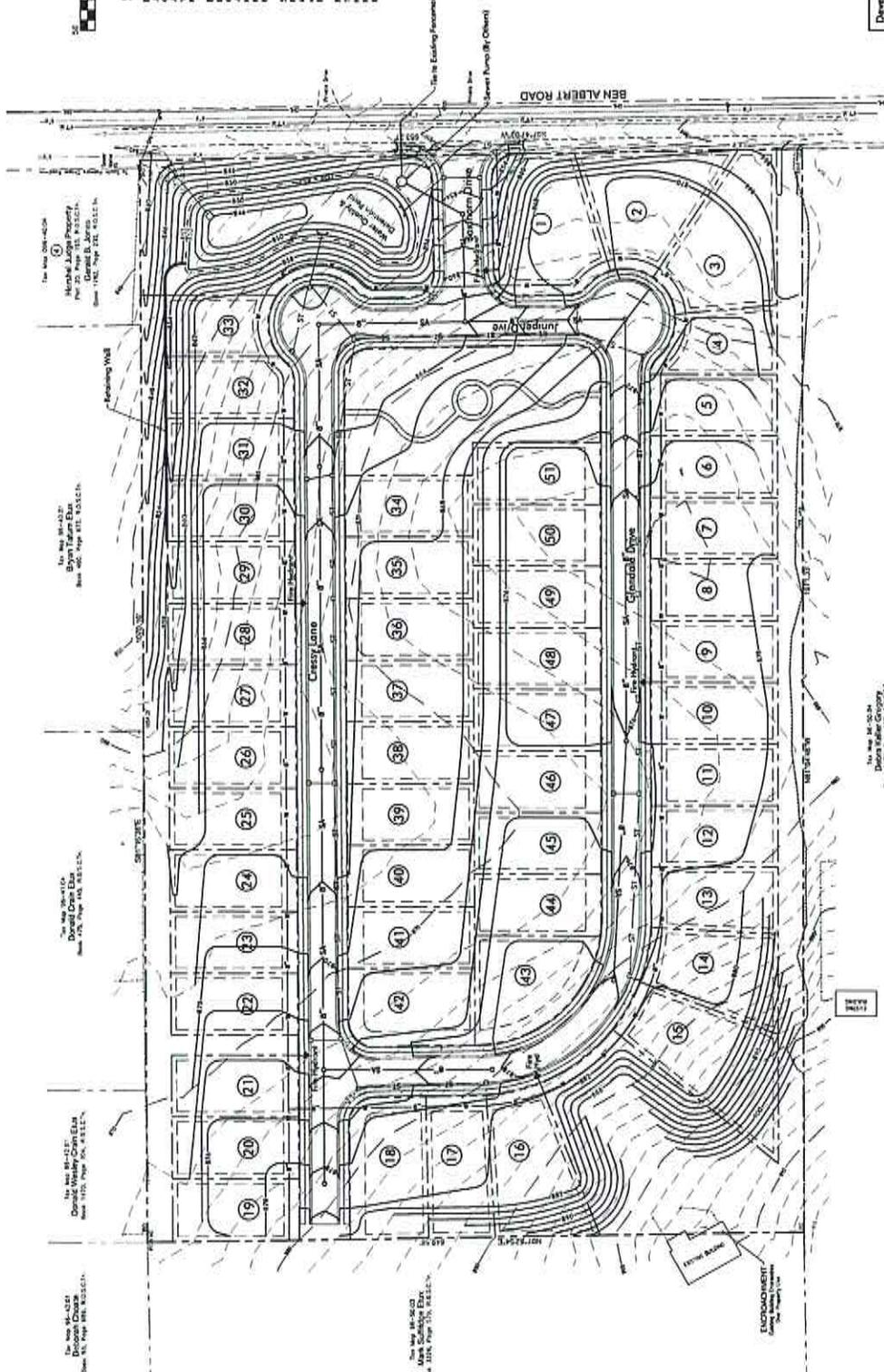
**ENGINEER**  
 Dewey Estes Engineering  
 1000 West Main Street  
 White House, TN 37188  
 Phone: (615) 331-1214  
 Email: info@deest.com

**STATE BENCHMARK**  
 For information, this benchmark was established by the Tennessee Department of Transportation, State Highway 100, at the intersection of SE Primary Center of Subject Property.  
 Elevation = 800.97

**FLOOD NOTE**  
 This property is not located within a Flood Hazard Zone as shown on the Flood Hazard Insurance Study of SE Primary Center of Subject Property.  
 Elevation = 800.97  
 Dated April 17, 2011.

[Symbol]	Headwall
[Symbol]	Storm Catch Basin
[Symbol]	Storm Pipe
[Symbol]	Fire Hydrant
[Symbol]	Water Main
[Symbol]	Storm Mainline
[Symbol]	Storm Manhole
[Symbol]	Concrete Monument
[Symbol]	Iron Rod

**Development Schedule Note:**  
 The Subdivision shall be submitted to the Authority of One Time. If Phases are Required or a Later Date, then a Phasing Plan shall be Submitted Upon Request.



The map 96-02-021  
 Donohoe Check  
 Date: 11/19/09, 10/11/09, 10/12/09

The map 96-02-021  
 Donohoe Check  
 Date: 11/19/09, 10/11/09, 10/12/09

The map 96-02-021  
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 Donohoe Check  
 Date: 11/19/09, 10/11/09, 10/12/09



May 12, 2015

**MEMORANDUM**

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Budget Amendment

---

The following budget amendment is recommended for approval. All of the items are due to unexpected costs when the budget was created last year for various reasons. Details that are more specific are listed numerically on the budget amendment document. Should you have any questions related to this budget amendment, please let me know. Thanks!

**ORDINANCE 15-13**

**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:            May 21, 2015

Second Reading:        June 18, 2015

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

ATTEST:

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

City of White House  
Budget Amendment III  
May 21, 2015

				Current Budget	Proposed Budget	Amendment	
110	41500	110	General Fund - Finance	Salaries	177,653	161,653	(16,000)
110	41000	252	General Fund - Legislative / Administrative	Legal Services	35,000	51,000	16,000
<p>1. To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Finance Salaries line is being redirected to the Legislative / Administrative Legal Services line to cover the additional cost of legal services provided this fiscal year.</p>							
110	41670	900	General Fund - Engineering	Capital Outlay - 31W Sidewalk (Phase 2)	35,347	4,324	(31,023)
110	41670	900	General Fund - Engineering	Capital Outlay - SR 76 Sidewalk Project	0	31,023	31,023
<p>2. To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the 31W Sidewalk (Phase) capital project is being redirected to the SR 76 Sidewalk capital project to cover the additional cost not budgeted for the current fiscal year.</p>							
110	41800	900	General Fund - Building Maintenance	Capital Outlay - Civic Center HVAC Upgrade	15,000	8,000	(7,000)
110	41800	900	General Fund - Building Maintenance	Capital Outlay - Restrooms/Storage/Archival Area Renov.	110,653	653	(110,000)
110	41800	900	General Fund - Building Maintenance	Capital Outlay - City Hall Roof Replacement	0	117,000	117,000
<p>3. To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Civic Center HVAC Upgrade capital project and the Restroom / Storage / Archival Area Renovation capital project is being redirected to the City Hall Roof Replacement capital project to cover the additional cost not budgeted for the current fiscal year.</p>							
110	41800	266	General Fund - Building Maintenance	Repair and Maintenance Buildings	23,000	21,000	(2,000)
110	41800	312	General Fund - Building Maintenance	Small Items of Equipment	3,500	1,600	(1,900)
110	41800	332	General Fund - Building Maintenance	Motor Vehicle Parts	600	100	(500)
110	41800	400	General Fund - Building Maintenance	Building Materials	2,000	1,000	(1,000)
110	41800	533	General Fund - Building Maintenance	Machinery and Equipment Rental	600	0	(600)
110	41921	320	General Fund - Legislative/Administrative	Special events	4,000	10,000	6,000
<p>4. To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from several Building Maintenance lines is being redirected to the Special Events line to cover some of the unexpected cost not budgeted for the current fiscal year relating to the Clark Beckham American Idol Hometown Visit.</p>							
110	42100	110	General Fund - Police Patrol Department	Salaries	738,781	719,511	(19,270)
110	42100	900	General Fund - Police Patrol Department	Capital Outlay - 2 police vehicles (from original CIP)	78,000	71,278	(6,722)
110	42100	900	General Fund - Police Patrol Department	Capital Outlay - Replacing Wrecked Vehicle	0	25,992	25,992
<p>5. To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the salaries line and the 2 Police Vehicles capital project is being redirected to the Replacing Wrecked Vehicle capital project to cover the unexpected cost not budgeted for the current fiscal year. To reduce costs related to this loss, all salvageable equipment from the wrecked vehicle will be used on the replacement vehicle. Insurance recoveries related to this loss totaled \$22,311.</p>							
110	43000	900	General Fund - Public Works	Capital Outlay-Repl. Dmg. Equip. Trlr. (50% public works)	4,000	3,938	(62)
110	43000	900	General Fund - Public Works	Capital Outlay - Asphalt Overlay Program	191,979	188,042	(3,937)
110	43000	900	General Fund - Public Works	Capital Outlay - Skid Steer w/ attachments	37,946	41,945	3,999
<p>6. To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Replace Damaged Equipment Trailer capital project and the Asphalt Overlay Program capital project is being redirected to the Skid Steer w/ Attachments capital project to cover the additional costs.</p>							

110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Widen Park Entrance	16,000	10,171	(5,829)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Bathroom Expansion (Back of Park)	75,000	67,798	(7,202)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - RTP - Walking Trail	192,000	205,031	13,031
7. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Widen Park Entrance capital project and the Bathroom Expansion (Back of Park) capital project is being redirected to the RTP Walking Trail capital project to cover the additional costs.</i>							
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Bathroom Expansion (Back of Park)	67,798	67,706	(92)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Gym Renovation (Final Charges)	0	92	92
8. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Bathroom Expansion (Back of Park) capital project is being redirected to the Gym Renovation capital project to cover the final project costs not budgeted in the current fiscal year.</i>							
110	41670	900	General Fund - Engineering	Capital Outlay - 31W Sidewalk (Phase 2)	4,324	324	(4,000)
110	42200	900	General Fund - Firefighting Operations	Capital Outlay - Custom Cab Fire Engine	451,250	427,140	(24,110)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Bathroom Expansion (Back of Park)	67,706	0	(67,706)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Splash Pad	250,000	0	(250,000)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Municipal Recreation Complex	0	345,816	345,816
9. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the 31W Sidewalk (Phase 2), Custom Cab Fire Engine, Bathroom Expansion (Back of Park), and Splash Pad capital projects is being redirected to the Municipal Recreation Complex capital project to cover costs not budgeted in the current fiscal year.</i>							
110	44740	469	General Fund - Parks Maintenance	Infield Supplies	13,500	11,921	(1,579)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Infield Groomer	15,000	16,579	1,579
10. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Infield Supplies line is being redirected to the Infield Groomer capital project to cover additional costs.</i>							
110	44740	200	General Fund - Parks Maintenance	Contractual Services	36,500	36,043	(457)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Basketball half-courts (2)	12,000	12,457	457
11. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Contractual Services line is being redirected to the Basketball half-courts (2) capital project to cover additional costs.</i>							
121	43100	900	State Street Aid	Capital Outlay - Signal Upgrade 31W/Raymond Hirsch	10,000	5,200	(4,800)
121	43100	900	State Street Aid	Capital Outlay - Street Resurfacing	99,000	71,006	(27,994)
121	43100	200	State Street Aid	Contractual Services	40,000	60,794	20,794
121	43100	241	State Street Aid	Electric	113,000	125,000	12,000
12. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Signal Upgrade 31W/Raymond Hirsch capital project and the Street Resurfacing capital project is being redirected to the Contractual Services line and the Electric line to cover additional costs.</i>							
123	43200	200	Sanitation Fund	Contractual Services	474,000	455,500	(18,500)
123	43200	110	Sanitation Fund	Salaries	77,158	95,658	18,500
13. <i>To amend current 2014-2015 budget to recognize additional costs and offsetting savings. The savings from the Contractual Services line is being redirected to the Salaries line to cover unbudgeted costs resulting from an error in the budget.</i>							

200	27100	Debt Service Fund	Fund Balance	50,985	50,485	(500)	
200	49000	200	Debt Service Fund	Administrative Fees	1,350	1,850	500

14. *To amend current 2014-2015 budget to recognize additional costs. The proposed ending fund balance for this fund will be reduced to cover additional costs in the Administrative Fees line relating to an unexpected increase in annual administrative fees for bonds.*

433	27100	Cemetery Fund	Fund Balance	144,928	141,128	(3,800)	
433	43400	900	Cemetery Fund	Capital Outlay - Driveway Resurfacing	15,000	18,800	3,800

15. *To amend current 2014-2015 budget to recognize additional costs. The proposed ending fund balance for this fund will be reduced to cover additional costs for the Driveway Resurfacing capital project.*

*May 12, 2015*

# MEMORANDUM

To: Board of Mayor and Aldermen  
From: Jason Barnes, Finance Director  
Cc: Gerald Herman, City Administrator  
Re: Ordinance Adopting Annual Budget and Tax Rate

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The details of this ordinance were presented at the budget study session on May 7, 2015. The details that were presented at the study session remain unchanged to this point. The final budget document will be distributed after the second reading and passage of this ordinance. The final document will also include the detail Capital Improvement Program sheets, the six year Capital Improvement Program document, as well as other personnel schedules. If you have any questions about this ordinance or the budget details please feel free to call me.

**ORDINANCE 15-14**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,  
ADOPTING THE ANNUAL BUDGET (AND TAX RATE) FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2015 THROUGH JUNE 30, 2016.**

Whereas, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

Whereas, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

Whereas, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

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

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

General Fund	FY 2014		FY 2015 Estimated	FY 2016 Proposed
	Actual			
Local Taxes	\$2,151,531		\$2,555,630	\$2,497,219
Intergovernmental Revenue	4,881,118		4,859,971	4,723,358
Charges for Services	135,694		130,813	124,600
Licenses and Permits	295,008		93,133	63,550
Fines and Forfeitures	136,574		164,978	161,600
Bonds Issued	3,120,282		0	0
Loan Proceeds	0		0	351,250
Interfund Charges	207,285		124,873	136,000
Miscellaneous Revenue	123,319		328,067	63,700
<b>Total Revenue</b>	<b>\$11,050,811</b>		<b>\$8,257,465</b>	<b>\$8,121,277</b>
Fund Balance	\$5,303,561		\$7,891,606	\$4,076,234
<b>Total Available Funds</b>	<b>\$16,354,372</b>		<b>\$16,149,071</b>	<b>\$12,197,511</b>

Debt Service Fund	FY 2014		FY 2015 Estimated	FY 2016 Proposed
	Actual			
Local Taxes	\$ 801,816		\$ 708,328	\$ 750,000
Miscellaneous Revenue	\$ 216		\$ 7,593	\$ 200
<b>Total Revenue</b>	<b>\$ 802,032</b>		<b>\$ 715,921</b>	<b>\$ 750,200</b>
Fund Balance	\$ (23,706)		\$ 92,150	\$ 38,461
<b>Total Available Funds</b>	<b>\$ 778,326</b>		<b>\$ 808,071</b>	<b>\$ 788,661</b>

State Street Aid Fund	FY 2014		FY 2015 Estimated	FY 2016 Proposed
	Actual			
Intergovernmental Revenue	\$ 265,222		\$ 276,542	\$ 269,194
Miscellaneous Revenue	\$ 216		\$ 89	\$ 70
<b>Total Revenue</b>	<b>\$ 265,438</b>		<b>\$ 276,631</b>	<b>\$ 269,264</b>
Fund Balance	\$ 447		\$ 137,637	\$ 167,062
<b>Total Available Funds</b>	<b>\$ 265,885</b>		<b>\$ 414,268</b>	<b>\$ 436,326</b>

<b>Drug Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Court Fines and Costs	\$ 5,934	\$ 12,931	\$ 4,120
Miscellaneous	\$ 248	\$ 4,839	\$ 400
Total Revenue	\$ 6,182	\$ 17,770	\$ 4,520
Fund Balance	\$ 31,337	\$ 29,488	\$ 42,775
Total Available Funds	\$ 37,519	\$ 47,258	\$ 47,295

<b>Hillcrest Cemetery Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Charges for Services	\$ 34,142	\$ 38,753	\$ 26,600
Miscellaneous	\$ 5,288	\$ 191	\$ 175
Total Revenue	\$ 39,430	\$ 38,944	\$ 26,775
Fund Balance	\$ 165,047	\$ 167,505	\$ 160,537
Total Available Funds	\$ 204,477	\$ 206,449	\$ 187,312

<b>Healthcare Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Revenue from Other Funds	\$ 59,681	\$ 62,235	\$ 62,000
Miscellaneous	\$ 217	\$ 205	\$ 200
Total Revenue	\$ 59,898	\$ 62,440	\$ 62,200
Fund Balance	\$ 241,864	\$ 240,738	\$ 236,678
Total Available Funds	\$ 301,762	\$ 303,178	\$ 298,878

<b>Impact Fee Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Impact Fees	\$ 17,768	\$ 25,050	\$ 12,500
Miscellaneous	\$ 217	\$ 135	\$ 200
Total Revenue	\$ 17,985	\$ 25,185	\$ 12,700
Fund Balance	\$ 259,671	\$ 210,110	\$ 78,872
Total Available Funds	\$ 277,656	\$ 235,295	\$ 91,572

<b>Industrial Development Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Intergovernmental Revenue	\$ 71,387	\$ 94,900	\$ 70,000
Miscellaneous	\$ 94	\$ 150	\$ 100
Total Revenue	\$ 71,481	\$ 95,050	\$ 70,100
Fund Balance	\$ 43,218	\$ 100,094	\$ 144,844
Total Available Funds	\$ 114,699	\$ 195,144	\$ 214,944

<b>Park Sales Tax Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Local Taxes	\$ 80,469	\$ 80,382	\$ 494,566
Miscellaneous	\$ 149	\$ 106	\$ 200
Total Revenue	\$ 80,618	\$ 80,488	\$ 494,766
Fund Balance	\$ (218,313)	\$ 121,410	\$ 68,626
Total Available Funds	\$ (137,695)	\$ 201,898	\$ 563,392

<b>Sanitation Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Charges for Services	\$ 718,142	\$ 791,133	\$ 800,400
Total Revenue	\$ 718,142	\$ 791,133	\$ 800,400
Fund Balance	\$ 667,111	\$ 672,612	\$ 454,456
Total Available Funds	\$ 1,385,253	\$ 1,463,745	\$ 1,254,856

<b>Stormwater Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Charges for Services	\$ -	\$ 82,941	\$ 368,730
Total Revenue	\$ -	\$ 82,941	\$ 368,730
Fund Balance	\$ -	\$ -	\$ 79,441
Total Available Funds	\$ -	\$ 82,941	\$ 448,171

<b>Wastewater Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Cash Receipts	\$ 2,832,504	\$ 2,871,361	\$ 3,298,700
Loan Proceeds	\$ 1,964,112	\$ 2,159,464	\$ 2,424,000
Total Cash Inflows	\$ 4,796,616	\$ 5,030,825	\$ 5,722,700
Beg Cash Balance	\$ 2,373,844	\$ 2,466,666	\$ 1,909,887
Available Cash	\$ 7,170,460	\$ 7,497,491	\$ 7,632,587

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

<b>General Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
General Government	\$ 2,065,803	\$ 2,284,653	\$ 2,818,417
City Court	\$ 74,973	\$ 77,329	\$ 80,520
Public Safety	\$ 3,129,529	\$ 4,060,354	\$ 4,031,663
Public Works	\$ 660,548	\$ 771,946	\$ 764,354
Library and Museum	\$ 666,484	\$ 3,243,701	\$ 633,859
Parks and Recreation	\$ 1,197,205	\$ 1,351,494	\$ 1,449,029
Planning and Zoning	\$ 262,760	\$ 283,360	\$ 320,025
Total Appropriations	\$ 8,057,302	\$ 12,072,837	\$ 10,097,867

<b>State Street Aid Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Streets	\$ 219,234	\$ 247,206	\$ 275,000
Total Appropriations	\$ 219,234	\$ 247,206	\$ 275,000

<b>Drug Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Police	\$ 8,778	\$ 4,483	\$ 35,633
Total Appropriations	\$ 8,778	\$ 4,483	\$ 35,633

<b>Debt Service Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Debt Service	\$ 745,782	\$ 767,769	\$ 748,998
Miscellaneous	\$ 1,341	\$ 1,841	\$ 2,060
Total Appropriations	\$ 747,123	\$ 769,610	\$ 751,058

<b>Hillcrest Cemetery Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Cemetery and Maintenance	\$ 38,426	\$ 45,912	\$ 63,300
Total Appropriations	\$ 38,426	\$ 45,912	\$ 63,300

<b>Healthcare Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Premiums Paid	\$ 8,413	\$ 8,500	\$ 8,500
Medical Claims Paid	\$ 52,778	\$ 58,000	\$ 60,000
Total Appropriations	\$ 61,191	\$ 66,500	\$ 68,500

<b>Impact Fee Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Roads	\$ 14	\$ 122,359	\$ -
Parks	\$ -	\$ 34,000	\$ -
Fire	\$ 63	\$ 64	\$ 3,290
Police	\$ -	\$ -	\$ -
Debt Service	\$ 7,650	\$ -	\$ -
<b>Total Appropriations</b>	<b>\$ 7,727</b>	<b>\$ 156,423</b>	<b>\$ 3,290</b>

<b>Industrial Development Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Industrial Development	\$ 36,413	\$ 50,300	\$ 118,500
<b>Total Appropriations</b>	<b>\$ 36,413</b>	<b>\$ 50,300</b>	<b>\$ 118,500</b>

<b>Park Sales Tax Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Parks	\$ 374	\$ 388	\$ 300,600
Debt Service	\$ 129,884	\$ 132,884	\$ 109,969
<b>Total Appropriations</b>	<b>\$ 130,258</b>	<b>\$ 133,272</b>	<b>\$ 410,569</b>

<b>Sanitation Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Sanitation	\$ 659,178	\$ 957,199	\$ 842,562
Debt Service	\$ 54,085	\$ 52,090	\$ 90
<b>Total Appropriations</b>	<b>\$ 713,263</b>	<b>\$ 1,009,289</b>	<b>\$ 842,652</b>

<b>Stormwater Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Stormwater Administration	\$ -	\$ 3,500	\$ 359,482
Debt Service	\$ -	\$ -	\$ -
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 359,482</b>

<b>Wastewater Fund</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Estimated</b>	<b>FY 2016 Proposed</b>
Wastewater	\$ 4,250,578	\$ 5,064,137	\$ 5,640,259
Debt Service	\$ 400,312	\$ 523,467	\$ 729,005
<b>Total Appropriations</b>	<b>\$ 4,650,890</b>	<b>\$ 5,587,604</b>	<b>\$ 6,369,264</b>

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

General Fund	\$ 4,076,234
State Street Aid Fund	\$ 167,062
Drug Fund	\$ 42,775
Debt Service Fund	\$ 38,461
Hillcrest Cemetery Fund	\$ 160,537
Healthcare Fund	\$ 236,678
Impact Fee Fund	\$ 78,872
Industrial Development Fund	\$ 144,844
Park Sales Tax Fund	\$ 68,626
Sanitation Fund	\$ 454,456
Stormwater Fund	\$ 79,441
Wastewater Fund	\$ 1,909,887

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

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	\$ 885,001	\$ 281,084	\$ -	\$ -
Notes	\$ -	\$ -	\$ -	\$ -
Capital Leases	\$ -	\$ -	\$ -	\$ -
Other Debt	\$ 337,775	\$ 78,162	\$ -	\$ -

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

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Hwy 31W Sidewalk (Phase 2)	\$ 1,164,000	\$ -
Expand Bathrooms (Back of Park)	\$ 75,000	\$ -
Library Building	\$ 150,000	\$ -
Live Fire Training Building (Grant)	\$ 69,106	\$ -
Splash Pad	\$ 250,000	\$ -
1500 GPM Pumper Truck (Fire)	\$ 100,000	\$ 351,250
Marquee Sign (City Hall)	\$ 150,000	\$ -
Remodel Old Library Building	\$ 150,000	\$ -
New Parking Lot Design (Back of Park)	\$ 38,000	\$ -
Resurface Stadium Parking at Municipal Park	\$ 80,000	\$ -
Street Lighting Municipal Park (Back of Park)	\$ 150,000	\$ -
Reel Mower (Parks)	\$ 30,000	\$ -
Inspector Vehicle	\$ 25,000	\$ -
Police Patrol Vehicles (2)	\$ 78,000	\$ -
Security System (Police Department)	\$ 35,000	\$ -
Asphalt Overlay Program (Public Works)	\$ 250,000	\$ -
Fire Hydrant at Public Services Complex	\$ 100,000	\$ -
Recreation Complex (Phase 2)	\$ 300,000	\$ -
Street Resurfacing (State Street Aid)	\$ 109,000	\$ -
RTV (Sanitation)	\$ 21,000	\$ -
Truck Extended Cab 4x4 (Stormwater)	\$ 28,000	\$ -
Police Admin/Support Services Vehicle (Drug)	\$ 29,000	\$ -
Decorative Fencing/Rock Columns (Cemetery)	\$ 20,000	\$ -
Columbarium (Cemetery)	\$ 15,000	\$ -
Hobbs/Sage Rd/Meadows vacuum to LP (SRF)	\$ -	\$ 750,000
WWTP Effluent Irrigation/Headworks (SRF)	\$ -	\$ 1,777,910
Calista Lift Station Rehabilitation	\$ 450,000	\$ -
Grinder Pump Replacement Program	\$ 250,000	\$ -
Truck Extended Cab 4x4 (Wastewater)	\$ 42,500	\$ -
Wilkinson Lane LS Upgraded Panel/VFDs	\$ 50,000	\$ -
Northern Force Main Extension	\$ 500,000	\$ -

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

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

- SECTION 8. A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.
- SECTION 9. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, *Tennessee Code Annotated* provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.
- SECTION 10. There is hereby levied a property tax of \$1.2315 per \$100 of assessed value on all real and personal property in Robertson County, and Sumner County.
- SECTION 11. This annual operating and capital budget ordinance shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the City has notes issued pursuant to Title 9, Chapter 21, TCA or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, TCA approved by the Comptroller of the Treasury or Comptroller's Designee within 15 days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, TCA.
- If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the city does not have debt, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 12. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.
- SECTION 13. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 14. This ordinance shall take effect on July 1, 2015, the public welfare requiring it.

Passed First Reading:

\_\_\_\_\_

Passed Second and Final Reading:

\_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: City Recorder

PURCHASING....

**City of White House  
Public Services Department**

**Memo**

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** April 30, 2015  
**Re:** Request to Approve Engineer's Task Order #8

---

On this date, April 30, 2015, I'm requesting that the Mayor and Board of Alderman approve McGill Associate's **Task Order #8** for Engineering Services entitled: "**Northern Force Main Improvements**"; which is for the Wastewater Division.

The northern force main is inadequate for the daily flow that it's currently handling. The current force main services the following stations:

1. North Palmers;
2. Portland Road;
3. Calista Road;
4. Wilkinson Lane.

At present, the velocity in the force main is approximately 7.5 feet per second (fps). Normal operating velocity in this force main should be 3.5 fps. We need to install approximately 3,500 LF of 12" force main to reduce the friction head losses and to reduce the operating heads on the pumps in this section of the collection system.

This project is part of my 2015/2016 CIP project list. I've attached McGill's Task Order #8 document for your further review and consideration.

The engineering fee associated with this task is approximately \$59,000.00.

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

**W. Joe Moss**  
**Director of Public Services**

# Capital Improvements Program

## Project Detail Sheet

FY 2015-2016

<b>Department:</b>	Wastewater	<b>Estimated Cost:</b>	\$500,000.00
<b>New/Repl:</b>	Replacement	<b>Fund:</b>	Wastewater Fund
<b>Estimated Date to Begin:</b>	07/2015	<b>CIP Matrix Score:</b>	
<b>Estimated Date of Completion:</b>	10/2015	<b>Priority:</b>	4

<b>Revenue Impact (if any):</b> None	<b>Operating Cost Impact:</b> None
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### Project Description: Northern Force Main Replacement Project



#### Description of Need:

The northern force main is inadequate for the daily flow. At present the velocity in the force main is approximately 7.5 feet per second (fps). Normal operating velocity in this force main should be 3.5 fps. We need to install approximately 4,000 LF of 12" force main to reduce the friction head losses and to reduce the operating heads on the pumps in this section of the collection system.

**Financing Information:** Wastewater Enterprise Fund

This is Task Order No. 8,  
consisting of 3 pages.

## **Task Order**

---

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated February 5, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Northern Force Main Improvements

Description: The project consists of the design, permitting, bidding/award, and construction phase services for improvements to the City's Northern Force Main. The project consists of the installation of approximately 3,400 linear feet of 12-inch force main along Calista Road and Bill Moss Road.

B. Number of Construction Contracts

The project is anticipated to be constructed in one (1) construction contract.

2. Services of Engineer

- Design Services
- Bidding Services
- Construction Services
- Post-Construction Services
- Easement Survey and Plats
- Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date (Duration)</u>
Design Phase	3 months after Contract Approval
Bidding and Award Phase	2 months after Agency Approval of Design Plans
Construction Phase	3 months after Bidding and Award

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Design Phase	A. Lump Sum	\$38,000
Bidding and Award Phase	A. Lump Sum	\$7,500
Construction Phase	A. Lump Sum	\$12,000
Post-Construction Phase	A. Lump Sum	\$1,500
Easement Survey and Plats	B. Standard Hourly Rates	
Additional Services Requiring an Amendment to Task Order	B. Standard Hourly Rates	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_.

OWNER: City of White House, TN

ENGINEER: McGill Associates, P.A.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Joel Storrow, P.E.

Title: \_\_\_\_\_

Title: Principal

Engineer License or Firm's  
Certificate No. (if required by law): Firm #2784

State of: Tennessee

Date Signed: \_\_\_\_\_

Date Signed: 2/24/15

Address for giving notices:

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Title: \_\_\_\_\_

Benjamin R. Simerl, P.E.

Title: Senior Project Manager

Phone Number: \_\_\_\_\_

Phone Number: 865-540-0801

Facsimile Number: \_\_\_\_\_

Facsimile Number: 865-595-4999

E-Mail  
Address: \_\_\_\_\_

E-Mail ben.simerl@mcgillengineers.com  
Address: \_\_\_\_\_



May 6, 2015

# MEMORANDUM

To: Board of Mayor and Aldermen  
From: Jason Barnes, Finance Director  
CC: Gerald Herman, City Administrator  
Re: Audit Services

---

In April, we solicited proposals for professional auditing services. The Division of Municipal Audit provided a list of firms that were currently performing successful municipal audits in Middle Tennessee. Firms from that list were mailed request for proposal documents. The request was also advertised via the City social media accounts, the White House Connection, and vendorregistry.com. We received three formal written proposals for auditing services. The auditing services selection committee scores as well as an excerpt from KraftCPAs' proposal follow this memo.

The auditing services selection committee was composed of the City Administrator, Finance Director, City Recorder, Purchasing Coordinator, and Accounting Specialist. After reviewing the proposals submitted, the committee is recommending that the City contract with KraftCPAs for auditing services. They have recently performed audits for several government entities, including three municipalities. Staff members of the firm have extensive municipal audit experience which was a large contributing factor in the decision.

Based on the committee's recommendation, as well as the factors above, I would like to recommend contracting with KraftCPAs for professional auditing services. This contract will cover the audit for the financial statements for year ending June 30, 2015 with the option of renewing this contract for each of the two subsequent fiscal years. Please let me know if you have any questions regarding this process or the contract.



**CITY OF WHITE HOUSE  
RFP AUDITING SERVICE  
EVALUATION SCORES**

<b>APPLICATION</b>				
	<b>Total Available Points</b>	<b>Mauldin &amp; Jenkins</b>	<b>KraftCPA</b>	<b>Crosslin &amp; Associates</b>
Mandatory Elements within Proposal ( <b>required</b> information)	25	22	23	22
Technical Qualifications	25	15	23	16
Price Consideration	25	16	18	21
Proposal was clear, concise, and logical and/or sequential form	25	19	22	18
<b>Total Score</b>	<b>100</b>	<b>72 (72%)</b>	<b>86 (86%)</b>	<b>77 (77%)</b>
<b>COMMENTS</b>	N/A	- Travel expenses included in cost proposal		

<b>CONCLUSION</b>				
	<b>Total Available Points</b>	<b>Mauldin &amp; Jenkins</b>	<b>KraftCPA</b>	<b>Crosslin &amp; Associates</b>
Overall qualifications and likelihood to succeed in your opinion	25	17	22	10
<b>Total Score</b>	<b>25</b>	<b>17 (68%)</b>	<b>22 (88%)</b>	<b>10 (40%)</b>
<b>COMMENTS</b>	N/A	-Main downfall is located so far away		-Had past issues with timelines. -No problem interacting and price is good, <b>but</b> never field on time

**OVERALL SCORES**

	<b>Mauldin &amp; Jenkins</b>	<b>KraftCPA</b>	<b>Crosslin &amp; Associates</b>
Total of both categories together	89 (71.2%)	108 (86.4%)	87 (69.6%)

April 21, 2015



City of White House, Tennessee  
Mr. Derek Watson, Purchasing Specialist  
105 College Street  
White House, TN 37188

To Mr. Watson and the Selection Committee:

We at KraftCPAs PLLC appreciate the opportunity to submit a proposal to provide professional auditing services for the City of White House.

We are proposing to audit the City's financial statements as of and for the years ending June 30, 2015, with two annual renewals for the years ending June 30, 2016 and 2017. Our audit opinion will cover the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City. Our audit will also be subject to OMB Circular A-133, if applicable.

Based on our understanding of your needs, we are confident KraftCPAs has the technical expertise, the resources and the high level of personal service to conduct the audit services you need in an efficient and effective manner, while adding value to the process.

Our mission is client success. We hope to help facilitate your success by establishing a long-term relationship and proactively helping you achieve your goals. This level of service will continue throughout our engagement as our client service team invests the time to understand the City and its operations so that we can become an invaluable resource for you.

We are confident that, given the opportunity, we will not only meet your needs, but also exceed your expectations. There are many benefits to choosing KraftCPAs:

- **Our governmental team has extensive experience and the highest level of technical proficiency. They are uniquely qualified to meet your needs.**  
KraftCPAs has more than 20 professionals, including four members (owners), on our governmental/not-for-profit audit team who actively service governmental, not-for-profit and OMB A-133 clients. Each of these individuals is appropriately trained and receives at least 24 hours of governmental and OMB A-133 continuing education every two years.
- **a team of professionals including a member (owner) who will give you high-quality service, rapid response and personal attention on a continual basis**  
Although KraftCPAs has grown substantially throughout the past 57 years, we haven't outgrown our dedication to providing personal service. It is our commitment to personal service that sets KraftCPAs apart.
  - On our most recently conducted, third party client survey, our firm ranked in the **99th percentile** of CPA firms in the "overall client satisfaction" category.

- We ranked in the **100th percentile**, setting the new record high score in the **"responsiveness"** and **"overall communication"** categories.
- KraftCPAs was the only Tennessee firm listed by Goldline Research as **One of the 10 Most Dependable™ CPA Firms in the Southeast** (published in *FORTUNE* magazine).
- **a firm with a proactive approach to client service and communication**  
KraftCPAs' governmental/not-for-profit audit team continually monitors audit and accounting issues that may affect governmental entities. Our client service team will serve as your advisors, proactively researching applicable issues, bringing pertinent matters to your attention in a timely manner, and assisting you in implementing new pronouncements.

If selected, KraftCPAs is prepared to enter into a contract with the City of White House (in accordance with the terms, conditions and timeline set forth in the RFP and any applicable contracts) for one year, renewable by the City annually for each of the next two fiscal years. This proposal is a firm and irrevocable offer for 90 days.

In addition to meeting all requirements, terms and conditions of the RFP, we promise to:

- listen to your needs before suggesting solutions
- tailor our services to meet your needs
- deliver our services to accommodate your schedule - not ours
- honor our commitments to you in a timely manner
- be there when you need us

***But we won't try to sell you something you don't need.***

We hope you'll agree - after reviewing our proposal - that **KraftCPAs is the firm best suited to meet your needs**. We are large enough to render the necessary level of expertise you need, but small enough to give you the personal attention you deserve. Our combination of resources, expertise and personal service, makes **the selection of KraftCPAs the best decision you could make for the City of White House**.

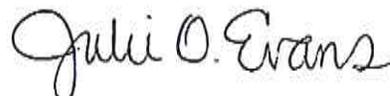
No KraftCPAs proposal is ever a take-it-or-leave-it proposition. We will be glad to consider your thoughts and any suggestions for modification. Our goal is to develop a work plan that meets your needs and your budget, while adhering to our high standards for quality control and client service.

Please feel free to call us if you have any questions or need additional information. We sincerely appreciate the opportunity to present our proposal, and we would consider it a privilege to serve you.

Very truly yours,



Beverly L. Horner, CPA, CFSA, MBA  
(615) 346-2431  
bhorner@kraftcpas.com



Julie O. Evans, CPA  
(615) 346-2486  
jevans@kraftcpas.com

# GENERAL REQUIREMENTS

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The purpose of this proposal is to demonstrate the qualifications, competency and capacity of KraftCPAs PLLC and the specific team members assigned to your engagement to perform an independent audit of the City of White House (the City) in conformity with the requirements outlined in the RFP. This proposal also outlines the approach we will take to perform the audit, the segmentation of the audit engagement and the projected timeline.

We hope you'll agree - after reviewing our proposal - that **KraftCPAs is the firm best suited to meet your needs.**

## INDEPENDENCE

KraftCPAs, our employees, and any subcontractors engaged by our firm adhere to all applicable independence, integrity and objectivity requirements including regulations, interpretations and rulings of the Independence Standards Board, the American Institute of Certified Public Accountants, state CPA societies, State Boards of Accountancy, state statutes, generally accepted auditing standards, the U.S. General Accounting Office's *Government Auditing Standards*, the Securities and Exchange Commission and other regulatory standards, where applicable.

We have surveyed all members and employees to determine that no employee of the firm, or our affiliate companies, has any relationship with the City which could impair our independence or create a conflict of interest.

## CPA LICENSURE IN TENNESSEE

All members of the client service team included in this proposal are properly licensed certified public accountants by the Tennessee State Board of Accountancy, with the exception of the assigned staff auditor, Tiffany Trukovich who is awaiting approval of her application and receipt of her certification. She has passed all portions of the CPA exam and fulfilled the experience requirement.

In addition, KraftCPAs is registered with the Tennessee State Board of Accountancy to practice public accounting.

# FIRM QUALIFICATIONS & EXPERIENCE

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## KRAFTCPAS QUALIFICATIONS & EXPERIENCE

KraftCPAs PLLC is one of the largest and most widely recognized, locally owned CPA firms in Tennessee. Founded in 1958 by the late Joe Kraft, KraftCPAs operates from three Tennessee office locations — Nashville (Kraft's headquarters), Columbia and Lebanon. The work for this engagement will be performed by professionals from our Nashville office.

KraftCPAs is a vibrant, evolving business that continues to experience growth, and it is the only CPA firm in Middle Tennessee that has been in business for more than 50 years. (Source: *Nashville Business Journal 2013-2014 Book of Lists*).

Now in its third generation of ownership, the firm is a professional limited liability company (PLLC) with 16 members (owners). Unlike many firms that must merge or sell so the owners can retire, KraftCPAs has demonstrated skill in succession planning and ownership transition.

This continuity of management and successful transition of ownership contribute to the consistently high level of service our clients receive and the corresponding longevity of client relationships. In many instances, we have maintained client relationships for more than 30 years.

While high-level consulting services are provided through our affiliate companies, KraftCPAs is first, and foremost, a proactive CPA firm. Assurance and tax services are our core business, and we continue to devote most of the firm's resources, including 70 percent of our professional staff, to providing these two services with excellence.

## STAFF CONTINUITY

KraftCPAs and our affiliated companies are comprised of more than 170 team members. We have approximately 80 certified public accountants (CPAs) in the firm.

Studies find a correlation between employee satisfaction and client satisfaction; and, at KraftCPAs we've found that equation to be true. Recent awards indicate that KraftCPAs is maintaining a positive work environment that has been recognized locally and nationally.

- KraftCPAs was named a winner in the *Nashville Business Journal's* "Best Places to Work" for nine consecutive years.
- KraftCPAs was selected by *Accounting Today* magazine as one of the top 100 "Best Accounting Firms to Work for" in the U.S. for six of the last seven years.
- KraftCPAs was the national recipient of the 2009 **Balance Award** (local-firm category) presented by the American Society of Women Accountants for fostering an environment for work life balance.



Our commitment to creating a positive work environment for our team members results in reduced turnover and enhanced service for our clients.



**Peer Review Program**  
Administered by the National Peer Review Committee

American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-8110

March 24, 2015

Vic L Alexander, CPA  
KraftCPAs PLLC  
555 Great Circle Rd  
Nashville, TN 37228

Dear Mr. Alexander:

It is my pleasure to notify you that on March 18, 2015 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is March 31, 2018. This is the date by which all review documents should be completed and submitted to the administering entity. If your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Larry Gray  
Chair, National Peer Review Committee  
nprc@aicpa.org 919.402.4502

cc: Michael Peter Manspeaker; Charles M Ingram

Firm Number: 10039056

Review Number 366807

Letter ID: 967690



Smith Elliott Keenan & Company, LLC  
Certified Public Accountants & Consultants

### SYSTEM REVIEW REPORT

To the Members of KraftCPAs PLLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of KraftCPAs PLLC (the firm) in effect for the year ended September 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [Service Organizations Control (SOC) 1 and 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of KraftCPAs PLLC in effect for the year ended September 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. KraftCPAs PLLC has received a peer review rating of *pass*.

*Smith Elliott Keenan & Company, LLC*

Hagerstown, Maryland  
December 11, 2014

**ATTACHMENT A  
CITY OF WHITE HOUSE  
AUDITING SERVICES**

**TOTAL ALL INCLUSIVE MAXIMUM PRICE**

	2015	2016	2017
<b>Annual Report</b>	<u>\$34,000</u>	<u>\$35,200</u>	<u>\$36,400</u>
<b>Single Audit</b>	<u>\$ 5,000</u> *	<u>\$ 5,200</u> *	<u>\$5,400</u> *
<b>Total</b>	<u>\$39,000</u>	<u>\$40,200</u>	<u>\$41,800</u>

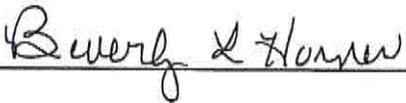
**FIRM SUBMITTING PROPOSAL:**

KraftCPAs PLLC

555 Great Circle Road

Nashville, Tennessee 37209

**Signature of Authorized Representative:**



**Name of Authorized Representative:**

Beverly L. Horner, CPA, CFSA, MBA

**Title:**

Member, Assurance Services & Co-Practice Leader, Banking Industry Team

Please attach schedule of professional fees and expenses, if appropriate.

# YOUR INVESTMENT

At KraftCPAs, we strive to provide exceptional service at a reasonable price. In addition to technical competencies, we provide the value of high-quality, personal service. We are committed to meeting your needs and exceeding your expectations so that you will view your relationship with KraftCPAs as an investment – not an expense.

In addition to the services requested, we also will provide the following for the City of White House:

Additional Services	Fees
Meeting with management and/or the Board of Mayor and Aldermen to present financial statements and management report	No charge
Reports on internal controls and management letter	No charge

Our fees, shown on the previous page in **Attachment A**, are total, all-inclusive maximum prices that include all direct and indirect costs, including all out-of-pocket expenses – assuming no significant changes in the City’s operations, funds or GASB pronouncements. Our fees do include time for implementation and future testing required under GASB Statement No. 68 (the new pension standard).

\* Fees for Single Audit will be based on two major programs in each year the City’s federal expenditure exceeds the threshold (currently \$500,000, and increasing to \$750,000 in future years). If additional grants are received and qualify as major programs, additional fees will be determined based on the type of grant received. The fee range will be dependent upon the complexity of the major federal program and related compliance requirements.

Additional audit or accounting-related services outside the scope of this proposal would be performed at your request at the following discounted hourly rates:

Staff Level	Anticipated Hours *	Discounted Hourly Rates		
		2015	2016	2017
Member	24	\$200	\$206	\$212
Senior Manager	72	\$150	\$155	\$160
Senior	164	\$100	\$103	\$106
Staff	140	\$80	\$82	\$85

\* The hours shown above represent estimated recurring work only. The additional time incurred relating to first year audit procedures is estimated to be approximately 60 hours. We will waive the fees for this time, as we consider these one-time procedures for the initial audit to be an investment in our relationship with the City.

We would not perform work that would increase your fees without your prior approval. **We realize that clients do not like “surprise” bills, and we do our utmost to avoid surprises.**

May 12, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Proposal for 24-strand SM Aerial Fiber in New Library

---

We have a service agreement with Stansell Electric Company, Inc. to provide our fiber connection services. Since we had an agreement with them we asked them to provide us with a quote to add fiber optic cabling in the new library. This cabling is needed to connect to the internet, telephone system, and City network server. The proposal that was submitted was for \$31,536.00 and the details are listed in the attached document.

I would like permission to enter into an agreement with Stansell Electric Company to install fiber in the new library. If you have any questions please contact me at 615-672-4350, ext. 2111.

860 VISCO DRIVE  
NASHVILLE, TN 37210-2150

615.329.4944 (p) 615.320.5236 (f)  
www.stansellelectric.com

<b>To:</b> City Of White House	<b>Contact:</b>
<b>Address:</b> 105 College St. White House, TN 37188	<b>Phone:</b> (615) 672-4350 <b>Fax:</b> (615) 672-2939
<b>Project Name:</b> City Of White House Aerial Fiber	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b>

Pricing for the installation and termination of one (1) 24-strand, single-mode, aerial fiber optic cable from the existing splice enclosure on College Street to the new Library. Fiber it to be overlashed following path of existing fiber optic cable west on College Street then south on Highway 31W. New fiber optic cable will transition to underground at utility pole on the east side of Highway 31W utilizing new riser and underground ductbank provided by others. New fiber optic cable will be spliced at existing splice enclosure to extend city network to library and terminated in new 1U LIU in existing library rack using LC connectors and panels.

Two (2) each Cisco Catalyst 2960 48-port switches will be installed in the existing library rack to support up to 96 network connections. Four (4) hours of programming are included. SFP modules are included for the core switch at City Hall. This proposal assumes that switch ports are available on the core switch.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
500.10	24 Strand Single Mode Aerial Fiber	1,200.0000	LF	\$5.40	\$6,480.00
500.20	24 Strand Single Mode Fiber Splicing	24.0000	EACH	\$86.00	\$2,064.00
500.30	24 Strand Single Mode Fiber Rack-Mount Termination	1.0000	LS	\$2,219.00	\$2,219.00
500.40	TRAFFIC CONTROL	1.0000	LS	\$935.00	\$935.00
500.50	Data/Comm - ER/TR Buildout	2.0000	EACH	\$9,919.00	\$19,838.00

**Total Bid Price: \$31,536.00**
**Notes:**

- Our price is based on use of an AIA A401 (1997 Edition) or similar subcontract agreement.
- This quotation is valid for 30 days.
- BOND PREMIUM IS EXCLUDED. Please add \$10 per \$1,000 (or \$250 min) for Bond, if required. We do not include pro-rata share of Bond.
- Layout engineering is excluded.
- Utility fees, if applicable, are excluded.
- Patch cables are not included.

<b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.  <b>Buyer:</b> _____ <b>Signature:</b> _____ <b>Date of Acceptance:</b> _____	<b>CONFIRMED:</b> <b>Stansell Electric Company, Inc.</b>  <b>Authorized Signature:</b> _____ <b>Estimator:</b> Matt Smith (615) 369-4134 mattsmith@stansellelectric.com
---	--

May 12, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Security Camera System for New Library

---

Per a request that was made by the Board of Mayor and Aldermen we had PBG Builders provide us with a proposal for a security camera system for the new library. The proposal that they have presented us was in the amount of **\$12,365.00**. We have funds available to cover this added expense.

If you have any questions please contact me at 615-672-4350, ext. 2111.



May 11, 2015

Mr. Steve Griffin  
214 Centerview Drive, Suite 300  
Brentwood, TN 37027

RE: **White House Public Library**  
**RR#22 – Security Camera Installation**

Dear Steve,

Enclosed you will find our proposal and cost itemization form to install the security camera system as outlined in Revision Request #22 dated May 5, 2015.

The estimated direct cost for the additional work outlined above is **Twelve Thousand Three Hundred Sixty Five Dollars and no/100 (\$12,365.00)**.

The duration for this work activity is Five (5) working day's. This duration does not appear to affect the critical path or the project completion date at this time. Therefore PBG Builders is not requesting any time extension related to this work.

Authorization to proceed is requested by May 27, 2015 in order to assure compliance with the project schedule.

Respectfully,

A handwritten signature in black ink, appearing to read 'Chris Clayton', is written over a printed name and title.

Chris Clayton  
Project Manager

cc: Kevin Rhoten  
F: 2014.25 / PCO #22 – Security Camera's

# REVISION REQUEST 22

**PROJECT:** New Public Library  
White House, TN  
Corner of College Street and TN 76W/US 31W  
White House, TN 37188

**DATE:** May 5, 2015  
**HFR PROJECT NO:** 2012120.00  
**OWNER PROJECT NO:** NA

**OWNER:** The City of White House, TN  
105 College Street  
White House, TN 37188

**FROM:** HFR DESIGN, INC.  
214 Executive Center Dr  
PO Box 1974  
Brentwood, TN 37024-1974

**TO:** Chris Clayton  
PBG Builders  
1000 Northchase Drive Suite 307  
Goodlettsville, TN 37072

**OTHER:** 0  
0  
0  
0

**Description:** (Architect: Write a description of the work. Use associated drawings if appropriate.)  
Provide a security camera system as indicated in the attached product specification sheets and sheet T-3.00.

**Attachments:** (Architect: List attached documents that support description)  
Camera-Hikvision DS-2CD2712F-I(S)(1.3MP), NVR-Milestone M30 Product Data Sheet, NVR-Milestone M30 Storage  
CALC, Poe Switch-Planet-C-FGSW-1816HPS and Sheet T-3.00, Dated April 23, 2014, Revision #1, Dated May 4, 2015

**CONTRACTOR RESPONSE:** (Architect: Check Paragraph A if appropriate.) (Contractor: If Paragraph A is checked, then skip Paragraphs B and C)

**A.** Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. **THIS IS NEITHER A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

(Note: If checked, the contractor is also generally required to submit "Work Changes Proposal Request" or "Change Order Request" (Please see))

**B.** The Contractor has determined that this Revision Request *will not change* Contract Sum and/or Time. The Contractor shall proceed with the revisions as described above. *Proceeding with the Work according to these revisions indicates the Contractor's acknowledgment that there will be no change in the Contract Sum or Contract Time.* The contents of this Revision Request are incorporated hereby into the Contract Documents.

**C.** The Contractor has determined that this Revision Request *will change* Contract Sum and/or Time. Please submit an itemized quotation for changes in Contract Sum and/or Time incidental to proposed modifications to Contract Documents. If this proposal is found acceptable, then this Revision Request will be incorporated into a Change Order. *Do not proceed with the work described herein until change order has been executed.*

(Note: If checked, the contractor is also generally required to submit "Work Changes Proposal Request" or "Change Order Request" (Please see))

(Note: If checked, the contractor is also generally required to submit "Work Changes Proposal Request" or "Change Order Request" (Please see))

(Contractor: Sign and date only if as described above)

**ACCEPTED BY: CONTRACTOR**  
Chris Clayton

Date: \_\_\_\_\_

(Contractor: Sign and date only if as described above)

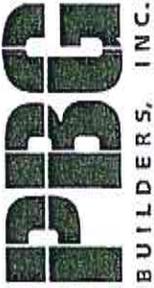
**ACCEPTED BY: CONTRACTOR**  
Chris Clayton

Date: 5/11/15

**ISSUED BY: Architect**  
HFR DESIGN, INC.

Date: 5-5-2015

**ACCEPTED**     Change Order  
 Contingency     Allowance  
 **REJECTED**



The cost of this change order does not include impacts and/or disruptions to as planned activities and their effect on field and/or home office overhead. PBG reserves the right to file claim if required for these unknown costs at a later date.

PBG Builder's, Inc.  
1000 Northchase Dr. Suite 307  
Goodlettsville, TN 37072

**GENERAL CONTRACTOR ESTIMATE FOR CHANGE ORDER**

Form GC-1

Project Code: 2014.25  
Project: White House Public Library  
HFR Request #: 22  
RFI # N/A  
PCO#: 22

General Contractor: PBG Builder's, Inc.  
Change Description: Security Camera Installation

GENERAL CONTRACTOR DIRECT COSTS												
Scope Description			Direct Labor				Direct Material			Direct Equipment		
Item#	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl Taxes & Ins	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost	
A	B	C	D	E	F=CxE	G	H=FxG	I	J=CxI	K	L=CxK	
1.01	Review Scope with Subs	1	hrs	1	1	\$ 42.00	\$ 42.00		\$ -		\$ -	
1.02	Evaluate Sub Pricing	1	hrs	1	1	\$ 42.00	\$ 42.00		\$ -		\$ -	
1.03	Prepare Change Order Proposal	1	hrs	1	1	\$ 42.00	\$ 42.00		\$ -		\$ -	
1.04	Prepare & Issue Sub/Process Chg	1	hrs	2	2	\$ 42.00	\$ 84.00		\$ -		\$ -	
1.05	Copying/Printing	1	lsun	0	0	\$ -	\$ -		\$ 10.20		\$ 10.20	
1.06				0	0	\$ -	\$ -		\$ -		\$ -	
1.07				0	0	\$ -	\$ -		\$ -		\$ -	
1.08												
1.09	Subtotal from Estimate Continuation Sheets						\$ -		\$ -		\$ -	
1.97	Subtotal (S/T) Direct Costs:					Subtotal Labor	\$ 210.00		Subtotal Mat'l		\$ 10.20	
1.98	Taxes/Insurance:					FICA, FUJ, SUI, and Workmens' Comp, Insurance, Other	\$ 84.00		9.75% Sales Tax		\$ 0.99	
1.99	Total Direct Costs					Total Labor	\$ 294.00		Total Mat'l		\$ 11.19	

Submitted By: \_\_\_\_\_  
Name: Chris Clayton  
Title: Project Manager  
Date: 5/11/2015

SUBSUMMARY		
Item#	Description	Total Cost
3.01	Total Direct Labor Cost (Item 1.99H)	\$ 294.00
3.02	Total Direct Material Cost (Item 1.99J)	\$ 11.19
3.03	Total Equipment Cost (Item 1.99L)	\$ -
3.04	Subtotal (3.01+3.02+3.03)	\$ 305.19
3.05	Overhead and Profit (15% x Item 3.04)	\$ 45.78
3.06	Subtotal (3.04+3.05)	\$ 350.97
3.07	Subcontractor Cost (Item 2.99)	\$ 11,268.00
3.08	GC Markup on Subcontractors (5% x Item 3.07)	\$ 563.40
3.09	Subtotal (3.06+3.07+3.08)	\$ 12,182.37
3.10	Additional Bond Cost	\$ 182.74
3.99	Total Change Order Cost (3.09+3.10)	\$ 12,365.00

SUBCONTRACT COSTS		
Item#	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
2.01	Boe-Tel TN	\$ 1,643.00
2.02	Cabling	\$ 9,625.00
2.04	Security	
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$ 11,268.00



2948 Foster Creighton Drive  
Nashville, TN 37204  
(615) 791-8606  
(615) 791-4533 Fax

Date: May 8, 2015

To: Chris Clayton  
PEG Builders, Inc.  
Email: CClayton@pbgbuilders.com

**Proposal: White House Public Library Camera Locations  
Boe-Tel Bid# 15N2292**

Boe-Tel TN Company LLC is pleased to present the following proposal for a Belden Category 6 Plenum Structured Cabling System (SCS) at the White House Public Library in White House, TN. The installation will be certified with a Belden Extended Product warranty and application assurance certificate for the Structured Cabling System upon completion. Boe-Tel will provide all required material and labor to implement all items in said project for a fixed sum price of:

**Data Cabling Installation: \$1,643.00**

**Security Installation: \$9,625.00**

We appreciate the opportunity to submit this quotation. Should you have any questions please contact me at 615-791-8606 Ext. 212.

Sincerely,

**BOE-TEL TN COMPANY LLC**

*Blake Neel*

Blake Neel  
Account Executive

### **Scope of Work**

Following is a brief scope of work proposed by Boe-Tel to be in accordance with the Low Voltage Narrative provided by PBG Inc.

### **Communications Camera Horizontal Cabling**

Boe-Tel will provide and install Belden Category 6 Plenum (Data Twist 2400) Blue cables to each camera location as shown on drawing T3.00 throughout the library. The cable color can be changed at any time before purchase with no additional charge to the customer. All UTP Category 6 cables will originate from Communications Room IT 140, as stated in the Low Voltage Narrative. Boe-Tel will provide and install the necessary J-hook pathway for this SCS installation. All UTP cables will be terminated with Belden Blue Category 6 information outlets (Gigaflex PS6+). These information outlets will be housed in a 1 port Almond colored surface mount box (AX101475). All Belden Blue (Data Twist 2400) UTP cables will be terminated on rack mounted Belden Category 6 24 port patch panels (Gigaflex PS6+). Boe-Tel will leave a 25' service loop on each camera location coiled in a neat manner above ceiling for any rearranging that may occur. Boe-Tel will provide Patch Cords for each side of the camera locations per note B on drawing T3.00.

Below is a description of the Data Station Cabling.

<u>Workstation Description</u>	<u>Total Locations</u>	<u>Total Cables</u>
One CAT6 Data	7	7
Total Horizontal CAT6 Data	7	7

### **UTP Testing and Verification Requirements**

Boe-Tel will utilize Fluke DTX1800 cable testers capable of testing to Category 6 specifications. All Category 6 cable runs will be tested for conformance to the specifications of ANSI/EIA/TIA-568-B using the Permanent Link model. Each test will be done with Category 6 parameters out to 350 Mhz. All test will include at minimum; Wire Map, Length, NEXT, ELFEXT, PSNEXT, PSELFEXT, Attenuation, ACR, PSACR, RL, Propagation Delay and Delay Skew. All test results will be delivered to the appropriate Representative in CD and/or hard copy format.

### **Identification for Communications Systems**

All SCS cables will be identified and labeled in accordance to industry standards. The labeling itself will be of a permanent nature (indelible ink), machine printed (not

handwritten), and will be plainly visible with 3/16" high characters on the faceplates and the patch panels.

**Special Conditions and Key Assumptions**

1. Boe-Tel assumes that all electrical requirements for this project are to be provided and installed by others.
2. Boe-Tel assumes all conduit if necessary will be provided and installed by others.

May 12, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Emergency purchase order for American Idol Hometown Visit

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On Friday, May 1<sup>st</sup>, the City of White House had the opportunity to host an American Idol Hometown Visit for Clark Beckham. Blackhawk Audio, Inc. (Blackhawk) stepped up to the plate and worked with us to provide a top notch stage and sound equipment for the event.

The proposal for all of the equipment that Blackhawk provided was for **\$12,000**. Since we only received a one week's notice from American Idol to plan this event we did not have time to call a special called meeting to approve this purchase. However, this purchase was discussed with each of you individually and after I received your blessing to move forward I signed the agreement for their services.

If you have any questions please contact me at 615-672-4350, ext. 2105.



112 Center Drive  
White House, TN, 37188

# Proposal

May 1, 2015

Page 1 of 7

**Job Title:** Clark Beckham in White House

**Job Reference:** J5338

**Job Date Out:** April 29, 2015 3:00 AM

**Job Date Back:** May 2, 2015 9:00 PM

**Customer:** City of White House  
105 College St  
White House, TN 37188  
US

**Salesperson:** Jamie Nixon

**Handler:** Jamie Nixon

**Equipment Title:** Clark Beckham in White House:J5338EQ01

**Equipment Ref:** J5338EQ01

**Venue:** White House Football Stadium

1 Stadium Dr

White House, TN 37188

**Start Date:** Apr-29-15 3:00 am

**End Date:** May-2-15 9:00 pm

**Qty Description**

## Equipment

### Speakers

#### Road Case

- 1 WB-10 FOH Workbox EWI 4 drawer
- 1 Professional Wireless Single Helical Case w/ Anten
- 1 WB-16 Workbox EWI 4 drawer
- 1 WB-17 Workbox EWI 4 drawer

### Audio

#### House Speakers

- 20 Meyer LEO-M Line Array Speaker
- 8 Meyer Mica Line Array Speaker
- 2 Meyer JM-1P Speaker with Castors and Cover

#### Speaker Accessories

- 5 Meyer Four High LEO-M Transit Cover
- 5 Meyer MCF-LEO-M Caster Frame
- 6 Meyer MCF-1100-LFC Caster Frame
- 2 Meyer MCF-Mica Caster Frame
- 2 Meyer Four High Mica Transit Cover

#### Speaker Controllers

- 2 Meyer Callisto Rack for LEO-M

#### Motors

- 1 MPD-6 (4 way) Motion Labs Motor Distro with remote
- 4 75' P-14 Motor Cable
- 2 CM Motors Double 1-ton 3 Phase with Case/Bags

#### Rigging/Steel

- 4 Meyer MTG-LEO-M Rigging Grid
- 4 Meyer MTF-LEO-M/MICA Transition Grid
- 1 R-5 3/8" Rigging Trunk (8 point)



112 Center Drive  
White House, TN, 37188

# Proposal

May 1, 2015  
Page 2 of 7

## **Socapex Cable Trunks**

- 1 C203 BAI 100' Soca/Sine LEO Fly Trunk (12 LEO)
- 1 C204 BAI 100' Soca/Sine LEO Fly Trunk (12 LEO)

## **Subwoofers**

- 12 Meyer 1100-LFC Subwoofer with Rigging
- 6 Meyer 1100-LFC Cover for 2 boxes

## **House Console Packages**

- 1 Yamaha 01V-1 Digital Console with Case

## **Splitters**

- 1 DS-12 Digital 330'-BNC to BNC Snake Trunk
- 3 Whirlwind 200' 16pr snake
- 1 SP-11 54 Input Ramlatch Splitter/Case/Sine
- 1 25' 54 Pair Ramlatch to Ramlatch Snake
- 1 25' 54 Pair Ramlatch to Ramlatch Snake

## **Power Distro's**

- 1 PD-22 Motion Labs (3 Ph - 200A, 6 circuit)
- 2 10' 2/0 5 wire feeder with camlocks
- 1 SPD-1 Motion Labs Feeder to Socapex PD
- 1 SPD-2 Motion Labs Feeder to Socapex PD

## **Electrical Cabling**

- 1 300' CAT5e with Neutrix RJ45 Connectors
- 2 100' CAT5e with Neutrix RJ45 Connectors

## **Monitor Speakers**

- 6 Meyer MJF-212A Powered Monitor w/ case (in pairs)

## **In-Ear Monitors**

- 3 Shure PSM-1000 (G10 Band) UHF Dual IEM Transmitter
- 6 Shure PSM-1000 (G10 Band) UHF IEM Reciever
- 6 Shure UA820G10 1/2 Wave Antenna for PSM1000 (G10)
- 2 Shure wired PSM-600 IEM

## **Mic Stand Trunks**

- 1 MS-5 Mic Stand V - Mic Stands and Trunk

## **Microphones**

- 1 Avalon U/5 Active Direct Box with Rack Ears

## **Cables**

- 8 Pin one lift 3'
- 4 Meyer Speaker A.C. Cable (L6/20 to edison)
- 8 50' NL-4 Speaker Cable
- 8 25' NL-4 Speaker Cable
- 1 100' Sine to Sine Cable

## **Wireless Racks**

- 1 WR-22 Wireless Rack 16 space (LPL)

## **Wireless Mics (UHF)**

- 1 Shure PA821A 8ch IEM Antenna Combiner 470-952 Mhz

## **Digital Console**

- 1 DC-12F Avid FOH Rack, 4 Engine, ECx
- 1 DC-12S Avid Stage Rack, 48x24A
- 1 DC-12 Avid Profile in Case
- 1 DC-10F Avid FOH Rack, 3 Engine, FWx, ECx
- 1 DC-10S Avid Stage Rack, 48x24A



112 Center Drive  
White House, TN, 37188

# Proposal

May 1, 2015  
Page 3 of 7

1 DC-10 Avid Profile in Case

## Warehouse Added Equipment

### Audio

#### Power Distro's

1 AC-1B (Orange) 3 Phase A.C. Trunk - 5 wire

### Crewing

Crew for CB Show

#### Start

#### Until

Apr-30-15 3:00 am May-1-15 9:00 pm

1 Stage Tech  
1 System Tech  
1 FOH Engineer  
1 Monitor Engineer

### Miscellaneous Costs

Stage  
Lighting  
Backline  
Forklift  
Hotel  
trucking

**Sound Services Total: \$12,000.00**



112 Center Drive  
White House, TN, 37188

# Proposal

May 1, 2015

Page 4 of 7

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112 Center Drive  
White House, TN, 37188

# Proposal

May 1, 2015

Page 5 of 7

This **Agreement**, for the rental of sound equipment, machinery, other personal property, and any service described below and such property as may be described in additional riders, which may be hereafter attached and Incorporated herein by reference, made 4/28/2015 1:24:14 PM by and between BLACKHAWK AUDIO, INC., having its principal offices in Nashville, TN, hereinafter called the Lessor, and:

**City of White House  
105 College St  
White House, TN 37188  
US**

hereinafter called Lessee.

## WITNESSETH

That the Lessee and the Lessor, for the considerations hereinafter named agree as follows:

Article 1. EQUIPMENT- The Lessor agrees to furnish the above mentioned equipment and / or services:

**Per Equipment Reference J5338EQ01**

Article 2. LOCATION- Name, address, phone number, Act, and number of performances where equipment is used.

**White House Football Stadium  
1 Stadium Dr  
White House, TN 37188**

Article 3. DATES AND TIMES SCHEDULE- Equipment shall be set-up and struck.

**See Addendum "A" for Schedule**

Article 4. CONTRACT SUM- The Lessee shall pay Lessor for the performance of the Contract, subject to the additions and deductions provided therein in current funds, the sum of: **\$12000.00 (plus all applicable taxes.)**

Article 5. PAYMENT (S)- the Lessee shall make payments on the Contract by company check, money order or cash as follows:

**See Addendum "B" for payment schedule**

Article 6. CANCELLATION (S) - The Lessee shall pay the Lessor 30% of the Contract Sum if canceled ten (10) days before scheduled date: 50% of the Contract Sum if canceled five (5) days before scheduled date: 70% of Contract Sum if Rental Equipment is in transit: 100% of Contract Sum if Rental Equipment setup has started.

Article 7. LESSEE PROVIDES- **See Addendum "C" for requirements.**

## GENERAL CONDITIONS OF RENTAL AGREEMENT

1. CONTRACT DOCUMENTS AND INTENT. The Contract documents including the Rental Agreement and its General Conditions and any additional riders referred to in the Rental Agreement. These Documents form the Contract. This Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Tennessee. Any provisions of this Contract found to be prohibited by any law shall be ineffective to the extent of such law without invalidating the rest of this contract.

2. CHANGES. The Lessee, without invalidating the Contract, may order additional Equipment or Services, the Contract Sum and / or the Dates and Time Schedule being adjusted accordingly. No such changes, modifications or additions shall be made unless in pursuance of a written order agreed upon by both the Lessee and the Lessor, and all such orders shall be executed under the conditions of the original Contract with the same effect as if they were embodied in the original Contract.

3. LESSEE RESPONSIBILITIES. In the event the Lessor does not set the Equipment: the Lessee shall maintain the Equipment in proper working order at all times and return all Equipment in as good of condition as when received, usual and ordinary wear and tear excepted. Lessee is also responsible for any theft or damage in transit during the period of time the equipment is in the possession of Lessee.

4. PAYMENTS. Payments shall be made as provided by the Agreement and as provided under Reimbursable Expenses. In the event the Lessee fails to make payment that is necessary to place collection thereon in the hands of an attorney, the Lessee agrees to a reasonable attorneys fees, and all cost incurred in its collection, plus interest thereon at the legal rate.

5. LESSEE'S RIGHT TO TERMINATE CONTRACT. Should the Lessor fail to perform any provision of the Contract or neglect to supply any equipment or work in accordance with the Contract Sum the Lessee, upon written notice to the Lessor, may terminate the Contract at any time and pay the Lessor as Lessor as provided for in Article 6 of the Rental Agreement.



112 Center Drive  
White House, TN, 37188

# Proposal

May 1, 2015  
Page 7 of 7

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Addendum "A"  
Load in April 30, 2015  
Soundcheck and show starting at 5:00pm Friday May 1, 2015

Addendum "B"

NET 15 Days

Addendum "C"

On-site security at all times.  
Minimum of 10 able-bodied stagehands for load-in, setup, and load-out.  
200 amp 120/208 volt three phase isolated audio power.  
All necessary rigging labor.  
Any labor required by the venue or the artist.

DISCUSSION ITEMS...

OTHER BUSINESS...

**OTHER INFORMATION....**