

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Aldermen Meeting*  
August 20, 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 July 16<sup>th</sup>, July 23<sup>rd</sup>, and August 6<sup>th</sup> meetings
7. Welcome Visitors
8. Public Hearings
  - a. **Ordinance 15-17:** An ordinance amending the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees, Section 2-305. *Second Reading.*
  - b. **Ordinance 15-18:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *Second Reading.*
  - c. Certificate of Compliance for Mr. Joe W. Ragland and Mr. Michael A. Ragland of J & L Liquors, LLC (322 Hester Drive, White House, TN 37188).
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library/Museum
  - J. Municipal Court
  - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
  - a. **Resolution 15-08:** A resolution of the governing body of the City of White House, Tennessee, authorizing the issuance, sale, and payment of General Obligation Fire Apparatus Capital Outlay Notes, Series 2016 in an amount not to exceed \$355,000.
  - b. **Resolution 15-09:** A resolution authorizing participation in Tristar Heath's "Your Amazing Health Race" Wellness Program.
12. Consideration of the Following Ordinances:
  - a. **Ordinance 15-17:** An ordinance amending the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees, Section 2-305. *Second Reading.*
  - b. **Ordinance 15-18:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *Second Reading.*

- c. **Ordinance 15-19:** An ordinance amending the City of White House Zoning Ordinance, Article IV, Section 4.070, Subsection H. *First Reading.*
- d. **Ordinance 15-20:** An ordinance amending the zoning map for a 38.84 acre property relative to Sumner County Tax Map 77, Parcel 68.00 from R-20, Low Density Residential, to SPRUD, Suburban Residential Planned Unit Development. *First Reading.*
- e. **Ordinance 15-21:** An ordinance amending the zoning map for a 5.48 acre property relative to Sumner County Tax Map 97, Parcel 09.00 from R-20, Low Density Residential, to C-2, General Commercial. *First Reading.*

13. Purchasing

- a. To approve or reject W&O Construction's bid of \$456,700.00 for the Calista Road Lift Station Electrical Improvement Project. The Public Services Director recommends approval.
- b. To approve or reject Alternative Energy, LLC's bid of \$26,800.00 for brush grinding and removal service. The Public Services Director recommends approval.
- c. To approve or reject removing from the asset list Smith & Loveless Pump Motors and Volutes, Peco Pump Motors and Volutes, and Carnell Pump Motor and Volute and disposing in the Public Works scrap metal bin. The Public Services Director recommends approval.
- d. To approve or reject the purchase of a BBC05 Sutphen Monarch Pumper for \$451,250.00 from Houston-Galveston Area Council Cooperative (Cumberland Fire Apparatus Sales in Nashville, TN). The Fire Chief recommends approval.
- e. To approve or reject authorizing the City Administrator, Gerald Herman, to enter into a contract with Kennon Calhoun Workshop for \$13,500.00 for architecture services of the White House Inn Museum and Chamber of Commerce office. The City Administrator recommends approval.

14. Other Business

- a. To approve or reject a Certificate of Compliance for Mr. Joe W. Ragland and Mr. Michael A. Ragland of J & L Liquors, LLC (322 Hester Drive, White House, TN 37188). The City Administrator recommends approval.
- b. To approve or reject a Certificate of Compliance for Ms. Christine Wheatley of The Kroger Company (510 Hwy 76, White House, TN 37188). The City Administrator recommends approval.
- c. To approve or reject authorizing the City Administrator, Gerald Herman, to negotiate a contract with the highest ranked engineering firm that submitted their qualifications for the Hwy 31W Sidewalk/Bikepath Phase II project. The Consultant Evaluation Committee recommends approval.

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

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

1. Call to Order by the Mayor

Meeting was called to order at 7:02 pm.

2. Prayer by community pastor

Special guest Pastor Mike Carroll from Temple 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 June 18, 2015 meeting

Motion was made by Ald. Hutson, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **June 18, 2015, minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

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

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik mentioned that the Friends of the Library Gala was a successful event.

Ald. Paltzik noted that the Carnival had the second best year on record.

Ald. Paltzik stated that the Chamber of Commerce is hosting a Women of White House event on Monday, August 10<sup>th</sup> at 5:00 pm.

Ald. Paltzik thanked the Parks and Recreation Department for their hard work the week of the Carnival/Americana Celebration.

Ald. Decker noted how young we are as a city and nation, and voiced his opinion on how far we have come in a short amount of time.

Mayor Arnold thanked Ald. Paltzik and Chamber Director Mandy Christenson for their hard work to make the Americana Celebration a success.

Mayor Arnold informed the Board that he and staff members met with representatives from Burriss Ridge property, and provided them with a status update.

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

City Administrator Gerald Herman stated that the Tyree Springs/S. Palmers Chapel intersection project is now complete.

City Administrator Gerald Herman stated that the Municipal Recreation Complex Site Work project is complete.

City Administrator Gerald Herman stated that the Public Services new garage and vehicle wash bay project is substantially complete.

City Administrator Gerald Herman informed the Board that the Industrial Development Board met to review the Tate Ornamental expansion. They voted to extend the current PILOT for one additional year.

City Administrator Gerald Herman mentioned that all of the parks will be very busy over the weekend.

City Administrator Gerald Herman reminded the Board that there will be a study session and a special called meeting on Thursday, July 23<sup>rd</sup>.

City Administrator Gerald Herman provided an update on the application process and projected opening dates for the two retail package stores. He stated that a special called meeting has been scheduled for August 6<sup>th</sup> to vote on a certificate of compliance for one of the stores.

City Administrator Gerald Herman thanked Ald. Paltzik for all of his hard work on the Americana Celebration.

City Administrator Gerald Herman stated that TDOT has been doing some work along Hwy 31W in front of the cemetery. They were installing a new pipe along where the new sidewalk was installed.

City Administrator Gerald Herman provided the Board with a list of roads that are scheduled to be paved in FY16.

#### 10. Acknowledge Reports

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

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

#### 11. Consideration of the Following Resolutions:

- a. None

12. Consideration of the Following Ordinances:

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

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

- b. **Ordinance 15-17:** An ordinance amending the Municipal Code Title 2, Chapter 3 Cemetery Board of Trustees, Section 2-305. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 15-17 passed on First Reading.**

- c. **Ordinance 15-18:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *First Reading.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-18 passed on First Reading.**

13. Purchasing

- a. To approve or reject the Wastewater single source requests for FY 2015 – 2016. The Public Services Director recommends approval.

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

- b. To approve or reject the purchase of a 2016 Ford Super Duty F-350 DRW (W3D) 4WD Crew Cab 172" XL for \$43,784.00 from the National Joint Powers Alliance (National Auto Fleet Group in Watsonville, CA). The Public Services Director recommends approval.

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

- c. To approve or reject the purchase of a 2016 Ford Explorer (K8B) 4WD 4dr Base for \$28,025.00 from the National Joint Powers Alliance (National Auto Fleet Group in Watsonville, CA). The Public Services Director recommends approval.

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

- d. To approve or reject the purchase of a 2015 Kubota RTV-X1100CWL-H for \$20,185.29 from the National Joint Powers Alliance (Kubota Tractor Corporation in Torrance, CA). The Public Services Director recommends approval.

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

- e. To approve or reject the purchase of two 2015 Ford Police Interceptor Sedan AWD vehicles off of state contract (Ford of Murfreesboro) for \$51,494.00 and the emergency equipment necessary for both vehicles for \$10,248.70. The Police Chief recommends approval.

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

- f. To approve or reject the purchase of a 2015 Ford Police Interceptor Utility AWD off of state contract (Ford of Murfreesboro) for \$29,228.95. The Police Chief recommends approval.

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

- g. To approve or reject allocating an additional \$31,000 to the previously budgeted \$250,000 for the splash pad project, for upsizing the recirculation system and controls. The Parks and Recreation 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.**

- h. To approve or reject the City Administrator, Gerald Herman, to enter into a contract with Lose & Associates, Inc. for \$24,000 to provide building, site and civil design services for the restroom/pavilion building located in the White House Municipal Recreation Complex. The Parks and Recreation 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.**

- i. To approve or reject authorizing the City Administrator, Gerald Herman, to enter into a contract with HFR Design, Inc. for \$22,950.00 for the design services of the flag poles and monument sign project. The City Administrator recommends approval.

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

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

Meeting was adjourned at 7:50 pm.

ATTEST:

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

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

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Study Session*  
July 23, 2015  
3:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 3:39 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. Discussion regarding possible renovations to Municipal Code Title 13, Chapter 1 Miscellaneous, Section 13-104. (Overgrown and Dirty Lots)

The Board had a lengthy discussion regarding the City's responsibility to maintain (or not to) the overgrown lots within City limits. When property owners are in violation of the Municipal Code they receive a letter via certified mail. The Board agreed that it is a good idea to add a statement to the letters that mentions the owner liability for the violation.

5. Adjournment

Meeting was adjourned at 4:23 pm.

ATTEST:

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

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

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Special Session*  
July 23, 2015  
4:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 4:27 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

- a. To approve or reject Cumberland Valley Construction's bid of \$2,375,000.00 for the Wastewater Treatment Plant Headworks Improvement Project. The Public Services Director recommends approval.

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

5. Adjournment

Meeting was adjourned at 4:42 pm.

ATTEST:

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

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

CITY OF WHITE HOUSE  
Board of Mayor and Aldermen Minutes  
*Special Session*  
August 6, 2015  
5:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:00 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. Public Hearings

- a. Certificate of Compliance for Mr. William Dustin Smith and Mr. Michael Brown of Uptown Wine & Spirits, LLC (520 Hwy 76, Suite #13).

No one spoke for or against.

5. New Business

- a. To approve or reject a Certificate of Compliance for Mr. William Dustin Smith and Mr. Michael Brown of Uptown Wine & Spirits, LLC (520 Hwy 76, Suite #13). The City Administrator recommends approval.

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

6. Adjournment

Meeting was adjourned at 5:04 pm.

ATTEST:

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

\_\_\_\_\_  
Amanda Brewton, City Recorder

REPORTS....

**General Government Department  
July 2015**

**Administration**

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

- July 04: Americana Celebration
- July 06:
  - Assistant Finance Director Interview
  - Industrial Development Board Meeting
- July 07:
  - MTAs Municipal Legislative Update Class
  - Meeting with J & L Liquor owners
  - Beer Board Meeting
- July 08: Assistant Finance Director Interviews
- July 09:
  - Meeting with KraftCPA
  - Robertson County Joint Economic and Community Development Board Meeting
  - Library Board Meeting
- July 13: Planning Commission Meeting
- July 14:
  - Water Line Extension at the Public Works Facility Meeting
  - Bid Opening: Wastewater Improvement Project
- July 15: Webinar: New FLSA Rule Changes
- July 16:
  - AAA Stor-N-Lock Expansion Discussion Meeting
  - Burris Ridge Development Meeting
  - Board of Mayor and Aldermen Meeting
- July 20: Annual Site Visit: Waller Sales
- July 21:
  - White House Chamber of Commerce Luncheon
  - Americana Celebration Debrief Meeting
- July 22:
  - Sumner County Council of Governments Meeting
  - White House Museum/Chamber Office Renovation Meeting
- July 23:
  - Board of Mayor and Aldermen Study Session
  - Board of Mayor and Aldermen Special Called Meeting
- July 28:
  - Bid Opening: Hwy 31W Sidewalk/Bikepath Phase II Engineering Services
  - Museum Board Meeting
- July 29:
  - Existing Business Owner (Mr. Sam Shalaby) Meeting
  - Meeting with Hylant Group
- July 31: TDEC Level I Training Class

**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 2015-2016.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$10,097,867	\$1,405,088	↑5.58
Cemetery Fund	\$63,300	\$14,147	↑14.02
Debt Services	\$751,058	\$0	↓8.33
Healthcare	\$68,500	\$2,367	↓4.87
Impact Fees	\$3,290	\$0	↓8.33
Industrial Development	\$118,500	\$2,725	↓6.03

**General Government Department  
July 2015**

Parks Sales Tax	\$410,569	\$0	↓8.33
Police Drug Fund	\$35,633	\$29,229	↑73.70
Solid Waste	\$882,617	\$233,046	↑18.07
State Street Aid	\$275,000	\$15,126	↓2.83
Stormwater Fund	\$359,485	\$42,208	↑3.41
Wastewater	\$7,086,888	\$941,183	↑4.95

\*Expended/Encumbered amounts reflect charges from July 1, 2015 – June 30, 2016.

**Purchasing**

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The July 2015 error rate was 1.1%.

**Total Purchase Orders**

	FY 2016	FY 2015	FY 2014
July	279	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		122	156
<b>Total</b>	<b>279</b>	<b>1,655</b>	<b>1,733</b>

**Purchase Order Errors by Department**

	July 2015	FY 2016	FY 2015*
Admin.	0	0	0
Bldg. Maint.	0	0	0
Cemetery	0	0	0
Codes	0	0	0
Court	0	0	0
Finance	0	0	0
Fire	0	0	2
HR	0	0	0
Library	1	1	8
Parks	0	0	3
Police	0	0	2
Public Works	0	0	2
Sanitation	0	0	0
Wastewater	2	2	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>20</b>

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

Purchase Orders by Dollars	July 2015	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders \$0-\$1,999	201	201	1392	1,517	\$107,582.64	\$708,133.51	\$529,278.93
Purchase Orders \$2,000-\$9,999	51	51	172	154	\$212,814.15	\$718,011.83	\$551,768.46
Purchase Orders over \$10,000	27	27	91	62	\$1,639,419.34	\$11,854,322.55	\$6,221,273.04
<b>Total</b>	<b>279</b>	<b>279</b>	<b>1,655</b>	<b>1,733</b>	<b>\$1,959,816.13</b>	<b>\$13,280,467.89</b>	<b>\$7,302,320.43</b>

**Website Management**

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

	2015-2016 Update Requests	2014-2015 Update Requests	2013-2014 Update Requests	2015-2016 Page Visits	2014-2015 Page Visits	2013-2014 Page Visits
July	112	102	162	266,304	562,455	250,487
August		83	186		265,548	468,840
September		107	126		352,406	262,563
October		93	86		328,241	296,397
November		67	92		361,124	282,249

**General Government Department  
July 2015**

<b>December</b>		96	137		393,777	279,207
<b>January</b>		89	126		246,658	555,161
<b>February</b>		116	137		389,805	426,376
<b>March</b>		98	127		355,975	1,191,691
<b>April</b>		82	95		549,670	262,646
<b>May</b>		76	81		387,210	238,690
<b>June</b>		91	67		320,233	610,113
<b>Total</b>	<b>112</b>	<b>1,100</b>	<b>1,355</b>	<b>266,304</b>	<b>4,513,102</b>	<b>5,124,420</b>

**Facebook Management**

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

	<b>2015 - 2016 New Likes</b>	<b>2014 - 2015 New Likes</b>	<b>2013 - 2014 New Likes</b>	<b>2015 - 2016 # of Posts</b>	<b>2014 - 2015 # of Posts</b>	<b>2013 - 2014 # of Posts</b>
<b>July</b>	70	29	34	26	49	14
<b>August</b>		23	25		30	22
<b>September</b>		26	10		37	11
<b>October</b>		57	7		47	18
<b>November</b>		25	21		21	10
<b>December</b>		39	97		34	17
<b>January</b>		34	36		25	15
<b>February</b>		69	33		36	27
<b>March</b>		40	16		40	25
<b>April</b>		192	20		30	22
<b>May</b>		45	21		33	19
<b>June</b>		44	40		40	19
<b>Total</b>	<b>70</b>	<b>623</b>	<b>320</b>	<b>26</b>	<b>422</b>	<b>200</b>

**Twitter Management**

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

	<b>2015 - 2016 Total Followers</b>	<b>2014 - 2015 Total Followers</b>	<b>2013 - 2014 Total Followers</b>	<b>2015 - 2016 # of Tweets</b>	<b>2014 - 2015 # of Tweets</b>	<b>2013 - 2014 # of Tweets</b>
<b>July</b>	539	418	294	12	42	14
<b>August</b>		422	314		30	22
<b>September</b>		432	322		32	11
<b>October</b>		439	322		33	18
<b>November</b>		446	322		22	10
<b>December</b>		451	337		28	17
<b>January</b>		462	346		20	10
<b>February</b>		478	361		28	20
<b>March</b>		481	370		31	25
<b>April</b>		498	385		26	21
<b>May</b>		502	464		23	15
<b>June</b>		507	410		25	19
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>12</b>	<b>340</b>	<b>162</b>

**General Government Department  
July 2015**

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Library construction punch list items
- Renovation of conference room

	<b>2015 - 2016</b>	<b>2014 - 2015</b>	<b>2013 - 2014</b>
	<b>Work Order Requests</b>	<b>Work Order Requests</b>	<b>Work Order Requests</b>
<b>July</b>	22	25	N/A
<b>August</b>		10	N/A
<b>September</b>		19	N/A
<b>October</b>		27	N/A
<b>November</b>		15	N/A
<b>December</b>		15	8
<b>January</b>		31	19
<b>February</b>		23	33
<b>March</b>		24	15
<b>April</b>		22	15
<b>May</b>		13	31
<b>June</b>		25	20
<b>Total</b>	<b>22</b>	<b>249</b>	<b>141</b>

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

**Finance Department  
July 2015**

**Finance Section**

The Finance Director attended the following events in July: (7/1) CMFO “Financial Reporting I” class, (7/6) Industrial Development Board meeting, (7/7) MTAS Legislative Update meeting, (7/16) BMA meeting, and (7/29) CMFO “Financial Reporting II” class. On 7/27 the Tax Clerk and the Court/AP Clerk attended a Property Tax Relief meeting. During July, the Finance Department worked on several tasks that pertain to closing FYE 6/30/2015 and preparing for the audit. Also in July, we added Rachael Bursztynski to our staff as Assistant Finance Director.

**Performance Measures**

**Fund Balance – City will strive to maintain a General fund balance of at least 30% of Operating Revenues.**

Operating Fund	Budgeted Operating Revenues (\$)	General Fund Cash Reserves Goal (\$)	Current Month Fund Cash Balance (\$)	G.F. Cash Reserves Goal Performance
General Fund	8,121,277	2,436,383	3,621,061	45%
Cemetery Fund			164,569	
Debt Services			34,820	
Healthcare			245,942	
Impact Fees			82,880	
Industrial Development			143,875	
Park Sales Tax			50,663	
Police Drug Fund			44,866	
Solid Waste			432,687	
State Street Aid			107,448	
Stormwater Fund			71,554	
Wastewater			3,032,825	

*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 2015-2016.

Operating Fund	FY2016 Est. Revenues (\$)	Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,121,277	434,246	↓2.99%
Cemetery Fund	26,775	90	↓8.00%
Debt Services	750,200	1,434	↓8.14%
Healthcare	62,200	4,847	↓0.54%
Impact Fees	12,700	999	↓0.47%
Industrial Development	70,100	31,413	↑36.48%
Park Sales Tax	494,766	82,039	↑8.25%
Police Drug Fund	4,520	771	↑8.72%
Solid Waste	800,400	67,437	↑0.09%
State Street Aid	269,264	24,069	↑0.61%
Stormwater Fund	448,171	18,158	↓4.28%
Wastewater	5,722,700	487,166	↑0.18%

\*Realized amounts reflect revenues realized from July 1, 2015—July 31, 2015

**Finance Department  
July 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
3 regular 0 special	308 direct deposits 5 checks	0 Retro adjustments	0 Voids

**Accounts Payable**

	July 2015	June 2015	May 2015	Apr. 2015
<b>Total # of Invoices Processed</b>	288	493	401	385

**Business License Activity**

	July 2015	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
<b>Opened</b>	5	5	105	74	80	52
<b>Closed</b>	0	0	5	13	140*	6

\*129 businesses deemed uncollectable in October 2012

**Utility Billing**

	July 2015	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
<b>New Builds (#)</b>	9	9	62	55	28	15
<b>Move Ins (#)</b>	51	51	488	506	481	493
<b>Move Outs (#)</b>	47	47	514	516	479	455
<b>Late Payments (\$)</b>	6,213	6,213	68,103	69,241	65,074	67,810
<b>Late Payments (#)</b>	992	992	15,641	12,840	12,685	12,857
<b>Disconnect for non-payment (#)</b>	51	51	442	514	258*	n/a

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

**Human Resources Department  
July 2015**

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

- July 06: Assistant Finance Director Interviews
- July 08: Assistant Finance Director Interviews
- July 15: New FLSA Rule Changes Webinar
- July 21: Chamber of Commerce Monthly Luncheon
- July 23: Police Officer Testing
- July 28: Safety Committee Meeting

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	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		3	1	2	0
June		3	0	1	0
<b>Total</b>	<b>0</b>	<b>13</b>	<b>9</b>	<b>12</b>	<b>7</b>

Three-year average as of June 30, 2015:  
11.33 incidents per year

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	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
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		1	2	0	0
<b>Total</b>	<b>0</b>	<b>11</b>	<b>14</b>	<b>6</b>	<b>7</b>

Three-year average as of June 30, 2015:  
10.33 incidents per year

**Human Resources Department  
July 2015**

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

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012
July	1	0	1	1	4
August		0	0	0	1
September		1	0	1	0
October		0	1	1	1
November		1	2	1	2
December		1	1	0	0
January		0	0	1	3
February		1	0	1	2
March		0	0	0	1
April		0	0	0	2
May		1	1	2	2
June		0	0	0	1
<b>Total</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>19</b>
<b>Percentage</b>	<b>1.06%</b>	<b>5.49%</b>	<b>7.14%</b>	<b>8.99%</b>	<b>21.84%</b>

Three-year average as of June 30, 2015:  
7.21% per year

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

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013
July	1 (T)	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	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>4</b>

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

Three-year average as of June 30, 2015:  
3.67 incidents per year

**Police Department  
July 2015**

**Highlight**

- Officer Emmanuel (Manny) Manoloules and Officer Brad McMurtry graduated from the Tennessee Law Enforcement Training Academy on Friday, July 31<sup>st</sup>.



**Meetings/Civic Organizations**

- **Chief Brady attended the following meetings in July:** Rotary Club (July 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> & 23<sup>rd</sup>), Beer Board Meeting (July 7<sup>th</sup>), 911 User Group (July 8<sup>th</sup>), Department Head Meeting (July 13<sup>th</sup> & 27<sup>th</sup>), Board of Mayor and Alderman Meeting (July 16<sup>th</sup>), Robertson County Chief's Meeting (July 14<sup>th</sup>), 911 Board Meeting (July 21<sup>st</sup>), Americana Celebration Meeting (July 21<sup>st</sup>), Drug Task Force Meeting (July 22<sup>nd</sup>) and 2015 TACP Annual Conference in Knoxville.

**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 101 proofs for the 161 standards completed for 2015. Susan is waiting to hear back from Sgt. Collins on a date to check our new second edition files that have been added.
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
June	0	400	88	488
July	32	352	8	392
<b>Grand Total</b>	<b>32</b>	<b>1,160</b>	<b>195.5</b>	<b>1,387.5</b>

**Police Department  
July 2015**

**Patrol Division Performance Measurements**

1. *Maintain or reduce the number of patrol shifts staffed by only three officers at the two year average of 598 shifts during the Fiscal Year 2015-2016. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing goes into effect August 5, 2015.*

Number of Officers on Shift	July	FY 2015-2016
Three (3) Officers per Shift	36	36
Four (4) Officers per Shift	0	0

2. *Acquire and place into service two Police Patrol Vehicles.* Two new vehicles for the 2015-2016 FY have been ordered.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2014-2015.* Fall compliance checks will be conducted around the holidays.
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	JULY 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	11	1	91	8
Crimes Against Property	38	4	245	23
Crimes Against Society	12	1	70	7
<b>Total</b>	<b>61</b>	<b>6</b>	<b>406</b>	<b>38</b>
<b>Arrests</b>	<b>39</b>		<b>227</b>	

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

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

	July 2015	TOTAL 2015
<b>Traffic Crashes Reported</b>	<b>24</b>	<b>206</b>
<b>Enforce Traffic Laws:</b>		
<b>Written Citations</b>	<b>124</b>	<b>1,361</b>
<b>Written Warnings</b>	<b>46</b>	<b>695</b>
<b>Verbal Warnings</b>	<b>153</b>	<b>1,776</b>

**Police Department  
July 2015**

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

<b>COLLISION RATIO</b>				
<b>2015</b>	<b>COLLISIONS</b>	<b>INJURIES</b>	<b>MONTHLY RATIO</b>	<b>YEAR TO DATE</b>
<b>July</b>	24	4	17%	15%

**Traffic School:** No Traffic School was held in July.

**Staffing**

- Brad McMurtry and Emmanuel (Manny) Manoloules graduated from the Tennessee Law Enforcement Training Academy on July 31<sup>st</sup>.
- On July 23<sup>rd</sup>, we had testing for new police officer positions. We had 12 individuals test. We are currently hiring two officers.

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

**Sumner County Emergency Response Team:** ERT had training in White House on July 17<sup>th</sup>. Defensive Tactics was taught by Sgt. Enck. A walk thru of Heritage High School was completed.

**Volunteer Reserve Officers:**

- Reserve training was held on July 20<sup>th</sup>. Officer Manlove instructed DUI and SFST.

**Support Services Performance Measurements**

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

<b>2015 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<b>July</b>	82%	83%

**Communications Section**

	<b>July</b>	<b>Total 2015</b>
Calls for Service	1,027	8,035
Alarm Calls	35	225

**Request for Reports**

	<b>July 2015</b>	<b>FY 2014-2015</b>
Requests for Reports	20	324
Amount taken in	\$14.40	\$270.32
Tow Bills	\$198.00	\$613.00
Emailed at no charge	15	390
Storage Fees	\$0.00	\$0.00

**Governor's Highway Safety Office (GHSO):** Nothing to report for July.

**Police Department  
July 2015**

**Volunteer Police Explorers:** The Explorer's in July became First Aid Certified and CPR Certified.

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

**Crime Prevention/Community Relations Performance Measurements**

1. **Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.**  
The D.A.R.E program will resume in September with Sg. Eric Enck teaching.
2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.** Safety Day will be held on Monday, September 7<sup>th</sup> (Labor Day).
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** Applications are being accepted for the next Citizen's Police Academy to take place in February or March of 2016.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
  - Sgt. Eric Enck instructed Defensive Tactics at the Tennessee Law Enforcement Training Academy on July 13, 14, 15 and 16<sup>th</sup>.
  - In July, Sgt. Enck instructed the Sumner County ERT on Physical Training and Defensive Tactics.
  - Sgt. Enck instructed Defensive Tactics for the Gallatin Police Department's in-service.

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

- The White House Police Department conducted traffic and security for the Americana on July 4<sup>th</sup>.

**Upcoming Events:**

Safety Day (September 7<sup>th</sup>)

<b>2015 Participation in Joint Community Events</b>		
	<b>July 2015</b>	<b>Year to Date</b>
<b>Community Activities</b>	4	20

**Fire Department  
July 2015**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 83 requests for service during the month with 56 responses being medical emergencies. The Department responded to 2 vehicle accidents with reported injuries with one patient transported to an area hospital.

**July 23<sup>rd</sup> 4:20pm** – The Department was dispatched to a residence on Tyree Springs Road with a smell of something burning. When fire units arrived on scene the occupants were out of the home and there was light smoke throughout. A Thermal Imager was used to locate the source of the smoke and firefighters found an electric motor in the HVAC unit that had burned out. There was no damage to the structure reported.

**July 27<sup>th</sup> 10:24pm** – The Department was dispatched to a vehicle fire on Sage Road, when fire units arrived on scene, a vehicle had left the roadway and caught fire. A hand-line was used to extinguish the fire located in the engine compartment. There were no injuries reported with this incident although the vehicle was severely damaged.

**July 28<sup>th</sup> 3:48pm** – The Department was dispatched to a reported water flow fire alarm at the Lowes Millwork facility on Hester Dr. When fire units arrived on scene a large amount of water was flowing out of the building and part of the roof had collapsed. Fire personnel established a safe area, helped to evacuate the building, searched for trapped victims, and worked to shut off the flow of water from a damaged fire sprinkler supply line. Fire units remained on scene until the gas and electric utilities were shut down in an effort to secure the structure from further damage. The next day fire personnel worked with the State Fire Marshal's office to organize the electrical inspections needed to deem the building's electrical system was safe enough to return power to the facility. The building sustained structural and water damage in the office area of the building that will take some time to repair. There were some minor injuries reported of some employees that were evacuating the building although no one required medical attention at the time of the incident.

**Fire Administration**

**July 12<sup>th</sup> -14<sup>th</sup>** – Chief Palmer and Asst. Chief Sisk attended the Tennessee Fire Chiefs Annual Conference in Nashville.

**July 15<sup>th</sup>** – Chief Palmer and Asst. Chief Sisk met with the staff at Lowes Millworks concerning some changes in their storage area and planning an employee safety fair.

**July 16<sup>th</sup>** – Chief Palmer and other City staff met with AAA Stor-N-Lock concerning an expansion project at their facility.

**July 21<sup>st</sup>** – Chief Palmer attended the Americana Celebration de-briefing meeting at city hall.

**July 21<sup>st</sup>** – Chief Palmer and Asst. Chief Sisk attended a meeting in Nashville concerning the Fire House Expo convention that will be coming to Nashville in 2016.

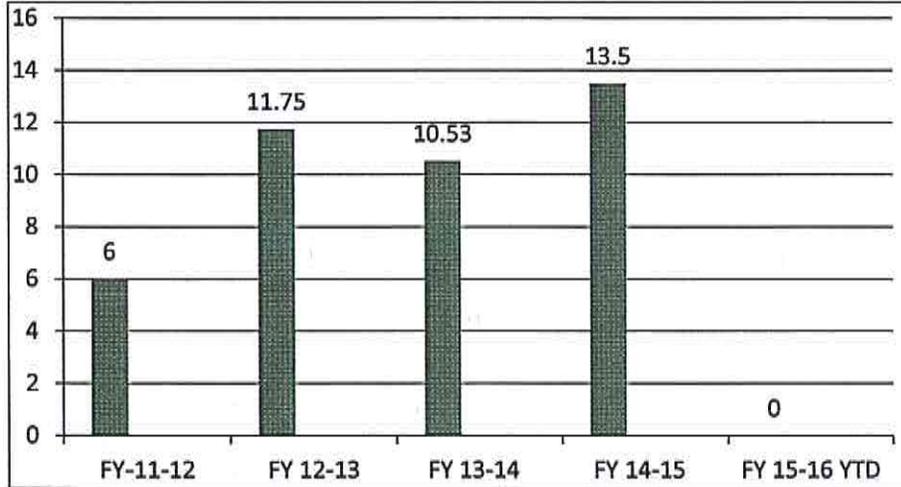
**July 30<sup>th</sup>** – Chief Palmer met to finalize the specifications on the fire engine in the 2015 -16 budget.

**Fire Department  
July 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 10.4 firefighters for each structure fire response.

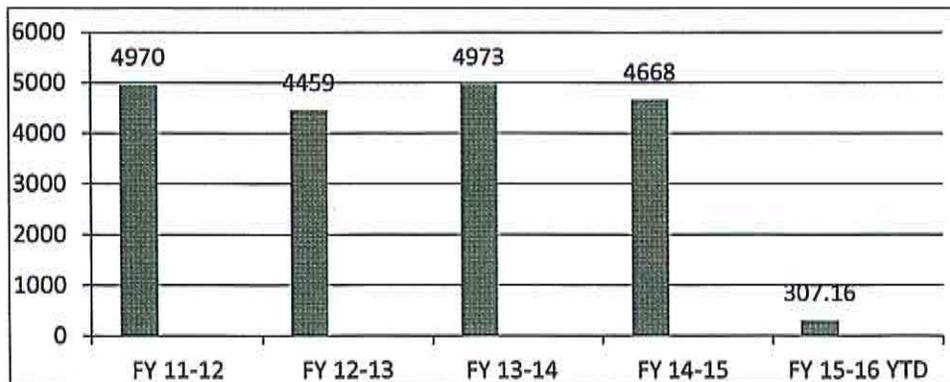


**Incident Responses**

Structure Fires	0	Vehicle Accidents(general cleanup)	5
Other Fires	0	Vehicle Accidents(With injuries)	2
Vehicle Fires	1	Rescue	1
Grass, Brush, Trash, Fires	0	False Alarms/Calls	6
Hazmat	4	Assist other Governmental Agency	0
Other Calls	8	Total Responses for the Month	83
Emergency Medical Responses	56	Total Responses Year to Date	83

**Fire Fighter Training**

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

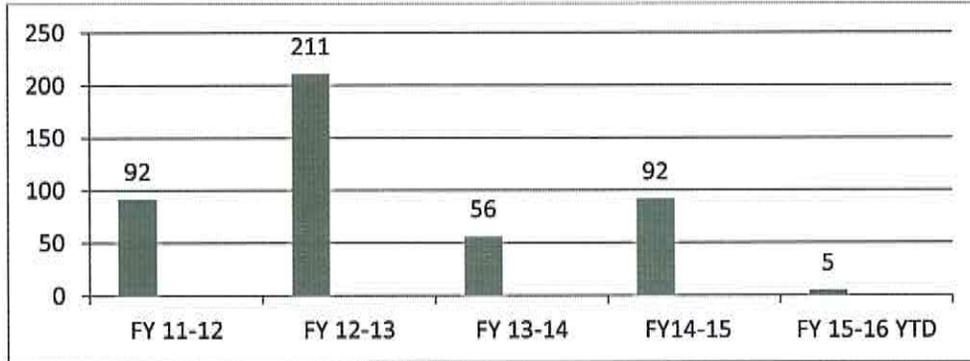


**Fire Department  
July 2015**

Total Training Man-hours for the Month	307.16	Total Training Man-hours Year to Date	307.16
--	--------	---------------------------------------	--------

**Fire Inspection**

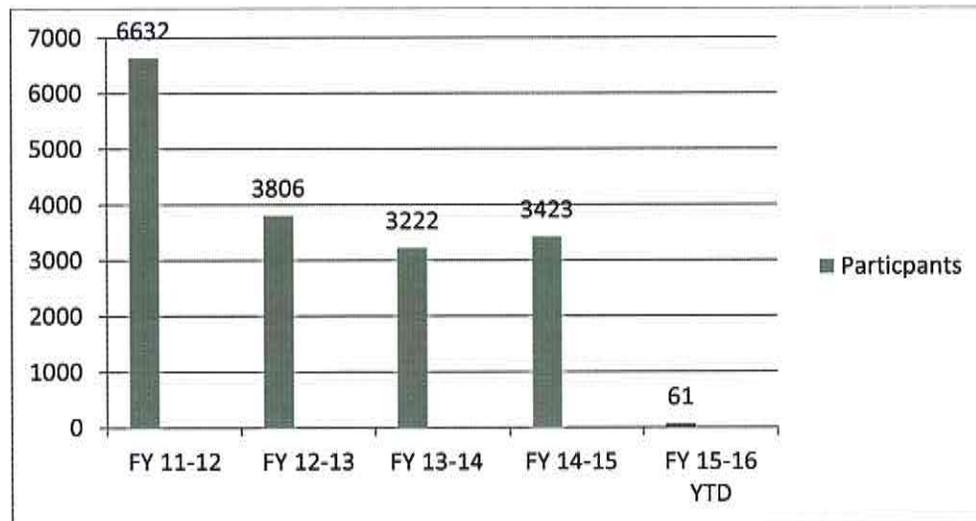
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



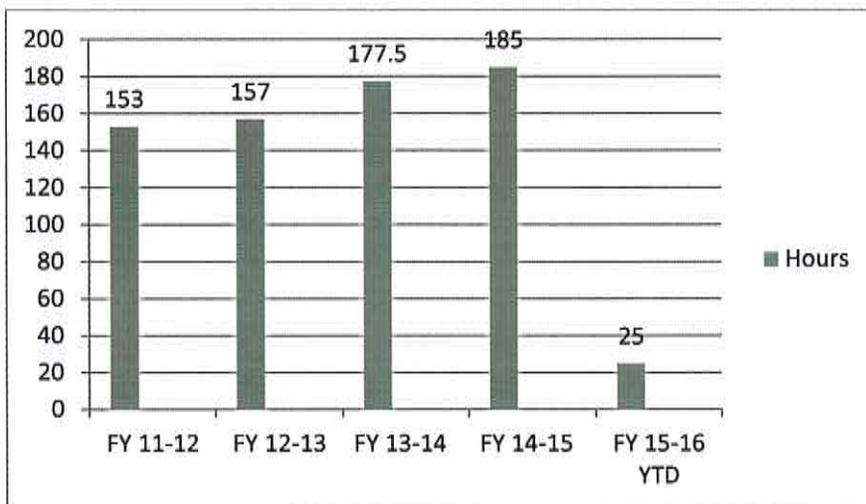
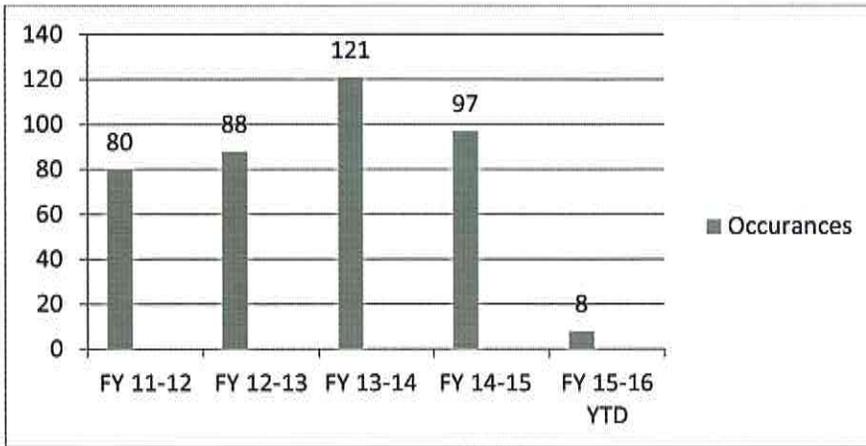
Fire Inspections	5	Year to Date	5	Plat / Plan Reviews	4	Year to Date	4
Fire Investigations	1	Year to Date	1	Fire Preplans	0	Year to Date	0

**Public Fire Education**

It is a Department goal to exceed our last three years averages in Participates (3484) Occurrences (102) and Contact Hours (173). 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  
July 2015**



Participants	61	Education Hours	25
Participants Year to Date	61	Education Hours Year to Date	25
Number of Occurrences	8	Number of Occurrences Year to Date	8

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

**Staffing:** The public works department is authorized **8 full time** employees.

1. (1) Stormwater Manager;
2. (1) PW Supervisor;
3. (1) Full-time PW crew leader;
4. (2) Full-time truck drivers (1-PW & 1-Sanitation);
5. (3) Full-time maintenance workers (1-PW, 1-Stormwater & 1-Sanitation).

<b>Total Hours Worked</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>		<b>June-15</b>	<b>July-15</b>	<b>YTD 15/16</b>
Stormwater	0	0	0	0		0	503	503
Sanitation	8,930	5,975	3,138	2,914		299	278	278
Street	3,539	3,765	4,485	4,040		272	47	47
Facility Maintenance	100	124	839	2,049		245	80	80
Fleet Maintenance	147	445	857	1,157		113	34	34
Meeting/Training	135	332	653	572		66	22	22
Leave	915	1,005	1022	807		73	50	50
Holiday	1,040	650	730	850		0	50	50
Overtime	0	70	166	263		0	0	0
Administrative	0	0	496	781		64	15	15

**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.

<b>Sanitation</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>		<b>June-15</b>	<b>July-15</b>	<b>YTD 15/16</b>
Brush Collection Stops	2,970	2,787	5,394	5,915		800	746	746
Brush Truck Loads	468	302	644	503		38	49	49
Leaves Pickup Bags	N/A	519	4,324	4,016		405	297	297
Brush/Leaves Hours	N/A	585	2,119	1,634		120	132	132
Litter Pickup Bags	0	168	535	309		45	19	19
Litter Pickup Hours	N/A	443	829	1,147		179	146	146

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

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The July 2015 work order report shows that staff made **49** requests on the WI web portal system, of which only **9** 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 11/12	FY 12/13	FY 13/14	FY 14/15	June-15	July-15	YTD 15/16
Tons	3,634	3,458	3,315	3,081	301	301	301
Disposal Fee	\$88,325.03	\$85,077.60	\$82,869.34	\$86,098.70	\$7,736.09	\$7,375.63	\$7,375.63

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15	June-15	July-15	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763	3,868	3,878	3,878
Receivables	\$683,625.00	\$690,098.50	\$692,727.50	\$795,325.12	\$66,895.00	\$66,912.00	\$66,912.00
Revenue	\$654,858.69	\$684,487.53	\$705,287.91	\$781,004.41	\$67,562.44	\$69,138.74	\$69,138.74

**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 11/12	FY 12/13	FY 13/14	FY 14/15	June-15	July-15	YTD 15/16
Participants	715	809	525	712	79	61	61
Tons	168	141	168	166	19	13	13
Disposal Fee	\$16,513.14	\$15,473.00	\$16,913.54	\$13,208.16	\$1,406.18	\$1,001.96	\$1,001.96

**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 11/12	FY 12/13	FY 13/14	FY 14/15	June-15	July-15	YTD 15/16
Curbside Tons	244	393	456	408	33	29	29
Recycling Rate	7%	13%	14.3%	13.5%	10.4%	10%	10%
Revenue (curbside)	-	\$4,749.94	\$3,469.56	\$2,472.91	\$6.91	\$8.35	\$8.35
Fee (old program)	\$6,736.13	-	-	-	-	-	-
<i>Metal (drop-off) Tons</i>	11	62	42	33	4	6	6
Metal Revenue	\$3,167.45	\$10,555.50	\$6,240.40	\$4,333.90	\$290.40	\$562.00	\$562.00

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

**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 31 W with our street sweeping program.

Stormwater	FY 11/12	FY 12/13	FY 13/14	FY 14/15	June-15	July-15	YTD 15/16
Drainage Requests	3	27	17	23	3	3	3
Drainage Work (feet)	58	1,457	2,513	2232	60	320	320
Drainage Man Hours	N/A	891	1261	1135	159	363	363
Debris Removed Loads	N/A	75	57	75	2	4	4
Sweeping Man Hours	0	0	272	460	13	60	60

Stormwater Accounting	FY 14-15	June-15	July-15	YTD 15/16
Units Billed	24,410.00	4,095	4,091	4,091
Receivables	\$107,249.28	\$18,148.80	\$34,186.32	\$34,186.32
Revenue	\$105,118.28	\$18,381.05	\$18,616.18	\$18,616.18

**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 11/12	FY 12/13	FY 13/14	FY 14/15	June-15	July-15	YTD 15/16
Curb Repair	0	1	1	0	0	0	0
Shoulder LF	0	788	3,331	100	0	0	0
Shoulder Hours	0	0	88	54	3	0	0
Potholes	168	125	202	269	22	4	4
Pothole Hours	N/A	N/A	600	908	36	21	21
Mowing Hours	0	101	446	146	3	80	80
R-O-W Hours	N/A	N/A	12	299	2	23	23
Signs	119	153	106	251	29	1	1
Sign Work Hours	N/A	N/A	219	473	55	1	1
Salt Tons	55	4	79	76	0	0	0
Salt Hours	N/A	N/A	159	385	0	0	0
Decorative Streetlight Hours	0	0	0	33	1	2	2

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

**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.

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

**Collection System Activities**

**Employee Recognition:**

Curtis Earls successfully completed the Introduction to Wastewater Collection Systems class at TAUD and will be taking the Collection System Operator II exam soon.

**Meadows Road Area Sewer Improvement Project**

The official start date for this project is March 23, 2015. Pipe installation began on April 9<sup>th</sup>. However, safety concerns, equipment issues, pipe/manhole elevations, "A0" (starting point) being 3" higher than plans, and school traffic have slowed progress. However, the pipe crew is back on track and they are making better progress. Line "A" has been installed and work has begun on Line "B", Spicer Court. Four (4) services along Meadows Road and N. Palmers Chapel have also be completed. Lines "B" and "D" have been completed, except for the line vacuum and pressure testing. Line "C" was held up due to an elevation conflict with a WHUD force main, but this issue has been resolved. I stopped line production for two (2) days in July because of clean-up and site stabilization issues, which were outlined at the progress meeting July 15<sup>th</sup> and agreed to by the company's owners, Josh and Calvin Bell.

The installation quantities are as follows:

1. 0' of 8" SDR 35 main line;
2. 1,538' of 8" SDR 26 main line;
3. 0' of 6" SDR 35 main line;
4. 0' of 6" SDR 26 main line;
5. 250' of 6" SDR 35 service lateral;
6. 9 service connections;
7. 6 manholes (standard frame & grates);
8. 0 Property restoration days
9. 2 Rain days;
10. 9 Vacuum Conversions;

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

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

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>JUN-15</u>	<u>JUL-15</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685	12,068	0	992	992
Disconnects for non-	N/A	N/A	258	442	0	51	51
Revenue Late Payments	\$62,880	\$67,810	\$65,074	\$61,350	0	\$6,213	\$6,213
Man Hours					0	12	12

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

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

<u>Line Marking</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>JUN-15</u>	<u>JUL-15</u>	<u>YTD</u>
Tennessee 811	948	866	1,306	1,416	130	134	134

**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.

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

<u>Lift Station Location</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>JUN-15</u>	<u>JUL-15</u>	<u>YTD</u>
North Palmers Chapel	1,483	1,736	3,559	483	0	5	5
Calista Road	985	1,058	2,014	418	0	2	2
Wilkinson Lane	417	231	219	101	0	0	0
Portland Road	13	25	36	13	0	0	0
Cope's Crossing	109	445	208	72	0	30	30
Union Road	16	149	93	45	3	0	0
Meadowlark Drive	32	40		33	0	0	0
Highway 76	20	9	6	2	0	0	0
Cambria Drive	32	16	9	0	0	0	0
Treatment Plant	439	359	333	122	0	0	0

**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 Centrifugation Converts* can be found primarily in the commercial sector.

<u>F Work Orders</u>	<u>FY 10/11</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>JUN-15</u>	<u>JUL-15</u>	<u>YTD</u>
"Grinder Project"	144	229	3	0	0	0	0
PD to Centrifugal Converts			4	10	1	0	0
2000 to Extreme C/O	0	85	86	60	5	2	2
2000 to 2000 C/O	271	19	13	23	0	1	1
Extreme to 2000 C/O	0	33	14	28	1	2	2
Extreme to Extreme C/O	0	157	110	117	10	3	3
Centrifugal to Centrifugal C/O				5	0	0	0
2000 Conversions	159	26	3	0	0	0	0
Extreme Converts	0	43	83	74	7	6	6
<b>Total Pumps Replaced</b>	<b>430</b>	<b>363</b>	<b>313</b>	<b>321</b>	<b>23</b>	<b>14</b>	<b>14</b>
Low Pressure Service Request	554	977		723	71	30	30
Vacuum System Service	96	127	102	58	10	7	7
Gravity Service Request				14	0	0	0
Inspection for New Service	0	0	27	51	3	3	3
Final Inspection for New	0	0	47	66	7	2	2
Sanitary Sewer Overflow (SSO)	0	4	2	3	0	0	0
Odor Complaints	0	0	11	14	0	3	3

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

**System Repairs Goal:**

The goal is to minimize failures with the major lift stations and the mainline gravity, low and high pressure force mains and the air vacuum systems. We've been training key personnel over the last two (2) years on the proper operation and maintenance of the major lift stations. This program has been very successful in reducing the number of station failures. Some of our lift stations are either at or near their useful life. Therefore, we will continue to encounter equipment failures until the stations are replaced.

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

<b>Repairs</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 12/13</b>	<b>FY 14/15</b>			<b>YTD</b>
Major Lift Stations	12	5	5	18	26		<b>1</b>	<b>2</b>
Mainline	0	1	7	18	14		<b>1</b>	<b>2</b>
Service Line	82	52	65	136	49		<b>4</b>	<b>1</b>

**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. The new MCC is through design and the bid opening is set for July 14, 2015 and will go before the BMA at the August 20 meeting.

**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.

	<b>MAY - 2015</b>	<b>JUN - 2015</b>	<b>JUL - 2015</b>	
<b>Flow</b>	<b>0.691 MGD</b>	<b>0.717 MGD</b>	<b>0.832 MGD</b>	
<b>Capacity</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	
<b>% of Plant Throughput</b>	<b>49.3%</b>	<b>51.2%</b>	<b>59.42%</b>	<b>(0.832 MGD) / (1.40 MGD)</b>
<b>Actual Capacity</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>(1.4 MGD x 80%)</b>
<b>% of Allocated Capacity</b>	<b>61.6%</b>	<b>64.0%</b>	<b>74.3%</b>	<b>(0.832 MGD) / (1.12 MGD)</b>
<b>Rainfall</b>	<b>4.00"</b>	<b>4.89"</b>	<b>5.26"</b>	

<b>Effluent</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY14/15</b>	<b>JUN-15</b>	<b>JUL-15</b>	<b>YTD</b>
<b>Violations</b>		4	6	2	1	0	1	1

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

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

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. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.*

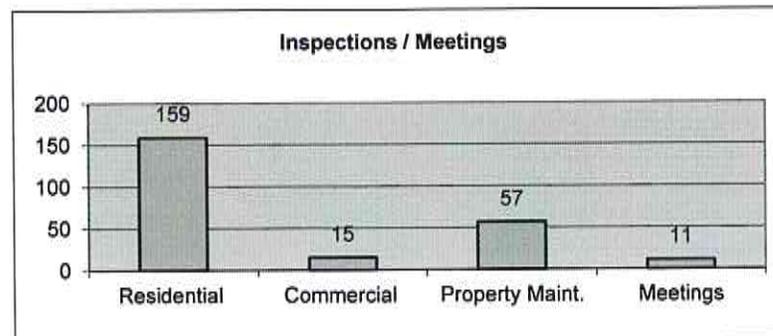
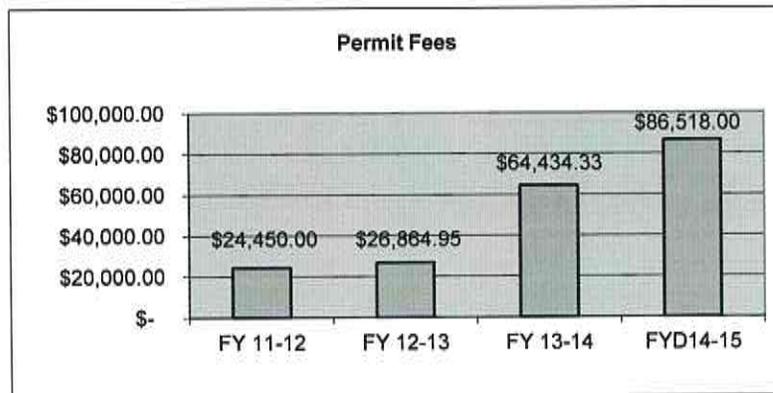
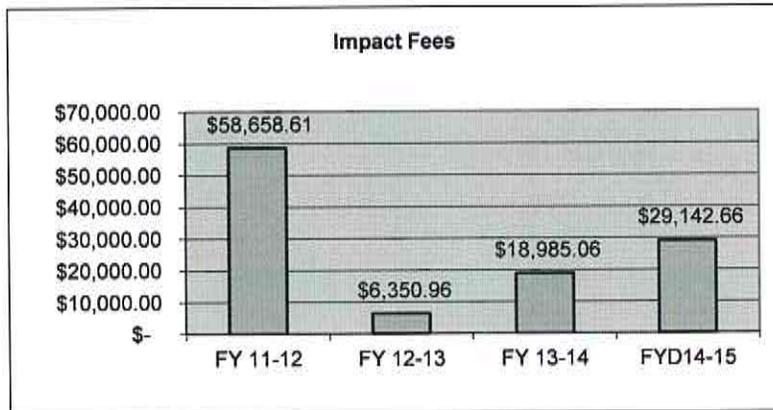
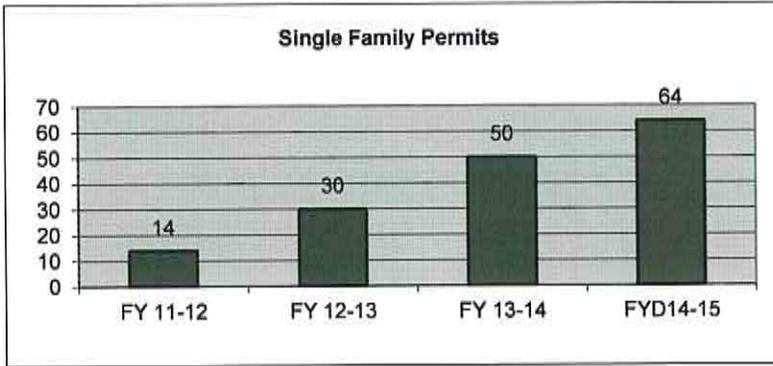
The PAA feed rate is now operating at a constant 1.2 parts per million (ppm) which is still well below the expected usage levels.

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

Our TDEC permit states in part that, “The concentration of the E. Coli group after disinfection shall not exceed 126 cfu’s (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 July was 220.3 cfu’s, which resulted in a violation.

**Planning and Codes Department  
July 2015**



**Planning and Codes Department  
July 2015**

	Month	YTD 15	FY 2014	FY2013	FY2012
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	3	50	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
<b>PERMITS</b>					
Single Family Residential	8	64	50	30	14
Multi-Family Residential	0	3	123	2	0
Other Residential	26	367	132	133	111
New Commercial	0	7	2	1	3
New Industrial	0	1	0	0	1
Other Com/Ind	3	51	26	27	21
State Electrical	40	657	478	329	309
Sign	2	17	16	11	10
Occupancy Permits	4	54	59	62	118
Commercial Certificate of Occupancy-					
<b>Best Donuts-120 Hwy 76</b>					
<b>Benchmark Physical Therapy-301 Richard Wilkes Rd.</b>					
<b>Advanced Supply-3045 Union Rd.</b>					
<b>City of White House Public Library-105 B. College St.</b>					
Other	0	1	71	18	4
<b>BUILDING INSPECTIONS</b>					
Residential	159	1194	519	334	318
Hours	27.5	295.61	175.59	111.25	99.67
Commercial /Industrial	15	360	189	151	269
Hours	11.33	127.41	79.33	94.34	112.59
<b>CODE ENFORCEMENT</b>					
Total Cases	57	612	531	735	957
Hours	6.75	70.49	83.42	113.92	125.32
Complaints Received	17	145	141	126	127
<b>MEETINGS</b>					
Administration	3	29	39	55	77
Hours	6.5	56.92	67.95	89.06	123.59
Planning	1	23	31	40	118
Hours	0.25	56.8	101.25	51.1	119
Codes	7	34	50	53	48
Hours	4.5	28.74	58.25	73.5	65.33
<b>FEES</b>					
Permit Fees	\$6,360.50	\$ 86,518.00	\$ 64,434.33	\$ 26,864.95	\$ 24,450.00
Board Review Fees	\$1,250.00	\$ 17,244.50	\$ 7,297.90	\$ 3,150.00	\$ 2,375.00
City Impact Fee	<b>\$996.00</b>	<b>\$ 29,142.66</b>	<b>\$ 18,985.06</b>	<b>\$ 6,350.96</b>	<b>\$ 58,658.61</b>
Roads	\$304.80	\$ 12,820.88	\$ 5,405.07	\$ 3,056.90	\$ 14,722.36
Parks	\$316.80	\$ 5,943.60	\$ 4,993.50	\$ 1,197.40	\$ 5,187.60
Police	\$225.60	\$ 6,155.15	\$ 4,494.28	\$ 1,262.70	\$ 21,646.70
Fire	\$148.80	\$ 4,067.80	\$ 2,976.51	\$ 796.76	\$ 15,407.95
<b>OTHER ITEMS</b>					
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	43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53	\$ 47,753.43
Workings Days in Month	18	17	16	16	16

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

**Summary of Month's Activities**

The splash pad site development is now completed and the Phase I equipment has been ordered from Great Southern Recreation. Lose and Associates will be performing site inspections during the construction of the splash pad. They are also contracted to perform the design work of the restroom / pavilion for the splash pad location. An initial meeting with the firm's Director of Architecture, and Vice-President, was held on Aug. 10 to start discussing the needs that the building must address.

The disc golf course is really starting to take shape. The Parks Dept has assisted the volunteers by doing a large amount of clearing with a skid loader to clear out fairways, tees, and basket sites. This has sped up the progress greatly. Vegetation management has also been performed by spraying herbicide to clear out undergrowth such as poison ivy. It is going to be a beautiful course when complete, and we feel that it will be a great location for hiking even for those who don't participate in disc golfing. Nine (9) of the baskets have been installed. There is a lot of enthusiasm in the disc golf community about the course. By the middle of September, we are going to plant grass seed on the bare paths to get grass established before the autumn leaf drop.

Sumner County Schools is underway but not yet complete with the installation of PVC pipe at the park to eventually separate the domestic and irrigation water at the football stadium from the city's metering. Several hundred feet of pipe has been installed, beginning near Hwy 76 and currently stopping just beyond the volleyball court.

At Hillcrest Cemetery, two foundations were poured for headstones.

Recreation

Basketball Camp was July 6th – 9th. Drew Lowery was the instructor. 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. We had 39 participants this year.

Gymnastics and Tumbling classes started June 4th and ended July 30th. Charles Harding instructed this program for us once again. The classes were every Thursday in June and July except for July 9th. We had 14 participants this year.

The 15th Annual Independence 5K was July 4th at 8:00am at the White House High School Trailhead. We ended up with approximately 130 participants this year, which is almost 50 more than we had last year. Jeanette Faber was the Overall Female Winner and Caleb Cook was the Overall Male Winner. Tony Baucom was the Masters Male Winner and April Harris was the Masters Female Winner.

Fall Baseball & Softball registration ended July 13th. We ended up with 10 teams in baseball and softball didn't make this year. Practices have already begun and games will begin August 22nd.

Fall Girls Volleyball registration ended July 20th. We ended up with 11 teams total in the league this fall, and approximately 90 participants. Practices will begin in August and games will begin in September.

Men's Open Softball and Adult Co-ed Kickball registration is ongoing for the fall league. Men's softball is \$450 per team and Kickball is \$350 per team. Both leagues end their registration on August 10th. The leagues will start games after Labor Day.

The Labor Day Bike Parade is Monday, September 7th at the Fire Station on Hwy 76. The parade will begin at 9:20a.m. and Safety Day will directly follow.

Youth Basketball registration begins September 7th. The fee is \$65 for city residents and \$77 for non-residents. Practices will start in November and games will begin in December. Registration ends October 19th.

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

The Dixie Youth state baseball tournament for 11 and 12 yr. olds was held in White House from July 17<sup>th</sup>-21<sup>st</sup>. Sixteen teams started the tournament, and Savannah won the championship.

Practices for the Jr. Pro cheerleading program began on July 13<sup>th</sup> and for the Jr. Pro football program on July 20<sup>th</sup>.

Parks Maintenance

- Have been watering newly planted trees, shrubs, and sod at the Park and City Hall
- Staff worked the Dixie Youth State Baseball Tournament, July 17-21
- Rolled baseball fields 1 and 4; installed anchors and home plates
- Sprayed herbicide around fences, posts, culverts
- Repaired rock wall at overlook of Field 7
- Staff worked the 3 vs 3 Soccer Tournament
- Installed playground mulch at Northwoods
- Put down sand on High School Football Field in wheel ruts; applied 300 lbs of fertilizer

**Update on Department Goals and Objectives**

We are currently in the process of trying to fill a part-time Groundskeeper position. This vacancy creates a 22 hr. /week void in staffing the park system.

**Department Highlight**

Numerous positive comments were received about the level of care that the department displayed during the July 17-21 Dixie Youth Baseball State Tournament and the July 18<sup>th</sup> 3v3 Live Soccer tournament. This was a very busy weekend, with a Jr. Pro football and cheerleading camp taking place on the 18<sup>th</sup> as well, and the department represented the city well.

One baseball tournament coach said he “traveled all over Tennessee and had never been to a park that had fields maintained any better.” During the baseball tournament, Park Maintenance staff watered and tined a total of 30 times to make sure each and every game was played on a perfect infield.

The “3v3 Live” soccer tournament on Saturday, July 18<sup>th</sup> attracted 141 teams, more than Southeastern Sports Productions (3v3 Live) has ever had in Tennessee!

**Parks, Recreation, Cultural Arts Department**  
**July 2015**

					Current Year		
					Jul-15	Aug-15	YTD 2015-16
<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>			

**Maintenance**

Mowing Hours	1,486	1,346	1,276	1,134	887	167	167
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	0	0
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	300	300
Number of Trees/Shrubs Planted	20	39	3	23	15	0	0

**Recreation**

Number of Youth Program Participants	354	448	818	762	767	39	39
Number of Adult Program Participants	2,353	2,471	1,726	855	537	21	21
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	130	130
Total Number of Special Events Offered	19	17	19	12	11	1	1
Total Number of Programs Offered	68	78	51	46	43	7	7
Youth Program Revenue	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37	\$16,435.00	\$ 16,435.00
Adult Program Revenue	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00	\$942.00	\$ 942.00
Special Event Revenue	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00	\$2,010.00	\$ 2,010.00

**Administration**

Number of Shelter Reservations	116	112	110	103	112	5	5
Hours of Shelter Reservations				130	311	19	19
Shelter Reservation Revenue	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50	\$210.00	\$ 210.00
Number of Facilities Reservations	63	136	261	207	191	12	12
Hours of Facility Reservations				145	584	49	49
Facility Reservation Revenue	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62	\$1,862.50	\$ 1,862.50
Field Rental Revenue				\$4,498.33	\$3,248.00	\$125.00	\$ 125.00
Misc. Revenue	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18	\$1,700.29	\$ 1,700.29

**Senior Center**

Senior Center Participants	2,860	3,269	3,586	3,478	3,770	708	708
Number of Trip Participants	473	387	477	507	538	42	42
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	316	316
Number of Program Participants	632	4,486	4,030	3,419	4,618	350	350
Number of Trips Offered	42	31	34	38	45	3	3
Number of Meals Served	46	49	49	49	50	5	5
Number of Programs Offered	50	90	87	81	74	8	8

**White House Library**  
**July 2015**

**Summary of Activities**

The library board met in July. At this meeting, the library director discussed the new library's ribbon cutting agenda, the new items that have been added for checkout at the new library, and policy changes. The board accepted a new technology checkout form and security camera policy in addition to making some changes to the general policy. The board also discussed and voted on allowing the library to be closed for up to three weeks to move and voted on officers for the year. At the end of the meeting, the board members toured the new library.

The library held three children's and three teen programs in July at the city hall auditorium as part of our Summer Reading program. The children's programs consisted of a science program, an animal educational program, and a story book character story time. We had a total of 260 individuals show up for these programs. The library hopes to continue to have its Summer Reading programs at the city hall auditorium because one of our programs had over 100 participants and the new library's story time room can only hold 98 people. The teen programs consisted of a movie night, a live action mystery game night, and a board game night. We had a total of 12 teens show up for these programs. The library expects that the number of teens attending should improve once these programs are held at the new library.

The library closed for three weeks in July to move into its new building. A company was hired to move the books while the library staff moved the remaining items. Everything was moved over in about a week and a half, and then the remaining time was spent unpacking, setting up computers, our new security software, etc. The library also got the book sale shelving put up, some more furniture pieces in, and the rest of our catalog computers grommets installed during this closed period.

**Department Highlights**

The highlights for the month were the success of the Summer Reading programs despite the library not being open and the library being moved to its new location.

**White House Library & Museum  
July 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	**

**July Membership**

**Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	88	7	10,983	82
2014	62	412	8,944	66
2015	40	100	9,490	70

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 expects the number of card holders to increase greatly with the opening of the new library.

**Total Material Available:** 27,850

**Estimated Value of Total Materials:** \$696,250

**Last Month:** \$696,775

**Total Materials Available Per Capita:** 2.06

**Last Month:** 2.06

**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 July**

2011	2012	2013	2014	2015
183	127	601	476	84

**Yearly Material Added**

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	1,722

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 July**

2011	2012	2013	2014	2015
6,141	5,175	5,178	5,080	1,034

**Cumulative Physical Items Check Out**

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	24,657

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. With this increase, the 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 will help to make up the difference in print circulation. Additionally, the library has added a number of new technology devices to circulation at the new library which will help us decide what types of items to add in the future for checkout.

**Kids Programs**

July	Kids Sessions	Kids Attendance
2011	4	276
2012	4	261
2013	16	692
2014	12	556
2015	3	260

**Yearly Totals**

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
49	853

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. In July, we held three children summer reading programs at the city hall auditorium. One event was science themed, one was an animal educational program, and one was a story book character story time. These few events were very successful and the library is looking into holding more events at city hall as we can hold more individuals at this location than in our story time room at the library.

**White House Library & Museum  
July 2015**

**Performance Measures**

July	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	3	8
2014	5	52
2015	3	12

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
3	12

The library held three teen programs in July. One was a movie night, one was a mystery game night, and one was a board game night. Despite the events being at city hall, they were successful and the library hopes these event will be even more successful when we are able to hold them inside the new library.

July Totals	Adult Sessions	Adult Attendance
2011	1	5
2012	1	5
2013	1	10
2014	1	6
2015	0	0

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

The library did not have any events for adults in July due to our move. However, the library is going to be expanding the number of adult programs starting in September.

**Volunteers:** 17    **Hours:** 172 hrs 44 minutes

**July Computer Users**

	2011	2012	2013	2014	2015
<b>Wireless</b>	***	***	88	109	104
<b>Internet Computers</b>	503	364	344	339	49
<b>Kids Computers</b>	386	173	344	212	18

**Yearly Computer Users**

2011	2012	2013	2014	2015
***	***	1,071	1,315	925
5,983	4,282	3,791	3,743	2,038
3,244	2,874	1,691	1,478	827

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 such, we have added more computers in our new computer lab to accommodate more individuals for computer classes. Additionally, we have added access points to have a better range of WIFI inside the new library. We will also start checking out hot spots and Kindles once the new library opens.

**Services Provided by Contracting with State**

**July Interlibrary Loan Services**

	2011	2012	2013	2014	2015
<b>Borrowed</b>	26	56	4	18	0
<b>Loaned</b>	9	15	6	20	0

**Yearly Interlibrary Loan Services**

2011	2012	2013	2014	2015
337	362	136	271	126
64	100	165	411	128

The library did not process any Interlibrary Loans for the month of July because we were moving into our new building and did not want to lose another library's book by mistake during this process.

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

	2011-2012	2012-2013	2013-2014	2014-2015
<b>eBooks</b>	792	2,010	3,688	5,545
<b>Audios</b>	1,717	2,501	2,521	3,322

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

**CITY COURT REPORT**

**JULY 2015**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,845.00
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$8,845.00</b>

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH	\$2,305.70
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$2,305.70</b>

<u>TOTAL REVENUE FOR MONTH</u>	<u>\$11,150.70</u>
<b><u>TOTAL REVENUE YTD</u></b>	<b><u>\$11,150.70</u></b>

**DISBURSEMENTS**

LITIGATION TAX	\$669.67
DOS/DOH FINES & FEES	\$437.00
DOS TITLE & REGISTRATION	\$76.00
RESTITUTION/REFUNDS	\$0.00
TBI-EXPUNGEMENT/FEES	\$0.00
CASH BOND	\$0.00
WORTHLESS CHECKS	\$0.00
TOTAL DISBURSEMENTS FOR MONTH	\$1,182.67
<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$1,182.67</b>

<u>ADJUSTED REVENUE FOR MONTH</u>	<u>\$9,968.03</u>
<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>	<b><u>\$9,968.03</u></b>

**DRUG FUND**

<u>DRUG FUND DONATIONS FOR MONTH</u>	<u>\$540.13</u>
<b><u>DRUG FUND DONATIONS YTD</u></b>	<b><u>\$540.13</u></b>

<b>Disposition</b>	<b>Jul-15</b>	<b>Jun-15</b>	<b>May-15</b>
Ticket Paid in Full – Prior to Court	50	45	43
Guilty as Charged	11	5	12
Dismissal	5	1	5
Dismissed upon presentation of insurance	27	14	36
Not Guilty	2	0	1
Dismissed to Traffic School	0	13	0
Dismissed with Costs and Fines	37	9	47
Dismissed with Costs	21	12	19
Dismissed with Fine	0	0	1
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	153	99	164

**DRAFT**

Template Name: Summary Fin - Rev  
Created by: LGC

City of White House  
Summary Financial Statement  
July 2015

User: Jason Barnes  
Date/Time: 8/12/2015 10:06 AM  
Page 1 of 15

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
								8.33%
31100		Property Taxes (Summer To Distribute)		0.00	0.00	0.00	0.00	0.00 %
31110		Real & Personal Property Tax(Current)	2,085,719.00	(4,288.50)		173,809.92	(4,288.50)	2.47 %
31120		Public Utilities Property Tax (Current)	90,000.00	0.00		7,500.00	0.00	0.00 %
31211		Property Tax Delinquent 1st Year	35,000.00	(357.00)		2,916.67	(357.00)	12.24 %
31212		Property Tax Delinquent 2nd Year	7,000.00	(414.00)		583.33	(414.00)	70.97 %
31213		Property Tax Delinquent 3rd Year	2,500.00	0.00		208.33	0.00	0.00 %
31214		Property Tax Delinquent 4th Year	1,200.00	0.00		100.00	0.00	0.00 %
31215		Property Tax Delinquent 5th Year	1,500.00	0.00		125.00	0.00	0.00 %
31216		Property Tax Delinquent 6th Year	1,000.00	0.00		83.33	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior	1,000.00	0.00		83.33	0.00	0.00 %
31300		Int, Penalty, And Court Cost On Prop	21,000.00	(658.16)		1,750.00	(658.16)	37.61 %
31513		Payment In Lieu Of Tax -Sewer	136,000.00	(11,333.33)		11,333.33	(11,333.33)	100.00 %
31520		Payments From Industry	14,000.00	0.00		1,166.67	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee	2,042,287.00	(184,427.33)		170,190.58	(184,427.33)	108.37 %
31709		Beer And Liquor Local Priv Tax	6,800.00	(49.58)		566.67	(49.58)	8.75 %
31710		Wholesale Beer Tax	270,000.00	(30,591.33)		22,500.00	(30,591.33)	135.96 %
31720		Wholesale Liquor Tax	5,000.00	0.00		416.67	0.00	0.00 %
31800		Business Taxes	120,000.00	(29,945.10)		10,000.00	(29,945.10)	299.45 %
31911		Natural Gas Franchise Tax	135,000.00	0.00		11,250.00	0.00	0.00 %
31912		Cable TV Franchise Tax	120,000.00	0.00		10,000.00	0.00	0.00 %
31960		Special Assessment - Liens	500.00	0.00		41.67	0.00	0.00 %
31980		Mixed Drink Taxes	10,500.00	(1,291.25)		875.00	(1,291.25)	147.57 %
32209		Beer And Liquor License Application	2,550.00	0.00		212.50	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
32610		Building Permits		60,000.00	(6,140.50)	10.23 %	5,000.00	(6,140.50)	122.81 %	
32710		Sign Permits		1,000.00	(300.00)	30.00 %	83.33	(300.00)	360.00 %	
33100		Federal Grants		1,337,651.00	0.00	0.00 %	111,470.92	0.00	0.00 %	
33191		Fema Reimbursement		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33320		Tva Payments In Lieu Of Taxes		117,320.00	0.00	0.00 %	9,776.67	0.00	0.00 %	
33400		State Grants		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33410		State Law Enforcement Education		11,400.00	0.00	0.00 %	950.00	0.00	0.00 %	
33460		State Grant-Library Technology		1,200.00	0.00	0.00 %	100.00	0.00	0.00 %	
33510		State Sales Tax		760,000.00	(68,215.73)	8.98 %	63,333.33	(68,215.73)	107.71 %	
33520		State Income Tax		23,000.00	(38,245.44)	166.28 %	1,916.67	(38,245.44)	1,995.41 %	
33530		State Beer Tax		5,000.00	0.00	0.00 %	416.67	0.00	0.00 %	
33553		State Gasoline Inspection Fee		21,000.00	(1,743.78)	8.30 %	1,750.00	(1,743.78)	99.64 %	
33593		Corporate Excise Tax		11,000.00	0.00	0.00 %	916.67	0.00	0.00 %	
33710		County Grant - Senior Nutrition		9,500.00	0.00	0.00 %	791.67	0.00	0.00 %	
34120		Fees And Commissions		8,500.00	(1,234.29)	14.52 %	708.33	(1,234.29)	174.25 %	
34740		Parks And Rec League Fees		73,000.00	(19,643.00)	26.91 %	6,083.33	(19,643.00)	322.90 %	
34741		Field Maintenance Fees		8,100.00	(730.00)	9.01 %	675.00	(730.00)	108.15 %	
34760		Library Fines, Fees, And Other		5,500.00	(7,379.89)	134.18 %	458.33	(7,379.89)	1,610.16 %	
34793		Community Center Fees		20,000.00	(2,097.50)	10.49 %	1,666.67	(2,097.50)	125.85 %	
34900		Other Charges For Services		8,000.00	(821.00)	10.26 %	666.67	(821.00)	123.15 %	
35110		City Court Fines And Costs		140,000.00	(10,558.03)	7.54 %	11,666.67	(10,558.03)	90.50 %	
35130		Impoundment Charges		100.00	(198.00)	198.00 %	8.33	(198.00)	2,376.00 %	
36000		Other Revenues		7,500.00	(2,212.60)	29.50 %	625.00	(2,212.60)	354.02 %	
36100		Interest Earnings		4,200.00	(447.68)	10.66 %	350.00	(447.68)	127.91 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
36210		Rent		17,000.00	(818.44)	4.81 %	1,416.67	(818.44)	57.77 %
36330		Sale Of Equipment		500.00	(1,564.18)	312.84 %	41.67	(1,564.18)	3,754.03 %
36350		Insurance Recoveries		0.00	(7,481.82)	0.00 %	0.00	(7,481.82)	0.00 %
36430		Tax Refunds (Overpayments)		0.00	(5.48)	0.00 %	0.00	(5.48)	0.00 %
36450		Parks Concessions		1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
36700		Contri And Donation From Private		9,500.00	0.00	0.00 %	791.67	0.00	0.00 %
36930		Sale Of Notes		351,250.00	0.00	0.00 %	29,270.83	0.00	0.00 %
		<b>Total Revenues</b>		<b>8,121,277.00</b>	<b>(433,192.94)</b>	<b>5.33 %</b>	<b>676,773.08</b>	<b>(433,192.94)</b>	<b>64.01 %</b>
<b>Expenditures</b>									
41000		General Government		(488,928.00)	68,932.20	14.10 %	(40,744.00)	68,932.20	169.18 %
41210		City Court		(80,520.00)	10,429.34	12.95 %	(6,710.00)	10,429.34	155.43 %
41500		Financial Administration		(394,932.00)	84,565.64	21.41 %	(32,911.00)	84,565.64	256.95 %
41650		Human Resources		(154,078.00)	24,296.32	15.77 %	(12,839.83)	24,296.32	189.23 %
41670		Engineering		(1,226,375.00)	41,018.72	3.34 %	(102,197.92)	41,018.72	40.14 %
41700		Planning And Zoning		(320,025.00)	32,199.88	10.06 %	(26,668.75)	32,199.88	120.74 %
41800		General Government Buildings		(275,104.00)	37,249.04	13.54 %	(22,925.33)	37,249.04	162.48 %
41921		Special Events		(14,000.00)	2,917.50	20.84 %	(1,166.67)	2,917.50	250.07 %
42100		Police Patrol		(1,220,397.00)	174,800.17	14.32 %	(101,699.75)	174,800.17	171.88 %
42120		Police Support Services		(343,340.00)	32,946.77	9.60 %	(28,611.67)	32,946.77	115.15 %
42150		Police Administration		(347,205.00)	32,154.62	9.26 %	(28,933.75)	32,154.62	111.13 %
42151		Communications Services		(192,000.00)	187,277.64	97.54 %	(16,000.00)	187,277.64	1,170.49 %
42200		Fire Protection And Control		(1,624,655.00)	115,125.18	7.09 %	(135,387.92)	115,125.18	85.03 %
42210		Fire Administration And Inspection		(304,065.00)	37,802.05	12.43 %	(25,338.83)	37,802.05	149.19 %
43000		Public Works		(764,354.00)	51,033.45	6.68 %	(63,696.17)	51,033.45	80.12 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
44310		Senior Citizen Activities		(43,303.00)	11,749.15	27.13 %	(3,608.58)	11,749.15	325.59 %
44520		Museum Services		(152,640.00)	200.00	0.13 %	(12,720.00)	200.00	1.57 %
44700		Parks		(331,595.00)	31,304.52	9.44 %	(27,632.92)	31,304.52	113.29 %
44740		Park Maintenance		(1,074,131.00)	345,267.39	32.14 %	(89,510.92)	345,267.39	385.73 %
44800		Libraries		(443,542.00)	105,380.66	23.76 %	(36,961.83)	105,380.66	285.11 %
44880		Children's Library Services		(37,677.00)	4,052.38	10.76 %	(3,139.75)	4,052.38	129.07 %
51000		Misc Exp		(265,000.00)	5,536.80	2.09 %	(22,083.33)	5,536.80	25.07 %
<b>Total</b>	<b>110</b>	<b>Expenditures</b>		<b>(10,097,867.00)</b>	<b>1,436,239.42</b>	<b>14.22 %</b>	<b>(841,488.92)</b>	<b>1,436,239.42</b>	<b>170.68 %</b>
<b>Total</b>	<b>110</b>	General Fund		<b>(1,976,590.00)</b>	<b>1,003,046.48</b>	<b>50.75 %</b>	<b>(164,715.83)</b>	<b>1,003,046.48</b>	<b>608.96 %</b>





122	Parks Sales Tax Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
		36100	Interest Earnings	200.00	(5.53)	2.77 %	16.67	(5.53)	33.18 %
		36425	Parks Sales Tax Receipts	494,566.00	(44,390.76)	8.98 %	41,213.83	(44,390.76)	107.71 %
		<b>Total</b>	<b>Revenues</b>	<b>494,766.00</b>	<b>(44,396.29)</b>	<b>8.97 %</b>	<b>41,230.50</b>	<b>(44,396.29)</b>	<b>107.68 %</b>
		<b>Total</b>	<b>Expenditures</b>						
		44400	Recreation	(300,000.00)	0.00	0.00 %	(25,000.00)	0.00	0.00 %
		49000	Debt Service	(110,569.00)	0.00	0.00 %	(9,214.08)	0.00	0.00 %
		<b>Total</b>	<b>Expenditures</b>	<b>(410,569.00)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>(34,214.08)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>122</b>		Parks Sales Tax Fund	<b>84,197.00</b>	<b>(44,396.29)</b>	<b>52.73 %</b>	<b>7,016.42</b>	<b>(44,396.29)</b>	<b>632.75 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
123	Solid Waste Fund					8.33%
<b>Revenues</b>						
34400	Sanitation - User Fees	790,000.00	(67,080.24)	65,833.33	(67,080.24)	101.89 %
36100	Interest Earnings	400.00	(51.44)	33.33	(51.44)	154.32 %
37794	Sale Of Materials	10,000.00	(327.31)	833.33	(327.31)	39.28 %
	<b>Total Revenues</b>	<b>800,400.00</b>	<b>(67,458.99)</b>	<b>66,700.00</b>	<b>(67,458.99)</b>	<b>101.14 %</b>
<b>Expenditures</b>						
43200	Sanitation	(882,527.00)	237,391.25	(73,543.92)	237,391.25	322.79 %
49000	Debt Service	(90.00)	0.00	(7.50)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(882,617.00)</b>	<b>237,391.25</b>	<b>(73,551.42)</b>	<b>237,391.25</b>	<b>322.76 %</b>
<b>Total 123</b>	<b>Solid Waste Fund</b>	<b>(82,217.00)</b>	<b>169,932.26</b>	<b>(6,851.42)</b>	<b>169,932.26</b>	<b>2,480.25</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
124	Impact Fees					8.33%
<b>Revenues</b>						
36100	Interest Earnings	200.00	(8.38)	16.67	(8.38)	50.28 %
36421	Roads Impact Fees	4,000.00	(304.80)	333.33	(304.80)	91.44 %
36422	Parks Impact Fees	2,500.00	(316.80)	208.33	(316.80)	152.06 %
36423	Police Impact Fees	3,500.00	(225.60)	291.67	(225.60)	77.35 %
36424	Fire Impact Fees	2,500.00	(148.80)	208.33	(148.80)	71.42 %
<b>Total</b>	<b>Revenues</b>	<b>12,700.00</b>	<b>(1,004.38)</b>	<b>1,058.33</b>	<b>(1,004.38)</b>	<b>94.90 %</b>
<b>Expenditures</b>						
51010	Roads Impact Fees	0.00	0.00	0.00	0.00	0.00 %
51020	Parks Impact Fees	0.00	0.00	0.00	0.00	0.00 %
51040	Fire Impact Fees	(3,290.00)	0.00	(274.17)	0.00	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(3,290.00)</b>	<b>0.00</b>	<b>(274.17)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>124 Impact Fees</b>	<b>9,410.00</b>	<b>(1,004.38)</b>	<b>784.17</b>	<b>(1,004.38)</b>	<b>128.08 %</b>

140	Police Drug Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
<b>Revenues</b>									
31610		Local Sales Tax - Co. Trustee		350.00	(225.00)	64.29 %	29.17	(225.00)	771.43 %
35130		Impoundment Charges		120.00	0.00	0.00 %	10.00	0.00	0.00 %
35140		Drug Related Fines		4,000.00	(540.13)	13.50 %	333.33	(540.13)	162.04 %
36100		Interest Earnings		50.00	(5.68)	11.36 %	4.17	(5.68)	136.32 %
36330		Sale Of Equipment		0.00	0.00	0.00 %	0.00	0.00	0.00 %
		<b>Total Revenues</b>		<b>4,520.00</b>	<b>(770.81)</b>	<b>17.05 %</b>	<b>376.67</b>	<b>(770.81)</b>	<b>204.64 %</b>
<b>Expenditures</b>									
42129		Drug Investigation And Control		(35,633.00)	31,228.95	87.64 %	(2,969.42)	31,228.95	1,051.69 %
		<b>Total Expenditures</b>		<b>(35,633.00)</b>	<b>31,228.95</b>	<b>87.64 %</b>	<b>(2,969.42)</b>	<b>31,228.95</b>	<b>1,051.69</b>
<b>Total</b>	<b>140</b>	Police Drug Fund		<b>(31,113.00)</b>	<b>30,458.14</b>	<b>97.90 %</b>	<b>(2,592.75)</b>	<b>30,458.14</b>	<b>1,174.74</b>

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
200	Debt Service Fund (General)						8.33%
<b>Revenues</b>							
31110	Real & Personal Property Tax	750,000.00	(1,429.50)	0.19 %	62,500.00	(1,429.50)	2.29 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(4.39)	2.20 %	16.67	(4.39)	26.34 %
	<b>Total Revenues</b>	<b>750,200.00</b>	<b>(1,433.89)</b>	<b>0.19 %</b>	<b>62,516.67</b>	<b>(1,433.89)</b>	<b>2.29 %</b>
<b>Expenditures</b>							
49000	Debt Service	(751,058.00)	0.00	0.00 %	(62,588.17)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(751,058.00)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>(62,588.17)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total</b>	<b>200 Debt Service Fund (General)</b>	<b>(858.00)</b>	<b>(1,433.89)</b>	<b>-167.12 %</b>	<b>(71.50)</b>	<b>(1,433.89)</b>	<b>-2,005.44</b>

412 Sewer Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
			Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>Revenues</b>							
33100	Federal Grants		0.00	0.00	0.00 %	0.00	0.00 %
36000	Other Revenues		8,000.00	(1,300.00)	16.25 %	666.67	(1,300.00) 195.00 %
36100	Interest Earnings		2,700.00	(305.84)	11.33 %	225.00	(305.84) 135.93 %
36330	Sale Of Equipment		0.00	0.00	0.00 %	0.00	0.00 %
36350	Insurance Recoveries		0.00	0.00	0.00 %	0.00	0.00 %
36920	Sale Of Bonds		2,424,000.00	(160,859.00)	6.64 %	202,000.00	(160,859.00) 79.63 %
37210	Application Fees		21,000.00	(3,100.00)	14.76 %	1,750.00	(3,100.00) 177.14 %
37220	Administrative Fees		11,000.00	(1,700.00)	15.45 %	916.67	(1,700.00) 185.45 %
37230	Sewer User Fees		2,834,000.00	(286,396.45)	10.11 %	236,166.67	(286,396.45) 121.27 %
37298	Capacity Fees		414,500.00	(32,410.00)	7.82 %	34,541.67	(32,410.00) 93.83 %
37499	Commitment Fees		0.00	(300.00)	0.00 %	0.00	(300.00) 0.00 %
37995	Connection Fees		7,500.00	(1,350.00)	18.00 %	625.00	(1,350.00) 216.00 %
<b>Total Revenues</b>			<b>5,722,700.00</b>	<b>(487,721.29)</b>	<b>8.52 %</b>	<b>476,891.67</b>	<b>(487,721.29) 102.27 %</b>
<b>Expenditures</b>							
49000	Debt Service		(729,005.00)	25,538.89	3.50 %	(60,750.42)	25,538.89 42.04 %
52117	Administration And General Expenses		(561,279.00)	80,224.81	14.29 %	(46,773.25)	80,224.81 171.52 %
52210	Collection		(2,923,430.00)	622,584.61	21.30 %	(243,619.17)	622,584.61 255.56 %
52213	Sewer Treatment And Disposal		(2,155,550.00)	160,742.50	7.46 %	(179,629.17)	160,742.50 89.49 %
52223	Depreciation		(717,624.00)	59,802.00	8.33 %	(59,802.00)	59,802.00 100.00 %
<b>Total Expenditures</b>			<b>(7,086,888.00)</b>	<b>948,892.81</b>	<b>13.39 %</b>	<b>(590,574.00)</b>	<b>948,892.81 160.67 %</b>
<b>Total 412</b>	<b>Sewer Fund</b>		<b>(1,364,188.00)</b>	<b>461,171.52</b>	<b>33.81 %</b>	<b>(113,682.33)</b>	<b>461,171.52 405.67 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
416	Healthcare Fund					8.33%
<b>Revenues</b>						
36100	Interest Earnings	200.00	(23.39)	11.70 %	16.67	140.34 %
36960	Operating Transfer In From Other	62,000.00	(4,845.05)	7.81 %	5,166.67	93.78 %
	<b>Total Revenues</b>	<b>62,200.00</b>	<b>(4,868.44)</b>	<b>7.83 %</b>	<b>5,183.33</b>	<b>93.92 %</b>
<b>Expenditures</b>						
51520	Insurance Employers Share	(68,500.00)	5,665.61	8.27 %	(5,708.33)	99.25 %
	<b>Total Expenditures</b>	<b>(68,500.00)</b>	<b>5,665.61</b>	<b>8.27 %</b>	<b>(5,708.33)</b>	<b>99.25 %</b>
<b>Total</b>	<b>416 Healthcare Fund</b>	<b>(6,300.00)</b>	<b>797.17</b>	<b>12.65 %</b>	<b>(525.00)</b>	<b>151.84 %</b>

417	Stormwater Utility	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
<b>Revenues</b>									
34124		Stormwater Utility Fee		368,430.00	(18,148.80)	4.93 %	30,702.50	(18,148.80)	59.11 %
36100		Interest Earnings		300.00	(9.38)	3.13 %	25.00	(9.38)	37.52 %
		<b>Total Revenues</b>		<b>368,730.00</b>	<b>(18,158.18)</b>	<b>4.92 %</b>	<b>30,727.50</b>	<b>(18,158.18)</b>	<b>59.09 %</b>
<b>Expenditures</b>									
51530		Stormwater Administration		(359,482.00)	46,640.49	12.97 %	(29,956.83)	46,640.49	155.69 %
		<b>Total Expenditures</b>		<b>(359,482.00)</b>	<b>46,640.49</b>	<b>12.97 %</b>	<b>(29,956.83)</b>	<b>46,640.49</b>	<b>155.69 %</b>
<b>Total</b>	<b>417</b>	Stormwater Utility		<b>9,248.00</b>	<b>28,482.31</b>	<b>-307.98 %</b>	<b>770.67</b>	<b>28,482.31</b>	<b>-3,695.80</b>

433	Hillcrest City Cemetery	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>									
34110		General Services		2,300.00	(282.00)	12.26 %	191.67	(282.00)	147.13 %
34321		Cemetery Burial Charges		300.00	0.00	0.00 %	25.00	0.00	0.00 %
34323		Grave - Opening And Closing Fees		18,000.00	200.00	-1.11 %	1,500.00	200.00	-13.33 %
36100		Interest Earnings		175.00	(17.56)	10.03 %	14.58	(17.56)	120.41 %
36340		Sale Of Cemetery Lots		6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
		<b>Total Revenues</b>		<b>26,775.00</b>	<b>(99.56)</b>	<b>0.37 %</b>	<b>2,231.25</b>	<b>(99.56)</b>	<b>4.46 %</b>
<b>Expenditures</b>									
43400		Cemeteries		(63,300.00)	14,147.31	22.35 %	(5,275.00)	14,147.31	268.20 %
		<b>Total Expenditures</b>		<b>(63,300.00)</b>	<b>14,147.31</b>	<b>22.35 %</b>	<b>(5,275.00)</b>	<b>14,147.31</b>	<b>268.20 %</b>
<b>Total</b>	<b>433</b>	Hillcrest City Cemetery		<b>(36,525.00)</b>	<b>14,047.75</b>	<b>38.46 %</b>	<b>(3,043.75)</b>	<b>14,047.75</b>	<b>461.53 %</b>

RESOLUTIONS....

August 11, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** 2016 Fire Apparatus Capital Outlay Note Resolution

---

The following resolution is for the purposes of approving the intent to issue a 3-year capital outlay note to finance up to \$355,000 for the fire apparatus (listed as "1500 GPM Pumper" in the current year CIP budget). For this project \$100,000 was budgeted to be paid from our reserves and \$351,250 was budgeted to be paid from proceeds from the issuance of a 3-year capital outlay note. To save money on unnecessary interest expenditures the capital outlay note will not be issued until the manufacturer of the fire apparatus indicates the truck is within two months of delivery. However this resolution for the intent to issue the debt must be passed before the purchase order can be issued. If you have any questions or concerns please contact me.

## RESOLUTION 15-08

### **RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING THE ISSUANCE, SALE, AND PAYMENT OF GENERAL OBLIGATION FIRE APPARATUS CAPITAL OUTLAY NOTES, SERIES 2016 IN AN AMOUNT NOT TO EXCEED \$355,000.**

WHEREAS, the Governing Body of the City of White House, Tennessee (the Local Government) has determined that it is necessary and desirable to provide funds for (i) the acquisition of improvements and extensions to the fire department including a fire truck; (ii) payment of legal, fiscal, administrative, architectural and engineering costs incident to the foregoing (the "Project"); (iii) reimbursement for prior expenditures for the foregoing costs, if applicable; and (iv) payment of costs incident to the notes authorized herein, if applicable.

WHEREAS, the Governing Body has determined that the Project will promote or provide a traditional governmental activity or otherwise fulfill a public purpose; and

WHEREAS, under the provisions of Parts I, IV, and VI of Title 9, Chapter 21, Tennessee Code Annotated (the "Act"), local governments in Tennessee are authorized to finance the cost of this Project through the issuance and sale of interest bearing capital outlay notes upon the approval of the State Director of Local Finance; and

WHEREAS, the Governing Body finds that it is advantageous to the Local Government to authorize the issuance of capital outlay notes to finance the cost of the Project;

NOW THEREFORE, BE IT RESOLVED, by the Governing Body of the City of White House, Tennessee, as follows:

Section 1. That, for the purpose of providing funds to finance the cost of the Project in and for the Local Government, the Mayor, in consultation with the City Administrator and Finance Director, of the Local Government is hereby authorized in accordance with the terms of this resolution to issue and sell interest-bearing capital outlay notes in a principal amount not to exceed Three Hundred & Fifty-Five Thousand Dollars (\$355,000) (the "Notes") at either a competitive public sale or at a private negotiated sale upon approval of the State Director of Local Finance pursuant to the terms, provisions, and conditions permitted by law. The Notes shall be designated "General Obligation Fire Apparatus Capital Outlay Notes, Series 2016", shall be numbered serially from 1 upwards; shall be dated as of the date of issuance; shall be in denomination (s) as agreed upon with the purchaser; shall be sold at not less than par value and accrued interest (if any); and shall bear interest at a rate or rates not to exceed Three and one-half percent (3.50%) per annum, and in no event shall the rate exceed the legal limit provided by law.

Section 2. That, the Notes shall mature not later than three (3) years after the date of issuance and that the Notes and any extension or renewal notes shall not exceed the reasonably expected economic life of the Project, which is hereby certified by the Governing Body to be at least twelve (12) years. Provided, however, that each year the Notes are outstanding, one-third (1/3), but in no event not less than one ninth (1/9), of the original principal amount of the Notes shall mature without renewal but subject to prior redemption.

Section 3. That, the Notes shall be subject to redemption at the option of the Local Government, in whole or in part, at any time, at the principal amount and accrued interest to the date of redemption, without a premium.

Section 4. That, the Notes shall be direct general obligations of the Local Government, for which the punctual payment of the principal and interest on the notes, the full faith and credit of the Local Government is irrevocably pledged and the Local Government hereby pledges its taxing power as to all taxable property in the Local Government for the purpose of providing funds for the payment of principal of and interest on the Notes. The Governing Body of the Local Government hereby authorizes the levy and collection of a special tax on all taxable property of the Local government over and above all other taxes authorized by the Local government to create a sinking fund to retire the Notes with interest as they mature in an amount necessary for that purpose.

Section 5. That, the Notes shall be executed in the name of the Local Government and bear the manual signature of the chief executive officer of the Local Government and the manual signature of the City Recorder with the Local Government seal affixed thereon; and shall be payable as to principal and interest at the office of the Finance Director of the Local Government or the paying agent duly appointed by the Local Government. Proceeds of the Notes shall

be deposited with the Finance Director of the Local Government and shall be paid out for the purpose of financing the Project pursuant to this Resolution and as required by law.

Section 6. That, the Notes will be issued in fully registered form and that at all times during which any Notes remains outstanding and unpaid, the Local Government or its agent shall keep or cause to be kept at its office a note register, if held by an agent of the Local Government, shall at all times be open for inspection by the Local Government or any duly authorized officer of the Local Government. Each Note shall have the qualities and incidents of a negotiable instrument and shall be transferable only upon the note register kept by the Local Government or its agent, by the registered owner of the Note in person or by the registered owner's attorney duly authorized in writing, upon presentation and surrender to the Local Government or its agent together with a written instrument of transfer satisfactory to the Local Government duly executed by the registered owner of the registered owner's duly authorized attorney. Upon the transfer of any such Note, the Local Government shall issue in the name of the transferee a new registered note or notes of the same aggregate principal amount and maturity as the surrendered Notes. The Local Government shall not be obligated to make any such Note transfer during the fifteen (15) days next preceding an interest payment date of the Notes or, in the case of any redemption of the Notes, during the forty-five (45) days next preceding the date of redemption.

Section 7. That, the Notes shall be in substantially the form attached hereto and shall recite that the Notes are issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated.

Section 8. That, the Notes shall be sold only after the receipt of the written approval of the State Director of Local Finance for the sale of the Notes.

Section 9. That, the notes are hereby designated as qualified tax-exempt obligations for purpose of Section 265(b) (3) of the Internal Revenue Code of 1986.

Section 10. That, after the sale of the Notes, and for each year that any of the notes are outstanding, the Local Government shall prepare an annual budget in a form consistent with accepted governmental standards and as approved by the State Director of Local Finance (the "Director".) The budget shall be kept balanced during the life of the notes. The annual budget shall be submitted to the Director immediately upon its adoption; however, it shall not become the official budget for the fiscal year until such budget is approved by the Director in accordance with Title 9, Chapter 21, Tennessee Code Annotated (the "Statutes".) If the Director 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 Director.

Section 11. That, if any of the Notes shall remain unpaid at the end of three (3) years from the issue date, then the unpaid Notes shall be renewed or extended as permitted by law, or retired from the funds of the Local Government or be converted into bonds pursuant to Chapter 11 of Title 9 of the Tennessee Code Annotated, or any other law, or be otherwise liquidated as approval by the State Director of Local Finance.

Section 12. That, all orders or resolutions in conflict with this Resolution are hereby repealed insofar as such conflict exists and this Resolution shall become effective immediately upon its passage.

Duly passed and approved this \_\_\_\_\_ day of August, 2015.

\_\_\_\_\_  
Mayor

ATTESTED:

\_\_\_\_\_  
City Recorder

**RESOLUTION 15-09**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION IN TRISTAR HEALTH'S "YOUR AMAZING HEALTH RACE" WELLNESS PROGRAM.**

**WHEREAS**, the City recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices; and

**WHEREAS**, the City desires to reduce costs related to medical claims by improving employee participation in health and wellness; and

**WHEREAS**, TriStar Health seeks to encourage positive health strategies that assist in controlling medical costs for all parties; and

**WHEREAS**, the City of White House now seeks to participate in this important free program; and

**WHEREAS**, the City wishes to provide incentives to its employees based on participation in this program.

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

Section 1. That the City of White House is hereby authorized to participate in TriStar Health's "Your Amazing Health Race" Wellness Program.

Section 2. That the City of White House is further authorized to provide the following incentives to full time employees:

- (a) Five (5) hours of personal leave for completion of the initial biometric screening, three (3) of the six (6) onsite challenge sessions, and the finish line assessment that must be used before March 31, 2016; or
- (b) Ten (10) hours of personal leave for completion of the initial biometric screening, all of the six (6) onsite challenge sessions, and the finish line assessment that must be used before March 31, 2016.

Adopted this 20<sup>th</sup> day of August 2015.

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

ATTEST:

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

ORDINANCES....



# City of White House

*Parks, Recreation & Cultural Arts*

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

**Ashley Smith**  
Director

**Linda Brooks**  
Office Administrator

**Kevin Whittaker**  
Recreation Superintendent

**Steven Russell**  
Parks Maintenance Supervisor

## MEMORANDUM

Date: July 7, 2015

To: Board of Mayor and Aldermen  
City Administrator

From: Ashley Smith, Director

Re: Amendment to Section 2-305 of the Municipal Code

On July 7, 2015, the Hillcrest Cemetery Board of Trustees voted to approve amending the Municipal Code in section 2-305 to correct the language regarding how money is deposited.

I am requesting your approval. Thank you.

### **Current version**

2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund and shall be paid out by the said treasurer only upon written warrants drawn by the order of the cemetery board and endorsed by the mayor and attested by the city recorder. (as added by Ord. #02-08, April 2002)

### **Tracked Changes**

2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund, and shall be paid out in accordance with the city's approved purchasing policies and procedures. ~~by the said treasurer only upon written warrants drawn by the order of the cemetery board and endorsed by the mayor and attested by the city recorder.~~ (as added by Ord. #02-08, April 2002)

### **Recommended amended version**

2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund, and shall be paid out in accordance with the city's approved purchasing policies and procedures. (as added by Ord. #02-08, April 2002)

ORDINANCE 15-17

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 3 CEMETERY BOARD OF TRUSTEES, SECTION 2-305.

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

WHEREAS, the City of White House Hillcrest Cemetery Board of Trustees voted to approve amending the Municipal Code Title 2, Chapter 3 CEMETERY BOARD OF TRUSTEES, Section 2-305;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 3 CEMETERY BOARD OF TRUSTEES, Section 2-305 be amended from the Municipal Code as follows:

TITLE 2: BOARDS AND COMMISSIONS, ECT.  
CHAPTER 3: CEMETERY BOARD OF TRUSTEES  
SECTION: 2-305

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

**Section 2-305. Money to be deposited with the city treasurer.**

2-305. Money to be deposited with the city treasurer. All sums of money received or obtained in the manner herein provided shall be deposited with the city treasurer and shall be kept separate and apart in a fund known as the cemetery fund and shall be paid out *in accordance with the city's approved purchasing policies and procedures, by the said treasurer only upon written warrants drawn by the order of the cemetery board and endorsed by the mayor and attested by the city recorder.*

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: July 16, 2015 PASSED

Second Reading: August 20, 2015

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

ATTEST:

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

July 7, 2015

**MEMORANDUM**

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Budget Amendment I (7/16/15)

---

The following budget amendment is recommended for approval. This line item (110-42210-266) needs to be amended because it relates to unbudgeted expenses that will be incurred from ice/water damage to Fire Station #2. This money (\$17,500) was received from the insurance company in the prior fiscal year relating to this loss. Should you have any questions related to this budget amendment, please let me know. Thank you!

**ORDINANCE 15-18**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2016.**

**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, 2016 is hereby amended as part of the attached exhibit.

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

First Reading:                July 16, 2015                PASSED

Second Reading:            August 20, 2015

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

ATTEST:

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

City of White House  
 Budget Amendment 1  
 July 16, 2015

			<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
110 27100	General Fund - Finance	Fund Balance	2,099,644	2,082,144	(17,500)
110 42210 266	General Fund - Fire Administration & Inspection	Repair & Maintenance of Building	2,500	20,000	17,500

1. *To amend current 2015-2016 budget to recognize unbudgeted costs related to insurance loss. The repair costs associated with the ice/water damage at Fire Station #2 were not budgeted, however the insurance recovery proceeds were received in the 2014-2015 fiscal year totaling \$17,500*

August 11, 2015

## MEMORANDUM

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

---

In March, the BZA approved a variance request by Bojangles to use a 150 Sq. Ft. US flag mounted on a 50 ft. flag pole. After researching some similar ordinances in other cities staff found that exceptions would be granted in certain areas for larger flags. This special exception will allow for these larger flags in the C-2 zones. This zone was chosen because it is the General Commercial zone that is in areas of the city where this size flag would function properly. Use by exception is still needed to allow for public input before this size flag is granted. The other change is increasing the maximum height of the flag pole from 25 ft to 30 ft to bring the city standards in line with the US flag code.

ORDINANCE 15-19

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE CITY OF WHITE HOUSE ZONING ORDINANCE, ARTICLE IV, SECTION 4.070, SUBSECTION H.

WHEREAS, the City of White House Planning Commission recommended the following changes to the Flags, Emblems, and Insignia paragraph of Article IV, Section 4.070, Subsection H of the City of White House Zoning Ordinance:

Article IV, Section 4.070, Subsection H

Flags, Emblems, and Insignia of any governmental agency or religious, charitable, public or non-profit organization, subject to the following: No single flag that is flown shall exceed forty (40) square feet in area and no single zoning lot shall fly more than three (3) such flags. If the total area of such flags exceeds seventy-two (72) square feet, the excess area shall be included in the sign area calculations for the zoning lot. Flagpoles shall not exceed ~~twenty-five (25)~~ thirty (30) feet in height. Wall-mounted flags, emblems, or insignia shall be limited to one (1) per zoning lot and shall not exceed forty (40) square feet in area. By Special Exception, granted by the Board of Zoning Appeals, any zoning lot that is zoned C-2 may fly one (1) United States Flag that shall not exceed one hundred fifty (150) square feet, on a pole that shall not exceed fifty (50) feet. If this special exception is granted no other flags may be flown on the zoning lot.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the following sections of the City of White House Zoning Ordinance are amended as shown.

Zoning Ordinance, Article IV, Section 4.070, Subsection H

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: August 20, 2015

Second Reading: September 17, 2015

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

ATTEST:

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

August 11, 2015

## MEMORANDUM

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

---

The White House Planning Commission on Monday August 11, 2015 did not recommend the re-zoning of 38.84 acres from R-20 (Low Density Residential) to SRPUD (Suburban Residential Planned Unit Development). The property is referenced on Sumner County Tax Map 77, Parcel 68.00 and is located along North Palmers Chapel Road to the west of the White House Greenway. The Planning Commission also did not recommend approval of the Preliminary Master Development Plan (PMDP).

This Rezoning and PMDP also did not have the recommendation of staff. The reason for this was Phase 1 of the development on your attached map. This Phase has 19 homes fronting North Palmers Chapel with driveway connections onto North Palmers Chapel. This is not allowed per our Subdivision Regulations because North Palmers Chapel is classified as a collector road. This means there is a sufficient amount of traffic that would create serious planning and safety concerns. The developer has multiple options that would allow for the lots to remain almost in the same location. These include lot reconfiguration, adding a frontage road, or adding a back alley behind those 19 lots. This plan was also not recommended by the Fire Chief and Police Chief as well as the City Engineer.

During the Planning Commission Meeting the developer asked for a variance from this subdivision regulation. The variance was denied. Therefore, even if the rezoning and PMDP is approved by the BMA the PMDP would need to be corrected before the Final Master Development Plan is approved. Because this would be a significant change staff recommends, along with the Planning Commission, that this Rezoning be denied unless the PMDP is corrected.

**ORDINANCE 15-20**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 38.84 ACRE PROPERTY RELATIVE TO SUMNER COUNTY TAX MAP 77, PARCEL 68.00 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 38.84 acres of Sumner County Tax Map 77, Parcels 68.00 along North Palmers Chapel 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 77, Parcel 68.00

**BE IT FURTHER ORDAINED** that this rezoning was not recommended by the Planning Commission at the August 10, 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.

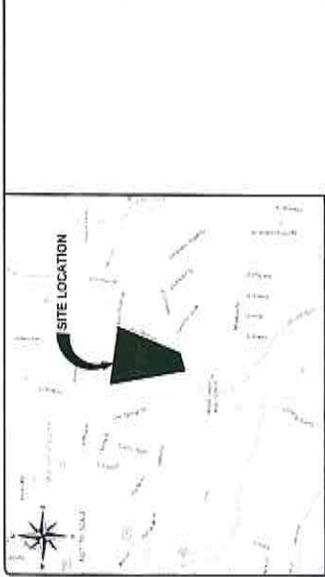
First Reading: August 20, 2015

Second Reading: September 17, 2015

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

ATTEST:

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



**OWNER:** [Name]

**DEVELOPER:** [Name]

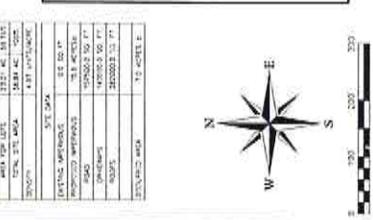
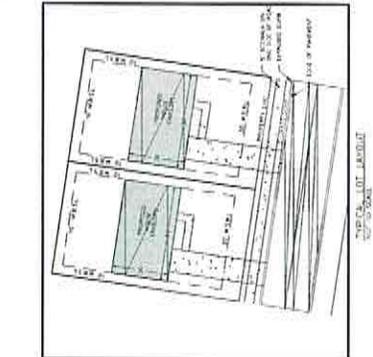
**PROPERTY INFORMATION:** [Details]

**PROPERTY NOTES:** [Details]

**UTILITY NOTES:** [Details]

**CONSTRUCTION NOTES:** [Details]

PHASE	AREA (SQ FT)	PERCENTAGE
PHASE III	12,500	15.0%
PHASE IV	15,000	18.0%
PHASE V	18,000	22.0%
PHASE VI	20,000	25.0%
PHASE VII	25,000	31.0%



August 11, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Reed Hillen, Planning and Codes Director  
**Re:** Rezoning at 2724 31W

---

The White House Planning Commission recommended this rezoning on Monday June 8, 2015. This rezoning will bring this property in line with the City's Long Range Plan. This property was rezoned commercial along with most properties along US 31W and SR-76. In 2012 the property was requested to be rezoned back to residential from an office. Normally continued rezoning would not be recommended, but this one will bring this property in line with the long term vision for this area of the city.

**ORDINANCE 15-21**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 5.48 ACRE PROPERTY RELATIVE TO SUMNER COUNTY TAX MAP 97, PARCEL 09.00 FROM R-20, LOW DENSITY RESIDENTIAL, TO C-2, GENERAL COMMERCIAL.**

**WHEREAS**, an application has been received from a property representative to rezone 5.48 acres of Sumner County Tax Map 97, Parcels 09.00 along US 31W. (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 97, Parcel 09.00

**BE IT FURTHER ORDAINED** that this rezoning was recommended by the Planning Commission at the June 8, 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.

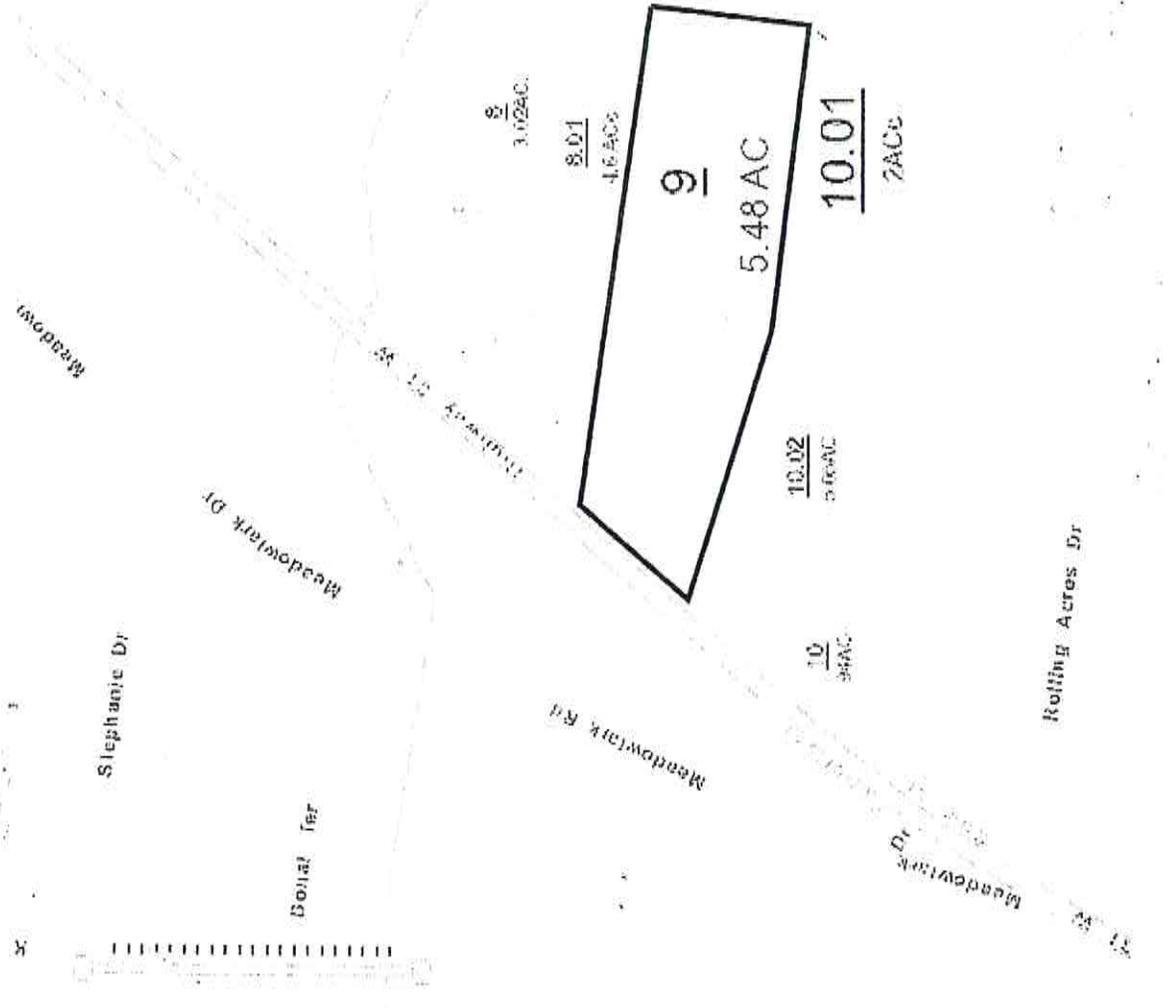
First Reading: August 20, 2015

Second Reading: September 17, 2015

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

ATTEST:

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



8  
3.02AC

8.01  
4.6 ACs

9

5.48 AC

10.02  
5.6 AC

10  
5.6 AC

10.01  
7 AC

Meadow

Stephanie Dr

Meadowlark Dr

Doyal Ter

Meadowlark Rd

Meadowlark Dr

Rolling Acres Dr

**PURCHASING....**

**City of White House  
Department of Public Services**

## Memo

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** August 5, 2015  
**Re:** Request to Award Bid – Calista Road Lift Station Improvement Project

---

On this date, August 5, 2015, I am requesting that the Mayor and Board of Alderman approve the bid award for the Calista Road Lift Station Electrical Improvement Project, which is an approved CIP budgeted project.

This project is designed to rehabilitate the existing electrical motor controls, installation of a new emergency generator, installation of VFD's at Calista and North Palmers and the installation of vertical inline grinders at Calista and North Palmers as shown below.



McGill Associates competitively bid this project and they've received two (2) bid responses. I've attached McGill's bid tabulation and backup memo for your review and consideration.

I concur with McGill's recommendation to the BMA that ***W & O Construction out of Livingston, TN*** be awarded the ***Calista Road LS Electrical Improvement Project*** with a bid in the amount of ***\$456,700.00***.

Should you have any questions regarding this contract award request, please call me at 406-0177, or Ben Simerl at (865) 712-3196.

W. Joe Moss  
Director of Public Services



July 16, 2015

Joe Moss  
Public Works Director  
City of White House  
105 College Street  
White House, Tennessee 37188

RE: Recommendation of Award  
Calista Vacuum Pump Station  
Electrical Improvements

Dear Joe:

Bids for the construction of the subject project were received in the City of White House City Hall Board Room and publicly opened on July 14, 2015. As shown below, a total of two (2) bids were received and opened for the construction project. A Certified Bid Tabulation of all bids is attached for your review. The bids can be summarized as follows:

Bidder	Base Bid
W & O Construction Co., Inc.	\$456,700.00
Stansell Electric Co., Inc.	\$598,460.00

McGill Associates was worked with W & O Construction Co., Inc. and have found them to be a responsible and competent contractor. Therefore, we recommend award of the Calista Vacuum Pump Station Electrical Improvements project to W & O Construction Co., Inc. in the amount of \$456,700.00.

Should you have any questions or need any additional information, please contact me at your convenience.

Sincerely,  
McGILL ASSOCIATES, P. A.

A handwritten signature in black ink, appearing to read 'Ben R. Simcrl'.

Benjamin R. Simcrl, P.E.  
Project Manager

Enclosure  
P:\2015\15.06201 White House Calista Vacuum Pump Station Electrical Improvements\Bid

Engineering ° Planning ° Finance

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

Phone: 865-540-0801 • Fax: 865-595-4999

**BID TABULATION**

**Calista Vacuum Pump Station Electrical Improvements  
City of White House, Tennessee**

**Bid Opening: July 14, 2015 at 2:30 p.m.**

CONTRACTOR	Base Bid
W & O Construction, Co., Inc.	\$ 456,700.00
Stansell Electric Co., Inc.	\$ 598,460.00

This is to certify that the following Sealed Bids for the above project were received, publicly opened and read aloud in the City of White House City Hall, 105 College St., White House, TN 37188 on July 14, 2015 at 2:30 p.m.



Engineering · Planning · Finance  
2240 Suberland Avenue, Suite 2  
Knoxville, Tennessee 37819





City of White House  
 Bid# 15.06201  
 Calista Vacuum Pump Electrical Improvements  
 Bid Opening: July 15, 2015 at 2:30 pm

DESCRIPTION			
Company Name	Stansell Electric	W&O Construction	
Address	860 Visco Drive Nashville, TN 37210	PO Box 239 150 Construction Drive Livingston, TN 38570	
License Number	3989	8039	
License Expiration	4/30/2017	1/31/2017	
License Classification and Limit	CE; HRA-E.1; BC Unlimited	BC; MU-A,B,C, HRA-C Unlimited E (\$250,000)	
IF ALL ITEMS LISTED ABOVE ARE INCLUDED- OPEN BID			
SIGNED BID BOND	✓	✓	
ACKNOWLEDGES ALL ADDENDUMS	✓	✓	
SIGNED BID	✓	✓	
<b>BASE BID</b>	<b>\$598,460.00</b>	<b>\$456,700.00</b>	

# Memo

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** August 6, 2015  
**Re:** Request to Award - Brush Grinding & Removal Contract

---

On this date, August 6, 2015, I am requesting that the Mayor and Board of Alderman award the annual Brush Grinding & Removal contract to **Alternative Energy, LLC** in the amount of **\$26,800.00**.

Purchasing bid out this project and received three (3) bids. The bid tab is attached for your review.

The bid amounts were as follows:

1. Alternative Energy - **\$26,800.00**;
2. B&B Ranch, LLC - **\$36,750.00**;
3. Thunder Disaster - **\$51,000.00**.

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

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



**City of White House**

Bid# 15-1024PS

Brush Grinding and Removal

Bid Opening: August 5, 2015 at 2:00 pm

DESCRIPTION			
<b>Company Name</b>	Thunder Disaster Services, Inc	B & B Ranch, LLC	Alternative Energy
<b>Address</b>	18001 Great Smoky Mtn Exp Waynesville, NC 28786	PO Box 297 Cookeville, TN 38503	PO Box 146 Hermitage, TN 37076
<b>BID AUM AMOUNT:</b>	\$51,000.00	\$36,750.00	\$26,800.00

# CITY OF WHITE HOUSE

REQUEST FOR BID

## BRUSH GRINDING AND REMOVAL

PURCHASING DEPARTMENT

105 COLLEGE STREET

WHITE HOUSE, TN 37188

PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

**BID NO. 15 -1024PS**

DATE: JULY 9, 2015

**BIDS WILL BE RECEIVED UNTIL  
2:00 PM ON AUGUST 5, 2015.  
PUBLIC OPENING AT 2:00 PM  
ON AUGUST 5, 2015.**

### TO BIDDER:

PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME: ALTERNATIVE ENERGY PRODUCTS, LLC

ADDRESS: PO BOX 146 HERMITAGE TN 37076

TELEPHONE: 642-9986 FAX: 773-0129 EMAIL: robert\_lynam@yahoo.com

NAME: ROBERT LYNAM TITLE: INCOMING WOOD SALES DIRECTOR

DATE: 8-3-15 SIGNATURE: Robert Lynam

GRAND TOTAL OF BID: \$ 26,800<sup>00</sup>

DELIVERY TIME/PROJECT DATE IF APPLICABLE: 30 DAYS

**City of White House  
Public Services Department**

**Memo**

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** August 6, 2015  
**Re:** Request to Surplus Wastewater Equipment

---

On this date, August 6, 2015, I am requesting that the Mayor and Board of Alderman approve a request to surplus the following wastewater equipment:

1. **Smith & Loveless Pump Motors and Volutes**

- a. Serial # @ 933798A-1
- b. Serial # @ 930977
- c. Serial # @ 930976
- d. Year Made @ 1984?

2. **Peco Pump Motor and Volute:**

- a. Serial # @ 602732
- b. Serial # @ R08R16102402
- c. Year Made @ 1984?

3. **Cornell Pump Motor and Volute**

- a. Serial # @ 55898
- b. Year Made @ 1984?

These units were taken out of service and replaced with new equipment and have been stored for many years. This material is consider scrap and I'm requesting that the BMA approves disposal in the PW metal scrap bin.

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

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

# Memo

**To:** Board of Mayor and Aldermen  
**From:** Chief Palmer  
**CC:**  
**Date:** 8/13/2015  
**Re:** Fire Engine Purchase

---

Included in the August Board meeting agenda is the purchase of a 1500 GPM Custom Cab Fire Engine as described in our Capital Improvement Program. The Engine meets the specifications formulated to meet the needs of the Department, ISO standards, and current NFPA standards for safety and operations.

I do recommend the purchase through the Houston-Galveston Area Council (HGAC) Purchasing Cooperative Contract # BBC05 Sutphen Monarch Pumper for a base price of \$389,010.37 with \$62,239.63 of additional equipment for a total cost of \$451,250.00. The purchase would be made through Cumberland Fire Apparatus Sales, 3504 Dickerson Road, Nashville, Tennessee 37207.

Sincerely,



Joe Palmer

Fire Chief

# Sutphen Corporation (Sutphen)

Contractors:

Sutphen Corporation (Mfr.)

Cullen Emergency Vehicles (Dealer - TX)

Product Code	Model & Description	Base	Price
<b>A. Aerials (Booms/Platforms, Ladders, Ladder/Platforms)</b>			
BBA01	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Single Axle, SA 75' Mid Mounted 1000# Telescoping Aluminum Box Boom with Climbing Ladder	\$637,176.03	
BBA02	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Single Axle, SL 75' Mid Mounted 1000# Aluminum Ladder	\$639,273.80	
BBA03	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Tandem Axle, SL 100' Mid Mounted 750# Aluminum Ladder	\$739,289.05	
BBA04	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Single Axle, 70' Mid Mounted 1000# Telescoping Aluminum Box Boom with Platform	\$722,406.90	
BBA05	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Tandem Axle, SP 92' Mid Mounted 1000# Telescoping Aluminum Box Boom with Platform	\$875,610.48	
BBA06	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Tandem Axle, SPH 100' Mid Mounted 1000# Telescoping Aluminum Box Boom with Platform	\$965,843.58	
BBA07	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Tandem Axle, SP 110' Mid Mounted 1000# Telescoping Aluminum Box Boom with Platform	\$1,002,115.00	
BBA08	Sutphen Monarch, 4-Door Full-Tilt Aluminum Cab, Stainless Steel Body, Tandem Axle, SP 92' Mid Mounted 1000# Telescoping Aluminum Box Boom with Platform (Re-mounted)	\$792,749.90	
<b>B. Wildland Fire Apparatus (Brush Fire)</b>			
BBB01	International 7400, 4x4 4-Door Commercial Cab, Type 3 Pumper, Extruded Aluminum Body, Single Axle, 750 GPM Pump, Two Stage, Mid-Mounted	\$263,131.82	
BBB02	Sutphen Monarch, 4 Door Custom Full Tilt Aluminum Cab, Wildlan Urban Interface Pumper, Extruded Aluminum Body, Single Axle, 1250 GPM Pump, Mid Mounted	\$367,484.59	
<b>C. Pumper Fire Apparatus</b>			
BBC01	International 4400, 2-Door Commercial Cab, Pumper, Extruded Aluminum Body, Single Axle, 1250 GPM Pump, Single Stage, Mid-Mounted	\$206,968.86	
BBC02	Sutphen Guardian, 4 Door Custom Full Tilt Aluminum Cab, Pumper, Extruded Aluminum Body, Single Axle, 1250 GPM Pump, Mid Mounted	\$288,804.05	
BBC03	Sutphen Shield, 4 Door Custom Full Tilt Aluminum Cab, Pumper, Extruded Aluminum Body, Single Axle, 1250 GPM Pump, Mid Mounted	\$309,407.29	
BBC04	Sutphen Ambassador, 4 Door Custom Full Tilt Aluminum Cab, Pumper, Extruded Aluminum Body, Single Axle, 1250 GPM Pump, Mid Mounted	\$347,836.26	
BBC05	Sutphen Monarch, 4 Door Custom Full Tilt Aluminum Cab, Pumper, Extruded Aluminum Body, Single Axle, 1250 GPM Pump, Mid Mounted	\$389,010.37	
<b>D. Special Service Apparatus (Walk-In &amp; Non-Walk-in Bodies) Multi-use: Rescue, Re-Hab, Hazmat, Mobile Command Center</b>			

August 13, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Kennon Calhoun Workshop contract for architecture services

---

I am requesting the authority to enter into a contract with Kennon Calhoun Workshop for architecture services for the budgeted renovation of the White House Inn Museum and Chamber of Commerce office. Included in the approved FY16 budget is \$150,000 for the project. The contract with Kennon Calhoun Workshop is for \$13,500.00. The contract is enclosed for you to review.

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

10 August 2015

Gerald O. Herman | City Administrator  
City of White House  
105 College Street White House, TN 37188  
T 615 672 4350 ext 2105 | F 615 672 2939 | gherman@cityofwhitehouse.com

## City of White House

Concepts for Library Conversion to Museum  
PROPOSAL FOR PROFESSIONAL SERVICES

Gerald:

We appreciate this opportunity to assist the City of White House and the Museum and Welcome Center Board to develop a plan of action for the renovation/conversion of the current White House Library to a museum, visitor's center, and expanded offices for the Chamber of Commerce.

---

### SCOPE OF SERVICES:

Renovation and selective demolition and interior buildout for approximately 4,000 s.f. The interior spaces include the following: a visitor welcome center area, two private offices, restrooms, staff breakroom, museum display areas, and a museum work room. Exterior work is to include power washing of building.

### Schematic and Concepts Phase

- Field measurement and documentation of existing space as needed to finalize construction documents. Obtain files from owner and tenant.
- Codes Analysis and initial meeting with the Codes Department to review the preliminary design concepts
- Develop overall concept for space, review with the owner and contractor, based on initial feedback provided by owner and reviewed with owner.
- Revise and refine the plan based on comments and feedback.
- Finalize concept plan and assist Owner in developing project budget with a general contractor. Workshop will provide names for two or three contractors that have the ability to perform this work.

### Contract Documents

- Preparation of Construction Documents, including codes life safety documentation, floor plan, equipment and furniture layout, reflected ceiling plan, interior elevations and finish selections for the entire space, and any exterior elevations needed to convey the intent and details for the new canopy/awning, all of which will be reviewed with owner and approved prior to final selections.
- Coordination of lighting and mechanical and plumbing designs with Owner and Contractor

- Furniture layout is shown for codes analysis and determination of occupant count only. Furniture selection is not included in this scope of work; we can provide consultation as requested on an hourly basis.
- The scope of the mechanical and electrical work in the project is minimum and will be evaluated and documented by our Engineering Consultant to produce design intent documentation only. No stamped or engineered drawings will be included in this set of construction documents. (Lighting design intent will be included in our reflected ceiling plans and power and data design intent will be included in our floor plans.)

### Schedule

We would anticipate developing a final project schedule in the coming weeks. We are anticipating that the design and document phases would take tentatively 6-8 weeks. And we intend to be flexible in providing a series of bid packages to allow the contractor to fast-track the construction sequences.

### Proposed Fee

We propose the following lump sum fee for Architectural Design services outlined above

- Architecture \$13,500

### Clarifications, Exclusions

- We plan for 1-2 preliminary meetings with city/museum representatives and a final presentation as requested for design phases and included are two (2) site visits during construction, a Final Walk-through and Punch List as part of basic services.
- As-built drawings are not included but can be provided as at an hourly rate if needed.
- Security system design is not included, but can be coordinate with the owner provided consultants as needed on an hourly basis.
- Structural Engineering is not included, but can be provided on an hourly basis

If this is acceptable to you, please sign to acknowledge your approval below, retain a copy for your records and return one to us. We look forward to a rewarding and successful relationship; if you have any questions please call and thank you again for the trust in our skills.

Sincerely,

*John E. Calhoun, Jr.* AIA, LEED-AP  
kennon|calhoun WORKSHOP

Accepted By:

Gerald O. Herman for the City of White House, TN

Date

**OTHER BUSINESS...**

# CERTIFICATE OF COMPLIANCE

## RETAIL PACKAGE STORE

**Applicant name:** Mr. Joe W. Ragland

Mr. Michael A. Ragland

**Address of applicant:** Mr. Joe Ragland – 432 Foster Drive, White House, TN 37188

Mr. Michael Ragland – 1930 Hygeia Road, Greenbrier, TN 37073

**Date of application:** January 13, 2015

**Store name:** J & L Liquors, LLC

**Store address:** 322 Hester Drive, White House, TN 37188

As a condition precedent to the issuance of a license under Tennessee Code Annotated §57-3-204, every applicant for a license under that section shall submit with the application to the commission a certificate signed by the Mayor of the City of White House.

### Compliance Checklist

*Yes or No*

Yes	The applicant or applicants who are in charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that in the official's opinion the applicant will not violate any of the provisions of <u>Tennessee Code Annotated</u> §57-3-208
Yes	The applicant or applicants have secured a location for the business which complies with all restrictions of any local law, ordinances, or resolution, duly adopted by the City of White House (Municipal Code Title 8, Chapter 3 <u>Package Liquor Stores</u> – Ordinance 14-27).
Yes	The applicant or applicants have complied with any local law, ordinance or resolution duly adopted by the local authorities regulating the number of retail licenses to be issued within the City of White House.
Yes	No more than two licenses for the sale of alcoholic beverages shall be issued until such time the official census of the City of White House's population is equal to or greater than 24,000. (Municipal Code Title 8, Chapter 3 <u>Package Liquor Stores</u> , Section 8-305).

On **Thursday, August 20, 2015**, the Board of Mayor and Aldermen granted the Certificate of Compliance for J & L Liquors, LLC. On **Thursday, August 20, 2015**, the Board of Mayor and Aldermen held a public hearing regarding this Certificate of Compliance and no one spoke for or against. I, Michael Arnold, Mayor of the City of White House, state that the above named corporation is issued a "Certificate of Compliance" from the City of White House to operate a retail liquor store at the above address. The location of said business complies with all restrictions of local law, ordinance or resolution, duly adopted by the Board of Mayor and Aldermen.

The applicant has the right to seek review of any denial of a certificate by instituting an action in the chancery court having jurisdiction over the municipality or county within sixty (60) days of the denial. A failure on the part of the issuing authority to grant or deny the certificate within sixty (60) days of the written application for such shall be deemed a granting of the certificate. The requirement imposed by this section to submit a certificate shall not be applicable to any applicant if:

1. The authority of the City of White House charged with the responsibility to issue the certificate required herein shall have failed to grant or deny the certificate within sixty (60) days after written application for such certificate is failed; or
2. The applicant submits a final order of a court holding that the denial of the required certificate was unreasonable.

*The content in this certificate is based on information located in the Tennessee Code Annotated §57-3-208.*

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

\_\_\_\_\_  
Date

cc: Rosemary Adams, Alcoholic Beverage Commission



To Whom it May Concern,

As you are aware, beginning 07/01/2016, we will be able to sell wine in our Kroger Store. I am in the beginning stages of compiling all documentation that will be needed for the State Wine Application. Pursuant to T.C.A. 57-3-806, we are required to get a signed certificate from the county executive. Here is an excerpt of the law:

57-3-806.

(a) As a condition precedent to the issuance of a license under§ 57-3-803, every applicant for a license under that section shall submit with the application to the commission a certificate signed by the county executive or chair of the county commission in which the licensed premises are to be located if outside the corporate limits of a municipality or, if within a municipality, from the mayor or a majority of the commission, city council, or legislative body of the municipality, by whatsoever name designated, or if the municipality has no mayor, from the highest executive of the municipality. The issuance of a certificate shall not be conditioned on the residency of the applicant, including, but not limited to, requiring the applicant to live within the county or municipality, or additional conditions not required by this section.

I am requesting that the attached document be signed and returned to me in the enclosed self addressed envelope. The date that you enter is not time sensitive, so I appreciate your quick response.

If you have any questions or concerns, please contact me at 615-232-9623 or e-mail me at **kevin.schemm@dillonstores.com**

Sincerely,

A handwritten signature in cursive script that reads "Kevin".

Kevin Schemm  
Business License Coordinator  
The Kroger Co.  
615-232-9623

**CERTIFICATE OF BACKGROUND  
INVESTIGATION AND ZONING**

**SUBMITTED PURSUANT TO T.C.A. § 57-3-806**

Kroger #545  
510 Highway 76  
White House, TN 37188  
Sumner County

This is to certify that Christine Wheatley, who is an executive officer of the above named retail food store, which store will make application for a license to sell wine for off premises consumption and which is located in the Municipality of White House, and/or or the County of Robertson, State of Tennessee are in compliance with the provisions of Tenn. Code Ann § 57-3-806(a).

- (a) The undersigned has/have made careful investigation of the said applicant's background and have found that they have not been convicted of a felony within a ten-year period preceding this application.

AND

- (b) The location of the retail food store complies with all zoning laws adopted by the jurisdiction.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**If premises located outside Municipality:**

\_\_\_\_\_  
County Executive, Print Name

\_\_\_\_\_  
County Executive, Signature

OR

\_\_\_\_\_  
Chairman of County Commission, Print Name

\_\_\_\_\_  
Chairman of County Commission, Signature

**If premises located within Municipality:**

\_\_\_\_\_  
Mayor of other official head of Municipality, Print Name

\_\_\_\_\_  
Mayor of other official head of Municipality, Signature

OR

\_\_\_\_\_  
Member of Legislative Body of Municipality, Print Name

\_\_\_\_\_  
Member of Legislative Body of Municipality, Signature

\_\_\_\_\_  
Member of Legislative Body of Municipality, Print Name

\_\_\_\_\_  
Member of Legislative Body of Municipality, Signature

\_\_\_\_\_  
Member of Legislative Body of Municipality, Print Name

\_\_\_\_\_  
Member of Legislative Body of Municipality, Signature



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★

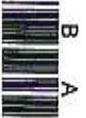


Civilian Identification  
Office 877-224-0043  
Fax 740-845-2633

P.O. Box 365  
London, OH 43140  
www.OhioAttorneyGeneral.gov

May 29, 2015

THE KROGER CO  
MEG WAGNER/LAW DEPARTMENT  
1014 VINE ST  
CINCINNATI OH 45202



**CRIMINAL HISTORY RECORD CHECK  
NO BCI CONVICTIONS ON FILE  
AUTHENTICATION NO. BMT500089378**

The Ohio Bureau of Criminal Investigation (BCI) has completed a criminal history record check on the applicant listed below.

When authorized by law, an individual may have their criminal history sealed. In the event that an applicant has a sealed record, certain parties are permitted to receive such information to determine whether an applicant is legally disqualified from performing specific work.

Sealed records are disclosed based upon the **Reason Fingerprinted**, as submitted on the background check transaction and listed below. Sealed criminal histories will be provided in a manner consistent with the reason that the records are requested, regardless of the destination of the result.

There are no convictions on file with this office for this applicant.

<b>Name:</b>	WHEATLEY, CHRISTINE
<b>Date of Birth:</b>	February 27, 1971
<b>SSN:</b>	XXX-XX-7681
<b>BCI Completion Date:</b>	May 28, 2015
<b>Reason Fingerprinted:</b>	other: KENTUCKY LIQUOR LICENSE

This letter is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath, Superintendent  
Ohio Bureau of Criminal Investigation

*Pursuant to Ohio Revised Code section 109.57(E)(2), BCI can only provide information relating to the criminal convictions and guilty pleas. BCI is also only permitted to provide information regarding juvenile adjudications if the adjudication was for Aggravated Murder, Murder, or for a sex offense for which the offender still has a duty to register.*

July 8, 2015

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Gerald Herman, City Administrator  
**Re:** Ranking of Engineering Services for Hwy 31W Sidewalk/Bikepath Phase II Project

---

There were seven engineering firms that submitted a request for qualification packet for the Hwy 31W Sidewalk/Bikepath Phase II project. The Consultant Evaluation Committee reviewed each firms qualifications individually. Each individual scored the firm based on the criteria on the evaluation sheet (attached).

During the Board of Mayor and Aldermen meeting on Thursday, August 20, 2015, as the "legally designated selection authority" you will need to rank the firms in order of preference based on the evaluation criteria. On behalf of the City of White House I will then negotiate with the firm(s) in rank order. All firms who were unsuccessful in the selection process will be notified once a contract has been signed.

If you would like to review any of the firms' qualification packets please let us know and we will email or you can stop by to review them.

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



**CITY OF WHITE HOUSE**  
**RFP ENGINEERING SERVICES**  
**EVALUATION SCORES**  
**31W PHASE II SIDEWALK PROJECT**  
**TDOT PIN# 121872.00**

PROPOSAL								
	Total Available Points	March Adams and Associates	Civil and Environmental Consultants	Lose and Associates	McGill and Associates	Wiser Consultants	HFR Design	CSR Engineering
Ability and relevant expertise of the firm's personnel to be used in performing the service.	30	18	20	27	26	28	28	30
Past experience in the required disciplines	30	14	21	26	27	29	30	30
Qualification and availability of staff	30	15	22	27	28	27	28	29
Proposal demonstrates the firm's ability to meet schedules without compromising sound engineering practice.	30	12	24	26	28	27	26	27
Size of project and limited, or unlimited, prequalification status	30	16	26	25	27	27	28	29
Amount of work under contract with the Agency	30	3	17	25	24	23	24	27
The firm can perform the work efficiently without compromising sound engineering practice	30	14	24	26	26	26	28	30
<b>Total Score</b>	<b>210</b>	<b>92</b>	<b>154</b>	<b>182</b>	<b>186</b>	<b>187</b>	<b>192</b>	<b>202</b>
	100%	43.81%	73.33%	86.67%	88.57%	89.05%	91.43%	96.19%

CONCLUSION								
	Total Available Points	March Adams and Associates	Civil and Environmental Consultants	Lose and Associates	McGill and Associates	Wiser Consultants	HFR Design	CSR Engineering
Overall qualifications and likelihood to succeed in your opinion	30	13	21	25	27	28	28	29
<b>Total Score</b>	<b>30</b>	<b>13</b>	<b>21</b>	<b>25</b>	<b>27</b>	<b>28</b>	<b>28</b>	<b>29</b>
	100%	43.3%	70.0%	83.3%	90.0%	93.3%	93.3%	96.7%

OVERALL								
	Total Available Points	March Adams and Associates	Civil and Environmental Consultants	Lose and Associates	McGill and Associates	Wiser Consultants	HFR Design	CSR Engineering
<b>Total Score</b>	<b>240</b>	<b>105</b>	<b>175</b>	<b>207</b>	<b>213</b>	<b>215</b>	<b>220</b>	<b>231</b>
	100%	43.8%	72.9%	86.3%	88.8%	89.6%	91.7%	96.3%

**DISCUSSION ITEMS...**

OTHER INFORMATION....