CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
June 18, 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 May 21st meeting

7. Welcome Visitors

8. Public Hearings

   a. **Ordinance 15-10**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201. *Second Reading.*

   b. **Ordinance 15-11**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, Section 18-301 and 18-302. *Second Reading.*

   c. **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. *Second Reading.*

   d. **Ordinance 15-13**: An ordinance amending the fiscal budget for the period ending June 30, 2015. *Second Reading.*

   e. **Ordinance 15-14**: An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2015 through June 30, 2016. *Second Reading.*

   f. Certificate of compliance for William Dustin Smith of Uptown Wine and Spirits (520 Hwy 76, Suite 13).

9. Communication from Mayor, Aldermen, and City Administrator

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		

11. Consideration of the Following Resolutions:

   a. **Resolution 15-05**: A resolution approving certain amendments and revisions to the personnel manual.

   b. **Resolution 15-06**: A resolution authorizing appropriations for financial aid of non-profit organizations.

c. **Resolution 15-07**: A resolution approving the consultant policy for projects funded in whole or in part with funds provided by the Federal Highway Administration or the Tennessee Department of Transportation.

12. Consideration of the Following Ordinances:

    a. **Ordinance 15-10**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201. *Second Reading.*

    b. **Ordinance 15-11**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, Section 18-301 and 18-302. *Second Reading.*

    c. **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. *Second Reading.*

    d. **Ordinance 15-13**: An ordinance amending the fiscal budget for the period ending June 30, 2015. *Second Reading.*

    e. **Ordinance 15-14**: An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2015 through June 30, 2016. *Second Reading.*

    f. **Ordinance 15-15**: An ordinance amending the City of White House Zoning Ordinance, Article V, Section 5.053.6, Subsection B – Residential Activities. *First Reading.*

    g. **Ordinance 15-16**: An ordinance amending the City of White House Zoning Map for a 89.6 acre property relative to Sumner County Tax Map 96, Parcel 55 from R-15, Medium Density Residential, to SPRUD, Suburban Residential Planned Unit Development. *First Reading.*

13. Purchasing

    a. To approve or reject into a professional services agreement with Black Lion Technology for IT Network Support Services for the FY 2015-2016 budget year. The Human Resources Director recommends approval.

    b. To approve or reject removing from the asset list the welcome sign on the corner of Hwy 31W & SR 76. The City Administrator recommends approval.

    c. To approve or reject removing from the asset list the Designjet 800 Plotter, and posting for sale on GovDeals. The City Administrator recommends approval.

    d. To approve or reject removing from the asset list the ISTT Digital Telephone System, and posting for sale on GovDeals. The City Administrator recommends approval.

    e. To approval or reject the City Administrator entering into a one-year Interlocal E911 agreement between the E911 Emergency Communication District of Robertson County, Robertson County, the City of Springfield, and the City of White House for $192,000.00 for furnishing dispatching services for the purpose of emergency dispatch at the E911 facility. The City Administrator recommends approval.

14. Other Business

    a. Board Appointments

15. Discussion Items

    a. None

16. Other Information

    a. None

17. Adjournment

a. None

16. Other Information

a. None

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
May 21, 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 Joe Lang from Berean Baptist Church 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. Decker, second by Ald. Paltzik to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the April 9th, April 16th, and May 7th meeting

   Motion was made by Ald. Paltzik, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **April 9, 2015; April 16, 2015; and May 7, 2015; minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all 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.*

      No one spoke for or against.

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

      No one spoke for or against.

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

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Hutson mentioned that the new library looks great and it is nice to see it all of the planning come together.

Ald. Paltzik congratulated the City staff on their excellent work during the American Idol Home Town Visit for Clark Beckham.

Ald. Paltzik mentioned that the Chamber of Commerce raised over $7,000 during the silent auction at the Discover White House event.

Ald. Paltzik provided details on the Carnival and Americana Celebration.

Mayor Arnold commended the Fire Department on their detailed monthly reports and their hard work.

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 Nashville Area MPO requested community meetings for both Sumner and Robertson Counties to review projects for the 2040 RTP projects.

City Administrator Gerald Herman provided an update on the progress of the new library.

City Administrator Gerald Herman mentioned that the contractor that is replacing the City Hall roof began their work and anticipate being done by the end of May.

City Administrator Gerald Herman stated that the new telephone system has been activated and overall the transition has gone smoothly.

City Administrator Gerald Herman informed the Board that and offer was extended and accepted by Mr. Jerryin Medley for the Stormwater Manager position. He will begin work on July 1st.

City Administrator Gerald Herman provided an update on the progress of the Municipal Recreation Complex Site Work project.

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

City Administrator Gerald Herman provided a brief recap of the time our economic development team spent at the ICSC Conference in Las Vegas this week.

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. Decker 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 15-04**: A resolution establishing a revised schedule of fees for parks and recreation co-sponsored soccer tournaments.

    Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 15-04 was approved.**

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.*

    Motion was made by Ald. Hutson, 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 15-07 was approved on 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.*

    Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-08 was approved on Second Reading.**

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

    Motion was made by Ald. Paltzik, 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 15-09 was approved on Second Reading.**

    d. **Ordinance 15-10**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, Section 18-201. *First Reading.*

    Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-10 passed on 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.*

    Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-11 passed on 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.*

    Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A voice vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - abstain. Motion was approved. **Ordinance 15-12 passed on First Reading.**

g. **Ordinance 15-13**: An ordinance amending the fiscal budget for the period ending June 30, 2015. *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 15-13 passed on 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.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-14 passed on 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.

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

b. To approve or reject entering into a professional services agreement with KraftCPAs for auditing services. The Finance Director recommends approval.

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

c. To approve or reject 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.

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 installing a security camera system in the new library for $12,365.00. The City Administrator recommends approval.

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

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.

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

14. Other Business

a. None

15. Discussion Items

a. None

16. Other Information

a. None

17. Adjournment

Meeting was adjourned at 8:14 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

DRAFT

REPORTS….

General Government Department
May 2015

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

- May 01: American Idol Hometown Visit
- May 04: Progress Meeting on Maintenance Building
- May 07:
  - Advance Budgeting MTAs Class
  - Americana Celebration Planning Meeting
  - Board of Mayor and Aldermen Study Session
  - Leisure Services Board
- May 11:
  - Stormwater Manager Interviews
  - Planning Commission Meeting
- May 12:
  - RTA Operations and Marketing Committees
  - Chamber of Commerce Luncheon
  - GNRC Project Update Meeting
- May 13:
  - Library Construction Update Meeting
  - Ribbon Cutting: Totally Tan & It's a Girl Thing
  - Sumner County TIF (31 Main) Meeting
- May 14:
  - Ribbon Cutting: Serenity Massage & Wellness
  - Ms. Kathy Schwab Retirement Celebration
  - Library Board Meeting
- May 18-20: ICSC Conference – Las Vegas, NV
- May 21: Board of Mayor and Aldermen Meeting
- May 27:
  - Library Construction Update Meeting
  - Sumner County Council of Governments Meeting
  - Indian Ridge Traffic Complaint Meeting
- May 28: 31 Main Development/TIF Meeting

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.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	$12,795,795	$11,060,315	↓5.23
Cemetery Fund	$42,426	$42,223	↑7.85
Debt Services	$769,119	$769,610	↑8.39
Healthcare	$68,500	$56,164	↓9.68
Impact Fees	$165,835	$156,423	↑2.65
Industrial Development	$50,300	$45,497	↓1.22
Parks Sales Tax	$133,284	$133,272	↑8.32
Police Drug Fund	$6,833	$3,908	↓34.48
Solid Waste	$1,057,598	$940,165	↓2.77
State Street Aid	$263,000	$233,517	↓2.88
Stormwater Fund	$3,500	$3,500	↑8.33
Wastewater	$8,920,983	$5,948,802	↓24.99

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

General Government Department
May 2015

Purchasing
The Purchasing Specialist's goal is to have an error rate of less than 10% on purchase orders submitted for processing. The May 2015 error rate was 0.0%.

Total Purchase Orders

	FY 2015	FY 2014
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	129	149
June		156
Total	**1,533**	**1,733**

Purchase Order Errors by Department

	Apr. 2015	FY 2015*
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	0	6
Parks	0	3
Police	0	2
Public Works	0	2
Sanitation	0	0
Wastewater	0	3
Total	**0**	**18**

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	May 2015	FY 2015	FY 2014	Total for FY15	Total for FY14
Purchase Orders $0-$1,999	111	1,286	1,517	$607,057.10	$529,278.93
Purchase Orders $2,000-$9,999	15	159	154	$588,543.60	$551,768.46
Purchase Orders over $10,000	3	88	62	$11,609,721.35	$6,221,273.04
Total	**129**	**1,533**	**1,733**	**$12,805,322.05**	**$7,302,320.43**

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	76	81	212	387,210	238,690	223,064
June		67	117		610,113	193,101
Total	**1,009**	**1,355**	**554**	**4,192,869**	**5,124,420**	**1,366,173**

General Government Department
May 2015

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	45	21	6	33	19	3
June		40	15		19	18
Total	**579**	**320**	**306**	**382**	**200**	**59**

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
February	478	361	262	28	20	2
March	481	370	267	31	25	2
April	498	385	277	26	21	3
May	502	464	284	23	15	3
June		410	275		19	18
Total	**N/A**	**N/A**	**N/A**	**315**	**162**	**59**

General Government Department
May 2015

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

Special Maintenance Projects

- Roof Repair
- Paint Finance Director's office
- General landscape maintenance

	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	25	N/A
August	10	N/A
September	19	N/A
October	27	N/A
November	15	N/A
December	15	8
January	31	19
February	23	33
March	24	15
April	22	15
May	13	31
June		20
Total	**224**	**141**

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

Finance Department
May 2015

Finance Section

The Finance Director attended the following events in May: (5/7) Board of Mayor and Aldermen Budget Study Session, (5/20) Software Committee meeting, (5/21) BMA meeting, and (5/26) Certified Municipal Finance Officer "Governmental Accounting II" class. During May, the BMA approved the auditing services committee's recommendation to enter into a contract with KraftCPA's to provide auditing services for FYE June 30, 2015. The budget preparation for FYE June 30, 2016 concluded this month and the first reading of the budget was at the 5/21 BMA meeting. On 5/21 & 5/22 the Court Clerk attended the 2015 Municipal Court Clerks Conference in Franklin, TN. On 5/11 the Property Tax Clerk attended Local Government Corporation software training in Columbia, TN for business licenses.

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	5,889,589	54%
Cemetery Fund			180,932	
Debt Services			33,927	
Healthcare			239,486	
Impact Fees			85,992	
Industrial Development			122,688	
Park Sales Tax			44,473	
Police Drug Fund			44,143	
Solid Waste			550,795	
State Street Aid			104,866	
Stormwater Fund			62,506	
Wastewater			2,809,762	

*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	7,862,540	↓19.51%
Cemetery Fund	27,450	32,642	↑27.25%
Debt Services	809,250	712,362	↓3.64%
Healthcare	47,290	52,997	↑20.40%
Impact Fees	8,250	27,805	↑245.36%
Industrial Development	47,080	86,966	↑93.05%
Park Sales Tax	78,280	70,701	↓1.35%
Police Drug Fund	8,515	18,563	↑126.34%
Solid Waste	804,832	730,089	↓0.95%
State Street Aid	274,371	246,486	↓1.83%
Stormwater Fund	50,250	72,199	↑52.01%
Wastewater	7,841,669	4,907,753	↓29.08%

*Realized amounts reflect revenues realized from July 1, 2014—May 31, 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
May 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	198 direct deposits 6 checks	0 Retro adjustments	0 Voids

Accounts Payable

	May 2015	Apr. 2015	Mar. 2015	Feb. 2015
Total # of Invoices Processed	401	385	314	302

Business License Activity

	May 2015	FY 2015 YTD	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
Opened	7	102	74	80	52	55
Closed	0	4	13	140*	6	3

*129 businesses deemed uncollectable in October 2012

Utility Billing

	May 2015	YTD FY 2015	FY 2014 Total	FY 2013 Total	FY 2012 Total	FY 2011 Total
New Builds (#)	4	57	55	28	15	44
Move Ins (#)	42	441	506	481	493	414
Move Outs (#)	48	463	516	479	455	446
Late Payments ($)	6,707	61,350	69,241	65,074	67,810	62,880
Late Payments (#)	1,037	14,423	12,840	12,685	12,857	11,790
Disconnect for non-payment (#)	51	391	514	258*	n/a	n/a

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

Human Resources Department
May 2015

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

- May 11: Stormwater Manager Interviews
- May 12: FEMA National Incident Management System Training - ICS 300
- May 13: FEMA National Incident Management System Training - ICS 300
- May 18: Part-Time Senior Citizen Coordinator Interviews
- May 20: Chamber of Commerce Executive Director Annual Review Meeting
- May 26: Safety Committee Meeting
  IT Network Services Pre-Bid Meeting
  Wastewater Tech I Interviews

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	2	1	2	0
June		0	1	0
Total	**10**	**9**	**12**	**7**

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
February	2	2	0	3
March	1	0	1	0
April	0	2	1	1
May	0	0	0	0
June		2	0	0
Total	**10**	**14**	**6**	**7**

Human Resources Department
May 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	1.11%	1	1.19%	2	2.25%	2	2.30%
June			0	0.00%	0	0.00%	1	1.15%
Total	**5**	**5.49%**	**6**	**7.14%**	**8**	**8.99%**	**19**	**21.84%**

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	0	1 (S)
June		0	0
Total	**3**	**4**	**4**

(T) - Termination **(S) - Suspension** **(D) - Demotion**

Police Department
May 2015

Highlights

The White House Police Department held their Annual Awards Ceremony on May 19th. Employee and Citizen Awards were announced.

Officer of the Year – Kevin W. Gillingham
Police Star Awards
- **5 Years** – Sergeant Patrick R. Bagwell
- **10 Years** – Sergeant Eric M. Enck
- **15 Years** – Asst. Chief James F. Ring II

Distinguished Service Award
- **20 Years** – Records Clerk, Elaine M. Agee

Reserve Officer of the Year – Jason D. Kennedy (Jake)
Exceptional Duty Award – Sergeant Patrick R. Bagwell
Enforcement Awards
- **Most Criminal Arrests** – Officer Justin V. Slate
- **Most Citations** – Officer Justin V. Slate
- **Most DUI's** – Officer Kevin W. Gillingham

Citizen Commendations
- John Anderson
- Ron Melton
- Jeffery Lamberth
- Samantha Mullins

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in May:*** Department Head Meeting (May 4th & May 18th), American Celebration Meeting (May 7th), Rotary Club Meeting (May7, 14, 21, & 28th), Robertson County Chief's Meeting (May 12th), Sumner County Memorial Service (May 13th), 911 User Group Meeting (May 13th), 911 Board Meeting (May 19th), WHPD Annual Awards Ceremony (May 19th), Sumner County Drug Task Force Meeting (May 20th) and Board of Mayor and Alderman Meeting (May 21st),

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 69 of the proofs for the 161 standards complete for 2015. Susan is waiting to hear back from Det. Leonard on checking the 13 new files that were added. A couple of the new files are not complete due to the information requested has not been completed by the department yet.

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
May	0	200	19.5	219.5
Grand Total	0	408	99.5	507.5

Police Department
May 2015

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	*May*	*FY 2014-2015*
Two (2) Officers per Shift	24	103
Three (3) Officers per Shift	38	579

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.*** Spring Compliance Checks were conducted in May. We had one business that failed, Dollar General Market.

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.***

Group A Offenses	**May 2015**	**Per 1,000 Pop.**	**Total 2015**	**Per 1,000 Pop.**
Serious Crime Reported				
Crimes Against Persons	17	2	66	6
Crimes Against Property	44	4	156	15
Crimes Against Society	8	<1	52	5
Total	69	6	274	26
Arrests	19		172	

**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.***

	May 2015	**TOTAL 2015**
Traffic Crashes Reported	38	**160**
Enforce Traffic Laws:		
Written Citations	**199**	**1,076**
Written Warnings	**105**	**571**
Verbal Warnings	**253**	**1,433**

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.***

COLLISION RATIO				
2015	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
May	38	4	11%	13%

Traffic School: There was no Traffic school in May.

Staffing

- Brad McMurtry and Emmanuel (Manny) Manoloules are currently in the Tennessee Law Enforcement Training Academy.
- We have one position open and will advertise for that position after July 1st.

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

Sumner County Emergency Response Team:

- ERT had training on May 15th at Bledsoe Creek State Park. Officer Tommy Eisenbraun also participated in the training. ERT also participated in the Memorial Day Service in Gallatin as the Honor Guard.

Volunteer Reserve Officers:

- The Reserves helped with security for the Clark Beckham welcome home parade and concert on May 1st.

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.***

2015 CLEARANCE RATE		
Month	**Group A Offenses**	**Year to Date**
May	63%	79%

Communications Section

	May	**Total 2015**
Calls for Service	1,245	5,843
Alarm Calls	43	156

Request for Reports

	May 2015	**FY 2014-2015**
Requests for Reports	36	274
Amount taken in	$28.37	$222.42
Tow Bills	$0.00	$415.00
Emailed at no charge	57	332
Storage Fees	$0.00	$0.00

Police Department
May 2015

Governor's Highway Safety Office (GHSO):

- The GHSO had their monthly meeting in Springfield. Sgt. Brisson and Asst. Chief Ring attended. They won a hat and a Streamlight Flashlight.
- Click it or Ticket was May 18th to 31st. Our stats were turned into GHSO.

Volunteer Police Explorers: The Explorers had meetings on May 11th and May 26th.

Item(s) sold on Govdeals: Nothing sold on Govdeals for the month of May.

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 7th (Labor Day).

3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** Graduation was held on May 12th for the Citizen's Police Academy.

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
   - Sgt. Enck instructed a S.P.E.A.R.E. class at White House Heritage High School on May 5th. He had approximately 35 senior female students attend.

Special Events: ***WHPD Officers participated in the following events during May:*** Clark Beckham Security, Parade and Concert. (May 1st)

Upcoming Events:
Americana Celebration (July 4th)
Safety Day (September 7th)

2015 Participation in Joint Community Events		
	May 2015	**Year to Date**
Community Activities	2	13

Fire Department
May 2015

Summary of Month's Activities

Fire Operations

The Department responded to 88 requests for service during the month with 55 responses being medical emergencies. The Department responded to 2 vehicle accidents with reported injuries with one patient being transported to the hospital.

May 3rd 5:22pm – The Department was dispatched to a kitchen fire on Choctaw Ct. when fire units arrived on scene there was light smoke visible. Firefighters entered the structure and located a fire on the stove and extinguished it and a fan was used to ventilate the structure. The property damage was very minor and there were no injuries reported with this incident.

May 8th 4:00pm – The Department was dispatched to a vehicle crash at Hwy 31W and Oakland Dr. when fire units arrived on scene the crash involved two vehicles. The occupants were out of one of the vehicles and the occupant of the other vehicle had to extricated from the vehicle by removing the door. The patient was transported to the hospital and there were no other injuries that required treatment.

May 10th 1:28pm – The Department was dispatched to a reported car fire at 2285 Hwy 31W when fire units arrived on the scene the vehicle was 50% involved with fire. The vehicle was a total loss although there were no other property damage or injuries reported with this incident.

Fire Administration

May 1st – Chief Palmer, Asst. Chief Sisk and department staff provided the incident command structure, fire and EMS services to the American Idol event at the city park.
May 7th – Chief Palmer attended the Americana Celebration Planning Meeting at city hall.
May 8th 9th 10th – Chief Palmer and fire department staff attended a Modern Fire Tactics and Thermal Imager class hosted at fire station 2.
May 12th – Chief Palmer, Asst. Chief Sisk, and Derek Watson met with an insurance adjuster concerning the damage to fire station 2 during the ice storm in February.
May 14th –Chief Palmer and Asst. Chief Sisk attended the Middle Tennessee Fire Chiefs meeting hosted at our fire station 2.
May 19th – Chief Palmer and Asst. Chief Sisk attended the monthly Robertson County 911 meeting in Springfield.
May 26th – Chief Palmer, Asst. Chief Sisk attended the monthly safety committee meeting.

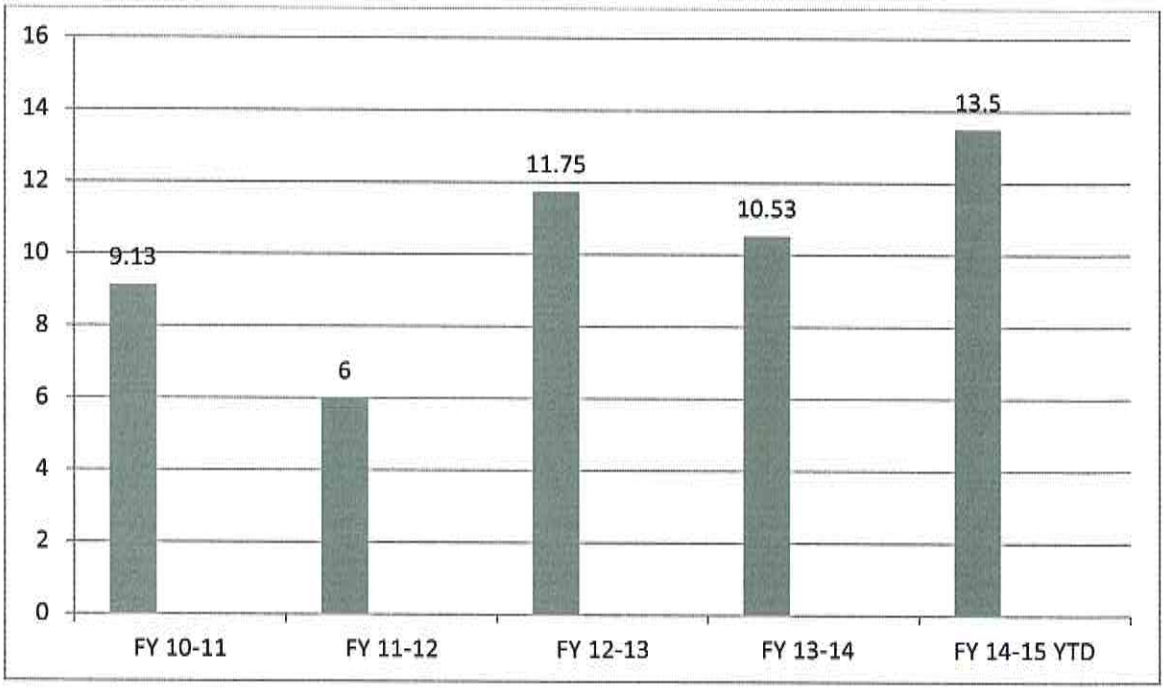
Please Note: There is some data missing from this month's report due to issues with our computer network and the inability of our IT support to resolve the issue.

Fire Department
May 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.

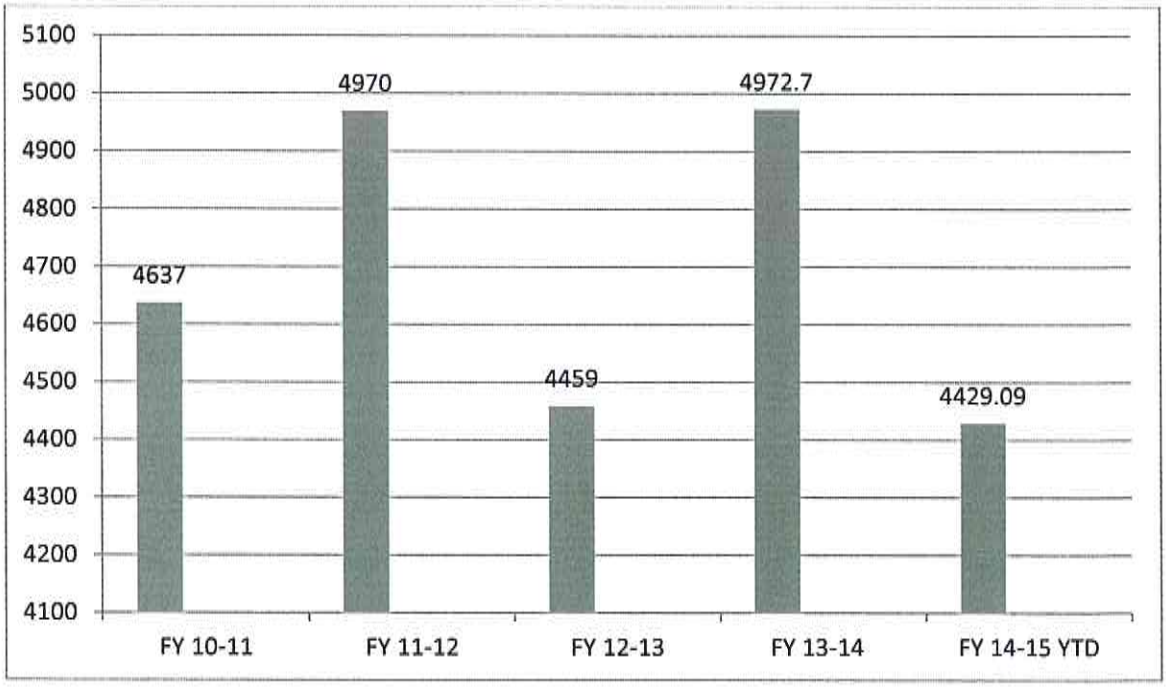


Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	10
Other Fires	1	Vehicle Accidents(With injuries)	2
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	2	False Alarms/Calls	4
Hazmat	0	Assist other Governmental Agency	0
Other Calls	13	Total Responses for the Month	88
Emergency Medical Responses	55	Total Responses Year to Date	922

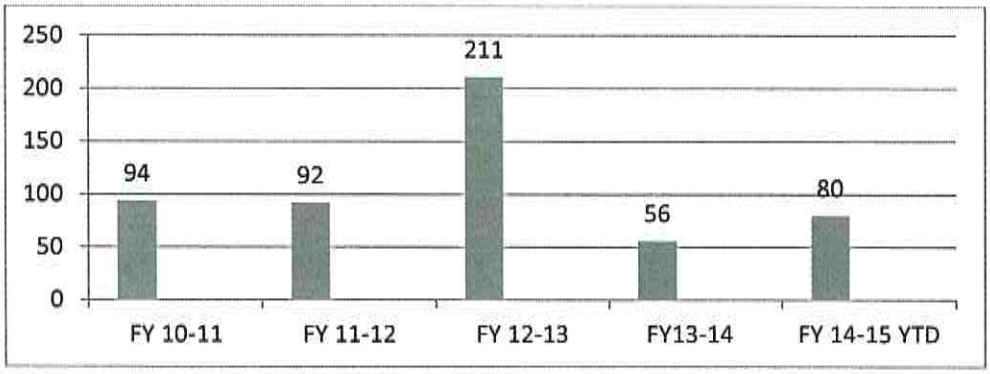
Fire Department
May 2015

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



Total Training Man-hours for the Month	386.8	Total Training Man-hours Year to Date	4429.09

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.

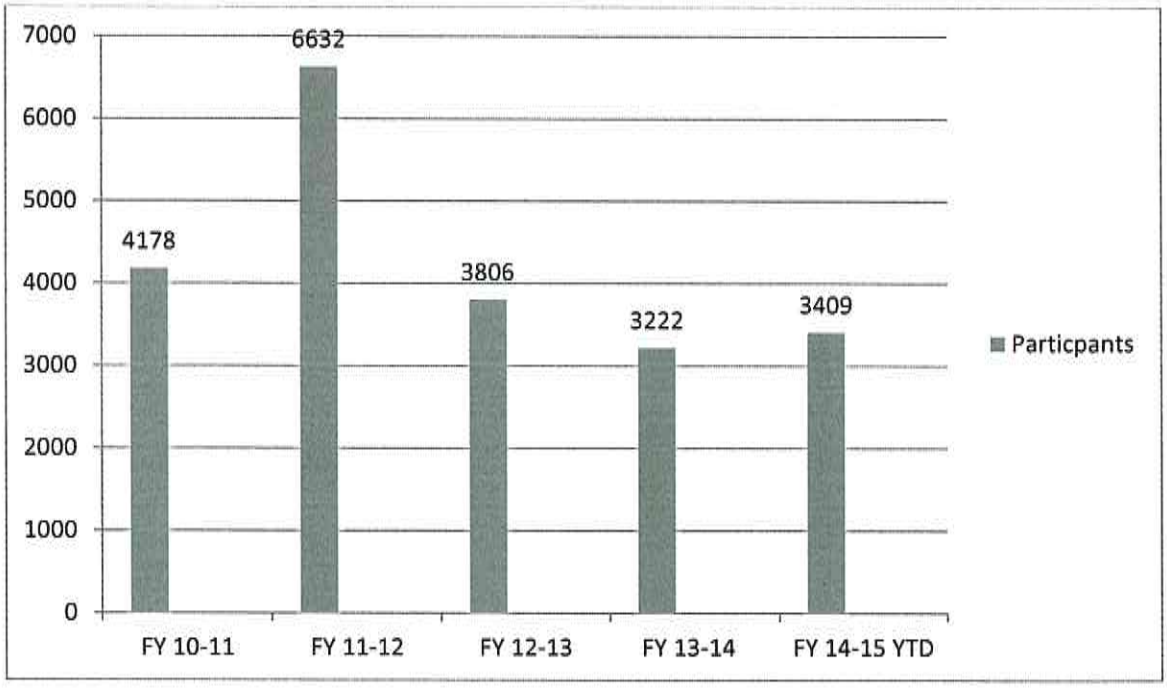


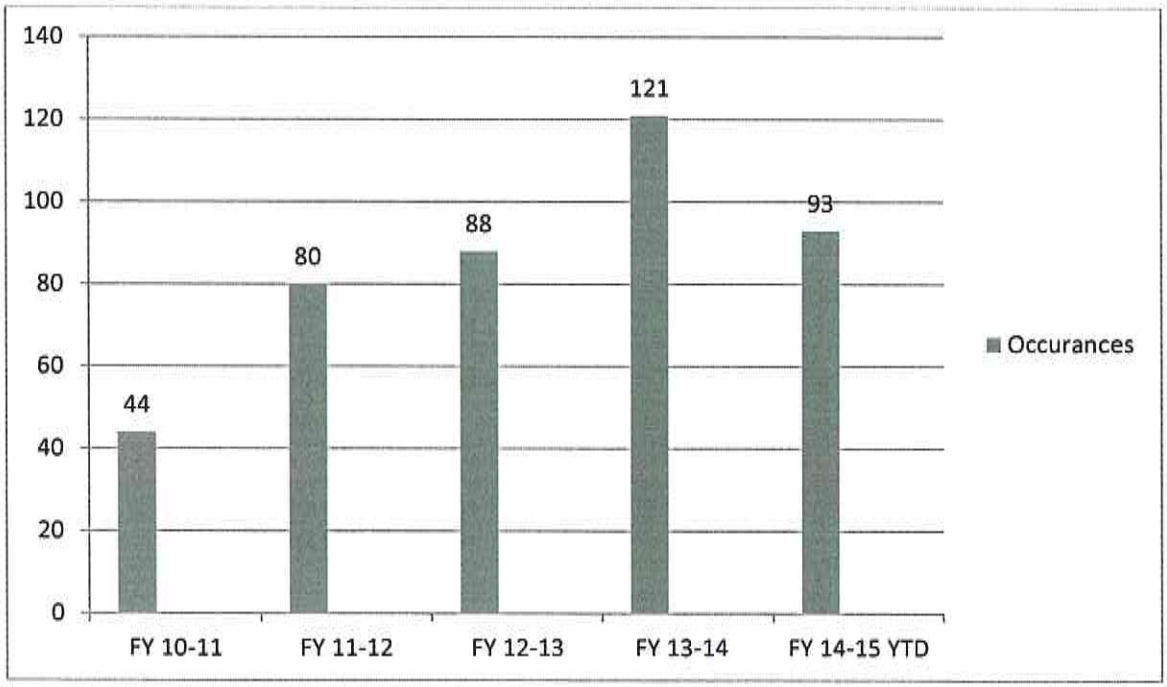
Fire Inspections	0	Year to Date 80	Plat / Plan Reviews	0	Year to Date 31
Fire Investigations	0	Year to Date 6	Fire Preplans	0	Year to Date 6

Fire Department
May 2015

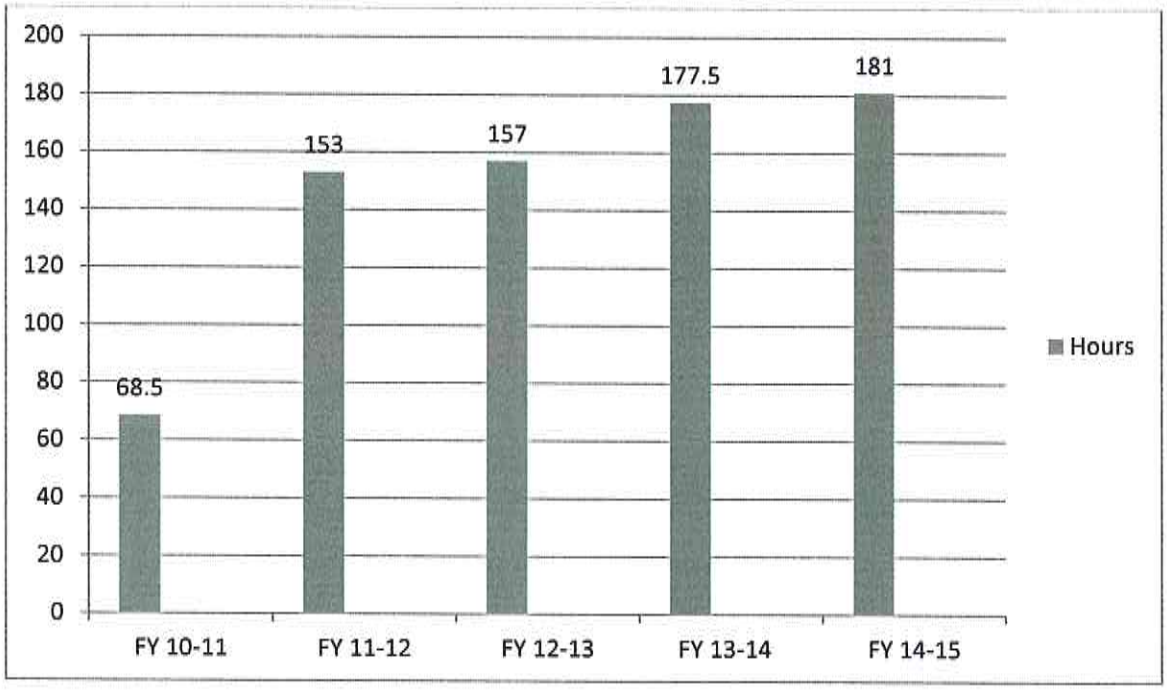
Public Fire Education

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
May 2015



Participants	237	Education Hours	7.5
Participants Year to Date	3409	Education Hours Year to Date	181
Number of Occurrences	7	Number of Occurrences Year to Date	93

Public Services Department - Public Works Division
May 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).

Total Hours Worked	FY 10/11	FY 11/12	FY 12/13	FY 13/14		Apr-15	May-15	YTD 14/15
Sanitation	9,912	8,930	5,975	3,138		277	239	2,615
Street	3,502	3,539	3,765	4,485		197	385	3,768
Facility Maintenance	143	100	124	839		268	178	1,804
Fleet Maintenance	394	147	445	857		71	80	1,044
Meeting/Training	241	135	332	653		60	71	506
Leave	1,311	915	1,005	1022		3	43	734
Holiday	1,040	1,040	650	730		60	70	850
Overtime	0	0	70	166		1	8	263
Administrative	0	0	0	496		84	54	717

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

Sanitation	FY 10/11	FY 11/12	FY 12/13	FY 13/14		Apr-15	May-15	YTD 14/15
Brush Collection Stops	3,841	2,970	2,787	5,394		800	653	5,115
Brush Truck Loads	422	468	302	644		70	49	465
Leaves Pickup Bags	N/A	N/A	519	4,324		713	699	3,611
Brush/Leaves Hours	N/A	N/A	585	2,119		205	166	1,514
Litter Pickup Bags	960	0	168	535		18	13	264
Litter Pickup Hours	N/A	N/A	443	829		72	73	968

Sanitation Collection:
The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The **May 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.

Solid Waste	FY 10/11	FY 11/12	FY 12/13	FY 13/14		Apr-15	May-15	YTD 14/15
Tons	3,590	3,634	3,458	3,315		311	227	2,780
Disposal Fee	$88,187.52	$88,325.03	$85,077.60	$82,869.34		$8,417.85	$6,129.41	$78,362.61

Public Services Department - Public Works Division
May 2015

SW Accounting	FY 10/11	FY 11/12	FY 12/13	FY 13/14		Apr-15	May-15	YTD 14/15
Units Billed	43,655	44,485	44,244	44,953.00		3,857	3,855	41,895.00
Receivables	$676,350.00	$683,625.00	$690,098.50	$692,727.50		$66,742.00	$66,589.00	$728,430.12
Revenue	$634,738.25	$654,858.69	$684,487.53	$705,287.91		$67,132.72	$64,451.49	$713,441.97

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		Apr-15	May-15	YTD 14/15
Participants	660	715	809	525		78	64	633
Tons	119	168	141	168		26	10	147
Disposal Fee	$14,654.62	$16,513.14	$15,473.00	$16,913.54		$1,938.54	$740.12	$11,801.98

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		Apr-15	May-15	YTD 14/15
Curbside Tons	253	244	393	456		45	45	375
Recycling Rate	7%	7%	13%	14.3%		13.0%	17.4%	16.98%
Revenue (curbside)	-	-	$4,749.94	$3,469.56		$58.10	$53.86	$2,466.00
Fee (old program)	$5,081.27	$6,736.13	-	-		-	-	-
Metal (dropoff)Tons	23	11	62	42		4	4	29
Metal Revenue	$4,819.75	$3,167.45	$10,555.50	$6,240.40		$344.80	$334.40	$4,043.50

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		Apr-15	May-15	YTD 14/15
Drainage Requests	1	3	27	17		2	3	20
Drainage Work (feet)	620	58	1,457	2,513		0	100	2,172
Drainage Man Hours	N/A	N/A	891	1261		1	34	976
Debris Removed Loads	N/A	N/A	75	57		3	10	73
Sweeping Man Hours	0	0	0	272		34	93	447

Public Services Department - Public Works Division
May 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		Apr-15	May-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		30	57	247
Pothole Hours	N/A	N/A	N/A	600		110	169	872
Mowing Hours	0	0	101	446		2	42	143
R-O-W Hours	N/A	N/A	N/A	12		6	46	297
Signs	225	119	153	106		12	1	222
Sign Work Hours	N/A	N/A	N/A	219		35	1	418
Salt Tons	20	55	4	79		0	0	76
Salt Hours	N/A	N/A	N/A	159		0	0	385
Decorative Streetlight Hours	0	0	0	0		9	0	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.

No special projects.

Public Services Department - Wastewater Division
May 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. Willie Hart, Hall Construction came back in May and completed the few remaining warranty property restorations where settling has occurred and over seeding was 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. Due to delays in the project, I assessed liquidated damages to Scott & Ritter for a negotiated settlement of approximately $11,000.00

Meadows Road Area Sewer Improvement Project
The official start date for this project is March 23, 2015. Pipe installation began on April 9th. However, safety concerns, equipment issues, pipe/manhole elevations, "A0" (starting point) being 3" higher than plans, and school traffic have slowed progress. However, the pipe crew is back on track and they are making better progress.

The installation quantities are as follows:

1. 1,838' 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. 6 manholes (standard frame & grates);
7. 0 Property restoration days
8. 2 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.

	FY 11/12	FY 12/13	FY 13/14		APR-15	MAY-15	YTD
Late Payments	11,790	12,857	12,685		908	1,037	12,068
Disconnects for non-payment	12,857	12,685	12,840		49	49	403
Revenue Late Payments	$62,880	$67,810	$65,074		$4,609	$6,707.01	$61,350.01
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.

Public Services Department - Wastewater Division
May 2015

Line Marking	FY 10/11	FY 11/12	FY 12/13	FY 13/14		APR-15	MAY-15	YTD
Tennessee 811	1,496	948	866	1,306		118	126	1,286

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.

Lift Station Location	FY 10/11	FY 11/12	FY 12/13	FY 13/14		APR-15	MAY-15	YTD
North Palmers Chapel	2,301	1,483	1,736	3,559		2	4	483
Calista Road	3,652	985	1,058	2,014		2	2	418
Wilkinson Lane	131	417	231	219		0	0	101
Portland Road	98	13	25	36		0	0	13
Cope's Crossing	0	109	445	208		1	0	72
Union Road	0	16	149	93		0	3	42
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
May 2015

F Work Orders	FY 10/11	FY 11/12	FY 12/13	FY 13/14		APR-15	MAY-15	YTD
"Grinder Project"		144	229	3		**0**	**0**	**0**
PD to Centrifugal Converts				4		**1**	**0**	**9**
2000 to Extreme C/O	0	0	85	86		**1**	**0**	**55**
2000 to 2000 C/O	0	271	19	13		**5**	**0**	**23**
Extreme to 2000 C/O	0	0	33	14		**1**	**0**	**27**
Extreme to Extreme C/O	0	0	157	110		**7**	**14**	**107**
Centrifugal to Centrifugal C/O						**0**	**0**	**5**
2000 Conversions	0	159	26	3		**0**	**0**	**0**
Extreme Converts	0	0	43	83		**6**	**2**	**67**
Total Pumps Replaced	N/A	**430**	**363**	**313**		**22**	**16**	**298**
Low Pressure Service Request	682	554	977	750		**47**	**40**	**652**
Vacuum System Service Request	94	96	127	102		**3**	**6**	**58**
Gravity Service Request	NEW					**0**	**0**	**14**
Inspection for New Service	0	0	0	27		**8**	**3**	**48**
Final Inspection for New Service	0	0	0	47		**5**	**4**	**59**
Sanitary Sewer Overflow (SSO)	0	0	4	2		**0**	**0**	**3**
Odor Complaints	0	0	0	11		**0**	**1**	**14**

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.

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

Public Services Department - Wastewater Division
May 2015

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.

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.

	MAR - 2015	APR - 2015	MAY - 2015	
Flow	**0.564 MGD**	**0.774 MGD**	**0.691 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**40.3%**	**55.3%**	**49.3%**	(0.691 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**50.4%**	**69.10%**	**61.6%**	(0.691 MGD) / (1.12 MGD
Rainfall	**5.10"**	**6.14"**	**4.00"**	

Effluent	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY13/14		APR 14	MAY - 14	YTD
Violations			4	6	2		1	0	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 1.2 parts per million (ppm) which is still well below the expected usage levels.

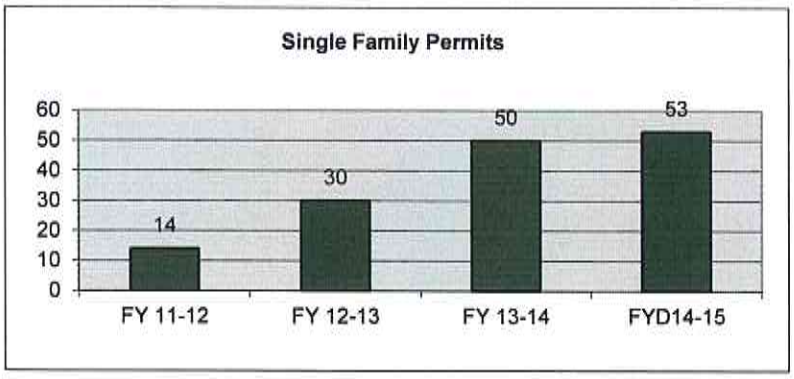
   Thus far, the "kill" rate for E. Coli has been much better than expected as well.

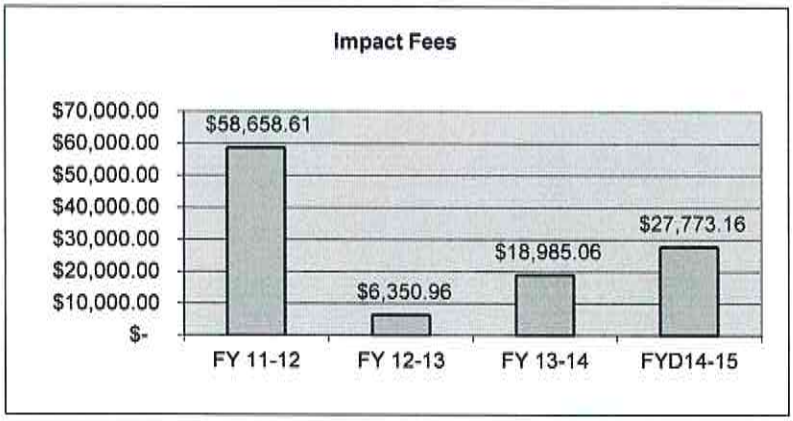
Public Services Department - Wastewater Division
May 2015

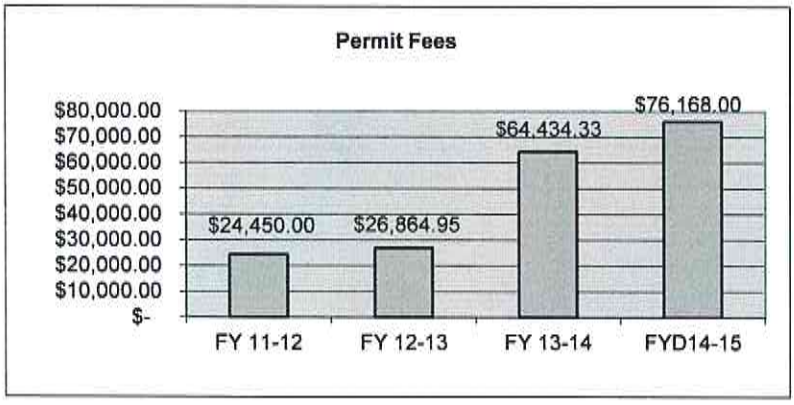
Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu (colony forming units) per 100 ml." Additionally, our daily maximum concentration limit is 941/100ml. We exceeded total E. Coli for one (1) day @ 980.4/100 ml sample.

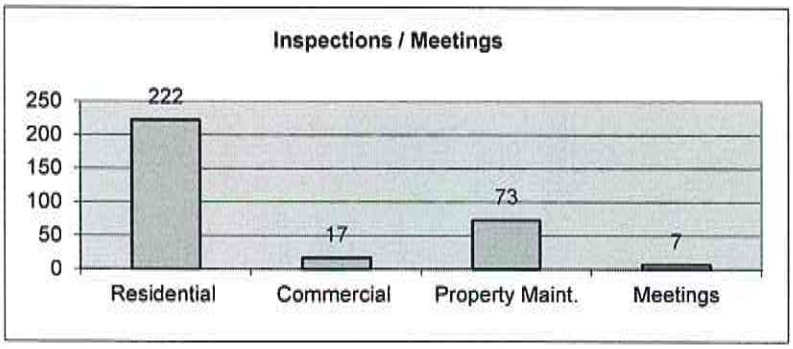
Our E. Coli testing for April was less than 116.3/100ml.

Planning and Codes Department
May 2015









Planning and Codes Department
May 2015

	Month	YTD 15	FY 2014	FY2013	FY2012
MEETING AGENDA ITEMS#					
Planning Commission	6	44	38	39	49
Construction Appeals	0	1	0	0	0
Zoning Appeals	0	8	9	5	13
Training/Study Session	0	1	0	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	5	53	50	30	14
Multi-Family Residential	0	3	123	2	0
Other Residential	20	325	132	133	111
New Commercial	0	7	2	1	3
New Industrial	0	1	0	0	1
Other Com/Ind	4	44	26	27	21
State Electrical	71	558	478	329	309
Sign	2	14	16	11	10
Occupancy Permits	1	48	59	62	118
Commercial Certificate of Occupancy-					
Live In Harmony-2780 Hwy 31W					
Other	1	1	71	18	4
BUILDING INSPECTIONS					
Residential	222	902	519	334	318
Hours	33.33	240.19	175.59	111.25	99.67
Commercial /Industrial	17	326	189	151	269
Hours	5.5	107.75	79.33	94.34	112.59
CODE ENFORCEMENT					
Total Cases	58	490	531	735	957
Hours	7.58	57.07	83.42	113.92	125.32
Complaints Received	15	111	141	126	127
MEETINGS					
Administration	0	23	39	55	77
Hours	0	46.5	67.95	89.06	123.59
Planning	5	21	31	40	118
Hours	26.25	56.05	101.25	51.1	119
Codes	2	21	50	53	48
Hours	2.5	20.66	58.25	73.5	65.33
FEES					
Permit Fees	$4,648.00	$ 76,168.00	$ 64,434.33	$ 26,864.95	$ 24,450.00
Board Review Fees	$250.00	$ 15,248.50	$ 7,297.90	$ 3,150.00	$ 2,375.00
City Impact Fee	**$1,378.42**	**$ 27,773.16**	**$ 18,985.06**	**$ 6,350.96**	**$ 58,658.61**
Roads	$519.72	$ 12,401.78	$ 5,405.07	$ 3,056.90	$ 14,722.36
Parks	$198.00	$ 5,508.00	$ 4,993.50	$ 1,197.40	$ 5,187.60
Police	$304.47	$ 5,844.95	$ 4,494.28	$ 1,262.70	$ 21,646.70
Fire	$201.00	$ 3,863.20	$ 2,976.51	$ 796.76	$ 15,407.95
OTHER ITEMS					
Subdivision Lots	0	0	0	0	20
Commercial/Ind. Sq Ft	0	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	$592,040.00	$ 632,150.00	$693,270.00	$974,300.00	$ 974,300.00
Builders Bonds	42,866.43	$ 43,366.43	$ 43,366.43	$ 42,866.53	$ 47,753.43
Workings Days in Month	15	17	16	16	16

Parks, Recreation, & Cultural Arts Department
May 2015

Summary of Month's Activities
The splash pad site development is nearing completion. All concrete curbing and sidewalks are in place, and topsoil has been backfilled around them. Seeding, strawing, and erosion control matting will begin June 12th. Landscaping with trees and shrubs is scheduled to begin the week of June 15th, followed by asphalt paving. The water tap connection is scheduled to be performed on June 18th. Dowdle Construction Group has until June 27th to complete the work.

We have filled the Senior Coordinator position with the hiring of Ms. Billie Hyndman.

The disc golf course project is still progressing. The 18 baskets have been delivered and are in storage in White House, and some are being installed. Nine (9) will be installed by the week of June 15th. Volunteers are working to remove underbrush and vines. The Parks Dept is going to assist in the weed eradication by spraying a selective herbicide because the regrowth is happening so fast. The only holes remaining to be designed / cleared are holes 12, 13, and 16. The volunteers are planning to advertise via social media that the first 9 holes will be available for initial rounds of play in mid-July. After some play occurs and feedback from players is received, the permanent locations of the tee pads 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 has completed paving of the entire driveway system. Three (3) foundations were poured this month, and two (2) interments were made. We are currently in need of an additional board member.

Recreation
Regular season games of the WHYS and WHDY leagues have taken place. Baseball and softball post season activities are still underway; however, soccer is finished for the spring.

The White House Youth Soccer league will host a "3v3 Live" tournament on Saturday, July 18th.

A state baseball tournament for 11 and 12 yr. olds in the White House Dixie Youth league is scheduled for July 16th-21st.

Adult Co-ed Church Volleyball ended May 19th. Grace Park won the regular season and tournament championships. We had four teams in the league this spring.

The Girls Volleyball league ended May 30th. We had 9 teams and approximately 70 girls in the league this spring.

Little League Challenger Baseball had their last two games rained out but we went ahead and had their end-of-the-year party on Saturday, May 30th so that those with travel plans the following week could get their trophies and pictures. Those without travel plans were free to use the fields on Tuesday and Saturday that week during the regular times for make-ups.

Men's Open Softball is ongoing. We have 7 teams in the league this year. The season is set to end June 8th.

Basketball Camp registration is ongoing. 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 6th – 9th, 9:00am -12:00pm in the basketball gym.

Gymnastics and Tumbling classes start June 4th. Charles Harding will be doing that for us once again. They will be every Thursday in June and July except for July 9th. The fee is $100 for all 8 weeks.

Parks, Recreation, & Cultural Arts Department
May 2015

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

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

Fall Girls Volleyball registration will begin June 8th. The fee is $50 for city residents and $62 for non-residents. Practices will begin in August and games will begin in September. Registration will end July 20th.

Parks Maintenance

- Performed earth work at the site of the 2nd new basketball court.
- Incorporated 6 tons of sand on the Field 5 infield
- Installed 3 pallets of sod around basketball court #1
- Trimmed shrubs and pulled weeds at all trailheads
- Have been mowing many hours this month
- Infield maintenance performed daily on ball fields

Update on Department Goals and Objectives
The new concrete basketball court (court #1) located in the back of the park is open for play and is seeing much activity. Fescue sod was installed around the perimeter of the court to prevent tracking of mud onto the concrete. We planted five (5) trees on the north side to help screen the court.

The second court was raised to the proper subgrade elevation with compactable fill. The goal was installed and the base stone was placed and compacted. The concrete has been poured, and the court will open for play following the addition of topsoil backfill. This court proceeded much faster than the first because the site was much flatter and less fill had to be brought in.

Department Highlight
The Parks Maintenance Dept is very happy to have the new Toro infield groomer to use in maintaining the ball fields and the volleyball courts. It is being used daily and is much appreciated.

Seniors
A Mother's Day Celebration was held during the Hot Lunch on May 13th, including door prizes from local businesses. The cafeteria was decorated especially for the ladies, and 70 people attended.

Cost Savings
The director is planning to plant a native grass and wildflower mixture along the interior slopes and in the bottom of the detention pond at the splash pad site. This will make the detention area an attractive feature that is even more beneficial to the environment, and that will reduce maintenance costs significantly. This will reduce mowing to only 2-3 times per year once it is permanently established.

Parks, Recreation, Cultural Arts Department
May 2015

	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	Current Year Apr. 15	Current Year May-15	Current Year YTD 2014-15
Maintenance								
Mowing Hours	1,469	1,486	1,346	1,276	1,134	125	167	742
Pounds of Grass Seed Sown	1,895	3,140	2,275	3,280	2,560	50	50	2,215
Pounds of Fertilizer Applied	4,590	8,150	2,540	5,525	1,620	0	0	3,050
Number of Trees/Shrubs Planted	11	20	39	3	23	0	5	5
Recreation								
Number of Youth Program Participants	336	354	448	818	762	0	0	753
Number of Adult Program Participants	1,343	2,353	2,471	1,726	855	150	51	500
Number of Special Event Attendees	2,505	3,484	3,970	2,796	4,145	0	0	2,643
Total Number of Special Events Offered	17	19	17	19	12	0	1	10
Total Number of Programs Offered	38	68	78	51	46	1	3	37
Youth Program Revenue	$27,728.00	$29,068.00	$29,702.00	$ 49,676.00	$49,197.40	$0.00	$0.00	$ 47,587.37
Adult Program Revenue	$9,368.25	$14,899.65	$19,216.05	$ 16,060.90	$13,155.30	$0.00	$76.00	$ 8,781.00
Special Event Revenue	$4,530.00	$8,010.00	$7,355.00	$ 5,970.00	$4,965.00	$0.00	$1,200.00	$ 2,845.00
Administration								
Number of Shelter Reservations	153	116	112	110	103	10	27	100
Hours of Shelter Reservations					130	25.5	76	274
Shelter Reservation Revenue	$4,083.00	$3,415.00	$ 3,396.00	$ 3,270.00	$2,823.00	$473.00	$604.00	$ 2,852.50
Number of Facilities Reservations	105	63	136	261	207	22	21	181
Hours of Facility Reservations					145	63.5	67	545
Facility Reservation Revenue	$6,345.82	$6,475.63	$ 16,224.25	$ 36,686.43	$26,540.00	$2,610.38	$2,081.25	$ 18,709.84
Field Rental Revenue					$4,498.33	$263.00	$120.00	$ 1,648.00
Misc. Revenue	$52,032.78	$60,991.46	$ 56,423.35	$ 71,032.39	$37,420.52	$4,684.45	$1,711.20	$ 28,046.18
Senior Center								
Senior Center Participants	2,399	2,860	3,269	3,586	3,478	346	219	3,237
Number of Trip Participants	316	473	387	477	507	43	36	496
Number of Meals Participants	3,848	2,912	3,315	2,867	2,910	302	249	2,704
Number of Program Participants	587	632	4,486	4,030	3,419	524	260	4,355
Number of Trips Offered	31	42	31	34	38	4	4	42
Number of Meals Served	50	46	49	49	49	5	4	46
Number of Programs Offered	54	50	90	87	81	9	5	69

White House Inn Library
May 2015

Summary of Activities

The library director, children's librarian, and city purchasing coordinator met with Prado Studios to discuss the location and general ideas for the murals in the teen and story time room on May 6th. Additionally, the purchasing coordinator went over the general requirements that Prado Studios would need to meet in order to start work on the project. The painter did return two weeks after this meeting to show preliminary sketches of this design which were considered very great for the spaces with only small modifications being suggested and to turn in his necessary licensing and paperwork.

The Library Director attended a regional in-service on May 12th to discuss dealing with difficult situations and the state standards. By attending this meeting, the director now feels confident that she understands each standard and can adequately state if the city is meeting such standard. The standards must be turned in by July 7th.

On May 14th, the Colonel Jethro Sumner Chapter NSDAR came to the library to donate a two volume book set about Tennessee's Founding Mothers to the White House Library. A total of 11 DAR members, 5 library board members, the library director, and the regional library director were present at this event. The library is honored to have received such a wonderful and valuable addition to its library's collection.

The library board met on May 14th. The board was given updates on the library's summer reading program, Discover White House booth, movie nights, upcoming officer re-election and committee appointees, and the budget. The board also discussed the state's funding of the library based and the benefits of being a part of the state. Additionally, a Friend's of the library member was present at the board meeting to discuss the Friend's fundraising effects and progress. The board did vote on changing the wireless connection policy.

The library held a movie night on May 18th to kick-off its summer reading program. The movie *Wreck-It Ralph* was shown and a total of 16 people showed up for the event. Additionally, the library has a total of 25 tots, 73 kids and 17 teens sign up so far for the reading portion of this event.

The Board of Mayor and Alderman approved the purchase of security cameras for the new library building and running fiber into the new library building. These were some of the last change items that needed approval for the new library.

The library board was invited to go on a walkthrough of the new building on May 27th. Three board members were present for the walkthrough. The building's windows and cabinets were being installed.

Department Highlights

The highlights for the month were all of the progress being completed on the new building. All of these finishes are very important as the library hopes to move into the new building at the end of June and have a soft opening in July before our official ribbon cutting in August.

Additionally, the library feels that its summer reading program is going very well even for having to start and stop the reading portion early due to the library move.

White House Inn Library & Museum
May 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	**

May Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	50	1	10,854	81
2014	48	1,532	8,815	65
2015	38	1,542	9,383	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: 27,470
Estimated Value of Total Materials: $686,750 **Last Month:** $684,600
Total Materials Available Per Capita: 2.03 **Last Month:** 2.03
State Minimum Standard: 2.00
The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items.

Materials Added In May

2011	2012	2013	2014	2015
280	155	266	176	136

Yearly Material Added

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	1,247

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 May

2011	2012	2013	2014	2015
4,803	4,935	3,987	3,605	3,504

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	18,848

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 print 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

May	Kids Sessions	Kids Attendance
2011	10	222
2012	6	195
2013	7	109
2014	8	118
2015	7	68

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
46	593

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 May, we held fewer story times due to the start up of our summer reading portion of our programs. Kids were able to sign up and read books for prizes starting on May 11th. This program will stop on June 13th as the library will be moving into its new building at the end of the month.

White House Inn Library & Museum
May 2015
Performance Measures

May	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 Internet, online gaming, social networking, etc., teen programs were abandoned. However, the library has decided to try to hold programs for this age group in 2014. The library has not held any programs in 2015 as we have been preparing for our move to the new library, but we hope to have regularly scheduled teen programs once in the new building.

May Totals	Adult Sessions	Adult Attendance
2011	0	0
2012	1	12
2013	1	7
2014	1	8
2015	1	8

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
5	35

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, music, and other activities which will teach individuals new skills and allow them to socialize with those who share a common hobby.

Volunteers: 13 **Hours:** 93 hrs 29 minutes

May Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	89	98	122
Internet Computers	420	311	275	280	288
Kids Computers	140	332	150	151	141

Yearly Computer Users

2011	2012	2013	2014	2015
***	***	1,071	1,315	665
5,983	4,282	3,791	3,743	1,655
3,244	2,874	1,691	1,478	583

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

May Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	9	28	13	25	15
Loaned	0	0	21	21	11

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015
337	362	136	271	122
64	100	165	411	126

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 our library funds.

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

	2011-2012	2012-2013	2013-2014	2014-2015
eBooks	792	2,010	3,688	4,727
Audios	1,717	2,501	2,521	2,704

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.

White House Museum
May 2015

Summary of Activities

The museum board met on May 19th. The board did not have enough members present to form a quorum. Thus, the board was not able to vote to accept any of the minutes from the past meetings. The board did talk about the new city museum ordinance, board member term renewals and suggestions for possible new board members. The board also commented about their Discover White House booth and the success they felt they had in promoting and making individuals aware of the museum. Due to the success at this event, the board is going to look into trying to have a Christmas Float at this year's parade.

The museum had a total of 135 people visit the museum from February, 2015 through May 31, 2015. Additionally, the Colonel Jethro Sumner Chapter of the National Society of DAR visited the museum on May 14th when they presented the library with two volumes of Tennessee founding mothers book set.

CITY COURT REPORT
MAY 2015

CITATIONS			
TOTAL MONIES COLLECTED FOR THE MONTH		$9,062.25	
		TOTAL MONIES COLLECTED YTD	**$123,345.45**
STATE FINES			
TOTAL MONIES COLLECTED FOR MONTH		$2,707.62	
		TOTAL MONIES COLLECTED YTD	**$18,817.95**
TOTAL REVENUE FOR MONTH		$11,769.87	
		TOTAL REVENUE YTD	**$142,163.40**
DISBURSEMENTS			
LITIGATION TAX	$596.45		
DOS/DOH FINES & FEES	$313.50		
DOS TITLE & REGISTRATION	$85.50		
RESTITUTION/REFUNDS	$0.00		
TBI-EXPUNGEMENT/FEES	$0.00		
CASH BOND	$0.00		
WORTHLESS CHECKS	$0.00		
TOTAL DISBURSEMENTS FOR MONTH		$995.45	
		TOTAL DISBURSEMENTS YTD	**$19,312.72**
ADJUSTED REVENUE FOR MONTH		$10,774.42	
		TOTAL ADJUSTED REVENUE YTD	**$122,850.68**
DRUG FUND			
DRUG FUND DONATIONS FOR MONTH		$585.87	
		DRUG FUND DONATIONS YTD	**$3,758.75**

Disposition	May-15	Apr-15	Mar-15
Ticket Paid in Full – Prior to Court	43	53	111
Guilty as Charged	12	5	14
Dismissal	5	11	12
Dismissed upon presentation of insurance	36	29	33
Not Guilty	1	0	0
Dismissed to Traffic School	0	8	0
Dismissed with Costs and Fines	47	32	49
Dismissed with Costs	19	15	19
Dismissed with Fine	1	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	164	153	238

Monthly Comparative: 91.67%

110 General Fund

Account	Description	Budget Estimate	Year-To-Date Actual	% of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	0.00	0.00 %	0.00	792.00	0.00 %
31110	Real & Personal Property Tax(Current)	1,981,782.00	(2,131,021.33)	107.53 %	165,148.50	(5,065.84)	3.07 %
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	(25,392.15)	45.34 %	4,666.67	(1,103.33)	23.64 %
31212	Property Tax Delinquent 2nd Year	16,000.00	(6,608.00)	41.30 %	1,333.33	(102.00)	7.65 %
31213	Property Tax Delinquent 3rd Year	6,000.00	(6,714.00)	111.90 %	500.00	(10.00)	2.00 %
31214	Property Tax Delinquent 4th Year	3,000.00	(2,888.00)	96.27 %	250.00	(22.00)	8.80 %
31215	Property Tax Delinquent 5th Year	3,000.00	(4,219.00)	140.63 %	250.00	0.00	0.00 %
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	(24,813.59)	88.62 %	2,333.33	(575.32)	24.66 %
31513	Payment In Lieu Of Tax -Sewer	112,385.00	(114,466.88)	101.85 %	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	(2,271,543.24)	100.96 %	187,500.00	(219,577.96)	117.11 %
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	(259,761.24)	98.02 %	22,083.33	(25,049.62)	113.43 %
31800	Business Taxes	140,000.00	(83,008.48)	59.29 %	11,666.67	(49,967.31)	428.29 %
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	(127,959.08)	113.24 %	9,416.67	(33,719.56)	358.08 %
31960	Special Assessment - Liens	1,200.00	(210.00)	17.50 %	100.00	0.00	0.00 %
31980	Mixed Drink Taxes	11,000.00	(10,056.54)	91.42 %	916.67	(2,012.00)	219.49 %
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 %

Monthly Comparative: 91.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
32610	Building Permits	30,000.00	(90,261.00)	300.87 %	2,500.00	(4,997.50)	199.90 %
32690	Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32710	Sign Permits	1,100.00	(1,100.00)	100.00 %	91.67	(100.00)	109.09 %
33100	Federal Grants	1,227,798.00	(748,761.45)	60.98 %	102,316.50	(187,133.14)	182.90 %
33142	ARRA Grant #1 - Fiber Optic	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33191	Fema 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	0.00	0.00 %
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 - Sumner 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	0.00	0.00 %
33510	State Sales Tax	743,488.00	(702,757.83)	94.52 %	61,957.33	(68,267.25)	110.18 %
33520	State Income Tax	23,000.00	(24,650.13)	107.17 %	1,916.67	(90.94)	4.74 %
33530	State Beer Tax	5,128.00	(4,904.67)	95.64 %	427.33	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,023.00	(19,187.10)	91.27 %	1,751.92	(1,743.78)	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	(9,941.60)	331.39 %	250.00	(525.00)	210.00 %
34740	Parks And Rec League Fees	74,000.00	(67,743.91)	91.55 %	6,166.67	(1,043.20)	16.92 %
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	(7,792.98)	103.91 %	625.00	(647.45)	103.59 %
34793	Community Center Fees	13,000.00	(21,049.09)	161.92 %	1,083.33	(2,655.25)	245.10 %
34900	Other Charges For Services	9,500.00	(6,920.50)	72.85 %	791.67	(657.00)	82.99 %
35110	City Court Fines And Costs	145,000.00	(123,852.43)	85.42 %	12,083.33	(10,774.42)	89.17 %

Monthly Comparative: 91.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
35130	Impoundment Charges	250.00	(145.00)	58.00 %	20.83	0.00	0.00 %
36000	Other Revenues	6,000.00	(16,115.20)	268.59 %	500.00	(169.55)	33.91 %
36100	Interest Earnings	5,200.00	(12,164.23)	233.93 %	433.33	(1,244.35)	287.16 %
36210	Rent	17,500.00	(16,630.14)	95.03 %	1,458.33	(806.34)	55.29 %
36330	Sale Of Equipment	0.00	(25,091.28)	0.00 %	0.00	(13,098.00)	0.00 %
36350	Insurance Recoveries	0.00	(42,059.83)	0.00 %	0.00	0.00	0.00 %
36420	Stadium Receipts	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(97.85)	0.00 %	0.00	(70.55)	0.00 %
36450	Parks Concessions	14,000.00	(2,311.38)	16.51 %	1,166.67	(744.00)	63.77 %
36700	Contri And Donation From Private	200,000.00	(205,715.83)	102.86 %	16,666.67	(1,200.00)	7.20 %
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 %
	Total Revenues	**10,895,975.00**	**(7,862,539.52)**	**72.16 %**	**907,997.92**	**(642,786.74)**	**70.79 %**
Expenditures							
41000	General Government	(410,861.00)	371,713.90	90.47 %	(34,238.42)	25,214.08	73.64 %
41210	City Court	(78,164.00)	69,290.38	88.65 %	(6,513.67)	5,636.59	86.53 %
41500	Financial Administration	(368,506.00)	250,623.42	68.01 %	(30,708.83)	24,248.34	78.96 %
41650	Human Resources	(143,996.00)	128,502.62	89.24 %	(11,999.67)	8,553.36	71.28 %
41670	Engineering	(919,867.00)	916,580.81	99.64 %	(76,655.58)	0.03	0.00 %
41700	Planning And Zoning	(288,420.00)	235,808.45	81.76 %	(24,035.00)	17,526.91	72.92 %
41800	General Government Buildings	(228,880.00)	196,297.14	85.76 %	(19,073.33)	117,680.83	616.99 %
41921	Special Events	(4,000.00)	9,486.33	237.16 %	(333.33)	0.00	0.00 %
42100	Police Patrol	(1,288,116.00)	1,050,063.43	81.52 %	(107,343.00)	71,479.65	66.59 %

Monthly Comparative: 91.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
42120	Police Support Services	(274,125.00)	233,865.51	85.31 %	(22,843.75)	20,229.20	88.55 %
42150	Police Administration	(235,701.00)	194,376.27	82.47 %	(19,641.75)	10,698.20	54.47 %
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)	1,621,463.40	70.26 %	(192,316.67)	70,887.76	36.86 %
42210	Fire Administration And Inspection	(287,308.00)	245,394.55	85.41 %	(23,942.33)	17,501.91	73.10 %
43000	Public Works	(775,336.00)	707,750.81	91.28 %	(64,611.33)	22,705.74	35.14 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(42,760.00)	27,857.05	65.15 %	(3,563.33)	1,016.98	28.54 %
44700	Parks	(300,213.00)	252,528.79	84.12 %	(25,017.75)	15,747.37	62.94 %
44740	Park Maintenance	(1,006,203.00)	894,997.53	88.95 %	(83,850.25)	28,488.66	33.98 %
44800	Libraries	(3,357,011.00)	3,193,905.00	95.14 %	(279,750.92)	78,597.77	28.10 %
44880	Children's Library Services	(36,690.00)	33,062.62	90.11 %	(3,057.50)	2,616.70	85.58 %
51000	Misc Exp	(251,000.00)	242,286.80	96.53 %	(20,916.67)	0.00	0.00 %
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 %
	Total Expenditures	**(12,795,795.00)**	**11,060,101.37**	**86.44 %**	**(1,066,316.25)**	**538,830.08**	**50.53 %**
Total 110	General Fund	**(1,899,820.00)**	**3,197,561.85**	**168.31 %**	**(158,318.33)**	**(103,956.66)**	**-65.66 %**

Monthly Comparative: 91.67%

120 Industrial Development Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	47,000.00	(86,818.52)	184.72 %	3,916.67	0.00	0.00 %
36100	Interest Earnings	80.00	(147.20)	184.00 %	6.67	(14.90)	223.50 %
	Total Revenues	**47,080.00**	**(86,965.72)**	**184.72 %**	**3,923.33**	**(14.90)**	**0.38 %**
Expenditures							
48000	Economic Opportunity	(50,300.00)	45,497.57	90.45 %	(4,191.67)	6,326.07	150.92 %
	Total Expenditures	**(50,300.00)**	**45,497.57**	**90.45 %**	**(4,191.67)**	**6,326.07**	**150.92 %**
Total 120	Industrial Development Fund	**(3,220.00)**	**(41,468.15)**	**-1,287.83 %**	**(268.33)**	**6,311.17**	**2,351.99**

Monthly Comparative: 91.67%

121 State Street Aid Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	274,321.00	(246,395.65)	89.82 %	22,860.08	(20,739.33)	90.72 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	50.00	(89.86)	179.72 %	4.17	(10.64)	255.36 %
	Total Revenues	**274,371.00**	**(246,485.51)**	**89.84 %**	**22,864.25**	**(20,749.97)**	**90.75 %**
Expenditures							
43100	Highways And Streets	(263,000.00)	233,517.73	88.79 %	(21,916.67)	(11,196.36)	-51.09 %
	Total Expenditures	**(263,000.00)**	**233,517.73**	**88.79 %**	**(21,916.67)**	**(11,196.36)**	**-51.09 %**
Total 121	State Street Aid Fund	**11,371.00**	**(12,967.78)**	**114.04 %**	**947.58**	**(31,946.33)**	**3,371.35**

Monthly Comparative: 91.67%

122 Parks Sales Tax Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	280.00	(85.09)	30.39 %	23.33	(3.53)	15.13 %
36425	Parks Sales Tax Receipts	78,000.00	(70,616.35)	90.53 %	6,500.00	(6,677.87)	102.74 %
	Total Revenues	**78,280.00**	**(70,701.44)**	**90.32 %**	**6,523.33**	**(6,681.40)**	**102.42 %**
Expenditures							
49000	Debt Service	(133,284.00)	133,272.20	99.99 %	(11,107.00)	0.00	0.00 %
	Total Expenditures	**(133,284.00)**	**133,272.20**	**99.99 %**	**(11,107.00)**	**0.00**	**0.00 %**
Total 122	Parks Sales Tax Fund	**(55,004.00)**	**62,570.76**	**113.76 %**	**(4,583.67)**	**(6,681.40)**	**-145.77**

Monthly Comparative: 91.67%

123 Solid Waste Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	792,132.00	(721,602.97)	91.10 %	66,011.00	(66,781.24)	101.17 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	700.00	(426.73)	60.96 %	58.33	(57.95)	99.34 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37794	Sale Of Materials	12,000.00	(8,059.77)	67.16 %	1,000.00	(392.90)	39.29 %
	Total Revenues	**804,832.00**	**(730,089.47)**	**90.71 %**	**67,069.33**	**(67,232.09)**	**100.24 %**
Expenditures							
43200	Sanitation	(1,005,508.00)	888,290.55	88.34 %	(83,792.33)	11,053.34	13.19 %
49000	Debt Service	(52,090.00)	52,068.71	99.96 %	(4,340.83)	51,000.00	1,174.89 %
	Total Expenditures	**(1,057,598.00)**	**940,359.26**	**88.91 %**	**(88,133.17)**	**62,053.34**	**70.41 %**
Total 123	Solid Waste Fund	**(252,766.00)**	**210,269.79**	**83.19 %**	**(21,063.83)**	**(5,178.75)**	**-24.59 %**

Monthly Comparative: 91.67%

124 Impact Fees

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	350.00	(114.94)	32.84 %	29.17	(7.74)	26.54 %
36421	Roads Impact Fees	2,800.00	(12,427.79)	443.85 %	233.33	(519.72)	222.74 %
36422	Parks Impact Fees	1,600.00	(5,468.40)	341.78 %	133.33	(158.40)	118.80 %
36423	Police Impact Fees	2,100.00	(5,923.22)	282.06 %	175.00	(304.47)	173.98 %
36424	Fire Impact Fees	1,400.00	(3,870.62)	276.47 %	116.67	(201.00)	172.29 %
	Total Revenues	**8,250.00**	**(27,804.97)**	**337.03 %**	**687.50**	**(1,191.33)**	**173.28 %**
Expenditures							
51010	Roads Impact Fees	(129,130.00)	122,359.00	94.76 %	(10,760.83)	0.00	0.00 %
51020	Parks Impact Fees	(34,000.00)	34,000.00	100.00 %	(2,833.33)	4,500.00	158.82 %
51040	Fire Impact Fees	(2,705.00)	63.56	2.35 %	(225.42)	0.00	0.00 %
	Total Expenditures	**(165,835.00)**	**156,422.56**	**94.32 %**	**(13,819.58)**	**4,500.00**	**32.56 %**
Total 124	Impact Fees	**(157,585.00)**	**128,617.59**	**81.62 %**	**(13,132.08)**	**3,308.67**	**25.20 %**

Monthly Comparative: 91.67%

140 Police Drug Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	550.00	(275.00)	50.00 %	45.83	0.00	0.00 %
35130	Impoundment Charges	100.00	(140.00)	140.00 %	8.33	0.00	0.00 %
35140	Drug Related Fines	7,800.00	(13,633.75)	174.79 %	650.00	(585.87)	90.13 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	65.00	(41.61)	64.02 %	5.42	(5.15)	95.08 %
36330	Sale Of Equipment	0.00	(4,472.38)	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**8,515.00**	**(18,562.74)**	**218.00 %**	**709.58**	**(591.02)**	**83.29 %**
Expenditures							
42129	Drug Investigation And Control	(6,833.00)	3,907.52	57.19 %	(569.42)	0.00	0.00 %
	Total Expenditures	**(6,833.00)**	**3,907.52**	**57.19 %**	**(569.42)**	**0.00**	**0.00 %**
Total 140	Police Drug Fund	**1,682.00**	**(14,655.22)**	**871.30 %**	**140.17**	**(591.02)**	**421.66 %**

Monthly Comparative: 91.67%

200 Debt Service Fund (General)

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31110	Real & Personal Property Tax	809,000.00	(704,606.44)	87.10 %	67,416.67	3,671.39	-5.45 %
36000	Other Revenues	0.00	(7,470.68)	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	250.00	(285.20)	114.08 %	20.83	(58.05)	278.64 %
	Total Revenues	**809,250.00**	**(712,362.32)**	**88.03 %**	**67,437.50**	**3,613.34**	**-5.36 %**
Expenditures							
49000	Debt Service	(769,119.00)	769,610.03	100.06 %	(64,093.25)	501,920.63	783.11 %
	Total Expenditures	**(769,119.00)**	**769,610.03**	**100.06 %**	**(64,093.25)**	**501,920.63**	**783.11 %**
Total 200	Debt Service Fund (General)	**40,131.00**	**57,247.71**	**-142.65 %**	**3,344.25**	**505,533.97**	**-**

Monthly Comparative: 91.67%

412 Sewer Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	15,000.00	(12,169.71)	81.13 %	1,250.00	(350.00)	28.00 %
36100	Interest Earnings	2,700.00	(2,672.50)	98.98 %	225.00	(291.48)	129.55 %
36330	Sale Of Equipment	0.00	(49.00)	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	(31,667.67)	0.00 %	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	0.00 %
37210	Application Fees	26,000.00	(21,800.00)	83.85 %	2,166.67	(2,025.00)	93.46 %
37220	Administrative Fees	10,000.00	(12,890.00)	128.90 %	833.33	(450.00)	54.00 %
37230	Sewer User Fees	2,516,000.00	(2,493,666.34)	99.11 %	209,666.67	(229,703.53)	109.56 %
37294	Capital Cost Recovery Fee	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
37298	Capacity Fees	412,000.00	(155,220.00)	37.67 %	34,333.33	(10,000.00)	29.13 %
37499	Commitment Fees	0.00	(9,900.00)	0.00 %	0.00	(1,200.00)	0.00 %
37995	Connection Fees	5,000.00	(8,550.00)	171.00 %	416.67	(600.00)	144.00 %
	Total Revenues	**7,841,669.00**	**(4,908,123.22)**	**62.59 %**	**653,472.42**	**(244,620.01)**	**37.43 %**
Expenditures							
49000	Debt Service	(704,397.00)	497,871.19	70.68 %	(58,699.75)	314,008.64	534.94 %
52114	Transmission And Distribution	0.00	0.00	0.00 %	0.00	0.00	0.00 %
52117	Administration And General Expenses	(749,777.00)	657,501.31	87.69 %	(62,481.42)	29,122.19	46.61 %
52210	Collection	(4,601,095.00)	3,742,704.34	81.34 %	(383,424.58)	42,184.77	11.00 %
52213	Sewer Treatment And Disposal	(2,148,090.00)	402,231.57	18.73 %	(179,007.50)	14,405.80	8.05 %
52223	Depreciation	(717,624.00)	648,514.13	90.37 %	(59,802.00)	58,955.83	98.59 %
58804	ARRA Assistance - Sewer Rehab	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Expenditures	**(8,920,983.00)**	**5,948,822.54**	**66.68 %**	**(743,415.25)**	**458,677.23**	**61.70 %**

Monthly Comparative: 91.67%

412 Sewer Fund

			Year-To-Date			Month-To-Date		
Account		**Description**	**Budget Estimate**	**Actual**	**% of Budget**	**Estimate Avg/Mth**	**Actual**	**% of Avg**
Total	**412**	Sewer Fund	**(1,079,314.00)**	**1,040,699.32**	**96.42 %**	**(89,942.83)**	**214,057.22**	**237.99 %**

Monthly Comparative: 91.67%

416 Healthcare Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	290.00	(195.59)	67.44 %	24.17	(18.92)	78.29 %
36960	Operating Transfer In From Other	47,000.00	(52,801.20)	112.34 %	3,916.67	(2,122.84)	54.20 %
	Total Revenues	**47,290.00**	**(52,996.79)**	**112.07 %**	**3,940.83**	**(2,141.76)**	**54.35 %**
Expenditures							
51520	Insurance Employers Share	(68,500.00)	56,164.22	81.99 %	(5,708.33)	3,573.07	62.59 %
	Total Expenditures	**(68,500.00)**	**56,164.22**	**81.99 %**	**(5,708.33)**	**3,573.07**	**62.59 %**
Total 416	Healthcare Fund	**(21,210.00)**	**3,167.43**	**14.93 %**	**(1,767.50)**	**1,431.31**	**80.98 %**

Monthly Comparative: 91.67%

417 Stormwater Utility

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34124	Stormwater Utility Fee	50,000.00	(72,190.63)	144.38 %	4,166.67	(19,228.31)	461.48 %
36100	Interest Earnings	250.00	(8.54)	3.42 %	20.83	(4.81)	23.09 %
	Total Revenues	**50,250.00**	**(72,199.17)**	**143.68 %**	**4,187.50**	**(19,233.12)**	**459.30 %**
Expenditures							
51530	Stormwater Administration	(3,500.00)	3,500.00	100.00 %	(291.67)	0.00	0.00 %
	Total Expenditures	**(3,500.00)**	**3,500.00**	**100.00 %**	**(291.67)**	**0.00**	**0.00 %**
Total 417	Stormwater Utility	**46,750.00**	**(68,699.17)**	**146.95 %**	**3,895.83**	**(19,233.12)**	**493.68 %**

Monthly Comparative: 91.67%

433 Hillcrest City Cemetery

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34110	General Services	2,300.00	(3,111.00)	135.26 %	191.67	(447.00)	233.22 %
34321	Cemetery Burial Charges	900.00	(500.00)	55.56 %	75.00	0.00	0.00 %
34323	Grave - Opening And Closing Fees	18,000.00	(14,600.00)	81.11 %	1,500.00	(250.00)	16.67 %
36100	Interest Earnings	250.00	(180.97)	72.39 %	20.83	(17.11)	82.13 %
36330	Sale Of Equipment	0.00	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	0.00	0.00 %
	Total Revenues	**27,450.00**	**(32,641.97)**	**118.91 %**	**2,287.50**	**(714.11)**	**31.22 %**
Expenditures							
43400	Cemeteries	(42,426.00)	42,222.05	99.52 %	(3,535.50)	318.40	9.01 %
	Total Expenditures	**(42,426.00)**	**42,222.05**	**99.52 %**	**(3,535.50)**	**318.40**	**9.01 %**
Total 433	Hillcrest City Cemetery	**(14,976.00)**	**9,580.08**	**63.97 %**	**(1,248.00)**	**(395.71)**	**-31.71 %**

RESOLUTIONS….

RESOLUTION 15-05

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

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

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 18th day of June 2015.

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

SECTION 6 - BENEFITS AND LEAVE POLICIES

6.1. HOLIDAYS

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. Non-exempt employees are not eligible for paid holidays during their first 90-days.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
~~Good Friday~~	~~Thursday before Easter Sunday~~
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
~~Thanksgiving Day~~	~~4th Wednesday in November~~
~~Day After Thanksgiving~~	~~4th Thursday in November~~
Thanksgiving Day	4th Thursday in November
Holiday Employee Luncheon	Half Day on the Last Work Day Before Christmas Eve
Christmas Eve	December 24th
Christmas Day	December 25th

6.4. PERSONAL DAYS

Full-time employees receive two (2) personal days (20 hours) per fiscal year, July 1 - June 30. These days must be used each year and do not accrue.

Eligibility and Waiting Period. Part-time, temporary and seasonal employees are not eligible for personal days.

During the first year of employment, full-time employees hired after July 1 shall not be eligible for personal days until the beginning of the next fiscal year.

Scheduling. Personal days should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing personal day schedules may give a choice of dates based on seniority of the personnel in her/her department, and no employee may begin his/her personal day leave until his/her request has been approved by the Department Head.

Leave request forms should not be forwarded to the payroll office until approved by the Supervisor.

Termination of Employment. Unused personal days are not paid upon termination.

6.4 5. SICK LEAVE

6.5 6. LEAVE WITHOUT PAY

6.6 7. BEREAVEMENT LEAVE

It is the policy of the City to provide all full-time and part-time employees working at least 30 hours per week time off without loss of pay due to the death of an immediate family member as defined below. An employee who is absent during his/her regularly scheduled workweek due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three regularly scheduled work days.

Immediate family shall be deemed to include an employee's:

- Spouse
- Children
- Parents
- Siblings
- Grandparents
- Grandchildren
- ~~Current parents-in-law~~
- ~~Children-in-law~~
- ~~Siblings-in-law~~
- Father / Mother-in-law
- Son / Daughter-in-law
- Brother / Sister-in-law

In addition to the three regularly scheduled work days, additional leave may be granted at the discretion of the City Administrator in the instance of death of one of the immediate family members listed above.

Employees will be granted this leave without deduction from their vacation or sick leave balances.

6.~~7~~ 8. MILITARY LEAVE

6.~~8~~ 9. JURY DUTY LEAVE

6.~~9~~ 10. FAMILY AND MEDICAL LEAVE

6.~~10~~ 11. HEALTH BENEFITS

6.~~11~~ 12. RETIREMENT BENEFITS

6.~~12~~ 13. 457 DEFERRED COMPENSATION PLAN

6.~~13~~ 14. WORKERS' COMPENSATION

6.~~14~~ 15. ELECTION DAY LEAVE

CITY OF WHITE HOUSE
LEAVE REQUEST FORM

Employee Name: _____

Leave Type Requested:
- ☐ Vacation
- ☐ Sick
- ☐ FMLA *(specifiy in comment section)*
- ☐ Bereavement
- ☐ Military
- ☐ Other *(specificy in comment section)*

Date:	Day:	Hours:
	TOTAL HOURS:	**0.00**

Comments:

_____

_____

_____

_____

_____

_____

Employee Signature: _____ **Date:** _____

Department Head Signature: _____ **Date:** _____

CITY OF WHITE HOUSE
LEAVE REQUEST FORM

Employee Name: _____

Leave Type Requested:

- ☐ Vacation
- ☐ Sick
- ☐ FMLA *(specifiy in comment section)*
- ☐ Bereavement
- ☐ Military
- ☐ Other *(specificy in comment section)*
- ☐ Personal

Date:	Day:	Hours:
	TOTAL HOURS:	**0.00**

Comments:

_____

_____

_____

_____

_____

_____

Employee Signature: _____ **Date:** _____

Department Head Signature: _____ **Date:** _____

RESOLUTION 15-06

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING APPROPRIATIONS FOR FINANCIAL AID OF NON-PROFIT ORGANIZATIONS

WHEREAS, pursuant to the authority granted by Section 6-54-111 of the *Tennessee Code Annotated*, and in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities* authorizing appropriations for financial aid of the below mentioned non-profit charitable or non-profit civic organization whose services benefit the general welfare and residents of this municipality; and

WHEREAS, the below named organizations are non-profit charitable and non-profit chamber of commerce whose year-round services benefit the general welfare and economic development of this municipality; and

WHEREAS, section 6-54-111 of *Tennessee Code Annotated* authorizes appropriations of funds for financial aid of such non-profit charitable or non-profit chambers of commerce; and

WHEREAS, the *Internal Control and Compliance Manual for Tennessee Municipalities* Title 4, Chapter 3, Section 1, requires that a special resolution be adopted for each such non-profit which is to receive such funds.

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

Section 1. The Board of Mayor and Aldermen may appropriate funds from time to time, in such amount as is deemed proper, for the financial aid of Mid-Cumberland Human Resource Agency (HRA), a non-profit charitable organization whose year-round services benefit the general welfare of the residents of this municipality; the White House Area Chamber of Commerce, a non-profit business league whose year-round services benefit the economic development efforts of the municipality; Realizing Robertson's Future a non-profit organization whose focus is economic, business, and workforce development plan for Robertson County; and Tennessee Small Business Development Center at Volunteer State Community College.

Section 2. A total amount of $1,500, appropriated by the municipality for use by the Mid-Cumberland HRA, shall be spent for transportation and meals on wheels. A total amount of $25,000 shall be appropriated by the municipality for use by the White House Area Chamber of Commerce which shall be applied towards their operating expenditures. A total amount of $1,000 shall be appropriated by the municipality for use by Realizing Robertson's Future. A total amount of $500 shall be appropriated by the municipality for use by the Tennessee Small Business Development Center.

Section 3. The Mid-Cumberland HRA, White House Area Chamber of Commerce, Realizing Robertson's Future, and the Tennessee Small Business Development Center shall comply with all requirements of Section 6-54-111 of *Tennessee Code Annotated* and Title 4, Chapter 3, Section 1 of the *Internal Control and Compliance Manual for Tennessee Municipalities,* particularly with regard to submission of an annual report of its business affairs and transactions and the proposed use of municipal assistance.

Section 4. This resolution shall take effect upon its passage, the public welfare requiring it.

Adopted this 18th day of June, 2015.

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

RESOLUTION 15-07

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING THE CONSULTANT POLICY FOR PROJECTS FUNDED IN WHOLE OR IN PART WITH FUNDS PROVIDED BY THE FEDERAL HIGHWAY ADMINISTRATION OR THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT).

WHEREAS, the City currently has two active Tennessee Department of Transportation (TDOT) Local Programs projects, and plan to have additional projects in the future;

WHEREAS, TDOT requests that Local Governments formally adopt through the Board of Mayor and Aldermen the TDOT approved Local Version of TDOT Consultant Selection Policy (attached); and

WHEREAS, the City is required to use TDOT pre-qualified consultants for every phase of the project and follow TDOT's approved Local Version of TDOT Consultant Selection Policy (attached); and

WHEREAS, the City will provide proof to TDOT that we have adopted the policy; and

WHEREAS, TDOT requires a Consultant Evaluation Committee be designated by the Board of Mayor and Aldermen; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Mayor and Aldermen of the City of White House, Tennessee has approved the attached Tennessee Department of Transportation Consultant Selection Policy. In addition, the Board of Mayor and Aldermen approves the following individuals be members of the Consultant Evaluation Committee: Public Services Director, Planning Director, Parks and Recreation Director, Purchasing Coordinator, City Administrator, and City Recorder.

This resolution shall be effective upon passage.

Adopted this 18th day of June 2015.

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

CITY OF WHITE HOUSE, SUMNER AND ROBERTSON COUNTIES

Consultant Selection Policy for Projects Funded in Whole or in Part with Funds Provided by the Federal Highway Administration or the Tennessee Department of Transportation

AUTHORITY: 23 CFR 172.9. If any portion of this policy conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this policy shall not be affected thereby and shall remain in full force and effect.

PURPOSE: To prescribe the policy of the CITY OF WHITE HOUSE, SUMNER AND ROBERTSON COUNTIES, HEREINAFTER REFERRED TO AS the AGENCY), applicable to the retention of consultant services for architectural, engineering, and technical services for projects funded in part or in whole with funds provided by the Federal Highway Administration.

APPLICATION:

A. **Engineering and Design Related Services.** This policy is to include all engineering and design related services described in Title 40 U.S.C. Chapter 11, Title 23 U.S.C. Section 112 (b)(2), 23 C.F.R. Part 172 and 49 C.F.R. Section 18.36(t) for projects funded in whole or in part with funds from the Federal Highway Administration through the Tennessee Department of Transportation (TDOT) or state funds through the same entity.

Broadly defined, these services include program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping or architectural related services with respect to construction projects. They may include emergency contracts.

Examples of services included within the scope of this policy are comprehensive transportation planning, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, inspection services, intelligent transportation system design and development, traffic control systems design and development, materials inspection and testing, value engineering, and utility analysis/design services.

B. **Technical Services** Technical services such as inspection of structural steel fabrication, laboratory testing, inspection of welds on existing bridges, overhead sign inspection, underwater inspection, utility installation inspection, geotechnical sub-surface exploration/drilling and lab testing, etc., are also included in this policy.

DEFINITIONS:

A. ***Project Specific Contract*** – A project specific contract provides for all the work associated with a specific project that is desired to be contracted with the consultant firm and requires a detailed scope of services. These contracts may provide for all work to be placed under contract at the same time depending on availability of funds. A project specific contract is the traditional type of consultant contract between the AGENCY and a consultant for the performance of a fixed scope of work related to a specific project or projects.

B. ***Multiphase Contract*** - Multiphase contracts are similar to project specific contracts except that the work is divided into phases such as survey, environmental or design. The consultant contract is based on a general scope of work with a maximum contract ceiling. Individual phases are negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. Multiphase contracts are helpful for complex projects where the scope of a future phase is not well defined. Multiphase contracts may be terminated at the end of a phase. A multiphase contract incorporates the work order concept for a specific project.

C. ***Competitive Negotiation*** - Competitive negotiation is the preferred method of procurement for engineering related services. These contracts use qualifications-based selection procedures in the manner of a contract for architectural and engineering services under the "Brooks Act" provisions contained in Title 40 U.S.C. Chapter 11 (formerly 40 U.S.C. §541-544). The proposal solicitation process is by public advertisement and provides qualified in-state and out-of-state consultants a fair opportunity to be considered for award of the contract. Price is not used as a factor in the evaluation and selection phases.

D. ***Noncompetitive Negotiation*** – Noncompetitive negotiation is used to procure engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procedures. Circumstances which may justify a noncompetitive negotiation include when the service is available only from a single source or there is an emergency which will not permit the time necessary to conduct competitive negotiations.

E. ***Small Purchase Procedures*** - Small purchase procedures are relatively simple and informal procurement methods where an adequate number of qualified sources are reviewed and the total contract costs do not exceed the simplified acquisition threshold fixed in 41 U.S.C. 403(11) (currently $150,000.00). Competitive negotiation in the manner of a "Brooks Act" qualifications-based selection procedure is not required.

F. ***Technical Service Procurement Procedure*** – A technical service procurement procedure is used for the procurement of services as described in this policy at "APPLICATION", Item B, Technical Services. Price quotations are obtained from qualified firms for the specified work either by public advertisement or by requests. Awards are made to the responsible firm whose proposal is most advantageous to the AGENCY with price and other relevant factors considered.

POLICY:

I. CONSULTANT EVALUATION COMMITTEE

A. ***Establishment of a Consultant Evaluation Committee***: The Agency's legally designated selection authority shall designate the members of the Consultant Evaluation Committee ("CEC"), which shall at a minimum be composed of professional employees of the Agency capable of providing a review of the technical qualifications of the consultant to perform the job(s) in question. The legally designated selection authority must approve any change in membership of the CEC prior to advertisement and approve any substitutions. The CEC membership may vary depending on the type of service being procured.

B. ***Role***: The CEC shall have the responsibility of submitting to the legally designated selection authority a recommended list of qualified firms.

C. ***Record of Proceedings***: The CEC shall designate either a member or staff person to create and maintain a record of proceedings before the CEC which shall include information submitted to the CEC for consideration, summary minutes of meetings, findings and/or recommendations to the legally designated selection authority.

II. PREQUALIFICATION

A. **Tennessee Department of Transportation's Prequalified Consultant List**: Firms must be currently on TDOT's list of prequalified consultants.

B. **Expiration or termination.** Expiration or termination of a consultant's prequalification status may be cause for AGENCY to terminate any contract with a consultant.

III. COMPETITIVE NEGOTIATION PROCUREMENT PROCEDURE

A. ***Confidentiality:*** To the extent allowed by applicable State law, all documents relating to the evaluation and selection of consultants, and negotiations with selected consultants, shall remain confidential until selection is complete and a contract is awarded.

B. ***Consultant Advertisement:*** The Agency shall advertise for proposals from prequalified firms by advertising through appropriate media and its internet website. Advertisement shall provide, at a minimum, the following:

1. General scope of the work.
2. Evaluation criteria.
3. Method of payment.
4. Contact information.
5. Deadline for submittals.
6. A statement that all firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline.
7. Disadvantaged Business Enterprise (DBE) encouragements.

The advertisement may include multiple phases of a project. Note that for mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project (please see Attachment A). The advertisement shall separate the project into phases and the consultant must indicate to which portion they are responding. If a consultant responds to the construction inspection phase along with other phases in an advertisement for a mid-range or large size project, they may not be selected for the entire project. This will be clearly indicated in the advertisement.

C. ***Consultant Evaluation Criteria:*** The evaluation criteria for proposals shall, at a minimum, include the following:

1. Ability and relevant expertise of the firm's personnel to be used in performing the service.
2. Past experience in the required disciplines with TDOT and/or other clients.
3. Qualification and availability of staff.
4. Demonstrated ability to meet schedules without compromising sound engineering practice.
5. Evaluations on prior federally-funded projects, if available.
6. Size of project and limited or unlimited prequalification status.
7. Amount of work under contract with the Agency.
8. Whether the consultant can perform the work efficiently without compromising sound engineering practice.
9. Other factors, including interviews and demonstrations, as approved by

the Agency.

D. ***Sub-consultants for Engineering Services***

1. A consultant who has been asked to submit a proposal shall specifically identify any sub-consultant(s) required to complete the project team. All sub-consultants identified on the submittal shall be pre-qualified by TDOT to perform the required tasks or have an application pending prior to submittal of the proposal. Failure to meet these requirements would void the submittal.

2. Once a contract has been awarded, the consultant may negotiate directly with sub-consultants. A change in sub-consultants must be approved by the Agency. A written request must be submitted to the Agency to initiate the change. This request must include an explanation of the need to change sub-consultants and the impact on the project schedule and financial elements of the contract. The substitute sub-consultant must be pre-qualified by TDOT to perform the required tasks. After consideration of all factors of the request, the Agency will respond to the request in writing.

E. ***Contract Selection***

1. The proposal shall contain a section wherein a firm may identify certified Disadvantaged Business Enterprises (DBEs) that the firm commits to use during the project. Although it is not a mandatory requirement that consultants submitting proposals commit to DBE participation, a good faith effort toward diversity is encouraged in the team make-up. The Agency may set DBE goals on projects involving federal funds, in which case the selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program regulations at 49 C.F.R. 26.53.

2. Evaluation of Proposals by CEC

   a) The Agency shall evaluate the proposals of firms using the evaluation criteria.

   b) Separate formal interviews, if approved as an evaluation criteria, should be structured and conducted with a specified time limit. Competing consultants may be asked to bring additional information or examples of their work to the interviews if such information will contribute to the evaluation process. Specific questions may be asked of each consultant to clarify qualifications, written proposals, or oral presentations.

   c) The CEC shall recommend to the legally designated selection

authority a list of no fewer than three of the firms deemed most qualified to provide the services required.

3. Contract Selection: The legally designated selection authority shall rank the firms in order of preference based upon the evaluation criteria. The AGENCY will negotiate with the firm(s) in rank order. All considered firms who were unsuccessful in the selection process shall be so notified.

F. ***Negotiation of Contract***

The following shall apply to all negotiations of scope and cost for contracts, work orders, and supplemental agreements.

1. Determination of Contract Amount: Following a decision to use consultant services, AGENCY staff shall prepare an estimate of man-days or project cost required based on:

   a) Relative difficulty of the proposed assignment or project, size of project, details required, and the period of performance, and,

   b) A comparison with the experience record for similar work performed both by AGENCY personnel and previously negotiated consultant contracts.

   This estimate shall be done independently, prior to negotiation, and shall remain confidential to the extent allowed by applicable law.

2. Scope of Work Meeting with Selected Firm: The Agency will negotiate with the selected firm. The Agency may arrange a conference with the prospective consultant at which the parties must come to a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking. In lieu of a conference, this may be done by phone or correspondence. The prospective consulting firm may be represented as it wishes; however, a project manager and accounting representative are recommended.

3. Cost Proposal: The prospective consulting firm will be invited to submit a cost proposal for the project. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

   In evaluating the consultant's cost proposal(s), the Agency shall judge the reasonableness of the proposed compensation and anticipated labor and

equipment requirements by the following and other appropriate considerations.

a) The proposed compensation should be comparable to that of other projects of similar nature and complexity, including as applicable salaries and man-hours to accomplish the work, and allocation of labor within the man-hour estimates.

b) The Agency, as deemed appropriate, will assess the fairness of the proposed fee.

c) The proposed compensation shall be studied for reasonableness and to assure sufficient compensation to cover the professional quality of the work items desired.

4. Contract Negotiations: If the consultant's first cost proposal is rejected by THE AGENCY, the negotiating parties shall hold a second conference to discuss those points of the cost proposal which are considered unsatisfactory. The consultant shall submit a second cost proposal based upon this second conference. If THE AGENCY rejects the consultant's second cost proposal, negotiations shall cease and commence with the second most qualified firm. If like negotiations are unsuccessful with the second most qualified firm, THE AGENCY will undertake negotiations with the third most qualified firm and others on the selected list in sequential order. With the concurrence of the legally designated selection authority, the AGENCY may, at any time, in lieu of continuing negotiations, elect to redefine the scope of the project and invite another group of consultants to submit proposals pursuant to "POLICY", Section III, Competitive Negotiation Procurement Procedure.

G. ***Contract Development and Execution***:

1. In the event the parties reach agreement, the Legally Designated Selection Authority shall approve the preparation of a contract.

2. The contract will include a clause requiring the consultant to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to the AGENCY.

3. If the consultant contract includes a DBE goal, the consultant shall report at least quarterly all amounts paid to any DBE sub-consultants.

4. Method of Payment: The preferred method of contract is Cost Plus Fixed Fee (CPFF). Cost accounting records must be maintained. In accordance

with 23CFR 172.5(c), the cost plus a percentage of cost and percentage of construction cost methods of compensation shall not be used.

5. The Agency shall maintain a record of the negotiations and all required approvals.

6. Prior to approval of the contract, the AGENCY must have on file a contract specific Certificate of Insurance for the consultant. It shall confirm that the firm has professional liability insurance for errors and omissions in the amount of $1,000,000, as a minimum, and the policy shall be maintained for the life of the contract.

H. ***Monitoring of Active Projects***:

1. After the contract has been approved, a work order issued, and productive work on the consultant's assignment has begun, representatives of the AGENCY shall periodically review and document the consultant's progress. Said monitoring reviews shall be directed toward assurance that the consultant's assignment is being performed as specified in the agreement, that an adequate staff has been assigned to the work that project development is commensurate with project billings, and that work does not deviate from the contracted assignment.

2. An employee of THE AGENCY shall be responsible for each contract or project. Annually and/or at project close, the assigned employee will prepare a performance evaluation report covering such items as timely completion of work, conformance with contract cost, quality of work, and whether the consultant performed the work efficiently. A copy of this report will be furnished to the firm for its review and comments upon request.

I. ***Supplemental Agreements***:

1. No contract may be supplemented to add work outside the scope of the project or the general scope of services the consultant was initially evaluated to perform. For example, a roadway design contract may be supplemented to add work related to additional phases of project design (e.g. preliminary engineering with related technical services such as survey or geotechnical work, preparation of right-of-way plans, or preparation of final construction plans); however, a project specific or multiphase contract for roadway design shall not be supplemented to add a new project or to add a different type of service, such as construction engineering and inspection.

J. ***Contract Accounting Policies***:

1. Overhead Charge

   Federally funded projects: The overhead charge, effective for contracts advertised on or after December 1, 2005, shall be the actual rate as determined in compliance with Federal Acquisition Regulation Standards and approved by a cognizant agency as defined by 23 CFR 172. The cognizant agency is the home state transportation department, a federal agency, or TDOT in the absence of any of the other. A Certified Public Accountant (CPA) may perform the audit, but the audit work papers may be reviewed by the governmental agency. The overhead rate for firms with multiple offices shall be a combined rate for all offices. The rate for the overhead charge will be valid for a one year accounting period. If the overhead rate expires during the contract period an extension may be considered on a case-by-case basis in accordance with 23 CFR 172.7(b).

2. Net Fee Calculation:

   The fee for profit is negotiable. The maximum allowable net fee is 13% and should be negotiated depending on the type work, complexity, time restraints, etc., of the project. Net fee is calculated using the following formula: Net Fee = 2.35 x Direct Salary x Allowed Net Fee Rate.

   For cost plus fixed net fee contracts, net fee shall be invoiced as follows: Net fee is invoiced based on the total approved net fee multiplied by the estimated percentage of project completion during the invoicing period as stated in the progress report, less any previous partial payments.

3. Contract and Project Closing:

   The Agency is responsible for keeping up with contract costs and knowing when a contract is complete. It is also responsible for closing the contract in a timely manner. By letter to the consultant, the Agency shall affirm that the contract or work order has been satisfactorily completed. In the event that additional services are required within the original scope of the project, the contract or work order may be re-opened. All terms and conditions of the contract shall remain the same.

4. Audit Requirements

   a) Pre-award audits consist of a review of a proposed indirect cost (overhead) rate based upon historical data, review of the consultant's job cost accounting system, and review of project man-day or unit price proposals. Awarded contracts are subject to interim and final audits. The audits consist of determining the accuracy of invoice charges by

reviewing time sheets, payroll registers, travel documents, etc. Charges that cannot be supported will be billed back to the consultant. Annual reviews of the indirect cost rate for non-fixed indirect cost rate contracts will be required and adjustments to the invoiced billing rate may be necessary based on audit results.

5. Computer Aided Drafting and Design (CADD) Expenditures:

   All CADD equipment and software expenditures are to be treated as part of overhead. CADD expense will not be allowed as a direct expenditure based on an allocation rate.

6. Facilities Capital Cost of Money (FCCM) Rate:

   FCCM referenced in 48 CFR 31.20510 shall be allowed as part of overhead and applied to direct labor.

7. Direct Cost.

   a) Direct Costs include job related expenses which are required directly in the performance of project services such as travel, subsistence, long distance telephone, reproduction, printing, etc. These should be itemized as to quantities and unit costs in arriving at the total cost for the expense.

   b) The proposed direct cost shall not exceed the Tennessee Department of Transportation's maximum allowable rate when a rate for such cost is specified. All direct costs must show supporting documentation for auditing purposes. Documentation for proposed rates should show how they were developed including historical in-house cost data or names and phone numbers of vendors that supplied price quotes along with receipts, invoices, etc., if available.

   c) Electronic equipment, such as personal computers, cameras, and cellular phones, shall be included in the consultant's overhead.

   d) The cost of the use of the consultant's vehicle(s) to the AGENCY'S project shall be paid for according to Attachment A, Schedule of Vehicle Reimbursements.

8. Collection of Funds Due as Result of Contract Audit:

   Once an audit is completed and the consultant is found to owe the AGENCY, the Auditor will notify in writing the consultant,. The Agency will notify the consultant in writing about the indebtedness and request payment within 30 days from the date of the letter. If after 30 days payment

is not received, the consultant will then be notified that any funds held in retainage or funds owed to the consultant under other agreements will be used to satisfy the indebtedness. If funds or payables to the consultant in the AGENCY'S possession are in excess of the indebtedness, anything owed the consultant will be remitted under normal payment procedures. If the funds in the AGENCY'S possession are not sufficient to satisfy the indebtedness, the Agency will take appropriate action.

K. ***Geotechnical Contracts***:

Contracts for geotechnical services are considered separately because they may involve a mixture of two types of services, i.e., geotechnical studies (engineering services) and subsurface exploration/drilling or laboratory testing (technical services). Additionally, some firms offer one or the other of these services, others offer both, and others offer some combination as well as other services, e.g., design. Firms offering both services must, for accounting purposes, separate the two operations. Cost of equipment, supplies, etc., used in technical services may not be applied towards overhead computations for engineering services.

1. Sub-surface Exploration/Drilling: These services shall be procured as required by applicable law and in accordance with the procedures noted in "POLICY", Section VI, Technical Service Procurement Procedure.
2. Geotechnical Studies Only: These services shall be procured as noted in "POLICY", Section III, Competitive Negotiation Procurement Procedure.
3. Geotechnical Studies and/or Laboratory Testing Combined: The services of these firms shall be procured as noted in "POLICY", Section IV, Competitive Negotiation Procurement Procedure. The technical services costs shall be negotiated by the Agency based on usual industry standards.
4. Geotechnical Studies and/or Sub-surface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm: These services shall be procured as part of the larger contract, e.g., roadway design. Payment for sub-surface exploration/drilling shall be invoiced as a direct cost. Overhead cost restrictions as previously stated in Section III, Item J, Contract Accounting Policies, also apply to hourly labor charges. Geotechnical studies shall be invoiced as other engineering services.

L. Sub-consultants for Engineering Services:

1. Geotechnical Studies and/or Sub-surface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm:

   These services shall be procured as part of the larger contract, e.g., roadway design. Payment for sub-surface exploration/drilling shall be invoiced as a direct cost. Overhead cost restrictions as previously stated

in Section III, Item J, Contract Accounting Policies, also apply to hourly labor charges. Geotechnical studies shall be invoiced as other engineering services.

2. Geotechnical Studies Firms as Sub-Consultants

   a) Geotechnical Studies Only: The services of these firms may be procured by negotiation with the prime consultant as described previously herein.

   b) Geotechnical Studies and Sub-surface Exploration/Drilling and/or Laboratory Testing Firms as Sub-Consultants: The services of these firms shall be procured by negotiation with the prime consultant.

M. ***Sub-consultants Not Covered Under Engineering Services***:

In the event a sub-consultant is required whose hiring process, as a prime, would be governed by "POLICY", Section IV, Noncompetitive Negotiation Procurement Procedure, or other applicable state policy, that sub-consultant shall be retained by the same method used if he were a prime.

1. Example: Design consultants are occasionally asked to provide laboratory testing services under their design contract. These services procurement methods are described under "POLICY", Section VI, Technical Service Procurement Procedure. The design consultant shall use, and document, the procedures described under "POLICY", Section VI, Technical Service Procurement Procedure, when hiring the laboratory testing consultant.

2. The Agency should monitor the hiring and documentation of sub-consultants by the prime. Documentation should detail the method used and should be satisfactory for a final project audit.

IV. NONCOMPETITIVE NEGOTIATION PROCUREMENT PROCEDURE

The following procedures may be used by the AGENCY, subject to TDOT's prior approval, in those circumstances where there exists only one viable source for the desired services, when competition among available sources is inadequate, or in emergencies when adherence to normal procedures will entail undue delays for projects requiring urgent completion.

Upon determination of a need for this type of procurement, the AGENCY shall request an estimate from the qualified firm for the accomplishment of the desired assignment. The request for an estimate shall define the full scope of the desired services, together with minimum performance specifications and standards, the date materials and services are to be provided by the consultant to the AGENCY, and the required assignment completion

schedule. Response to the request for an estimate shall be evaluated, giving due consideration to such matters as a firm's professional integrity, compliance with public policies, records or past performances, financial and technical resources, and requested compensation for the assignment.

V. SMALL PURCHASE PROCUREMENT PROCEDURE

When the contract cost of the services does not exceed the simplified acquisition threshold fixed in 41 U.S.C. 403(11), which is currently $150,000, small purchase procedures may be used. Contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures. Proposals will be obtained from an adequate number of qualified sources with a minimum of three. It is the responsibility of the Local Government to determine the level of advertisement in order to ensure a qualified pool of candidate consultants is available to choose from.
Awards will be made to the responsible firm whose proposal is most advantageous to the program with relevant factors considered. Contact the LPDO for approval to proceed with this process.

POLICY FOR STANDARD PROCUMENT OF ENGINEERING AND TECHNICAL SERVICES

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred.

For CEI projects, the consultant shall be reimbursed at the rate of $27.00 per day for compact pick-up trucks used on the AGENCY's projects. For full size pick-up trucks used on the AGENCY projects, the consultant shall be reimbursed at the rate of $30.25 per day

Rate changes are approved: _____ _____

AGENCY HEAD DATE

ATTACHMENT A - Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
SMALL projects • Must have a full-time employee on staff with experience managing transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise.	• Transportation Alternatives • intersection improvements without significant ROW (under one acre of disturbance) • Safe Routes to School • resurfacing • striping • signing • guardrail installation • signalization • some bridge replacement projects (under one acre of disturbance) • non-construction/service contracts (as listed in Chapter 10 of the LGG) • low-risk and exempt ITS	• Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)
MID-RANGE projects • Must have a qualified, full-time professional engineer on staff. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	• roadway widening • realignment of existing roadway • signalization projects with the addition of turn lanes • intersection improvements with significant ROW (over one acre of disturbance) • bridge replacement projects requiring significant land acquisition (over one acre of disturbance) • projects with environmental requirements greater than a categorical exclusion but lesser than an EIS • high-risk ITS	• The selected CEI consultant **shall not** be associated with any other aspect of the project.
LARGE projects • Must have a qualified, full-time professional engineer on staff with extensive experience working with federally-funded transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	• construction of new facilities • widening of existing roadways • realignment of existing roadways that require significant land acquisition (over 10 acres) • environmental clearances that require an EIS	• The selected CEI consultant **shall not** be associated with any other aspect of the project.

ORDINANCES….

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 hat 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	PASSED
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

	Residential Per Unit	Non-Residential Per Unit
Minimum Bill	~~**$16.00**~~ ***$17.44***	~~**$35.00**~~ ***$38.15***
Usage	~~**$6.90**~~ ***$7.52*** per 1,000 Gallons	~~**$6.90**~~ ***$7.52*** per 1,000 Gallons

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

	Residential Per Unit	Non-Residential Per Unit
Minimum Bill	~~$16.00~~ ***$17.44***	~~$35.00~~ ***$38.15***
Usage	~~$6.90~~ ***$7.52*** per 1,000 Gallons	~~$6.90~~ ***$7.52*** per 1,000 Gallons

~~(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	PASSED
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

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 96, 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	PASSED
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

1. The purpose of this submittal is to Request Approval of the Preliminary Master Development Plan for Ben Albert Subdivision, consisting of 51 single family lots and open space as well as to Request Re-Zoning from R-20 (Low Residential Density) to SRP-PUD.

2. Any excavation, fill or disturbance of the existing ground must be done in accordance with the standards of the City of White House.

3. This Property is Not Located Within a Flood Hazard Area as indicated by Zone "X" on FEMA Map Number 47165C0239G. Dated: April 17, 2012.

4. All public streets, curbs, and sidewalks are to be constructed in conformance with the City of White House design standards.

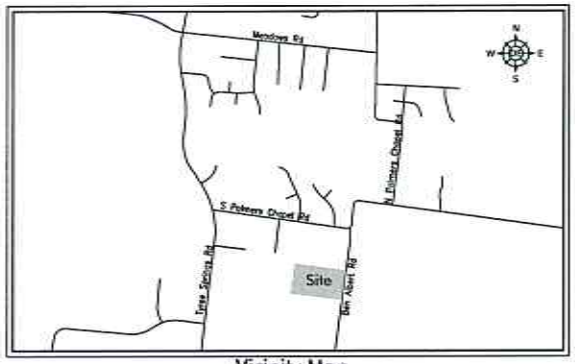
5. Wheelchair accessible curbs ramps, complying with applicable City of White House standards, shall be constructed at all street crossings.

6. Individual water and/or sanitary sewer service lines are required for each lot.

7. The Final Construction Documents shall indicate the proposed method to deal with maintenance runoff for this project.

8. All areas designated as Open Space will be owned and maintained by the Homeowners' Association. Specifically, the Homeowners' Association shall be responsible for maintaining all landscaping located within open space.

9. The owner/developer of this property is responsible for all financial matters.



Vicinity Map
NTS

Project Summary

Site Data

Ward District - 2
Alderman - John Decker

Property Location/Address:
Located on the West Side of Ben Albert Road
Approx. 1,800 ft South of S. Palmers Chapel Rd
Address (GIS): 8 Ben Albert Rd
White House, TN 37048

Property Owners:
Jason Craig Johnson & Brian Cook
Contact: Craig Johnson
Address: 1 W.S. Palmers Chapel Rd
White House, TN 37188
Phone: (615) 333-1246

Engineer:
Dewey-Estes Engineering
Contact: Michael Dewey, PE
Address: 2925 Bury Hill Drive
Nashville, TN 37204
Phone: (615) 401-9956
Email: mdewey@dewey-estes.com

Benchmark:
Fire Hydrant Tag Bolt Located on the Westerly Margin of Ben Albert Rd Approx. 215 ft South of SL Property Corner of Subject Property
Elevation = 879.99

Flood Note:
This Property is Not Located Within a Flood Hazard Area as Indicated by Zone "X" on FEMA Map Number 47165C0239G.
Dated: April 17, 2012.

Site Information

Tax Map 96, Parcels 50.01 & 50.05

Current Zoning - R-20 (Low Density Residential)
Proposed Zoning - SRPUD (Selective Residential Planned Unit Development)

Total Site Area - 16.91 Acres

Current Use: Vacant
Proposed Use: Dwelling One-Family Detached

Plan Preparation Date: March 9, 2015

Total Lots - 51

Max. Density - 3.0 Units/Acre
Requested Density - 3.2 Units/Acre

Minimum Lot Size - 1,000 sf

Minimum Open Space Required - 20% (3.2 Acres)
Note: 20% (1.5) Required for Density of 3.0-4.0 Units/Acre

Total Open Space Area - 3.41 Acres
Open Space Area "A" - 0.64 Acres
Open Space Area "B" - 1.31 Acres
Open Space Area "C" - 0.68 Acres
Open Space Area "D" - 0.86 Acres

Minimum Front Yard: 15 Ft
Minimum Rear Yard: 3 Ft
Minimum Side Yard: 5 Ft

Sheet Schedule

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

Revisions:

Drawing Notes:

Date: March 9, 2015

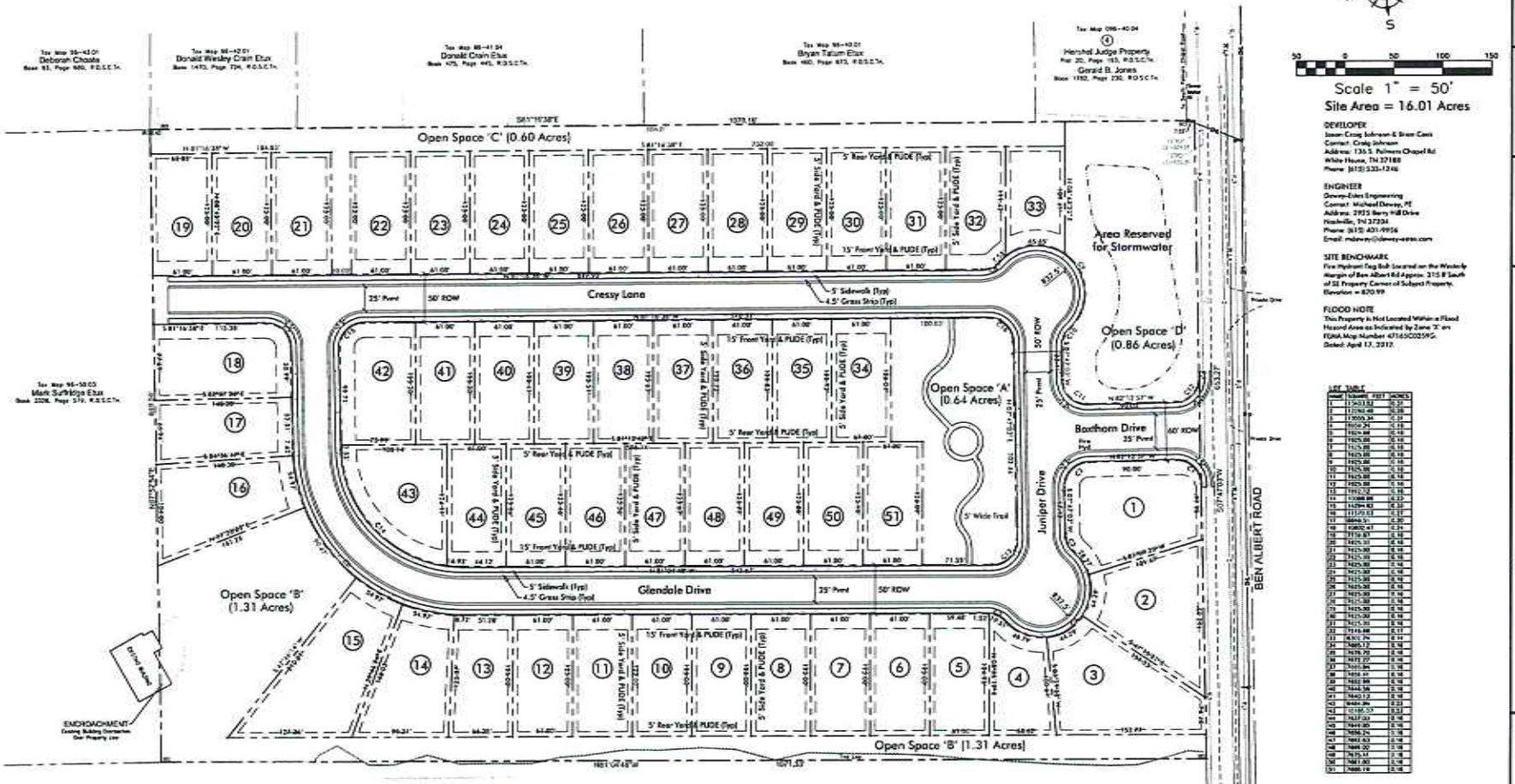
Ben Albert Subdivision
Preliminary Master Development Plan
Being Parcels 50.01 and 50.05 on Tax Map 96
White House, Sumner County, Tennessee

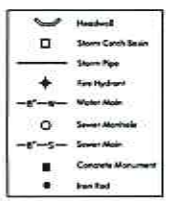
DEWEY-ESTES ENGINEERING

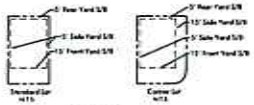
Cover Sheet

Job No. 14043

C0.0







CURVE TABLE							
NUMBER	DELTA ANGLE	RADIUS	TANGENT	ARC LENGTH	CHORD DIRECTION	CHORD LENGTH
C1	89°00'00"	25.00	22.00	38.85	S 20°15'15" E	35.06
C2	89°00'00"	25.00	22.00	38.85	S 50°44'00" W	35.06
C3	90°17'33"	25.00	22.58	39.39	S 50°44'00" W	35.43
C4	118°20'30"	50.00	74.31	103.34	S 52°21'00" W	85.75
C5	90°17'33"	25.00	22.58	39.39	S 50°44'00" W	35.43
C6	88°57'47"	175.00	157.00	271.72	S 50°35'50" W	245.33
C7	89°00'00"	25.00	24.84	38.85	S 50°44'00" W	35.06
C8	90°17'33"	25.00	22.58	39.39	S 50°44'00" W	35.43
C9	118°20'30"	50.00	74.31	103.34	S 50°44'00" W	85.75
C10	90°17'33"	25.00	22.58	39.39	S 50°44'00" W	35.43
C11	89°00'00"	25.00	22.00	38.85	N 50°44'00" W	35.06
C12	89°00'00"	25.00	22.00	38.85	N 50°44'00" W	35.06
C13	89°00'00"	25.00	22.00	38.85	N 50°44'00" W	35.06
C14	88°57'47"	125.00	112.28	194.08	N 50°35'50" W	175.17
C15	89°17'17"	25.00	22.57	38.94	S 50°44'00" W	35.11
C16	89°42'43"	25.00	24.98	38.98	N 50°44'00" W	35.08

LOT TABLE			
NUMBER	SQUARE FEET	ACRES
1	13,065.82	0.30
2	12,965.48	0.30
3	13,000.34	0.30
4	9,000.24	0.18
5	7,825.00	0.18
6	7,825.00	0.18
7	7,825.00	0.18
8	7,825.00	0.18
9	7,825.00	0.18
10	7,825.00	0.18
11	7,825.00	0.18
12	7,825.00	0.18
13	7,825.00	0.18
14	7,825.00	0.18
15	14,004.83	0.32
16	13,125.03	0.30
17	13,065.51	0.30
18	13,065.41	0.30
19	7,719.87	0.18
20	7,825.00	0.18
21	7,825.00	0.18
22	7,825.00	0.18
23	7,825.00	0.18
24	7,825.00	0.18
25	7,825.00	0.18
26	7,825.00	0.18
27	7,825.00	0.18
28	7,825.00	0.18
29	7,825.00	0.18
30	7,825.00	0.18
31	7,825.00	0.18
32	7,825.00	0.18
33	7,719.88	0.17
34	13,065.24	0.30
35	7,825.00	0.18
36	7,825.00	0.18
37	7,825.00	0.18
38	7,825.00	0.18
39	7,825.00	0.18
40	7,825.00	0.18
41	7,825.00	0.18
42	7,825.00	0.18
43	13,125.03	0.30
44	7,825.00	0.18
45	7,825.00	0.18
46	7,825.00	0.18
47	7,825.00	0.18
48	7,825.00	0.18
49	7,825.00	0.18
50	7,825.00	0.18
51	7,825.00	0.18

Revisions:

Drawing Notes:

Date: March 9, 2015

Ben Albert Subdivision

Preliminary Master Development Plan

Being Parcels 50.01 and 50.05 on Tax Map 96

White House, Sumner County, Tennessee

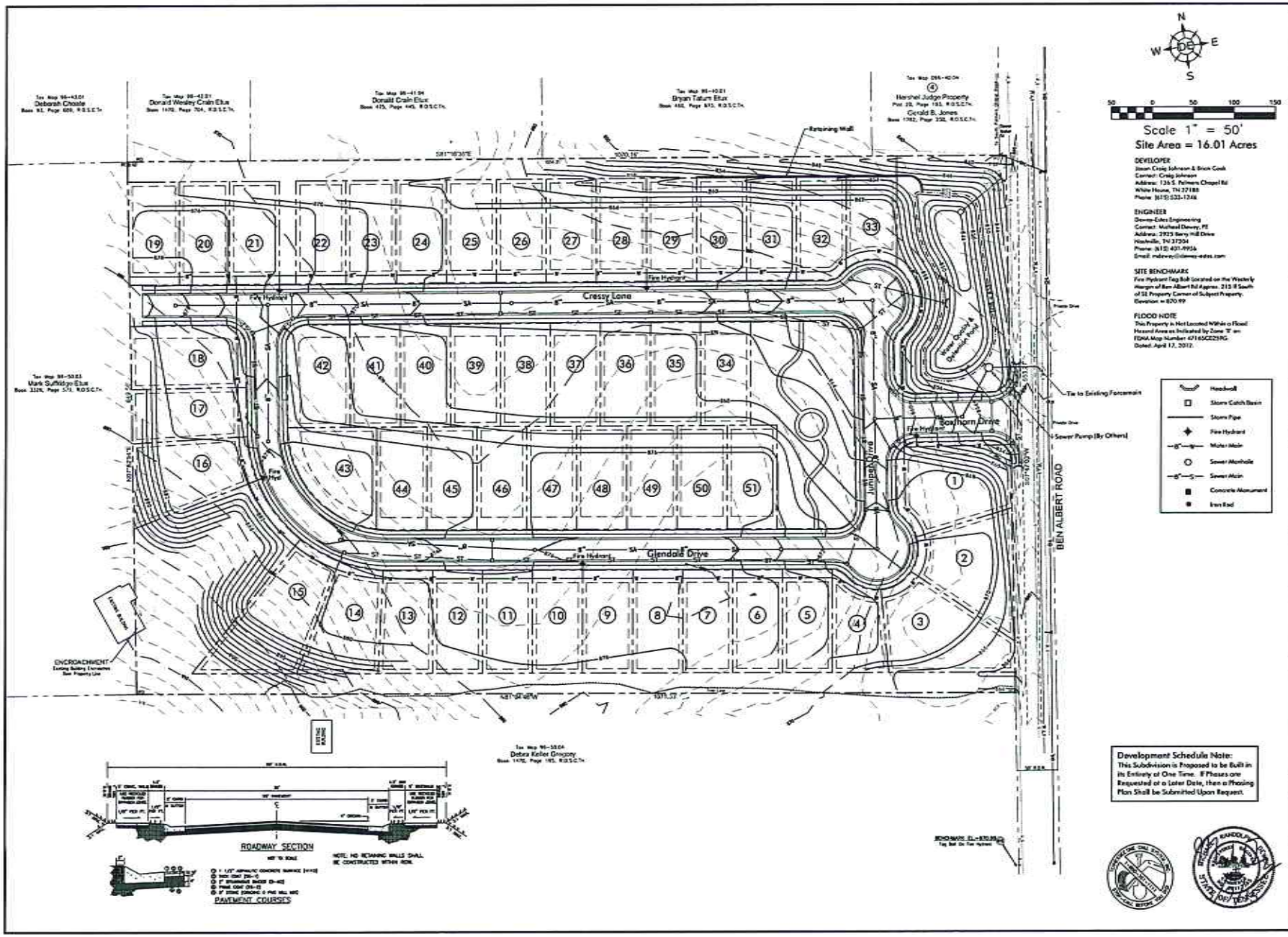
DEWEY-ESTES ENGINEERING

Overall Layout Plan

Job No. 14043

C1.0

2 of 4



Revisions:

Drawing Notes:

Date: March 9, 2015

Ben Albert Subdivision

Preliminary Master Development Plan

Being Parcels 50.01 and 50.05 on Tax Map 96

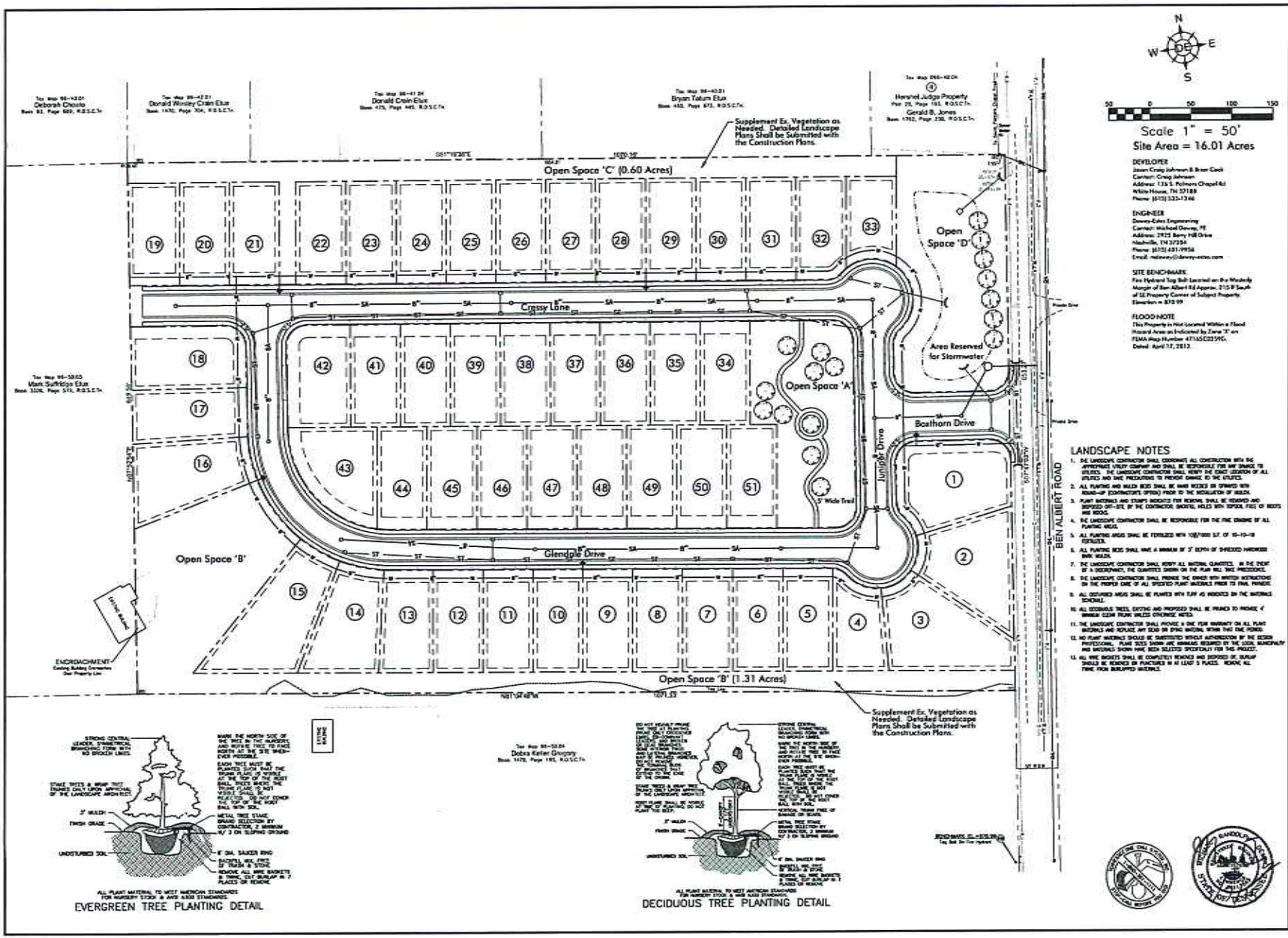
White House, Sumner County, Tennessee

DEWEY ESTES ENGINEERING

Overall Grading & Utilities Plan

Job No. 14043

C2.0



Revisions:

Drawing Notes:

Date: March 9, 2015

Ben Albert Subdivision

Preliminary Master Development Plan

Being Parcels 50.01 and 50.05 on Tax Map 96

White House, Sumner County, Tennessee

DEWEY-ESTES ENGINEERING

Overall Landscape Plan

Job No. 14043

C2.0

4 of 4

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 PASSED

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

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.

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

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.

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

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.

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

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.

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

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.

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

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.

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. *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.

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. *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.

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. *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.

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. *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.

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. *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.

120 48000 200	Industrial Development Fund	Contractual Services	15,000	5,000	(10,000)
120 48000 320	Industrial Development Fund	Operating Supplies	2,400	12,400	10,000

12. *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 Operating Supplies line to cover additional costs related to the Recon convention.

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

13. *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.

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

14. *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 in the budget.

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

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 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

16. *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.

June 10, 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

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 Actual	FY 2015 Estimated	FY 2016 Proposed
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
Total Revenue	$11,050,811	$8,257,465	$8,121,277
Fund Balance	$5,303,561	$7,891,606	$4,076,234
Total Available Funds	$16,354,372	$16,149,071	$12,197,511

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

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

Drug Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

Hillcrest Cemetery Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

Healthcare Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

Impact Fee Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

Industrial Development Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

Park Sales Tax Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

Sanitation Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

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

Wastewater Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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:

General Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

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

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

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

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

Healthcare Fund	FY 2014 Actual	FY 2015 Estimated	FY 2016 Proposed
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

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

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

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

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

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

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

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: Thursday, May 21, 2015

Passed Second and Final Reading: _____

_____
Mayor

_____
Attest: City Recorder

June 9, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: Town Center Density Zoning Ordinance Amendment

The amendment will allow for increased density of residential units within the town center. Right now the maximum is 20 units per acre which is fairly low for multifamily especially in a mixed use area. With the new building height increase this will allow for more units to go into the town center without the residential portions sprawling out and taking up too much of the area. That is the reason for the minimum height restrictions if a developer wishes to increase the density. The Planning Commission has given its recommendation to this amendment.

ORDINANCE 15-15

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE CITY OF WHITE HOUSE ZONING ORDINANCE, ARTICLE V, SECTION 5.053.6, SUBSECTION B – RESIDENTIAL ACTIVITES.

WHEREAS, the City of White House Planning Commission recommended the proposed changes to the Zoning Ordinance at the April 13, 2015 meeting.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the following section of the City of White House Zoning Ordinance is amended to add the language listed in bold.

Article V, Section 5.053.6, Subsection B – Residential Activities

Residential Activities:

Multi-Family Residential at density of 20 units per acre, **or 50 units per acre if the residential units are housed in buildings of at least 4 stories and a minimum of 40 feet tall**. Properties with limited lot area shall be permitted one residential unit per 750 sq ft of building area designated for multi-family use.
Mixed Use Facility with Permitted Commercial Activities including upper story residential uses.

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

First Reading: June 18, 2015

Second Reading: July 16, 2015

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

June 9, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: McCurdy Subdivision Rezoning and PMDP Approval

The White House Planning Commission on Monday May 11, 2015 recommended the re-zoning of 89.6 acres from R-15 (Medium Density Residential) to SRPUD (Suburban Residential Planned Unit Development). The property is referenced on Sumner County Tax Map 96, Parcel 55 and is located along McCurdy Road to the South and West of Greystone Subdivision. The Planning Commission also recommended that the Board approve the Preliminary Master Development Plan (PMDP) for the 229 lot subdivision to be developed on the listed parcel. This Preliminary Plan meets all the requirements listed in the City's Zoning Ordinance regarding PMDP's for this zoning. Before the Final Master Development Plan will be approved a traffic study will be reviewed by staff and any needed improvements to McCurdy Road will be determined.

ORDINANCE 15-16

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 89.6 ACRE PROPERTY RELATIVE TO SUMNER COUNTY TAX MAP 96, PARCEL 55 FROM R-15, MEDIUM DENSITY RESIDENTIAL, TO SRPUD, SUBURBAN RESIDENTIAL PLANNED UNIT DEVELOPMENT.

WHEREAS, an application has been received from a property representative to rezone 89.6 acres of Sumner County Tax Map 96, Parcel 55 along McCurdy 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 96, Parcel 55

BE IT FURTHER ORDAINED that this rezoning has been recommended to be approved by the Planning Commission at the May 11, 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: June 18, 2015

Second Reading: July 16, 2015

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

Preliminary Master Development Plan

for

McCurdy Subdivision

Being Parcel 55 on Tax Map 96

White House, Sumner County, Tennessee

Project Notes

1. The purpose of this submittal is to Request Approval of the Preliminary Master Development Plan for McCurdy Subdivision, consisting of 229 single-family lots and open space as well as to Request Re-Zoning from R-15 (Medium Residential Density) to SRP PUD.

2. Any transaction, fill or disturbance of the existing ground must be done in accordance with the standards of the City of White House.

3. This Property is Not Located Within a Flood Hazard Area as Indicated by Zone "X" on FEMA Map Number 47165C0259G. Dated: April 17, 2012.

4. All public streets, curbs, and sidewalks are to be constructed in conformance with the City of White House design standards.

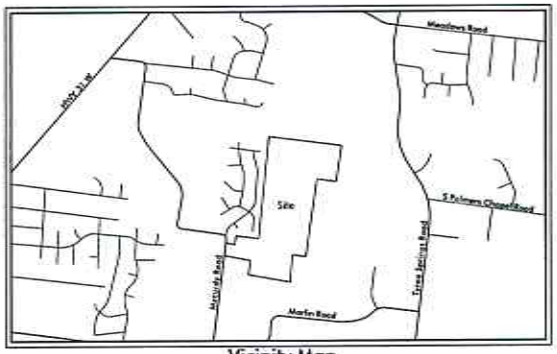
5. Wheelchair accessible curbs ramps, complying with applicable City of White House standards, shall be constructed at all street crossings.

6. Individual water and/or sewage sewer service lines are required for each lot.

7. The Civil Construction Documents shall indicate the proposed method to deal with stormwater runoff for this project.

8. All areas designated as Open Space will be owned and maintained by the Homeowners' Association. Specifically, the Homeowners' Association shall be responsible for maintaining all landscaping outside of the open space.

9. The owner/developer of this property is responsible for all financial matters.



Vicinity Map
NTS

Project Summary

Site Data

Ward District - 3
Alderman - Dave Pulcak

Property Location/Address:
Located on the East Side of McCurdy Rd
Approx. 800 ft South of Fairhouse Drive
Address (GIS): 902 McCurdy Road
White House, TN 37188

Property Owners:
Herbert S. Ford Jr. & Dale Broadrick
Contact: Herbert S. Ford Jr.
Address: P.O. Box 432
White House, TN 37188

Engineer:
Dewey-Estes Engineering
Contact: Michael Dewey, PE
Address: 2925 Berry Hill Drive
Nashville, TN 37204
Phone: (615) 401-9956
Email: mdewey@dewey-estes.com

Flood Note:
This Property is Not Located Within a Flood Hazard Area as Indicated by Zone "X" on FEMA Map Number 47165C0259G & 47165C0260G.
Dated: April 17, 2012

Site Information

Tax Map 96, Parcel 55

Current Zoning - R-15 (Medium Density Residential)
Proposed Zoning - SRPUD (Subclass Residential Planned Unit Development)

Total Site Area - 39.6 Acres

Current Use: Vacant
Proposed Use: Dividing One-Family Detached

Plan Preparation Date: April 13, 2015

Total Lots - 229

Max. Density - 5.8 Units/Acre
Required Density - 2.6 Units/Acre

Minimum Lot Size - 5,000 sf

Minimum Open Space Required - 15% (15.4 Acres)
Note: 15% OS Required for Density of 2.5-3.8 Units/Acre

Total Open Space Area - 28.09 Acres (51.4%)
Open Space Area "A" - 4.03 Acres
Open Space Area "B" - 3.77 Acres
Open Space Area "C" - 6.25 Acres
Open Space Area "D" - 0.69 Acres
Open Space Area "E" - 0.55 Acres
Open Space Area "F" - 8.66 Acres
Open Space Area "G" - 3.81 Acres
Open Space Area "H" - 0.32 Acres

Minimum Front Yard: 15 Ft
Minimum Rear Yard: 5 Ft
Minimum Side Yard: 5 Ft

Sheet Schedule

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

Revisions:

Drawing Notes:

Date: April 13, 2015

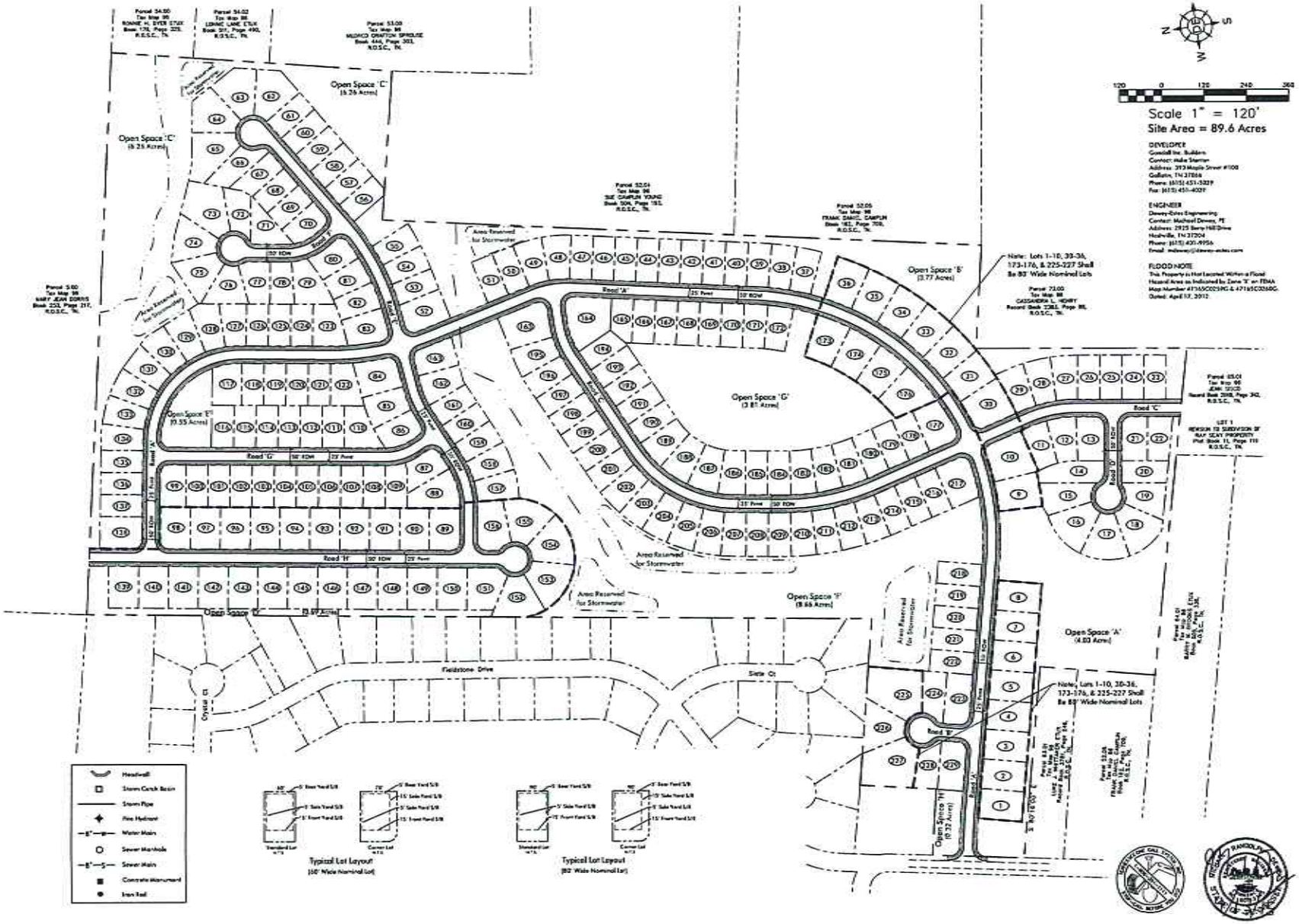
McCurdy Subdivision
Preliminary Master Development Plan
Being Parcel 55 on Tax Map 96
White House, Sumner County, Tennessee

DEWEY-ESTES ENGINEERING

Cover Sheet

Job No. 15023

C0.0



Revisions:

Drawing Notes:

Date: April 13, 2015

McCurdy Subdivision

Preliminary Master Development Plan

Being Parcel 55 on Tax Map 96

White House, Sumner County, Tennessee

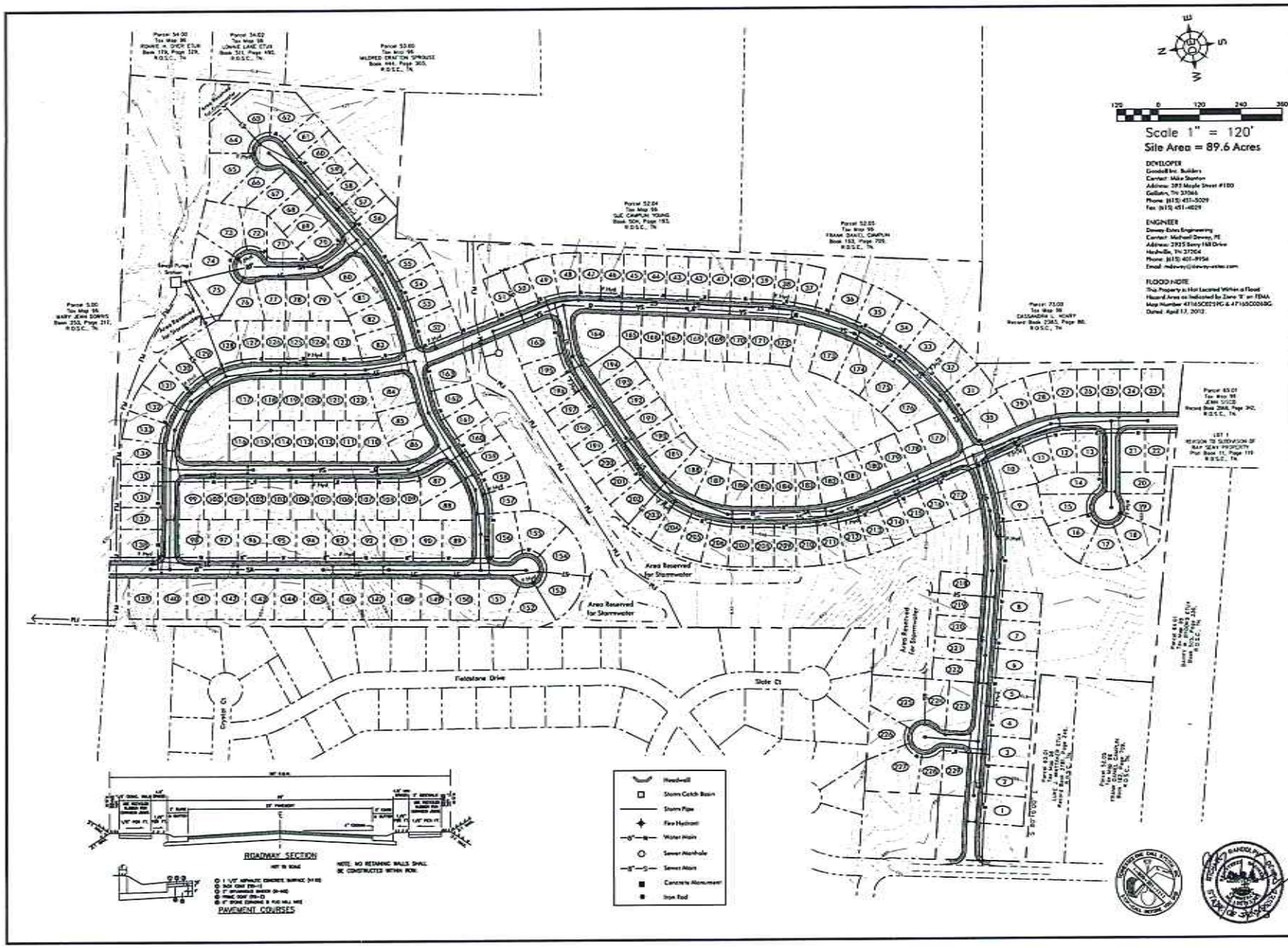
DEWEY ESTES ENGINEERING

Overall Layout Plan

Job No. 15023

C1.0

2 of 4



Revisions:

Drawing Notes:

Date: April 13, 2015

McCurdy Subdivision

Preliminary Master Development Plan

Being Parcel 55 on Tax Map 96

White House, Sumner County, Tennessee

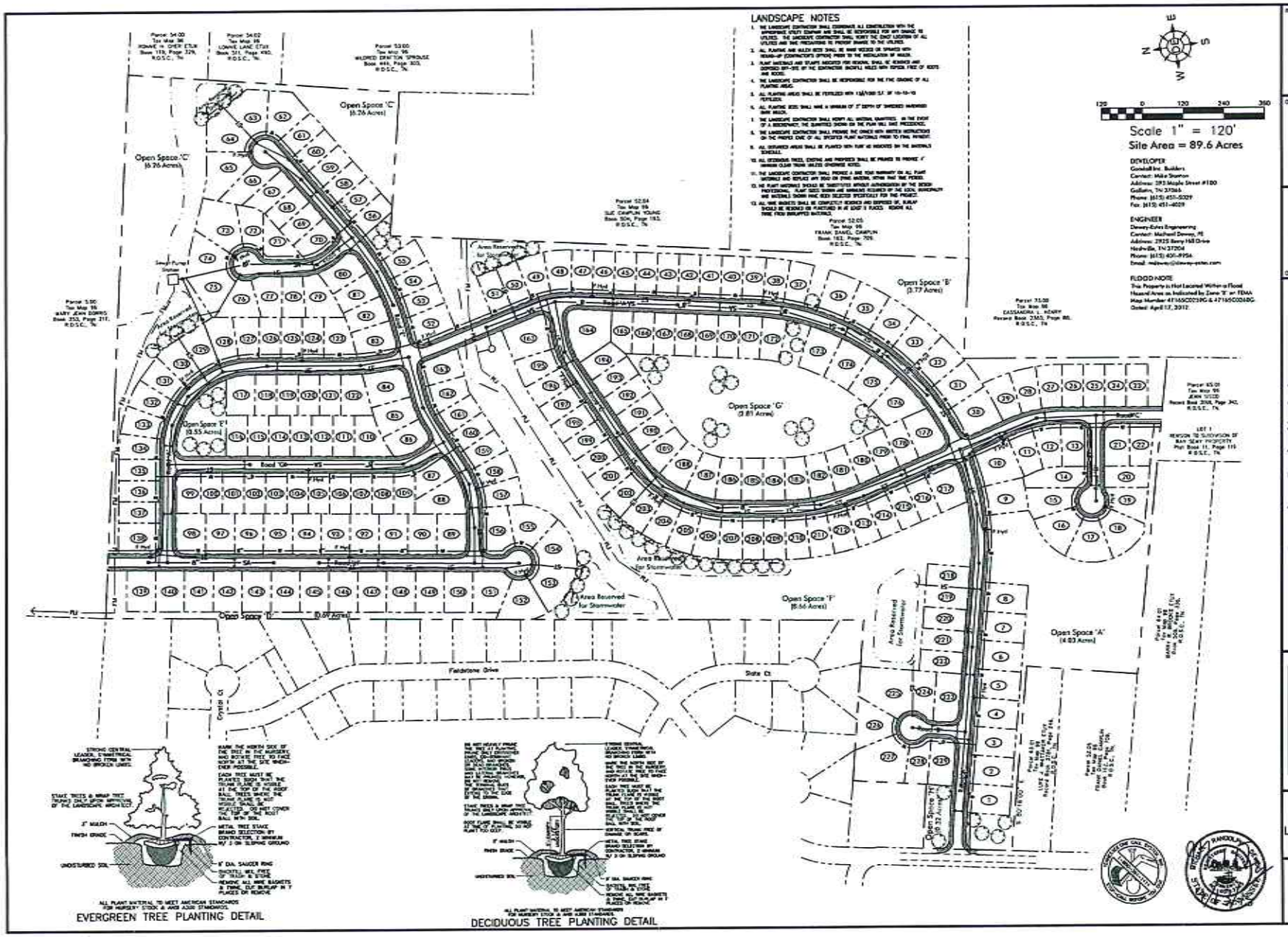
DEWEY-ESTES ENGINEERING

Overall Utilities Plan

Job No. 15023

C2.0

3 of 4



Revisions:

Drawing Notes:

Date: April 13, 2015

McCurdy Subdivision

Preliminary Master Development Plan

Being Parcel 55 on Tax Map 96

White House, Sumner County, Tennessee

DEWEY ESTES ENGINEERING

Overall Landscape Plan

Job No. 15023

C3.0

4 of 4

PURCHASING….

June 9, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Amanda Brewton, Human Resources Director

Re: Proposal for IT Network Support Services

The City has been contracting with Local Government Corporation since 2001 for IT Network Support services. Due to an increase in response and resolution time we have been receiving from Local Government, we felt it was an appropriate time to request new proposals for these services.

We requested information technology companies submit proposals for a committee to review. The committee included Amanda Brewton, Human Resources Director, Joe Moss, Public Services Director, Kerry Harville, City Recorder, and Derek Watson, Purchasing and Risk Management Specialist. After reviewing the four proposals that were submitted, the committee is recommending Black Lion Technology for the FY 2015 - 2016 budget year.

If you have any questions, please do not hesitate to contact me at 615-672-4350, ext. 2108.

CITY OF WHITE HOUSE
RFP IT SERVICES
EVALUATION SCORES

PROPOSAL					
	Total Available Points	Stringfellow Technologies	Local Government Corporation	Interdev	Black Lion Technology
Past and present experience	20	14	9	12	18
Overall personnel assigned to support	20	19	10	16	13
Price Consideration	20	9	16	3	19
Proposal was clear, concise, and logical and/or sequential form	20	17	12	18	18
Total Score	80	59	47	49	68
	100%	73.75%	58.75%	61.25%	85.00%
COMMENTS	N/A	-Lots of staff with 24 hr answering service -Response times listed -Includes customer portal -Too high cost	-4 individuals that oversee 37 entities -Proposal did not explain what was included in price/yr -Current staff has not been prompt on response time -Good price but not specific	-Price is too high -Good long standing references	-Discount for prepurchase 20 hours blocks -City has used for services with prompt and positive result before -Does not specify education/background -Small staff, but has not had a problem with prompt service so far

CONCLUSION					
	Total Available Points	Stringfellow Technology	Local Government Corporation	Interdev	Black Lion Technology
Overall qualifications and likelihood to succeed in your opinion	20	10	11	10	18
Total Score	20	10	11	10	18
	100%	50.0%	55.0%	50.0%	90.0%

OVERALL					
	Total Available Points	Stringfellow Technology	Local Government Corporation	Interdev	Black Lion Technology
Total Score	**100**	**69**	**58**	**59**	**86**
	100%	**69.0%**	**58.0%**	**59.0%**	**86.0%**

June 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Removing the welcome sign from the asset list

Included in the construction of the new library is a White House Library sign on the corner of Hwy 31W & SR 76. This structure is currently under construction. In addition to the library sign, in FY16 a marquee sign is proposed for the corner. So, to prepare for the new signage along Hwy 31W I would like to request for permission to tear down the current sign and remove it from our asset list. We will attempt to salvage any of the materials that we can for future projects.

The sign was acquired in 2001, and it is on our capital asset list but has depreciated in value and the current worth is $0.

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

June 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Removing the Designjet 800 Plotter from the asset list

In the FY15 budget the Planning and Codes Department budgeted $9,000 for a new plan printer/scanner. The new printer/scanner arrived on June 8, 2015.

The new printer/scanner is replacing the Designjet 800 Plotter that we purchased in 2004 by the Engineering Department. The Designjet 800 is on our capital asset list but has depreciated in value and the current worth is $0. The machine is still operable and will be placed for sale on GovDeals.

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

June 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Removing the ISTT Telephone System from the asset list

In February 2007, the City had ISTT, Inc. install a digital telephone system for all buildings. The system was purchased for $70,710.00, and it has a remaining depreciation value of $18,266.75. Over the last couple of years we have had an increase in technical issues with this system due to its age.

We worked with Windstream off of state contract to install a new system. The new system was installed in May, and I would like permission to remove the ISTT digital telephone system from the asset list and sell it on GovDeals.

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

June 11, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Contract for Emergency Dispatch

I am requesting authorization to enter into an interlocal agreement with the E-911 Communications District of Robertson County, Robertson County, the City of Springfield, and the City of White House. The contract language will be the same as the previous year. The only change will be the contract price and the term of the agreement. The contract price will be $192,000.00 and the end date will be June 30, 2016. This will be a $12,504.08 increase over last year. The contract is for annual furnishing of dispatching services for the purpose of emergency dispatch at the E-911 facility. This has been budgeted for the 2015-2016 annual budget.

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

OTHER BUSINESS…

June 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Kerry Harville, City Recorder

Re: Board Appointments

Listed below are the board reappointments for FY16. Mayor Arnold has contacted each individual and they have agreed to serve. Mayor Arnold requests that the Board approve his appointments.

Reappointments

Beer Board

1. George Tharp – June 2017
2. Dave Paltzik – June 2017

Board of Zoning and Appeals

1. Bob Dorris – June 2018
2. John D. Wilkinson – June 2018

Library Board

1. Ken Lee – June 2018
2. Christina West – June 2018

Please do not hesitate to contact me if you have any questions at 672-4350, ext. 2111.

DISCUSSION ITEMS…

OTHER INFORMATION….