

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
September 17, 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 August 20th and August 31st meetings
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 15-19:** An ordinance amending the City of White House Zoning Ordinance, Article IV, Section 4.070, Subsection H. *Second Reading.*
 - b. **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. *Second Reading.*
 - c. City of White House Annual Municipal Separate Storm Sewer System (MS4) Annual Report.
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 15-10:** A resolution authorizing participation in The Cooperative Purchasing Network.
12. Consideration of the Following Ordinances:
 - a. **Ordinance 15-19:** An ordinance amending the City of White House Zoning Ordinance, Article IV, Section 4.070, Subsection H. *Second Reading.*
 - b. **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. *Second Reading.*
 - c. **Ordinance 15-22:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, 18-201. *First Reading.*

- d. **Ordinance 15-23:** An ordinance amending the Zoning Map for a 12.00 acre property relative to Robertson County Tax Map 106, Parcel 190.00 from C-4, Office Commercial, to NCRPUD, Neighborhood Center Residential Planned Unit Development. *First Reading.*

13. Purchasing

- a. To approve or reject the purchase of a Toro Reelmaster 3100-D mower for \$29,210.81 off of state contract 242 (Smith Turf & Irrigation in Nashville, TN). The Parks and Recreation Director recommends approval.
- b. To approve or reject CSR Engineering's amendment to Task Order #1C for Meadows Sewer Construction Inspection Services (SRF/TDEC Meadows Area Sanitary Sewer Improvement Project). The Public Services Director recommends approval.
- c. To approve or reject a two-year extension of the Sewer/Storm Drain Cleaning and Televising Services contract with TPM Group. The Public Services Director recommends approval.
- d. To approve or reject the City Administrator entering into a professional services agreement with CSR Engineering for engineering services in the amount of \$374,253.00 for the Highway 31W/SR-41 Sidewalk and Bikepath Phase II project (PIN # 121872.00).

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. City of White House Annual Municipal Separate Storm Sewer System (MS4) Annual Report and EPA Water Quality Scorecard.

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
August 20, 2015
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

Special guest Pastor Derek Capello from Northridge 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 July 16th, July 23rd, and August 6th meetings

Motion was made by Ald. Bibb, second by Ald. Hutson to approve the minutes. A voice vote was called for with all members voting aye. **July 16th, July 23rd, and August 6th minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all 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.*

No one spoke for or against.

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

No one spoke for or against.

- 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).

No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik complimented the Library staff and Mr. Herman on a wonderful ribbon cutting at the library on August 6th.

Ald. Paltzik reported that the White House Chamber of Commerce had a great turnout at the August Women of White House event.

Ald. Paltzik noted that the White House Chamber of Commerce will be having a ribbon cutting for Mojo's Cookie Dough and Creamery on Friday at 4:00 pm.

Ald. Hutson and Ald. Bibb echoed Ald. Paltzik's comments about the library ribbon cutting.

City Administrator Gerald Herman stated that the Public Safety Day will take place on Monday, September 7th between 10:00 am – 2:00 pm.

City Administrator Gerald Herman reminded the Board that there will be a special called Board of Mayor and Aldermen meeting on Monday, August 31st at 6:30 pm.

City Administrator Gerald Herman informed the Board that he will be on vacation next week.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

- a. **Resolution 15-08:** 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.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-08 was approved.**

- b. **Resolution 15-09:** A resolution authorizing participation in Tristar Heath's "Your Amazing Health Race" Wellness Program.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-09 was approved.**

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.*

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-17 was approved on Second Reading.**

- b. **Ordinance 15-18:** An ordinance amending the fiscal budget for the period ending June 30, 2016. *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 15-18 was approved on 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.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 15-19 passed on 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.*

Motion was made by Ald. Bibb, second by Ald. Decker to deny Ordinance 15-20. A voice vote was called for with all members voting aye. **Ordinance 15-20 failed on 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.*

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-21 passed on 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.

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.**

- 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.

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

- 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.

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

- d. To approve or reject 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.

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 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.

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

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.

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 a Certificate of Compliance for Ms. Christine Wheatley of The Kroger Company (510 Hwy 76, White House, TN 37188). The City Administrator 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 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.

Motion was made by Ald. Decker, second by Ald. Paltzik to approve the City Administrator negotiating a contract with the highest ranked engineering firm. A voice vote was called for with all members voting aye. **Motion passed.**

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

Meeting was adjourned at 7:45 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Special Session
August 31, 2015
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:30 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. Decker to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

4. Public Hearings

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

Mr. Bob West of White House spoke against Ordinance 15-16.

Mr. John Pink of White House spoke against Ordinance 15-16.

Mr. Mark Lanius of White House spoke against Ordinance 15-16.

Mr. Danny Guill of White House spoke against Ordinance 15-16.

Ms. Karyn Wair of White House spoke against Ordinance 15-16.

5. New Business

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

There was discussion regarding safety concerns along McCurdy Road, drainage issues, and the proposed cut through location in the Greystone Subdivision.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-16 was approved on Second Reading.**

6. Adjournment

Meeting was adjourned at 7:09 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS....

**General Government Department
August 2015**

Administration

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

- August 04: Realizing Robertson County Board Meeting
- August 05:
 - Construction Board of Appeals
 - Forward Sumner Board of Directors
 - Nashville Area MPO 2040 RTP Sumner County Meeting
- August 06:
 - White House Library Ribbon Cutting
 - PMC Gage Annual Site Review
 - Board of Mayor and Aldermen Special Called Meeting
 - Guest Speaker for the American Legion
- August 10:
 - Nashville Area MPO 2040 RTP Robertson County Meeting
 - Planning Commission Tour of The Standard Apartments
 - Planning Commission Meeting
- August 11: MTAs Class - Layman's Approach to the Regulations and Management of Waste Water System
- August 13:
 - Meeting with Mr. Brinkley and City Attorney Valerie Webb
 - State Contract Vendor Meeting – T-Mobile
- August 18:
 - White House Chamber of Commerce Luncheon
 - Board of Zoning Appeals Meeting
- August 19:
 - Metropolitan Planning Organization Executive Board Meeting
 - 2015 Health and Safety Day
 - The Standard Apartment Representative(s) Meeting
- August 20:
 - State Contract Vendor Meeting – NAPA Auto Parts
 - Board of Mayor and Aldermen Meeting
- August 31:
 - Planning Commission Special Called Meeting
 - Board of Mayor and Aldermen Special Called Meeting

Performance Measurements

Finance Update

The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2015-2016.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$10,097,867	\$2,368,611	↑6.75
Industrial Development	\$118,500	\$2,797	↓14.31
State Street Aid	\$275,000	\$34,427	↓4.15
Parks Sales Tax	\$410,569	\$0	↓16.67
Solid Waste	\$882,617	\$277,008	↑14.72
Impact Fees	\$3,290	\$0	↓16.67
Police Drug Fund	\$35,633	\$31,829	↑72.65
Debt Services	\$751,058	\$0	↓16.67
Wastewater	\$7,086,888	\$3,968,159	↑39.32
Healthcare	\$68,500	\$12,934	↑2.21
Stormwater Fund	\$359,485	\$57,612	↓0.64
Cemetery Fund	\$63,300	\$14,245	↑5.83

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

**General Government Department
August 2015**

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The August 2015 error rate was 1.2%.

Total Purchase Orders

	FY 2016	FY 2015	FY 2014
July	279	231	212
August	166	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
Total	445	1,655	1,733

Purchase Order Errors by Department

	August 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	2	8
Parks	1	1	3
Police	0	0	2
Public Works	0	0	2
Sanitation	0	0	0
Wastewater	0	2	3
Total	2	5	20

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Aug. 2015	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders \$0-\$1,999	147	348	1392	1,517	\$165,124.02	\$708,133.51	\$529,278.93
Purchase Orders \$2,000-\$9,999	13	64	172	154	\$294,890.80	\$718,011.83	\$551,768.46
Purchase Orders over \$10,000	6	33	91	62	\$5,004,053.34	\$11,854,322.55	\$6,221,273.04
Total	166	445	1,655	1,733	\$5,464,068.16	\$13,280,467.89	\$7,302,320.43

Website Management

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

	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	79	83	186	401,773	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
December		96	137		393,777	279,207
January		89	126		246,658	555,161
February		116	137		389,805	426,376
March		98	127		355,975	1,191,691
April		82	95		549,670	262,646
May		76	81		387,210	238,690
June		91	67		320,233	610,113
Total	191	1,100	1,355	668,077	4,513,102	5,124,420

**General Government Department
August 2015**

Facebook Management

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

	2015 - 2016 New Likes	2014 - 2015 New Likes	2013 - 2014 New Likes	2015 - 2016 # of Posts	2014 - 2015 # of Posts	2013 - 2014 # of Posts
July	70	29	34	26	49	14
August	19	23	25	23	30	22
September		26	10		37	11
October		57	7		47	18
November		25	21		21	10
December		39	97		34	17
January		34	36		25	15
February		69	33		36	27
March		40	16		40	25
April		192	20		30	22
May		45	21		33	19
June		44	40		40	19
Total	89	623	320	49	422	200

Twitter Management

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

	2015 - 2016 Total Followers	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2015 - 2016 # of Tweets	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets
July	539	418	294	12	42	14
August	548	422	314	15	30	22
September		432	322		32	11
October		439	322		33	18
November		446	322		22	10
December		451	337		28	17
January		462	346		20	10
February		478	361		28	20
March		481	370		31	25
April		498	385		26	21
May		502	464		23	15
June		507	410		25	19
Total	N/A	N/A	N/A	17	340	162

**General Government Department
August 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
- Water library landscape
- A/C unit repair in Senior Center

	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	22	25	N/A
August	33	10	N/A
September		19	N/A
October		27	N/A
November		15	N/A
December		15	8
January		31	19
February		23	33
March		24	15
April		22	15
May		13	31
June		25	20
Total	55	249	141

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

**Finance Department
August 2015**

Finance Section

On August 6th several Finance Office associates attended the new White House Library ribbon cutting ceremony. On August 18th the Finance Director, Assistant Director, and Accounting Specialist met with the Senior Audit Manager from KraftCPAs to review the prior year's audit adjusting entries. On August 19th all Finance Office associates participated in the annual City Health & Safety Fair. On August 20th the Finance Director attended the BMA meeting. On August 26th the Finance Director and the Assistant Director attended the CMFO "Cash Management" class. This month the Finance Office associates prepared for the upcoming city annual audit. Fieldwork for this will begin on September 14, 2015.

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	3,436,504	42%
Cemetery Fund			164,391	
Debt Services			37,318	
Healthcare			241,340	
Impact Fees			83,550	
Industrial Development			143,820	
Park Sales Tax			138,401	
Police Drug Fund			14,372	
Solid Waste			481,474	
State Street Aid			145,495	
Stormwater Fund			105,339	
Wastewater			2,970,486	

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 (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,121,277	859,611	↓6.08%
Cemetery Fund	26,775	1,819	↓9.87%
Debt Services	750,200	2,503	↓16.33%
Healthcare	62,200	9,913	↓0.73%
Impact Fees	12,700	1,636	↓3.78%
Industrial Development	70,100	31,431	↑28.17%
Park Sales Tax	494,766	87,743	↑1.07%
Police Drug Fund	4,520	966	↑4.71%
Solid Waste	800,400	137,460	↑0.51%
State Street Aid	269,264	49,644	↑1.77%
Stormwater Fund	448,171	52,374	↓4.98%
Wastewater	5,722,700	771,214	↓3.19%

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

**Finance Department
August 2015**

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

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	208 direct deposits 5 checks	1 Retro adjustments	0 Voids

Accounts Payable

	Aug. 2015	July 2015	June 2015	May 2015
Total # of Invoices Processed	432	288	493	401

Business License Activity

	August 2015	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	5	10	105	74	80	52
Closed	0	0	5	13	140*	6

*129 businesses deemed uncollectable in October 2012

Utility Billing

	August 2015	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	5	14	62	55	28	15
Move Ins (#)	37	88	488	506	481	493
Move Outs (#)	42	89	514	516	479	455
Late Payments (\$)	6,216	12,429	68,103	69,241	65,074	67,810
Late Payments (#)	1,056	2,048	15,641	12,840	12,685	12,857
Disconnect for non-payment (#)	48	99	442	514	258*	n/a

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

**Human Resources Department
August 2015**

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

- August 04: Part Time Parks Groundskeeper Interviews
- August 06: Library Ribbon Cutting
Board of Mayor and Aldermen Special Called Meeting
- August 18: Chamber of Commerce Monthly Luncheon
- August 19: Health and Safety Fair

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	1	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
Total	1	13	9	12	7

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	2	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
Total	2	11	14	6	7

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

**Human Resources Department
August 2015**

Full-Time Turnover Goal: To maintain a three-year average of less than 10% per year.

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012
July	1	0	1	1	4
August	1	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
Total	2	5	6	8	19
Percentage	2.12%	5.49%	7.14%	8.99%	21.84%

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	0	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
Total	1	3	4	4

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

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

**Police Department
August 2015**

Highlight

The Tennessee Lifesavers Conference was held on August 21, 2015. The White House Police Department came in 2nd place in the State of Tennessee for the 11-25 officer category for our traffic safety program. We also received a State of Tennessee, 11-25 officer category 1st place award for our Bicycle & Pedestrian Safety. This award is for having the best overall safety program. The White House Police Department takes traffic, bicycle and pedestrian safety very serious. Our goal is to help people Arrive Alive! The Police Department also received \$800.00 in door prizes.

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in August:* White House Library Ribbon Cutting (Aug. 6th), Rotary Club Meeting (Aug. 6th, 13th, 20th and 27th), Department Head Meeting (Aug. 10th & Aug. 31st), Robertson County Chief's Meeting (Aug. 11th), 911 User Group (Aug. 12th), 911 Board Meeting (Aug. 18th), Robertson County Security Meeting (Aug 18th – Asst. Chief Ring and Det. Sgt. Dan Hunter), Planning Appeals Board Meeting (Aug. 18th), Sumner County Drug Task Force Meeting (Aug. 19th) and Board of Mayor and Alderman Meeting (Aug. 20th).

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 123 proofs of the 161 standards completed for 2015. Susan continues to wait for 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
August	4	0	4	8
Grand Total	36	1,160	199.5	1,395.5

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.*

**Police Department
August 2015**

Number of Officers on Shift	<i>August</i>	<i>FY 2015-2016</i>
Three (3) Officers per Shift	47	83
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 2015-2016.* 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	August 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	8	1	99	9
Crimes Against Property	50	5	295	27
Crimes Against Society	10	1	80	7
<i>Total</i>	68	6	474	44
Arrests	45		272	

**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.*

	August 2015	TOTAL 2015
Traffic Crashes Reported	52	258
Enforce Traffic Laws:		
Written Citations	151	1,512
Written Warnings	83	778
Verbal Warnings	196	1,972

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

COLLISION RATIO				
<u>2015</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
August	52	7	13%	14%

Traffic School: August Traffic School was conducted on August 13th. There were 18 students that attended and passed the course.

**Police Department
August 2015**

Staffing

- Brad McMurtry and Emmanuel (Manny) Manoloules have continued their Field Training since graduating from the Law Enforcement Academy July 31st. They both shall be released from field training in September and patrolling independently.
- We are currently doing Background checks on nine applicants to fill the two vacant officer positions. The backgrounds are about half way finished. Interviews will not take place until October.

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

Sumner County Emergency Response Team: ERT had training on August 21st.

Volunteer Reserve Officers: Reserves met at the end of August in Springfield. They did training on the Airsoft course.

Support Services Performance Measurements

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

2015 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
August	62%	80%

Communications Section

	August	Total 2015
Calls for Service	1,175	9,210
Alarm Calls	33	258

Request for Reports

	August 2015	FY 2015-2016
Requests for Reports	33	357
Amount taken in	\$24.45	\$294.77
Tow Bills	\$0.00	\$613.00
Emailed at no charge	32	422
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): See Highlights.

Volunteer Police Explorers: We currently have five explorers. They have been asked to host an event at the Winterfest 2016 in Gatlinburg the first of February. On August 3rd, the Explorers learned CPR. On August 17th, Sgt. Enck and Sgt. Ellis worked with the Explorers on handcuffing. On August 31st, the Explorers worked on clearing a building at Springfield Airsoft.

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

**Police Department
August 2015**

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 7th (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.***
 - Back to school meet and greets at Heritage Elementary and H.B. Williams.
 - Sgt. Enck instructed a S.P.E.A.R.E class at the White House Police Department. Twenty-two women participated.
 - Sgt. Enck spoke with the Senior Citizens at the Senior Center regarding Drug Take back.
 - On August 15th, Sgt. Enck set up a booth and displayed a police car at the White House Food Land's Back to School Bash.
 - Sgt. Enck and Ofc. Manlove had a booth at the City's Health & Safety Fair on August 19th.
 - Sgt. Enck spoke to the White House Utility District about active shooter, dealing with hostile customers and did a walkthrough of facility.
 - Ofc. Brisson participated in Hands Across the Border DUI Checkpoint on the Tennessee/Alabama state line on August 21st.
 - Sgt. Enck assisted with White House Middle School lockdown on August 26th.
 - Sgt. Enck instructed 8 hours of Defensive Tactics for the Gallatin Police Department on August 27th.

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

- White House vs. White House Heritage Football Game – Security and Traffic Detail.
- Security for the new Library Grand Opening.

Upcoming Events:

Safety Day (September 7th)
Drug Take-Back Day at Kroger (September 26th)
S.P.E.A.R.E with White House Utility District

2015 Participation in Joint Community Events		
	August 2015	Year to Date
Community Activities	11	31

**Fire Department
August 2015**

Summary of Month's Activities

Fire Operations

The Department responded to 112 requests for service during the month with 68 responses being medical emergencies. The Department responded to 8 vehicle accidents with reported injuries with six patients transported to an area hospitals.

August 9th 11:42am – The Department was dispatched to a vehicle fire on Hwy 31w. When fire units arrived on scene smoke was visible from the engine compartment, a hand line was used to extinguish the fire. The damage to the vehicle was confined to the engine compartment there were no injuries reported with this incident.

August 13th 10:28am – The Department was dispatched to a vehicle fire on Raymond Hirsh Parkway, when fire units arrived on scene fire was visible from the rear of the vehicle. A hand-line was used to extinguish the fire, there were no injuries reported with this incident although the vehicle was severely damaged.

August 19th 3:53pm – The Department was requested to respond to a mutual-aid structure fire to assist White House Community Volunteer Fire Department. An Engine responded along with several other area departments to provide assistance. There were no injuries reported with this incident, the home received damage to the roof and attic area.

August 20th 9:09am – The Department was dispatched to a reported fire alarm at White House Health Care. When fire units arrived on scene the fire had been extinguished by a fire suppression system. The fire had occurred in the kitchen, an employee had activated the suppression system when a pot on the stove caught fire. There were no injuries reported with this incident and the only damage was some clean up to the stove.

Fire Administration

August 3rd -7th – Asst. Chief Sisk attended Arson Investigation in-service training in Gatlinburg TN.

August 5th – Chief Palmer attended a Construction Board of Appeals meeting at city hall concerning the installation of a fire hydrant.

August 6th – Chief Palmer and Fire Department personnel attended the Library ribbon cutting.

August 10th – Asst. Chief Sisk attended the monthly Planning Commission meeting at city hall.

August 11th – Chief Palmer and Asst. Chief Sisk met with AAA Stor-N-Lock concerning an expansion project at their facility.

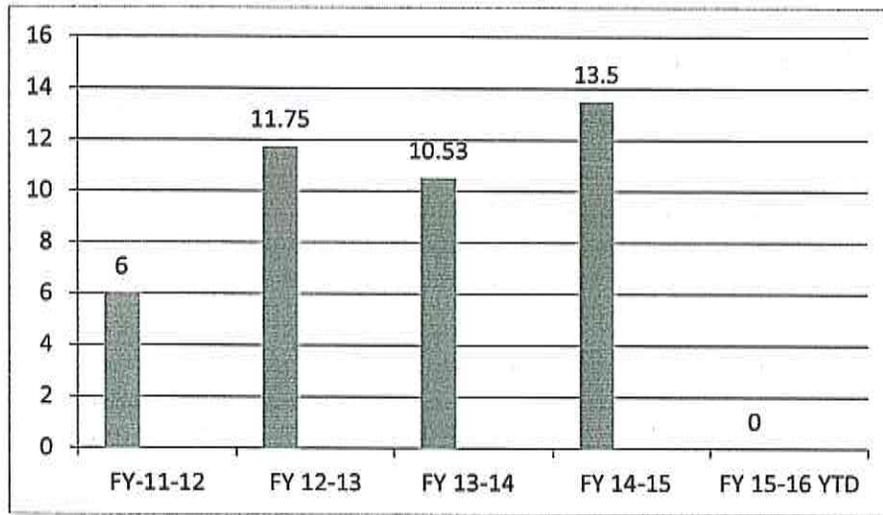
August 20th – Asst. Chief Sisk attended a meeting at city hall concerning a State purchasing contract with NAPA auto parts.

**Fire Department
August 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 within our city limits.

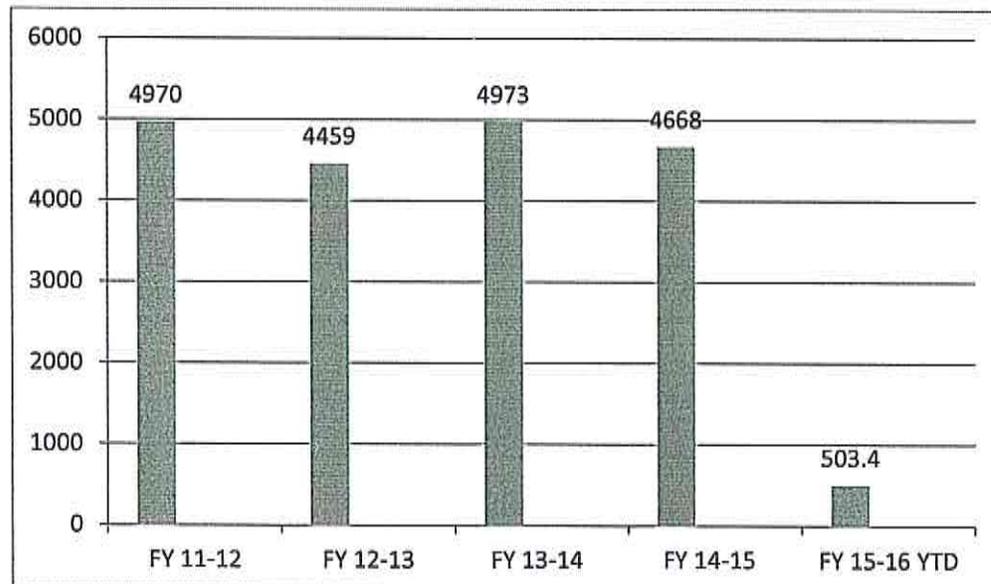


Incident Responses

Structure Fires	1	Vehicle Accidents(general cleanup)	5
Other Fires	1	Vehicle Accidents(With injuries)	8
Vehicle Fires	2	Rescue	0
Grass, Brush, Trash, Fires	1	False Alarms/Calls	5
Hazmat	1	Assist other Governmental Agency	0
Other Calls	20	Total Responses for the Month	112
Emergency Medical Responses	68	Total Responses Year to Date	195

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.

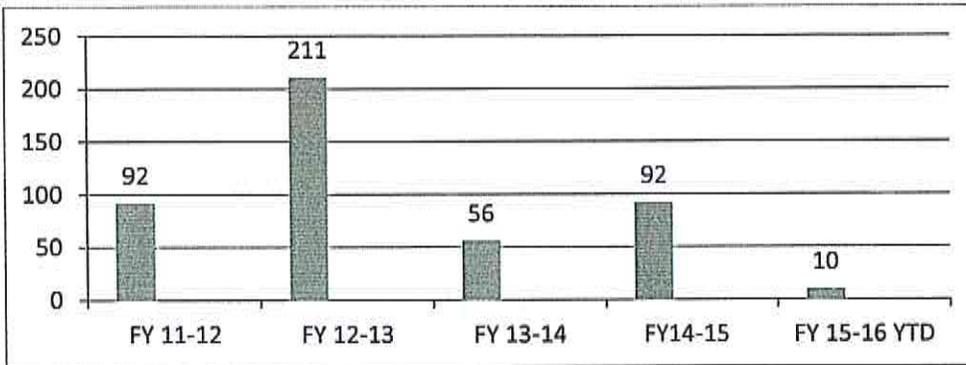


**Fire Department
August 2015**

Total Training Man-hours for the Month	196.24	Total Training Man-hours Year to Date	503.4
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Fire Inspection

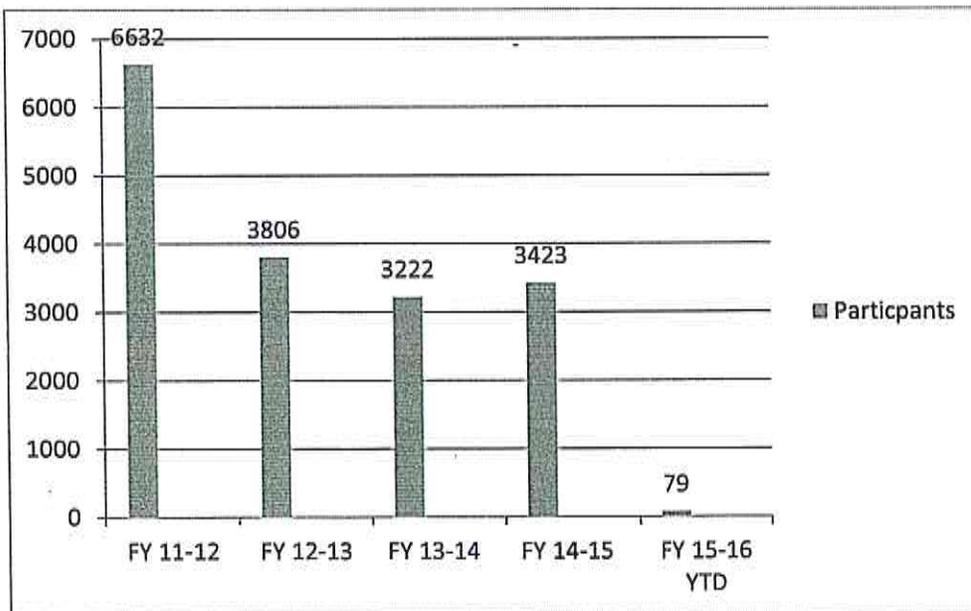
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



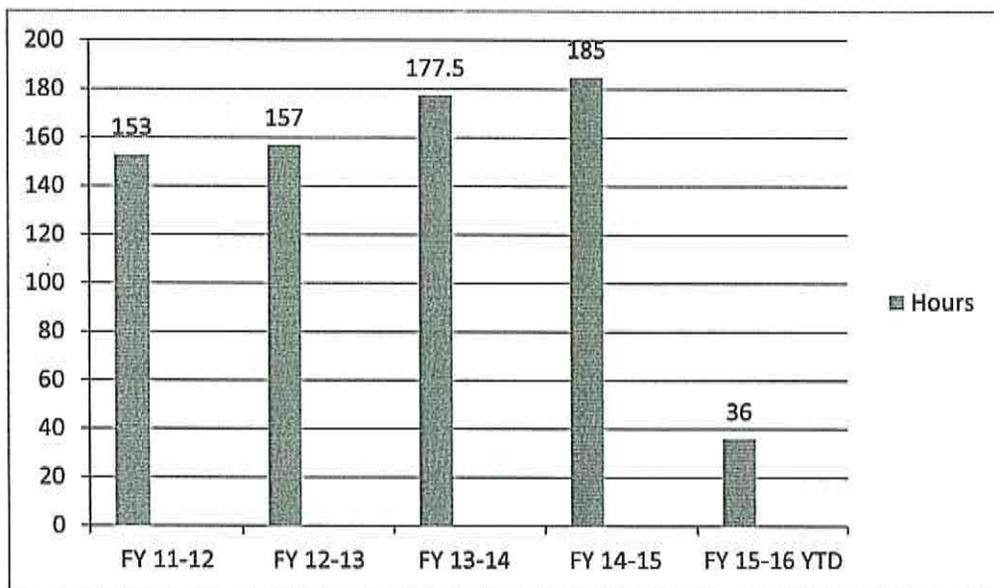
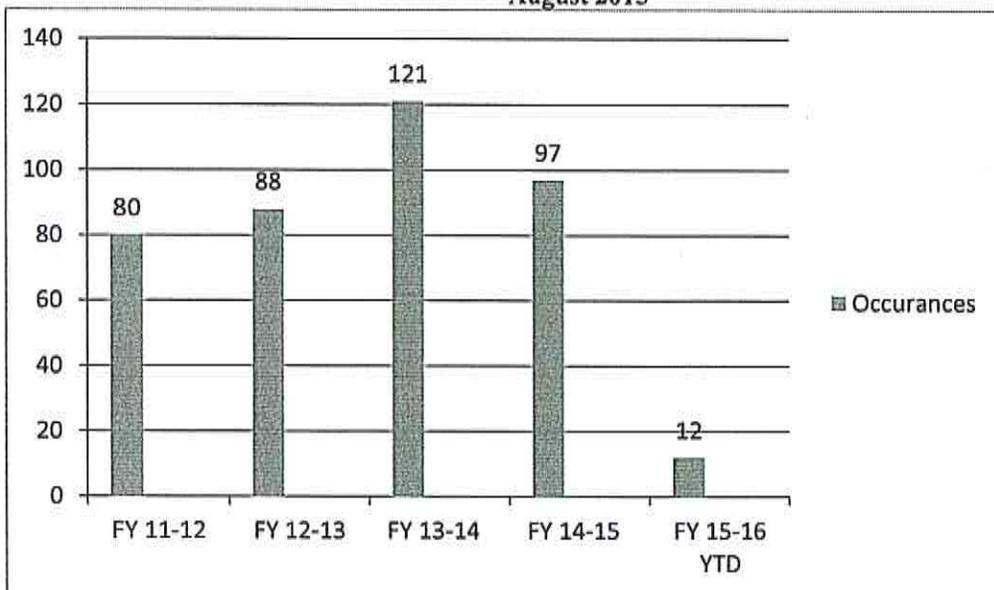
Fire Inspections	5	Year to Date	10	Plat / Plan Reviews	5	Year to Date	9
Fire Investigations	0	Year to Date	1	Fire Preplans	0	Year to Date	0

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
August 2015**



Participants	18	Education Hours	11
Participants Year to Date	79	Education Hours Year to Date	36
Number of Occurrences	4	Number of Occurrences Year to Date	12

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

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

1. (1) Stormwater Manager (vacant);
2. (1) PW Supervisor (vacant);
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).

<u>Total Hours Worked</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>July-15</u>	<u>August-15</u>	<u>YTD 15/16</u>
Stormwater	0	0	0	0	503	430	933
Sanitation	8,930	5,975	3,138	2,914	278	198	476
Street	3,539	3,765	4,485	4,040	47	57	104
Facility Maintenance	100	124	839	2,049	80	125	205
Fleet Maintenance	147	445	857	1,157	34	47	81
Meeting/Training	135	332	653	572	22	87	109
Leave	915	1,005	1022	807	50	90	140
Holiday	1,040	650	730	850	50	0	50
Overtime	0	70	166	263	0	50	50
Administrative	0	0	496	781	15	32	47

Brush, Leaves & Litter Control Program:

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

<u>Sanitation</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>July-15</u>	<u>August-15</u>	<u>YTD 15/16</u>
Brush Collection Stops	2,970	2,787	5,394	5,915	746	598	1344
Brush Truck Loads	468	302	644	503	49	44	93
Leaves Pickup Bags	N/A	519	4,324	4,016	297	250	547
Brush/Leaves Hours	N/A	585	2,119	1,634	132	128	260
Litter Pickup Bags	0	168	535	309	19	16	35
Litter Pickup Hours	N/A	443	829	1,147	146	70	216

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

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The August 2015 work order report shows that staff made 24 requests on the WI web portal system, of which only 7 were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over 3,800 cans in service for garbage and 3,680 cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 11/12	FY 12/13	FY 13/14	FY 14/15	July-15	August-15	YTD 15/16
Tons	3,634	3,458	3,315	3,081	301	302	603
Disposal Fee	\$88,325.03	\$85,077.60	\$82,869.34	\$86,098.70	\$7,375.63	\$7,394.98	\$14,770.61

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15	July-15	August-15	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763	3,878	3,901	7,779
Receivables	\$683,625.00	\$690,098.50	\$692,727.50	\$795,325.12	\$66,912.00	\$67,405.00	\$134,317.00
Revenue	\$654,858.69	\$684,487.53	\$705,287.91	\$781,004.41	\$69,138.74	\$66,570.82	\$135,710.00

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	July-15	August-15	YTD 15/16
Participants	715	809	525	712	61	46	107
Tons	168	141	168	166	13	13	26
Disposal Fee	\$16,513.14	\$15,473.00	\$16,913.54	\$13,208.16	\$1,001.96	\$1,048.31	\$2,050.27

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	July-15	August-15	YTD 15/16
Curbside Tons	244	393	456	408	29	47	76
Recycling Rate	7%	13%	14.3%	13.5%	10%	15%	13%
Revenue (curbside)	-	\$4,749.94	\$3,469.56	\$2,472.91	\$8.35	\$10.73	\$19.08
Fee (old program)	\$6,736.13	-	-	-	-	-	-
<i>Metal (drop-off) Tons</i>	11	62	42	33	6	5	11
Metal Revenue	\$3,167.45	\$10,555.50	\$6,240.40	\$4,333.90	\$562.00	\$416.00	\$978.00

**Public Services Department - Public Works Division
August 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	July-15	August-15	YTD 15/16
Drainage Requests	3	27	17	23	3	3	6
Drainage Work (feet)	58	1,457	2,513	2232	320	180	500
Drainage Man Hours	N/A	891	1261	1135	363	370	733
Debris Removed Loads	N/A	75	57	75	4	6	10
Sweeping Man Hours	0	0	272	460	60	20	80

Stormwater Accounting	FY 14-15	July-15	August-15	YTD 15/16
Units Billed	24,410.00	4,091	4,109	8,200
Receivables	\$107,249.28	\$34,186.32	\$34,514.64	\$68,700.96
Revenue	\$105,118.28	\$18,616.18	\$33,168.52	\$51,784.70

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	July-15	August-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	0	0	0
Potholes	168	125	202	269	4	38	42
Pothole Hours	N/A	N/A	600	908	21	32	53
Mowing Hours	0	101	446	146	80	40	120
R-O-W Hours	N/A	N/A	12	299	23	15	38
Signs	119	153	106	251	1	2	3
Sign Work Hours	N/A	N/A	219	473	1	10	11
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	2	0	2

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

Collection System Activities

Meadows Road Area Sewer Improvement Project

The official start date for this project is March 23, 2015. Pipe installation began on April 9th. The main trunk lines and manholes have been completed. Spicer Court service connections are now complete. Several service connections remain throughout the project, therefore, the vacuum and line air pressure test have not been completed yet. Some of the asphalt repair on Meadows Road has been completed. However, the side streets repairs cannot be completed until all of the line testing has been completed and accepted. Site stabilization continues to be a concern, but has greatly improved. The project failed to meet the August 20th substantial completion date, therefore, Dove Construction is now on liquidated damages (LD) of \$500.00 per day.

The installation quantities are as follows:

1. 472' of 8" SDR 35 main line;
2. 380' of 8" SDR 26 main line;
3. 0' of 6" SDR 35 main line;
4. 0' of 6" SDR 26 main line;
5. 150' of 6" SDR 35 service lateral;
6. 5 service connections;
7. 4 manholes (standard frame & grates);
8. 0 Property restoration days
9. 1 Rain days;
10. 3 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>JUL-15</u>	<u>AUG-15</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685	12,068	992	1,056	2,048
Disconnects for non-payment	N/A	N/A	258	442	51	48	99
Revenue Late Payments	\$62,880	\$67,810	\$65,074	\$61,350	\$6,213	\$6,216	\$12,429
Man Hours					12	16	28

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>JUL-15</u>	<u>AUG-15</u>	<u>YTD</u>
Tennessee 811	948	866	1,306	1,416		134	141	275

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

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

from any location via a smart device and acknowledge the alarm. The new SCADA system that we're currently in the process of installing at every lift station will allow the technician to remotely operate the components at the station.

<u>Lift Station Location</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>JUL-15</u>	<u>AUG-15</u>	<u>YTD</u>
North Palmers Chapel	1,483	1,736	3,559	483	5	10	15
Calista Road	985	1,058	2,014	418	2	5	7
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	3	3
Union Road	16	149	93	45	30	30	60
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 Centrifugal Converts* can be found primarily in the commercial sector.

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

<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>JUL-15</u>	<u>AUG-15</u>	<u>YTD</u>
"Grinder Project"	144	229	3	0		0	0	0
PD to Centrifugal Converts			4	10		0	0	0
2000 to Extreme C/O	0	85	86	60		2	5	7
2000 to 2000 C/O	271	19	13	23		1	4	5
Extreme to 2000 C/O	0	33	14	28		2	1	3
Extreme to Extreme C/O	0	157	110	117		3	7	10
Centrifugal to Centrifugal C/O				5		0	0	0
2000 Conversions	159	26	3	0		0	0	0
Extreme Converts	0	43	83	74		6	6	12
Total Pumps Replaced	430	363	313	321		14	25	39
Low Pressure Service Request	554	977	750	723		30	49	79
Vacuum System Service Request	96	127	102	58		7	13	20
Gravity Service Request				14		0	1	1
Inspection for New Service	0	0	27	51		3	5	8
Final Inspection for New Service	0	0	47	66		2	3	5
Sanitary Sewer Overflow (SSO)	0	4	2	3		0	1	1
Odor Complaints	0	0	11	14		3	2	5

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.

<u>Repairs</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 12/13</u>	<u>FY 14/15</u>		<u>JUL-15</u>	<u>AUG-15</u>	<u>YTD</u>
Major Lift Stations	12	5	5	18	26		2	9	11
Mainline	0	1	7	18	14		2	20	22
Service Line	82	52	65	136	49		1	13	14

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

Major Lift Stations Repairs:

WILKINSON LANE:

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

CALISTA:

We've installed one (1) VFD on a temporary basis. McGill is in the process of designing a new motor control center (MCC) for this station, which will include two (2) permanent VFD's for the turbine pumps. The Calista MCC project will also include the installation of two (2) VFD's at the North Palmers Chapel vacuum station. The preconstruction meeting is set for September 15, 2015.

The Vertical Turbine (VT) sewerage pump 2 has a cracked volute and due to the age of the pump, the City can no longer get the volute. We are currently awaiting a price on a new VT pump.

COPE'S CROSSING:

The Programmable Logic Control (PLC) has failed. This allows for level control and "normal" operation of the pumps utilizing the transducer. With the PLC out, the station will still operate via back-up floats but will stay in a constant state of alarm. We are planning on switching the very expensive PLC over to the more manageable, user friendly GRUNDFOS controls; which will allow us to remotely access and adjust the station.

Wastewater Treatment Plant Goal:

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

	<u>JUN - 2015</u>	<u>JUL - 2015</u>	<u>AUG - 2015</u>	
Flow	0.717 MGD	0.832 MGD	.863 MGD	
Capacity	1.40 MGD	1.40 MGD	1.40 MGD	
% of Plant Throughput	51.2%	59.42%	61.6%	(0.832 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	64.0%	74.3%	77%	(0.832 MGD) / (1.12 MGD)
Rainfall	4.89"	5.26"	4.88	

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

Violation was due to excessive E-COLI – the operator got a high reading and didn't retake the sample for margin of error.

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:**

Running optimally.

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.

Public Services Department - Wastewater Division
August 2015

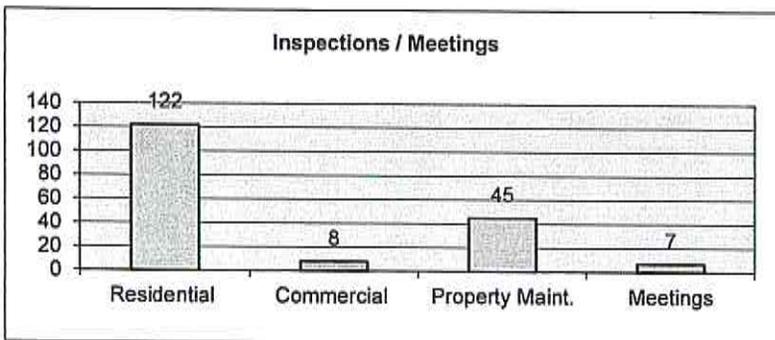
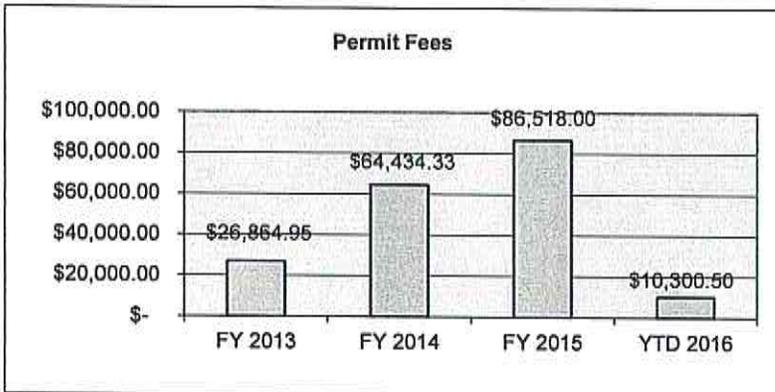
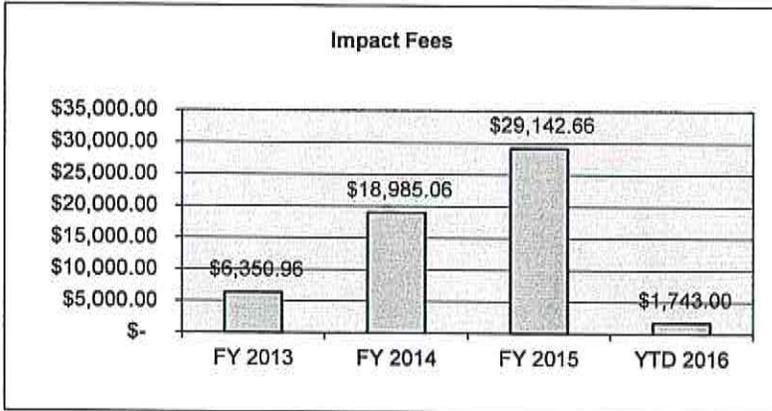
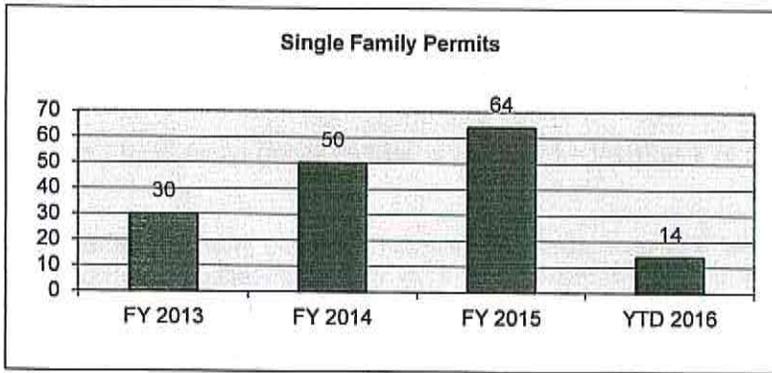
TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.

The PAA feed rate is now operating at a constant 1.55 parts per million (ppm) which is still well below the expected usage levels.

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 two (2) day @ 980.4/100 ml sample. The anomaly sample was tested at 2,420 cfu's.

Our E. Coli testing for August was 153.8 cfu's, which resulted in a violation, which was due to the high sample turned in by the operator.

**Planning and Codes Department
AUGUST 2015**



**Planning and Codes Department
AUGUST 2015**

	Month	YTD 16	FY2015	FY2014	FY2013
MEETING AGENDA ITEMS#					
Planning Commission	9	12	50	38	39
Construction Appeals	1	1	1	0	0
Zoning Appeals	2	2	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	6	14	64	50	30
Multi-Family Residential	0	0	3	123	2
Other Residential	20	46	367	132	133
New Commercial	0	0	7	2	1
New Industrial	0	0	1	0	0
Other Com/Ind	1	4	51	26	27
State Electrical	43	83	657	478	329
Sign	1	3	17	16	11
Occupancy Permits	1	5	54	59	62
Commercial Certificate of Occupancy-					
Uptown Liquors-520 Hwy 76					
Other	0	1	1	71	18
BUILDING INSPECTIONS					
Residential	122	281	1194	519	334
Hours	24.08	51.58	295.61	175.59	111.25
Commercial /Industrial	8	23	360	189	151
Hours	2.58	13.91	127.41	79.33	94.34
CODE ENFORCEMENT					
Total Cases	45	102	612	531	735
Hours	6.67	13.42	70.49	83.42	113.92
Complaints Received	10	27	145	141	126
MEETINGS					
Administration	1	4	29	39	55
Hours	3	9.5	56.92	67.95	89.06
Planning	1	2	23	31	40
Hours	0.25	0.5	56.8	101.25	51.1
Codes	5	12	34	50	53
Hours	2.75	7.25	28.74	58.25	73.5
FEES					
Permit Fees	\$3,940.00	\$ 10,300.50	\$ 86,518.00	\$ 64,434.33	\$ 26,864.95
Board Review Fees	\$375.00	\$ 1,625.00	\$ 17,244.50	\$ 7,297.90	\$ 3,150.00
City Impact Fee	\$747.00	\$ 1,743.00	\$ 29,142.66	\$ 18,985.06	\$ 6,350.96
Roads	\$228.60	\$ 533.40	\$ 12,820.88	\$ 5,405.07	\$ 3,056.90
Parks	\$237.60	\$ 554.40	\$ 5,943.60	\$ 4,993.50	\$ 1,197.40
Police	\$169.20	\$ 394.80	\$ 6,155.15	\$ 4,494.28	\$ 1,262.70
Fire	\$111.60	\$ 260.40	\$ 4,067.80	\$ 2,976.51	\$ 796.76
OTHER ITEMS					
Subdivision Lots	0	0	0	0	0
Commercial/Ind. Sq Ft	0	0	61,486	3,936	3,423
Multi-Family Units	0	0	144	123	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$592,040.00	\$ 592,040.00	\$632,150.00	\$693,270.00	\$ 974,300.00
Builders Bonds	43,866.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53
Workings Days in Month	17	17	16	16	16

Parks, Recreation, & Cultural Arts Department
August 2015

Summary of Month's Activities

The splash pad site development is now completed and the Phase I equipment made by Water Odyssey has been ordered from Great Southern Recreation, the contractor for the installation. Lose and Associates will be performing site inspections during the construction of the splash pad. The completion date for the installation of the equipment is December 31, 2015.

Lose and Associates will also perform the design work of the restroom / pavilion for the splash pad location. A proposed layout and elevation plan has been received and we will be going over the details of the design in September. This facility will incorporate restrooms, family restrooms, outdoor changing booths, and a covered pavilion.

The Parks Dept has assisted the disc golf 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. We would have been finished with the clearing by now but the equipment had a mechanical breakdown. The equipment is in the shop now for repairs. By the middle of September, we are going to plant a fine fescue grass seed blend on the bare paths to get grass established before the autumn leaf drop. This turf will require very little mowing, and is adapted to shady environments. It is considered a low maintenance turf.

Sumner County Schools is still working to install water service to the stadium. All domestic and irrigation water usage at the stadium is currently being charged to the city. So far, the two (2) water taps have been made and both backflow prevention devices are installed. PVC piping is in the ground up to the volleyball court.

There were 3 burials at Hillcrest Cemetery this month.

Recreation

Practices for the Jr. Pro cheerleading program and for the Jr. Pro football program began on July 13th on July 20th respectively. The White House Youth Soccer League is also fully underway with practices and games at the soccer complex.

Fall Ball registration has wrapped up and games have begun. Games are scheduled to end October 3rd. We have 10 teams and approximately 140 participants this fall.

Fall Girls Volleyball registration has wrapped up and games have begun. The season will run through October 8th. We have 11 teams and approximately 95 participants this fall.

The Fall Men's Softball league registration has ended and games began on Tuesday. We have 7 teams this fall. The season is set to end October 22nd.

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 8th. 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 Maintenance

- Pure Green LLC was hired to spray 6 acres of athletic field Bermuda grass this month to control crabgrass.
- Kerr Brothers was hired to re-stripe the parking lots at the soccer complex.
- Custom Recreation of Hendersonville has put court markings on the new basketball half-courts.
- A new stainless steel drinking fountain was added by the park playground.

Parks, Recreation, & Cultural Arts Department
August 2015

- Employees have been watering newly planted trees and shrubs at the Park and City Hall.
- Employees installed playground mulch at Northwoods Park.
- Sprayed and pulled weeds in landscaped beds at the trailheads, park, and soccer complex. Trimmed shrubs and pruned trees.
- Sprayed glyphosate herbicide around fences, posts, and culverts at the park, soccer complex, and greenway.
- Applied fertilizer to both football fields. Athletic fields are being mowed with the reel mower every 2 to 3 days.
- Repaired picnic table at pavilion 4 damaged by vandalism.

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

The White House Youth Soccer league has been accepted to participate in the Xara E3 Flagship Program, making them the only club in Tennessee to hold this distinction and one of three in the country! As part of the Flagship Program over the next 3 years, WHYS will have access to all of Xara's unique products, programs and services, which they will utilize to maximize their efforts in creating a better family experience and changing the environment in which the game of soccer is played.

Parks, Recreation, Cultural Arts Department
AUGUST 2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Maintenance						
Mowing Hours	1,486	1,346	1,276	1,134	887	
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	
Number of Trees/Shrubs Planted	20	39	3	23	15	

	Current Year		
	Jul-15	Aug-15	YTD 2015-16
Mowing Hours	167	184	351
Pounds of Grass Seed Sown	0	0	0
Pounds of Fertilizer Applied	300	1,200	1,500
Number of Trees/Shrubs Planted	0	0	0

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Recreation						
Number of Youth Program Participants	354	448	818	762	767	
Number of Adult Program Participants	2,353	2,471	1,726	855	537	
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	
Total Number of Special Events Offered	19	17	19	12	11	
Total Number of Programs Offered	68	78	51	46	43	
Youth Program Revenue	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37	
Adult Program Revenue	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00	
Special Event Revenue	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00	

	39	230	269
	21	5	26
	130	0	130
	1	2	3
	7	3	10
	\$16,435.00	\$382.00	\$ 16,817.00
	\$942.00	\$2,260.00	\$ 3,202.00
	\$2,010.00	\$30.00	\$ 2,040.00

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Administration						
Number of Shelter Reservations	116	112	110	103	112	
Hours of Shelter Reservations				130	311	
Shelter Reservation Revenue	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50	
Number of Facilities Reservations	63	136	261	207	191	
Hours of Facility Reservations				145	584	
Facility Reservation Revenue	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62	
Field Rental Revenue				\$4,498.33	\$3,248.00	
Misc. Revenue	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18	

	5	11	16
	19	59	78
	\$210.00	\$276.00	\$ 486.00
	12	22	34
	49	75	124
	\$1,862.50	\$3,225.00	\$ 5,087.50
	\$125.00	\$865.00	\$ 990.00
	\$1,700.29	\$1,032.50	\$ 2,732.79

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Senior Center						
Senior Center Participants	2,860	3,269	3,586	3,478	3,770	
Number of Trip Participants	473	387	477	507	538	
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	
Number of Program Participants	632	4,486	4,030	3,419	4,618	
Number of Trips Offered	42	31	34	38	45	
Number of Meals Served	46	49	49	49	50	
Number of Programs Offered	50	90	87	81	74	

	708	712	1,420
	42	49	91
	316	247	563
	350	416	766
	3	3	6
	5	4	9
	8	9	17

White House Library
August 2015

Summary of Activities

The library officially opened its doors to its new location on Monday August 3rd after closing for 3 weeks for moving. There were a large number of people that came for this soft opening.

The Friends of the library met on Tuesday, August 4th at 5:30pm at the new library. The Friends discussed the results of the gala, how much to write their first check to the city for the building (which was presented at the ribbon cutting), a pancake breakfast at Colorado Grill on October 3rd, and their 2nd annual Halloween Carnival which will be on October 24th. There was also discussion about how there have been a number of individuals interested in purchasing some of the remaining rooms/areas in the library for naming rights.

The library had its official ribbon cutting for the new building on August 6th, at 12 noon. A number of political dignitaries attended the event including Congresswoman Diane Black, Secretary of State Tre Hargett, State Senator Kerry Roberts, State Representative Courtney Rogers, State Representative William Lamberth, the local BMA, and county representatives. In addition, there was estimated to be about 300 people in attendance for the event. The library had the L & M Bakery cater the event and had a reading dog present for kids following the ceremony.

The library director attended a state in-service on August 12th in Brentwood TN. The event went over creating an appreciative culture. The library director believes she learned new strategies for looking at situations from a new angle.

The library director attended a One Book One Community meeting at Vol. State with the surrounding library directors, Vol. State librarians, and Vol. State professors and president. The goal of this group is to try and get as many people in one community to read the same book and have programs in which those individuals can also expand their learning from the book. This is the third year that the White House Library has participated in the event. The book *I Am Malala* was selected as this year's book. This group will meet again in October to discuss program ideas for the book.

The library director and city recorder attended the Millersville Public Library ribbon cutting on August 24th. Millersville was the last city in Sumner County to receive a library.

Department Highlights

The highlights for the month were the library opening and its successful ribbon cutting. Despite the rain, the library had a great turn out of attendees from local citizens to political dignitaries. The library staff are pleased that they are now open to the public and look forward to adding a number of events to our library program.

**White House Library & Museum
August 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	**

August Membership

Year	Cumulative Members			
	New Members	Updated Members	Total Members	% of Population with Membership
2013	44	0	11,034	83
2014	54	517	8,999	67
2015	405	807	9,887	73

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 number of card holders and updated members has increased significantly during our first month of opening.

Total Material Available: 27,992

Estimated Value of Total Materials: \$699,800

Last Month: \$696,250

Total Materials Available Per Capita: 2.07

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 August

2011	2012	2013	2014	2015
339	258	142	562	231

Yearly Material Added

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	1,953

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. The library has also started adding its own ebooks to its collection that patron can use in addition to the state's ebook resource.

Physical Items Checked Out in August

2011	2012	2013	2014	2015
5,825	4,560	4,384	4,421	5,834

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	30,491

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library managed to slightly increase the number of print items it checked out in 2014 compared to 2013. Even with this increase, 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 and study rooms which have added to our circulation counts.

August	2015	Yearly
Technology Devices	14	14
Kids Tech Devices	17	17
Study Rooms	42	42

The library has added video games, kids touch pads and viewable books for children to check out in addition to Kindles and Hot Spots for adults. All of these devices seem to be checking out decently. Additionally, the study rooms are checking out in great amounts.

August Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	91	106	458
Internet Computers	435	401	352	435	381
Kids Computers	354	225	162	170	299

Yearly Computer Users

2011	2012	2013	2014	2015
***	***	1,071	1,315	1,383
5,983	4,282	3,791	3,743	2,419
3,244	2,874	1,691	1,478	1,126

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

White House Library & Museum

August 2015

Performance Measures

accommodate more individuals for computer classes. Additionally, we have added access points to have a better range of WIFI inside the new library which is being used more greatly than in the old building.

Volunteers: 16 Hours: 95 hours and 7 minutes

Kids Programs

August	Kids Sessions	Kids Attendance
2011	0	0
2012	0	0
2013	0	0
2014	0	0
2015	0	0

Yearly Totals

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

The library always takes a break from programs in August due to the large summer reading program and in the case this year, the new library opening.

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

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

There has been an increase in the number of teens coming into the library and the library hopes to start having successful teen programs in the new building.

August Totals	Adult Sessions	Adult Attendance
2011	2	17
2012	1	9
2013	1	8
2014	1	6
2015	1	6

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
6	41

Services Provided by Contracting with State

August Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	35	14	21	21	41
Loaned	9	38	19	38	37

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015
337	362	136	271	167
64	100	165	411	165

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

	2011-2012	2012-2013	2013-2014	2014-2015
eBooks	792	2,010	3,688	5,965
Audios	1,717	2,501	2,521	3,611

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 amount as it is a free service to our patrons and provides them another means of access to books.

CITY COURT REPORT

AUGUST 2015

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$9,532.50
TOTAL MONIES COLLECTED YTD \$18,377.50

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH \$2,706.15
TOTAL MONIES COLLECTED YTD \$5,011.85

TOTAL REVENUE FOR MONTH \$12,238.65
TOTAL REVENUE YTD \$23,389.35

DISBURSEMENTS

LITIGATION TAX \$680.44
DOS/DOH FINES & FEES \$304.00
DOS TITLE & REGISTRATION \$142.50
RESTITUTION/REFUNDS \$0.00
TBI-EXPUNGEMENT/FEES \$0.00
CASH BOND \$0.00
WORTHLESS CHECKS \$0.00
TOTAL DISBURSEMENTS FOR MONTH \$1,126.94
TOTAL DISBURSEMENTS YTD \$2,309.61

ADJUSTED REVENUE FOR MONTH \$11,111.71
TOTAL ADJUSTED REVENUE YTD \$21,079.74

DRUG FUND

DRUG FUND DONATIONS FOR MONTH \$190.00
DRUG FUND DONATIONS YTD \$730.13

Disposition	Aug-15	Jul-15	Jun-15
Ticket Paid in Full – Prior to Court	44	50	45
Guilty as Charged	15	11	5
Dismissal	12	5	1
Dismissed upon presentation of insurance	24	27	14
Not Guilty	1	2	0
Dismissed to Traffic School	18	0	13
Dismissed with Costs and Fines	24	37	9
Dismissed with Costs	21	21	12
Dismissed with Fine	0	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	159	153	99

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City of White House Summary Financial Statement August 2015

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16.67%

Monthly Comparative:

Account	Description	Year-To-Date		Month-To-Date		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
110	General Fund					
Revenues						
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	(7,481.25)	0.36 %	173,809.92	1.84 %
31120	Public Utilities Property Tax (Current)	90,000.00	0.00	0.00 %	7,500.00	0.00 %
31211	Property Tax Delinquent 1st Year	35,000.00	(357.00)	1.02 %	2,916.67	0.00 %
31212	Property Tax Delinquent 2nd Year	7,000.00	(617.00)	8.81 %	583.33	34.80 %
31213	Property Tax Delinquent 3rd Year	2,500.00	(479.00)	19.16 %	208.33	229.92 %
31214	Property Tax Delinquent 4th Year	1,200.00	(203.00)	16.92 %	100.00	203.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	(203.00)	13.53 %	125.00	162.40 %
31216	Property Tax Delinquent 6th Year	1,000.00	(152.00)	15.20 %	83.33	182.40 %
31219	Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00 %
31300	Int, Penalty, And Court Cost On Prop	21,000.00	(1,829.11)	8.71 %	1,750.00	66.91 %
31513	Payment In Lieu Of Tax -Sewer	136,000.00	(22,666.66)	16.67 %	11,333.33	100.00 %
31520	Payments From Industry	14,000.00	0.00	0.00 %	1,166.67	0.00 %
31610	Local Sales Tax - Co. Trustee	2,042,287.00	(364,523.98)	17.85 %	170,190.58	105.82 %
31709	Beer And Liquor Local Priv Tax	6,800.00	(49.58)	0.73 %	566.67	0.00 %
31710	Wholesale Beer Tax	270,000.00	(57,938.76)	21.46 %	22,500.00	121.54 %
31720	Wholesale Liquor Tax	5,000.00	0.00	0.00 %	416.67	0.00 %
31800	Business Taxes	120,000.00	(31,348.92)	26.12 %	10,000.00	14.04 %
31911	Natural Gas Franchise Tax	135,000.00	0.00	0.00 %	11,250.00	0.00 %
31912	Cable TV Franchise Tax	120,000.00	(35,785.23)	29.82 %	10,000.00	357.85 %
31960	Special Assessment - Liens	500.00	0.00	0.00 %	41.67	0.00 %
31980	Mixed Drink Taxes	10,500.00	(2,996.26)	28.54 %	875.00	194.86 %
32209	Beer And Liquor License Application	2,550.00	0.00	0.00 %	212.50	0.00 %

City of White House
Summary Financial Statement
August 2015

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
				60,000.00	(9,407.50)	15.68 %	5,000.00	(3,267.00)	65.34 %
32610		Building Permits							
32710		Sign Permits		1,000.00	(400.00)	40.00 %	83.33	(100.00)	120.00 %
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	(139,339.63)	18.33 %	63,333.33	(71,123.90)	112.30 %
33520		State Income Tax		23,000.00	(38,324.55)	166.63 %	1,916.67	(79.11)	4.13 %
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	(3,482.39)	16.58 %	1,750.00	(1,738.61)	99.35 %
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	(1,909.29)	22.46 %	708.33	(675.00)	95.29 %
34740		Parks And Rec League Fees		73,000.00	(19,109.00)	26.18 %	6,083.33	534.00	-8.78 %
34741		Field Maintenance Fees		8,100.00	(730.00)	9.01 %	675.00	0.00	0.00 %
34760		Library Fines, Fees, And Other		5,500.00	(8,881.90)	161.49 %	458.33	(1,502.01)	327.71 %
34793		Community Center Fees		20,000.00	(6,113.50)	30.57 %	1,666.67	(4,016.00)	240.96 %
34900		Other Charges For Services		8,000.00	(1,471.00)	18.39 %	666.67	(650.00)	97.50 %
35110		City Court Fines And Costs		140,000.00	(22,796.66)	16.28 %	11,666.67	(12,238.65)	104.90 %
35130		Impoundment Charges		100.00	(198.00)	198.00 %	8.33	0.00	0.00 %
36000		Other Revenues		7,500.00	(1,252.71)	16.70 %	625.00	959.89	-153.58 %
36100		Interest Earnings		4,200.00	(875.45)	20.84 %	350.00	(427.77)	122.22 %

City of White House
Summary Financial Statement
August 2015

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110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
36210		Rent		17,000.00	(1,636.88)	9.63 %	1,416.67	(818.44)	57.77 %
36330		Sale Of Equipment		500.00	(1,564.18)	312.84 %	41.67	0.00	0.00 %
36350		Insurance Recoveries		0.00	(7,481.82)	0.00 %	0.00	0.00	0.00 %
36430		Tax Refunds (Overpayments)		0.00	(5.48)	0.00 %	0.00	0.00	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	(68,000.00)	715.79 %	791.67	(68,000.00)	8,589.47 %
36930		Sale Of Notes		351,250.00	0.00	0.00 %	29,270.83	0.00	0.00 %
		Total Revenues		8,121,277.00	(859,610.71)	10.58 %	676,773.08	(426,417.77)	63.01 %
Expenditures									
41000		General Government		(488,928.00)	99,133.15	20.28 %	(40,744.00)	32,197.28	79.02 %
41210		City Court		(80,520.00)	16,250.86	20.18 %	(6,710.00)	5,821.52	86.76 %
41500		Financial Administration		(394,932.00)	106,532.59	26.97 %	(32,911.00)	21,966.95	66.75 %
41650		Human Resources		(154,078.00)	35,078.12	22.77 %	(12,839.83)	10,781.80	83.97 %
41670		Engineering		(1,226,375.00)	43,319.39	3.53 %	(102,197.92)	2,300.67	2.25 %
41700		Planning And Zoning		(320,025.00)	51,267.36	16.02 %	(26,668.75)	19,067.48	71.50 %
41800		General Government Buildings		(275,104.00)	50,925.70	18.51 %	(22,925.33)	13,301.76	58.02 %
41921		Special Events		(14,000.00)	2,917.50	20.84 %	(1,166.67)	0.00	0.00 %
42100		Police Patrol		(1,220,397.00)	247,526.21	20.28 %	(101,699.75)	71,237.45	70.05 %
42120		Police Support Services		(343,340.00)	56,793.95	16.54 %	(28,611.67)	23,820.46	83.25 %
42150		Police Administration		(347,205.00)	52,459.41	15.11 %	(28,933.75)	20,058.16	69.32 %
42151		Communications Services		(192,000.00)	187,277.64	97.54 %	(16,000.00)	0.00	0.00 %
42200		Fire Protection And Control		(1,624,655.00)	638,568.86	39.30 %	(135,387.92)	523,287.68	386.51 %
42210		Fire Administration And Inspection		(321,566.00)	68,039.38	21.16 %	(26,797.17)	30,237.33	112.84 %
43000		Public Works		(764,354.00)	76,594.67	10.02 %	(63,696.17)	24,195.97	37.99 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						16.67%
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(43,303.00)	12,777.96	29.51 %	(3,608.58)	976.81	27.07 %
44520	Museum Services	(152,640.00)	14,361.45	9.41 %	(12,720.00)	14,161.45	111.33 %
44700	Parks	(331,595.00)	55,549.09	16.75 %	(27,632.92)	24,276.58	87.85 %
44740	Park Maintenance	(1,074,131.00)	380,445.74	35.42 %	(89,510.92)	35,085.63	39.20 %
44800	Libraries	(443,542.00)	150,134.61	33.85 %	(36,961.83)	42,702.54	115.53 %
44880	Children's Library Services	(37,677.00)	6,684.51	17.74 %	(3,139.75)	2,632.13	83.83 %
51000	Miscellaneous Expenditures	(265,000.00)	15,458.46	5.83 %	(22,083.33)	9,921.66	44.93 %
52210	Collection	0.00	514.40	0.00 %	0.00	514.40	0.00 %
Total	Expenditures	(10,115,367.00)	2,368,611.01	23.42 %	(842,947.25)	928,545.71	110.15 %
Total	110 General Fund	(1,994,090.00)	1,509,000.30	75.67 %	(166,174.17)	502,127.94	302.17 %

City of White House
 Summary Financial Statement
 August 2015

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Monthly Comparative: 16.67%

Account	Description	Year-To-Date		Month-To-Date			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
120	Industrial Development Fund						
	Revenues						
33800	Local Revenue Allocations	70,000.00	(31,395.44)	44.85 %	5,833.33	0.00	0.00 %
36100	Interest Earnings	100.00	(35.31)	35.31 %	8.33	(17.62)	211.44 %
	Total Revenues	70,100.00	(31,430.75)	44.84 %	5,841.67	(17.62)	0.30 %
	Expenditures						
48000	Economic Opportunity	(118,500.00)	2,797.25	2.36 %	(9,875.00)	72.25	0.73 %
	Total Expenditures	(118,500.00)	2,797.25	2.36 %	(9,875.00)	72.25	0.73 %
Total 120	Industrial Development Fund	(48,400.00)	(28,633.50)	-59.16 %	(4,033.33)	54.63	1.35 %

City of White House
Summary Financial Statement
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Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
121	State Street Aid Fund					16.67%
Revenues						
33551	State Gasoline And Motor Fuel Tax	269,194.00	(49,614.64)	22,432.83	(25,559.18)	113.94 %
36100	Interest Earnings	70.00	(29.70)	5.83	(16.06)	275.31 %
	Total Revenues	269,264.00	(49,644.34)	22,438.67	(25,575.24)	113.98 %
Expenditures						
43100	Highways And Streets	(275,000.00)	34,427.51	(22,916.67)	19,301.33	84.22 %
	Total Expenditures	(275,000.00)	34,427.51	(22,916.67)	19,301.33	84.22 %
Total 121	State Street Aid Fund	(5,736.00)	(15,216.83)	(478.00)	(6,273.91)	-1,312.53

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Month-To-Date

Account	Description	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
122	Parks Sales Tax Fund						
	Revenues						
36100	Interest Earnings	200.00	(11.45)	5.73 %	16.67	(5.92)	35.52 %
36425	Parks Sales Tax Receipts	494,566.00	(87,731.67)	17.74 %	41,213.83	(43,340.91)	105.16 %
	Total Revenues	494,766.00	(87,743.12)	17.73 %	41,230.50	(43,346.83)	105.13 %
	Expenditures						
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 %
	Total Expenditures	(410,569.00)	0.00	0.00 %	(34,214.08)	0.00	0.00 %
Total	122 Parks Sales Tax Fund	84,197.00	(87,743.12)	104.21 %	7,016.42	(43,346.83)	617.79 %

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of AVG
123	Solid Waste Fund						16.67%
Revenues							
34400	Sanitation - User Fees	790,000.00	(136,366.84)	17.26 %	65,833.33	(69,286.60)	105.25 %
36100	Interest Earnings	400.00	(105.60)	26.40 %	33.33	(54.16)	162.48 %
37794	Sale Of Materials	10,000.00	(987.66)	9.88 %	833.33	(660.35)	79.24 %
	Total Revenues	800,400.00	(137,460.10)	17.17 %	66,700.00	(70,001.11)	104.95 %
Expenditures							
43200	Sanitation	(882,527.00)	277,008.18	31.39 %	(73,543.92)	39,564.93	53.80 %
49000	Debt Service	(90.00)	0.00	0.00 %	(7.50)	0.00	0.00 %
	Total Expenditures	(882,617.00)	277,008.18	31.38 %	(73,551.42)	39,564.93	53.79 %
Total 123	Solid Waste Fund	(82,217.00)	139,548.08	169.73 %	(6,851.42)	(30,436.18)	-444.23

City of White House
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Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
124	Impact Fees						16.67%
Revenues							
36100	Interest Earnings	200.00	(17.87)	8.94 %	16.67	(9.49)	56.94 %
36421	Roads Impact Fees	4,000.00	(495.30)	12.38 %	333.33	(190.50)	57.15 %
36422	Parks Impact Fees	2,500.00	(514.80)	20.59 %	208.33	(198.00)	95.04 %
36423	Police Impact Fees	3,500.00	(366.60)	10.47 %	291.67	(141.00)	48.34 %
36424	Fire Impact Fees	2,500.00	(241.80)	9.67 %	208.33	(93.00)	44.64 %
	Total Revenues	12,700.00	(1,636.37)	12.88 %	1,058.33	(631.99)	59.72 %
Expenditures							
51010	Roads Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51020	Parks Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51040	Fire Impact Fees	(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %
	Total Expenditures	(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %
Total 124	Impact Fees	9,410.00	(1,636.37)	17.39 %	784.17	(631.99)	80.59 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					16.67%
Revenues						
31610	Local Sales Tax - Co. Trustee	350.00	(225.00)	29.17	0.00	0.00 %
35130	Impoundment Charges	120.00	0.00	10.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(730.13)	333.33	(190.00)	57.00 %
36100	Interest Earnings	50.00	(10.46)	4.17	(4.78)	114.72 %
36330	Sale Of Equipment	0.00	0.00	0.00	0.00	0.00 %
	Total Revenues	4,520.00	(965.59)	376.67	(194.78)	51.71 %
Expenditures						
42129	Drug Investigation And Control	(35,633.00)	31,828.83	(2,969.42)	599.88	20.20 %
	Total Expenditures	(35,633.00)	31,828.83	(2,969.42)	599.88	20.20 %
Total 140	Police Drug Fund	(31,113.00)	30,863.24	(2,592.75)	405.10	15.62 %

City of White House
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Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
200	Debt Service Fund (General)						16.67%
Revenues							
31110	Real & Personal Property Tax	750,000.00	(2,493.75)	0.33 %	62,500.00	(1,064.25)	1.70 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(8.98)	4.49 %	16.67	(4.59)	27.54 %
	Total Revenues	750,200.00	(2,502.73)	0.33 %	62,516.67	(1,068.84)	1.71 %
Expenditures							
49000	Debt Service	(751,058.00)	0.00	0.00 %	(62,588.17)	0.00	0.00 %
	Total Expenditures	(751,058.00)	0.00	0.00 %	(62,588.17)	0.00	0.00 %
Total 200	Debt Service Fund (General)	(858.00)	(2,502.73)	-291.69 %	(71.50)	(1,068.84)	-1,494.88

Account	Description	Year-To-Date			Month-To-Date			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
412	Sewer Fund							16.67%
Revenues								
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00 %
36000	Other Revenues	8,000.00	(1,800.00)	22.50 %	666.67	(500.00)	75.00 %	75.00 %
36100	Interest Earnings	2,700.00	(657.82)	24.36 %	225.00	(351.98)	156.44 %	156.44 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00 %
36350	Insurance Recoveries	0.00	0.00	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	0.00	0.00 %	0.00 %
37210	Application Fees	21,000.00	(5,300.00)	25.24 %	1,750.00	(2,200.00)	125.71 %	125.71 %
37220	Administrative Fees	11,000.00	(2,650.00)	24.09 %	916.67	(950.00)	103.64 %	103.64 %
37230	Sewer User Fees	2,834,000.00	(560,587.49)	19.78 %	236,166.67	(274,191.04)	116.10 %	116.10 %
37298	Capacity Fees	414,500.00	(37,410.00)	9.03 %	34,541.67	(5,000.00)	14.48 %	14.48 %
37499	Commitment Fees	0.00	(450.00)	0.00 %	0.00	(150.00)	0.00 %	0.00 %
37995	Connection Fees	7,500.00	(1,500.00)	20.00 %	625.00	(150.00)	24.00 %	24.00 %
	Total Revenues	5,722,700.00	(771,214.31)	13.48 %	476,891.67	(283,493.02)	59.45 %	
Expenditures								
49000	Debt Service	(729,005.00)	51,077.78	7.01 %	(60,750.42)	25,538.89	42.04 %	42.04 %
52117	Administration And General Expenses	(561,279.00)	109,962.94	19.59 %	(46,773.25)	29,472.78	63.01 %	63.01 %
52210	Collection	(2,923,430.00)	1,133,803.17	38.78 %	(243,619.17)	509,995.46	209.34 %	209.34 %
52213	Sewer Treatment And Disposal	(2,155,550.00)	2,553,711.57	118.47 %	(179,629.17)	2,392,969.07	1,332.17 %	1,332.17 %
52223	Depreciation	(717,624.00)	119,604.00	16.67 %	(59,802.00)	59,802.00	100.00 %	100.00 %
	Total Expenditures	(7,086,888.00)	3,968,159.46	55.99 %	(590,574.00)	3,017,778.20	510.99 %	
Total 412	Sewer Fund	(1,364,188.00)	3,196,945.15	234.35 %	(113,682.33)	2,734,285.18	2,405.20	

City of White House
Summary Financial Statement
August 2015

Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
416	Healthcare Fund						16.67%
Revenues							
36100	Interest Earnings	200.00	(50.57)	25.29 %	16.67	(27.18)	163.08 %
36960	Operating Transfer In From Other	62,000.00	(9,862.01)	15.91 %	5,166.67	(5,016.96)	97.10 %
	Total Revenues	62,200.00	(9,912.58)	15.94 %	5,183.33	(5,044.14)	97.31 %
Expenditures							
51520	Insurance Employers Share	(68,500.00)	12,934.42	18.88 %	(5,708.33)	3,823.91	66.99 %
	Total Expenditures	(68,500.00)	12,934.42	18.88 %	(5,708.33)	3,823.91	66.99 %
Total 416	Healthcare Fund	(6,300.00)	3,021.84	47.97 %	(525.00)	(1,220.23)	-232.42

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
417	Stormwater Utility						16.67%
Revenues							
34124	Stormwater Utility Fee	368,430.00	(52,353.36)	14.21 %	30,702.50	(34,204.56)	111.41 %
36100	Interest Earnings	300.00	(20.17)	6.72 %	25.00	(10.79)	43.16 %
	Total Revenues	368,730.00	(52,373.53)	14.20 %	30,727.50	(34,215.35)	111.35 %
Expenditures							
51520	Insurance Employers Share	0.00	854.80	0.00 %	0.00	854.80	0.00 %
51530	Stormwater Administration	(359,482.00)	57,612.19	16.03 %	(29,956.83)	10,763.06	35.93 %
	Total Expenditures	(359,482.00)	58,466.99	16.26 %	(29,956.83)	11,617.86	38.78 %
Total 417	Stormwater Utility	9,248.00	6,093.46	-65.89 %	770.67	(22,597.49)	2,932.20

Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
433	Hillcrest City Cemetery							16.67%
Revenues								
34110	General Services	2,300.00	(282.00)	12.26 %	191.67	0.00	0.00 %	
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	(1,500.00)	8.33 %	1,500.00	(1,700.00)	113.33 %	
36100	Interest Earnings	175.00	(36.81)	21.03 %	14.58	(19.25)	132.00 %	
36340	Sale Of Cemetery Lots	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %	
	Total Revenues	26,775.00	(1,818.81)	6.79 %	2,231.25	(1,719.25)	77.05 %	
Expenditures								
43400	Cemeteries	(63,300.00)	14,244.84	22.50 %	(5,275.00)	97.53	1.85 %	
	Total Expenditures	(63,300.00)	14,244.84	22.50 %	(5,275.00)	97.53	1.85 %	
Total 433	Hillcrest City Cemetery	(36,525.00)	12,426.03	34.02 %	(3,043.75)	(1,621.72)	-53.28 %	

RESOLUTIONS....

RESOLUTION 15-10

**A RESOLUTION AUTHORIZING PARTICIPATION BY THE CITY OF WHITE HOUSE IN
THE COOPERATIVE PURCHASING NETWORK**

WHEREAS, the City of White House wishes to conserve resources and reduce the costs of procuring necessary equipment, supplies and services; and

WHEREAS, The Cooperative Purchasing Network, hereinafter referred to as "TCPN" is a national governmental purchasing cooperative; and

WHEREAS, TCPN shares the City's desire to improve the efficiency, effectiveness and economy of the procurement of necessary products; and

WHEREAS, TCPN vendors include local, regional and national vendors for commonly purchased products and services, allowing government entities to make compliant purchases at a valued rate; and

WHEREAS, the Tennessee Interlocal Cooperation Act (T.C.A. 12-9-101 through 12-9-112) authorizes the City to jointly exercise its purchasing powers with any jurisdiction in any state which also authorizes such interlocal agreements;

NOW, THEREFORE, BE IT RESOLVED that the City of White House is authorized to become a Participating Public Agency in The Cooperative Purchasing Network by agreeing to the Interlocal Agreement that is the basis of participation in the organization, subject to continued compliance with all State and city statutes, ordinances, rules and regulations which may apply, as well as compliance with the rules and regulations of The Cooperative Purchasing Network.

Adopted this 17th day of September 2015.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

ORDINANCES....

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	PASSED
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: 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 31 W. (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.

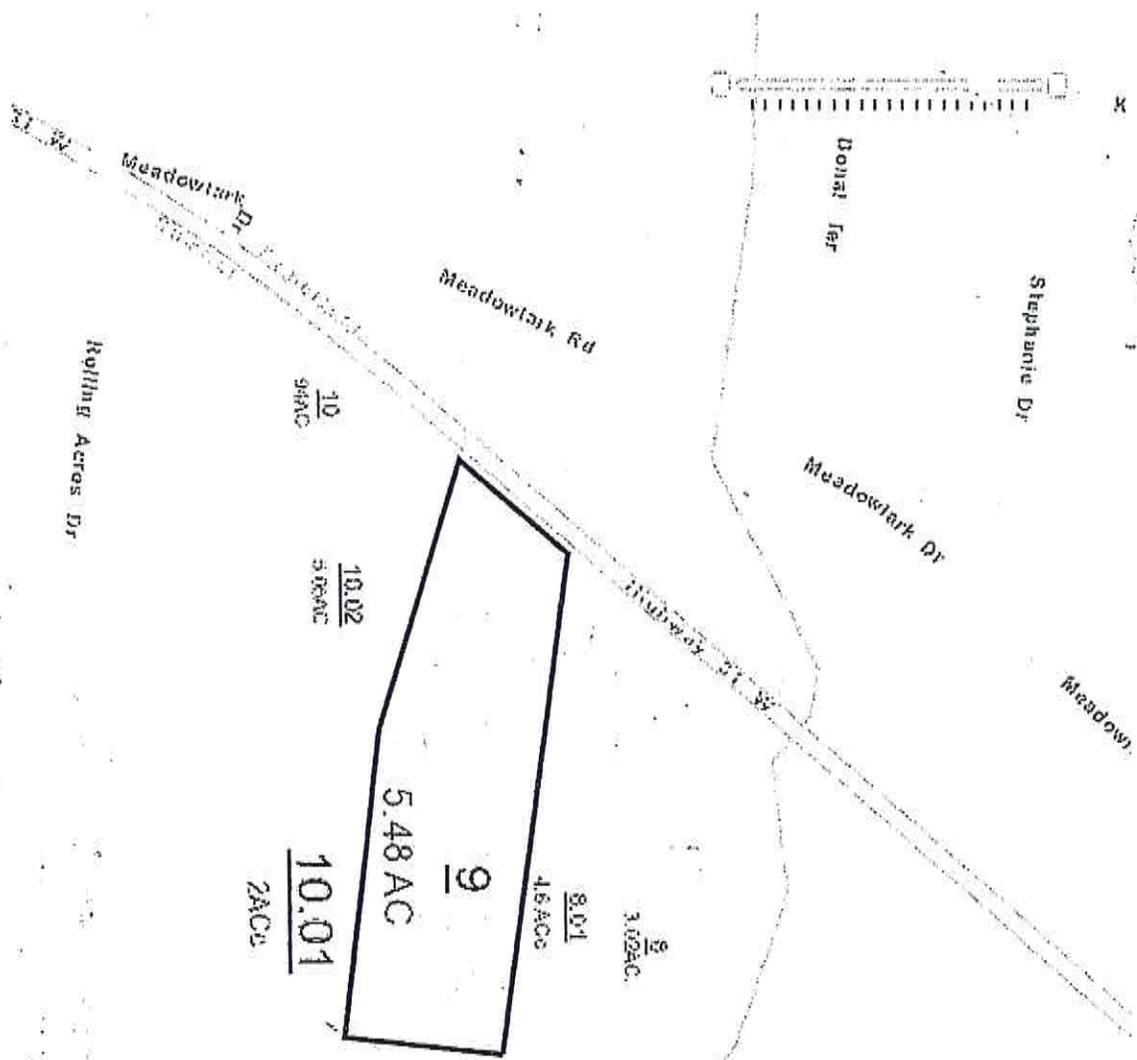
First Reading: August 20, 2015 PASSED

Second Reading: September 17, 2015

Mike Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder



**City of White House
Public Services Department**

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: September 9, 2015
Re: Request to Amend Sewer Ordinance Chapter 2, Section 18-201

On this date, September 9, 2015, I am requesting that the Mayor and Board of Alderman approve an amendment to the Sewer Ordinance Chapter 2, Section 18-201.

The effective date for this Sewer Ordinance revision would be November 1, 2015.

The requested addition to the "Definitions" is as follows:

1. Chapter 2, Section 18-201, entitled, *Definitions* – to add *new* definitions termed, "Residential" and "Non-Residential". This is a general housekeeping change that is needed to clarify and delineate any ambiguities that may exist in the utility billing classifications. The additional definitions are as follows:

- a. "Residential". Residential shall include single or multiple family dwelling units, up to and including, apartment complexes, condominiums, or trailer parks of four (4) units or less.**
- b. "Non-Residential". Non-Residential shall mean anything other than except those defined under "Residential".**

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

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

ORDINANCE 15-22

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

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the sewer use ordinance definitions;

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

TITLE 18: WATER AND SEWERS
CHAPTER 2: SEWER USE ORDINANCE
SECTION: 18-201. Definitions.

Section 18-201. Definitions.

** The following two definitions need to be added to the list of definitions. The definitions will be added to the list of definitions alphabetically and then the entire list will be renumbered.*

1. *"Residential." Residential shall include single or multiple family dwelling units up to and including apartment complexes, condominiums or trailer parks of four (4) units or less.*
2. *"Non-Residential." Non-residential shall mean anything other than except those defined under "residential".*

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: September 17, 2015

Second Reading: October 15, 2015

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

September 09, 2015

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Reed Hillen, Planning and Codes Director
Re: The Standard of White House Phase 2

The White House Planning Commission along with the City Planner and City Administrator toured Phase 1 of the Standard Apartments on August 10th. There the developers let us know that they would like to move forward with Phase 2. Phase 2 will be an additional 96 multi-family units. This will require rezoning 12 acres from C-4 to Neighborhood Center Residential Planned Unit Development. This is the same as zone as Phase 1. The Preliminary Master Development Plan meets all initial requirements. The developer will extend Madeline Way to the entrance of this phase. This phase will also be connected to Phase 1 by walking paths and an internal drive. This plan and rezoning will be heard before the Planning Commission on Monday September 14, 2015. Staff will report the recommendation of the Planning Commission after this meeting.

ORDINANCE 15-23

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 12.00 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106, PARCEL 190.00 FROM C-4, OFFICE COMMERCIAL, TO NCRPUD, NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT

WHEREAS, an application has been received from a property representative to rezone 12.00 acres of Robertson County Tax Map 106, Parcel 190.00 along Sage Road. (Map Attached)

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

12.00 Acres of Robertson County Tax Map 106, Parcel 190.00 (Map Attached)

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.

Mike Arnold, Mayor

ATTEST:

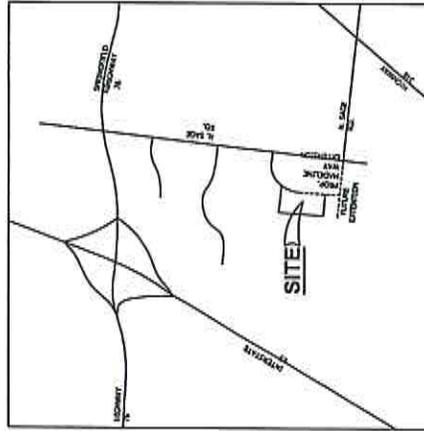
Kerry Harville, City Recorder

PRELIMINARY MASTER DEVELOPMENT PLANS THE STANDARD AT WHITE HOUSE

MADLINE WAY
WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE
MAP 106, PARCEL 190.00

SHEET INDEX

- C1.00 COVER
- C2.00 ALL SITE LAYOUT PLAN
- C3.00 SITE LAYOUT PLAN
- C4.00 GRADING AND DRAINAGE PLAN
- C5.00 SITE UTILITY PLAN



OWNER / DEVELOPER

HRP RESIDENTIAL
751 COOL SPRINGS BLVD, SUITE 101
FRANKLIN, TN. 37067
CONTACT: MR. DEAN MONTGOMERY
PH. #: (615) 727-5860

ENGINEER

CIVIL SITE DESIGN GROUP, PLLC
630 SOUTHGATE AVE., SUITE A
NASHVILLE, TN 37203
CONTACT: JIM HARRISON
PHONE: (615) 248-9999
EMAIL: jimh@civil-site.com



CIVIL-SITE
DESIGN GROUP
ENGINEERS, PLANNERS, ARCHITECTS, ARCHITECTS
100 TOWNHALL PLAZA, SUITE 200, NASHVILLE, TN 37203

DATE: SEPT. 4, 2015
JOB NO.: 15-13-P01

C1.00

DATE: 08/15/2014

MAP 106, PARCEL 190.00



NO.	DATE
1	08/15/2014
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OVERALL SITE LAYOUT PLAN
 PRELIMINARY MASTER DEVELOPMENT PLAN, PHASE 2
 THE STANDARD AT WHITEHOUSE, PHASE 2
 WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

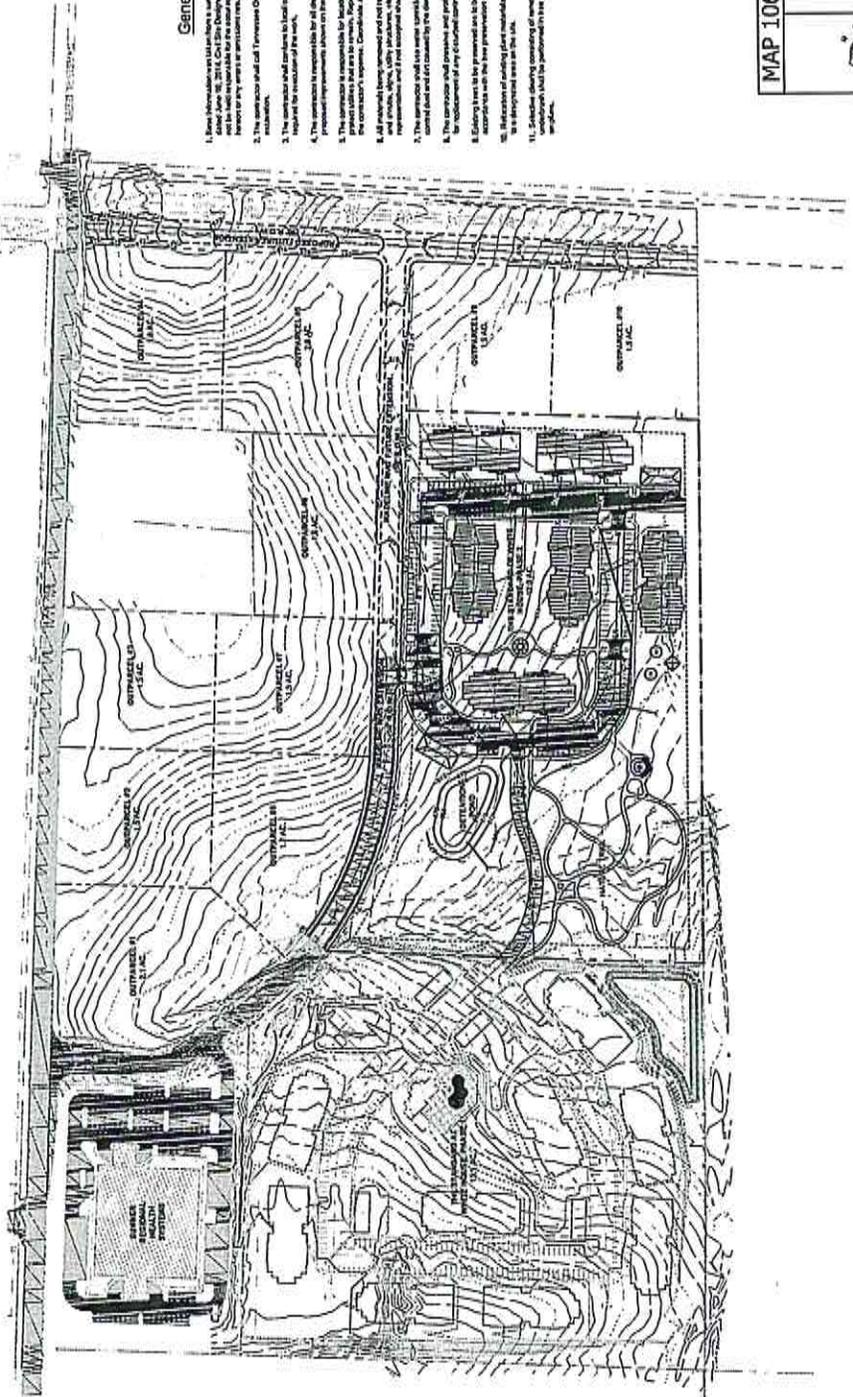


CIVIL SITE DESIGN GROUP
 11111 W. HARRIS ROAD, SUITE 100
 MEMPHIS, TENNESSEE 38117
 (901) 521-1111



General Notes:

1. Base information for this plan is as shown on the preliminary master development plan, phase 1, dated June 10, 2014. Civil Site Design Group, P.C., L.L.C. and any other consultant shall not be responsible for any errors or omissions resulting from such information.
2. The contractor shall call Tennessee One Call (811) 72 hours prior to proceeding with any excavation.
3. The contractor shall conform to local codes, obtain all permits and pay all costs required for installation of the work.
4. The contractor is responsible for all excavation and removal necessary to accomplish the work.
5. The contractor shall be responsible for locating all field and underground utilities. The contractor shall be responsible for marking and protecting all utilities. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate utility companies.
6. All materials being excavated and not retained under the new construction, including trees, shall be removed and disposed of in a proper and lawful manner. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate utility companies.
7. The contractor shall use water spraying and other suitable methods in excavating to control dust and erosion by the disturbance work.
8. The contractor shall construct and protect survey control points and shall be responsible for the maintenance of any original survey points.
9. Elevation lines to be preserved are to be benchmarked before beginning construction. In accordance with the preservation of existing structures and utilities, the contractor shall be responsible for marking and protecting all structures and utilities.
10. The contractor shall be responsible for the preservation of existing structures and utilities. The contractor shall be responsible for marking and protecting all structures and utilities.
11. Schedule indicating sequencing of items of work, such as under 7" diameter and underground utilities shall be performed in the preservation work shown in the proposed and revised site plan.



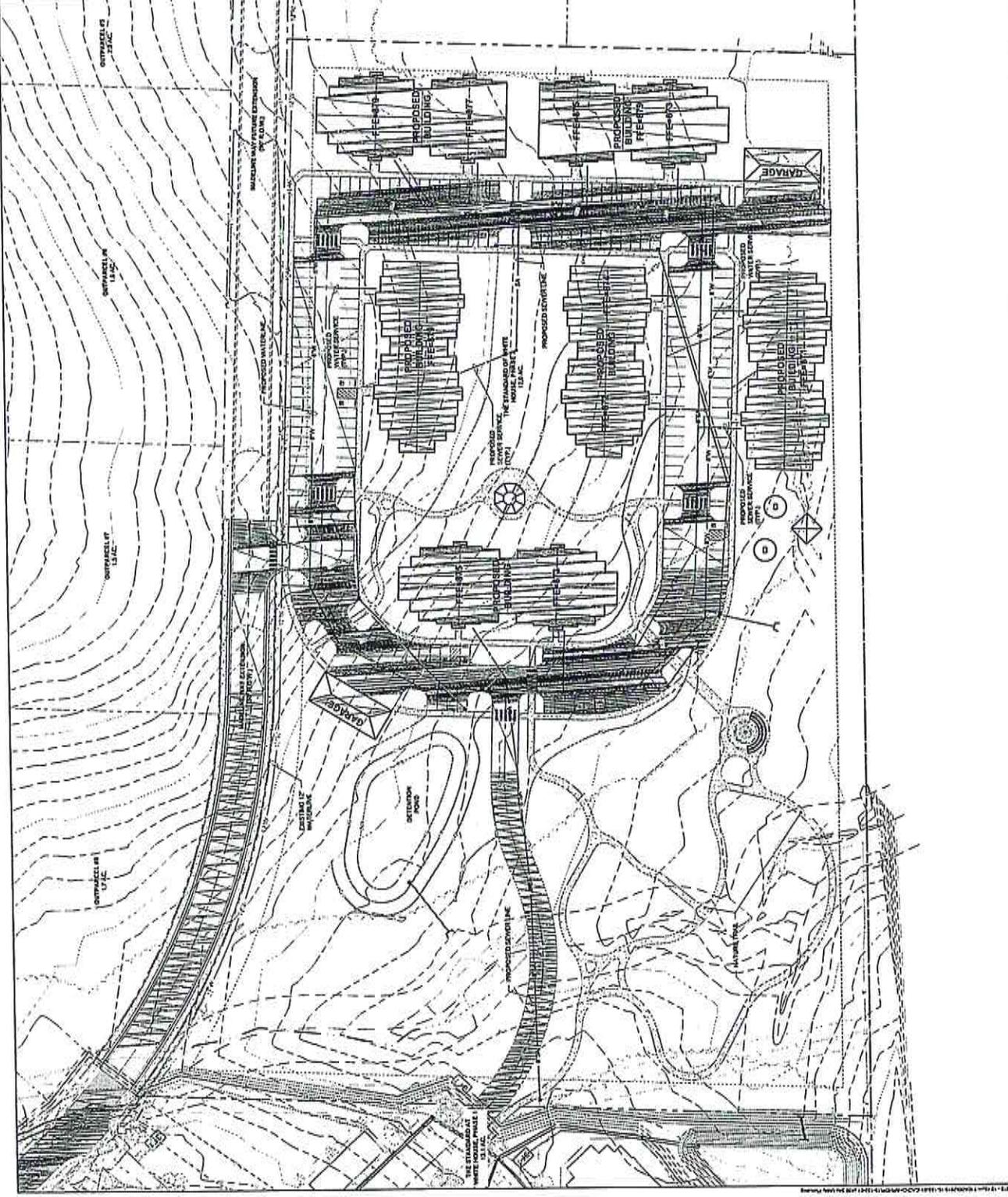


SITE UTILITY PLAN
 PRELIMINARY MASTER DEVELOPMENT PLAN
 THE STANDARD AT WHITEHOUSE, PHASE 2
 MADRYN WAY
 WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

REV.	DATE	DESCRIPTION

DATE	11-03-11
SCALE	AS SHOWN
PROJECT NO.	11-001
CLIENT	
DESIGNER	
CHECKED	
DATE	

C4.00
 PARCEL 106.00



MAP 106, PARCEL 190.00

PURCHASING....



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: September 9, 2015

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

From: Ashley Smith, Director

Re: Purchase of a new reel mower

In the CIP this year, \$30,000 has been allocated for the purchase of a new reel mower. This memo serves as a request to purchase a Toro Reelmaster 3100-D utilizing Tennessee state contract 242, from Smith Turf and Irrigation. This equipment will be used to maintain the Bermuda grass athletic fields in the park system.

The total cost of the mower is \$29,210.81

Thank you.

SMITH TURF & IRRIGATION

DISTRIBUTORS

For: **White House Parks Department**

From:
**Nashville Office Located at:
 525 Fairground Court
 Nashville, TN 37211**

08/11/15

Attn: **Ashley Smith**

Territory Manager: **Nick Nicholson**

Qty	Model	Description	Unit Price	Extended
This quote represents, Tn. State Contract 242				
85" width of cut				
1	03170	Toro Reelmaster 3100-D - 21.5 hp diesel	\$17,939.22	\$17,939.22
3	03182	RM3100 32" 8 Blade Cutting Unit	\$3,392.22	\$10,176.66
1	03173	RM3100 32" Lift Arm Kit	\$1,052.22	\$1,052.22
1	119-0635	DPA CU Tipper Kit	\$42.71	\$42.71
			Total	\$29,210.81

Payment Terms: Net 10th Prox (Upon Credit Approval)
 Prices And Terms Shown Will Be Valid For 30 Days From Date
 Quoted. After This Period, We Reserve The Right To Make Any
 Necessary Adjustments To Prices And/Or Payment Terms.

Sub Total
***Sales Tax**
Total

Quote Prepared By: Nick Nicholson

Date: _____

Quote Accepted By: _____

Date: _____

** Sales Tax is not included in above totals*

**City of White House
Public Services Department**

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: September 8, 2015
Re: Request to Approve Amendment to Engineer's Task Order #1C

On this date, September 8, 2015, I am requesting that the Mayor and Board of Alderman approve CSR Engineering's Amendment to the Engineer's Task Order #1C Proposal entitled: Meadows Sewer Construction Inspection Services, which is for the SRF/TDEC Meadows Area Sanitary Sewer Improvement Project.

The Meadows Project contractor, Dove Construction, has exceeded the date set as the "Substantial Completion" date, which was August 20, 2015. I have invoked the Liquidated Damages (LD) provision as set forth in the Contract Documents. Therefore, I will need to retain the services of CSR through project completion, which may run until the end of September. I've attached the amendment for your review and consideration.

I'm recommending that the Board of Mayor and Alderman approve the CSR Engineering amendment proposal for the hourly rates as shown on the attached CSR memorandum.

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

W. Joe Moss
Director of Public Services

August 13, 2015
 CSR Project No. 15-012

Mr. Joe Moss
 Public Services Director
 725 Industrial Drive
 White House, TN 37188

REFERENCE: Amendment to Meadows Sewer Construction Inspection Services Contract

The following is an amendment to the contract for the Meadows gravity sewer collection extension (approximately 6000') engineering services related to construction inspection. The previous contract included a lump sum fee for services rendered in conjunction with the contractor's allotted schedule for construction in accordance with the City-Contractor contract timeline.

With the project approaching the beginning of an extended period outside of the contract terms, we are providing the associated fee for hourly inspection services as shown below. This amendment does not alter any scope of services previously approved.

Employee Classification	2015
Senior Engineer	\$85
Field Inspector	\$58
Clerical	\$38

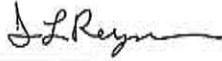
REIMBURSABLE EXPENSE SCHEDULE	
Expense	Cost
Vehicle Mileage	TDOT Rate (\$0.47/mile)
<i>All other expenses, including subcontractors, contract reproduction / printing, lodging, equipment rental, and overnight mail will be reimbursed at actual cost.</i>	

CSR Engineering, Inc. will provide these services in accordance with the previously approved contract and Exhibit A, General Terms and Conditions, by reference herein. If the terms of this Letter Agreement are acceptable to you, please have the originals executed and return a copy to this office at 248 Centre St., Suite 200, Pleasant View, TN 37146, via email copy, or fax to (615) 246-3815.

Mr. Moss
August 13, 2015
Page 2

We appreciate the opportunity to continue working with the City of White House. Please let us know if you have any questions or comments.

As a representative of CSR Engineering, Inc., I agree to perform or oversee the proposed work as agreed above.



Jason L. Reynolds, P.E.
Project Manager

August 13, 2015

Date

I hereby authorize CSR Engineering, Inc. to perform the services as described above.

Mayor Michael Arnold

Date

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: September 10, 2015
Re: Request to Approve Contract Extension with TPM Group

On this date, September 10, 2015, I am requesting that the Mayor and Board of Alderman approve the two (2) year extension of the Sewer/Storm Drain Cleaning & Televising Services contract with the TPM Group as provided for in the initial contract that the BMA approved October 18, 2012.

The wastewater department has a need for continued support in its field and plant maintenance services for a qualified Vactor/Pump Truck, Jet Truck and Gravity Line Televising services company.

The City has approximately 50,000 lineal feet of 8" gravity sewer main at this time. In addition to the gravity sewer main, we have maintenance responsibility for the house lateral service lines within the right of way or easement, and the manholes. The vactor/pump truck service is required for lift station cleaning and emergency pumping service when a low pressure pump system fails.

I've attached the original bid tabulation and related documents for your review. TPM has mutually agreed to extend this contract for the full two (2) year period.

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
SEWER/STORM DRAIN CLEANING

828-1211-131
MARK APPROVED

BID#	Sani-Tech Jet Vac Svc	tpm group	Apps Pipeline Video	Unit Cost	Unit Cost	Unit Cost	Unit Cost
BID# 12-1007WW	713 Meipark Dr NASHVILLE, TN 37204	2040 Old Louisville Rd BOWLING GREEN, KY	3863 Pleasant Grove Rd WHITE HOUSE, TN 37188				
SEWER/STORM DRAIN CLEANING							
OPENING: Sept. 18, 2012 @ 2:00 p.m.							
SPECIFICATIONS:							
PER BID SCHEDULE							
CLEANING SERVICES:							
2,500 PSI minimum Jet Machine (one man only)	\$225.00/hr.	\$198.90/hr	\$135.00/hr	\$450 Total	\$397.80	\$270.00	
Vector Truck (routine) (one man only)	\$225.00/hr	\$198.90/hr	\$210.00/hr	\$450 Total	\$397.80	\$420.00	
Vector Truck (Confined Space)	\$375.00/hr	\$284.00/hr	\$215.00/hr	\$1125 Total	\$852.00	\$645.00	
Pump Truck	\$225.00/hr	\$184.00/hr	\$200.00/hr	\$450 Total	\$368.00	\$400.00	
DEBRIS DISPOSAL							
Debris Disposal (1-200 lbs. per trip)	\$40/cu.yd. 1 yd. min.	\$0.75/lb.	\$0.10/lb.	\$0.75-\$150.00	\$0.75-\$150.00	\$20.00	
Debris Disposal (200-2000 lbs. per trip)	\$40/cu.yd. 1 yd. min.	\$0.45/lb.	\$0.08/lb.	\$90.00-\$900.00	\$90.00-\$900.00	\$160.00	
DEEP CLEANING, TELEVISION/TAPING							
Manual Push Camera (1-400 ft per trip)	\$2.00/ft.	\$0.93/ft	\$0.75/ft	\$0.93-\$372.00	\$0.93-\$372.00	\$300.00	
Tractor Drive Camera (350-2,500 ft. per trip)	\$1.50/ft.	\$1.35/ft	\$1.00/ft	\$472.50-\$3375.00	\$472.50-\$3375.00	\$2500.00	
Tractor Drive Camera (2,500 + ft per trip)	\$1.00/ft.	\$3375.00+	\$0.90/ft	\$3375.00+	\$3375.00+	\$2250.00	
Light Cleaning (350+ ft per trip)	\$1.00/ft.	\$455.00+	\$0.85/ft	\$455.00+	\$455.00+	\$297.50	
Deep Cleaning (350+ per trip)	\$1.50/ft.	\$871.50+	\$1.95/ft	\$871.50+	\$871.50+	\$682.50	

tpmgroup

*environmental consulting | construction
drilling | waste management*



**City of White House Storm Drain Cleaning and
Televising Services Bid # 12-1007WW**

Prepared for
Purchasing Coordinator
105 College Street
White House, TN

Prepared By
TPM, Group
2040 Old Louisville Rd
Bowling Green, KY
270-781-4945

547 Perimeter Rd
Nashville, TN
615-366-4027

Bid Specifications

PURPOSE

The purpose of this bid is to establish a term contract for Lift Station cleaning, Storm Drain cleaning, Wastewater pumping, Jet rod services, Televising/Taping and Vactor truck services for the City of White House (City) Public Works department on an "as needed" basis.

QUALIFICATIONS OF BIDDERS

This bid shall be awarded only to a responsible bidder, qualified to provide the work specified. The bidder shall submit the following information with his quote or within three (3) working days of the request:

- A. Experience record showing the bidder's training and experience in similar work.
- B. List and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners.
- C. List of equipment and facilities available to do the work.

CONTRACT PERIOD/EXTENSIONS

The initial contract process resultant from this solicitation shall prevail from November 1, 2012 through June 30, 2015. Prior to, or upon completion, of the initial term, the City shall have the option to renew this contract for an additional two (2) year period.

INVOICE INFORMATION

Invoices submitted, as a result of this quote, must contain the following information:

1. Purchase order number.
2. Itemized cost per bid rate(s).
3. Copy of signed service ticket with the City's Representative's signature verifying work has been satisfactorily completed.

DEBRIS

Contractor shall be responsible for the prompt and complete removal of all debris which is a result of this contractual service.

LICENSES, PERMITS AND CERTIFICATIONS

It shall be the responsibility of the Contractor to obtain, at no additional cost to the City, any and all licenses and permits required to complete this contractual service. A copy of these licenses and disposal permits for specific services contained in bid must be submitted with the bid.

TPM

QUOTE PROPOSAL FORM

THE UNDERSIGNED CONTRACTOR, having familiarized himself with the specifications in the Quote, and all laws, regulations and other factors affecting performance of the work, and having satisfied himself of the expense and difficulties attended in the performance of a contract;

HEREBY PROPOSES AND AGREES, in this Quote that the Contractor hereby accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following prices:

Item #1: Cleaning Services

	<u>Est Hrs./per trip</u>	<u>Charges</u>	<u>Total</u>
2,500 PSI minimum Jet Machine (one man only)	2.0 hrs.	\$ <u>198⁹⁰</u> /hr.	\$ <u>397.80</u>
Vactor Truck (Routine) (one man only)	2.0 hrs.	\$ <u>198⁹⁰</u> /hr.	\$ <u>397.80</u>
Vactor Truck (Confined Space)	3.0 hrs.	\$ <u>284⁰⁰</u> /hr.	\$ <u>852⁰⁰</u>
Pump Truck	2.0 hrs.	\$ <u>184⁰⁰</u> /hr.	\$ <u>368⁰⁰</u>

Item #2: Debris Disposal

	<u>Est Lbs./per trip</u>	<u>Charges</u>	<u>Total</u>
Debris Disposal	1 - 200	\$ <u>0.75</u> /Lb.	\$ <u>0.75 - \$150⁰⁰</u>
Debris Disposal	200 - 2,000	\$ <u>0.45</u> /Lb.	\$ <u>90⁰⁰ \$900.00</u>

Item #3: Deep Cleaning, Televising/Taping Services of Underground Piping

	<u>Est Feet/per trip</u>	<u>Charges</u>	<u>Total</u>
Manual Push Camera	1 - 400	\$ <u>0.93</u> /Ft.	\$ <u>0.93 \$372.00</u>
Tractor Drive Camera	350 - 2,500	\$ <u>1.35</u> /Ft.	\$ <u>472.50 - \$3,375.00</u>
Tractor Drive Camera	2,500 +	\$ <u>1.35</u> /Ft.	\$ <u>3,375⁰⁰ +</u>
Light Cleaning	350 +	\$ <u>1.30</u> /Ft.	\$ <u>455⁰⁰ +</u>
Deep Cleaning	350 +	\$ <u>2.49</u> /Ft.	\$ <u>871.50 +</u>

September 08, 2015

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Highway 31W/SR 41 Bicycle/Pedestrian Project – Phase II

During the August Board of Mayor and Aldermen meeting the Board ranked the three top consultants for the Highway 31W/SR-41 Sidewalk and Bikepath Phase II project (PIN # 121872.00). CSR Engineering ranked as the top consultant for the job. City Administrator Gerald Herman negotiated an agreement with CSR Engineering and the terms are included in the attached agreement.

The City Administrator requests that the Board of Mayor and Aldermen approves him to enter into an agreement with CSR Engineering for this service in the amount of \$374,253.00.

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

CSR ENGINEERING

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made as of the _____ day of _____, between the City of White House ("City" or "Client") and CSR Engineering, Inc. ("CSR") to perform professional services for the assignment described as follows:

Project: TDOT Local Programs project – Phase II of 31W Sidewalks and Bikepath

Services Location: White House, TN from Clearview Court to the North Greenway Trailhead

Description of Project: Phase II of the Sidewalk and Bikepath project originally intended to connect the City's southern and northern greenway trailheads with 1.6 miles of combined sidewalk and bicycle facilities. This portion includes approximately .78 miles of proposed 8' wide shared use facilities to accommodate both modes of travel beginning from the end of Phase I at Clearview Court and ending at the northern City trailhead. The construction will include major fill operations and possibly retaining structures, storm water drainage facilities, roadway shoulder improvements, sidewalks, minimal striping, signage and associated roadway improvements.

- I. PROFESSIONAL SERVICES: CSR agrees to perform the following Basic Services under this contract:
 - a. Professional Engineering Services that are defined by the CSR scope attached separately and more importantly cover the NEPA, Design, ROW coordination and CEI scope of work as defined by TDOT Local Government Guidelines ,
 - b. Exclusively represent the City in related issues.
- II. COMPENSATION: The compensation to be paid to CSR for providing the requested services shall be:

\$374,253.00 for the Basic Services in this Agreement and additional services attached herein for the 4 project phases of NEPA through CEI for this Phase II by CSR, which will be billed by percentage of work completed for the duration of the Project.
- III. PAYMENTS: Billings for services rendered will be made monthly and payment is due within thirty (30) days of receipt of invoice.
- IV. TERMINATION: The City may terminate this Agreement, upon providing at least thirty (30) days prior written notice to CSR, if the City does not receive anticipated funding for the Project from state and federal sources. Either party may terminate this Agreement for material breach by the other upon providing the breaching party at least thirty (30) days prior written notice. On termination by either the City or CSR, the City shall pay CSR for any services performed to the date of termination (including all reimbursable expenses incurred).

- V. ACCESS TO THE SITE/JOB SITE SAFETY: Unless otherwise stated, CSR will have access to various sites as necessary for the performance of the services. The Client understands that CSR is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. Except as provided in Section VI, below, CSR will not be responsible for any losses or injuries that occur at the Project site.
- VI. INDEMNITY REQUIREMENT. CSR further agrees to protect, defend, and save the Client its elected and appointed officials, agents, employees and volunteers while working in the scope of their duties as such, harmless from and against any and all claims, demands, and causes of action of any kind or character, including the cost of their defense, arising in favor of CSR's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of CSR and/or its agents, employees, subcontractors, representative or the Client under this agreement.
- VII. INSURANCE: CSR shall secure and maintain insurance in the amounts set forth in Exhibit A attached hereto and incorporated herein by reference. CSR shall provide the City with at least thirty (30) days prior written notice of the expiration or termination of any insurance policy providing coverage required by this Section. Moreover, CSR shall ensure that the City is named as an additional insured on each such policy and, upon request by the City, furnish certificates of insurance to the City evidencing the coverage required by this Section and the City's status as an additional insured.
- VIII. DISPUTE RESOLUTION: It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit. Each party shall pay one-half of the costs of such mediation.
- IX. OPINIONS OF CONSTRUCTION COST: Any opinion of probable construction cost prepared by CSR represents CSR's judgment as design professionals and is supplied for general guidance of the Client. Since CSR has no control over the construction marketplace, CSR does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.
- X. TERMS OF CONTRACT: The term of this Agreement shall commence as of the date that it is executed by both parties and continue thereafter for the duration of the Project or five (5) years, whichever is earlier.
- XI. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.

- XII. WAIVER: Waiver by either party of a breach of any provision of this Agreement shall not constitute waiver of any future breach of that provision nor otherwise prevent either party from enforcing that provision with respect to other breaches thereof.

City of White House
Billy S. Hobbs Municipal Center
105 College Street
White House, TN 37188

CSR Engineering, Inc.
248 Centre Street
Suite 200
Pleasant View, TN 37146

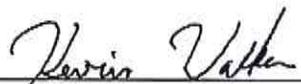
Signature

Gerald O. Herman

Printed Name

City Administrator

Title



Signature

Kevin Walker

Printed Name

President

Title

Exhibit A

Insurance

The limits of liability for the insurance required to be carried by CSR under Section VII of this Agreement are as follows:

1. Workers' Compensation:	Statutory
2. Employer's Liability-	
a. Each Accident:	\$500,000
3. General Liability-	
a. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
b. General Aggregate:	\$2,000,000
4. Excess or Umbrella Liability-	
a. Each Occurrence:	\$1,000,000
b. General Aggregate:	\$1,000,000
5. Automobile Liability-	
a. Combined Single Limit (Bodily Injury and Property Damage): Each Accident	\$1,000,000
6. Professional Liability-	
a. Each Claim Made:	\$1,000,000
b. Annual Aggregate:	\$1,000,000

Exhibit B

Scope of Work

General Scope of Work

We have read and understand the scope of work required and assume a Notice to Proceed in September 2015. We have included your City's/TDOT project specific scope of work that will be required for this project.

CSR Engineering has divided this project scope into four tasks that align with the phased requirements of the LPDO Guidelines and consequently your project. Through each task, CSR Engineering will work with the City to ensure adherence to TDOT's LPDO Guidelines. Each task is expanded below.

We understand the project definition to be at the following prioritized locations:

1. Along 31W from Clearview Court to the North Greenway Trailhead

Coordination with TDOT LPDO and White House's certified and designated project representative shall occur through all tasks shown below.

1. NEPA (C-List Categorical Exclusion)

- a. **Public Meetings:** If a public hearing or meeting is required White House Administration or a Public Involvement Plan, CSR will develop documents and handouts accordingly. A CSR representative will be in attendance and assist with the City ran meeting.
- b. **Categorical Exclusion (CE) Environmental Document:** CSR will prepare a Categorical Exclusion (CE) Environmental Document through the TDOT-Environmental Section. This includes the evaluation, research, coordination, and documentation necessary for submittal. Other possible items of work include environmental and permit services beyond the typical CE requirements (not included) and may be added if endangered species or other environmental information is found during the Categorical Exclusion process. C-list CE's are the typical project guiding parameters for this type of project – other NEPA requirements may be more in depth depending on the project scope or existing conditions as information develops.

2. Design

- a. **Conceptual and Preliminary Plans:** This phase includes the continued survey operations and development of preliminary concept plans. These plans will be developed into working drawings to be presented to City Staff for coordination and meeting City desires within the bounds of the grant. Iterations of this process drive the construction plans and details development for the final outcomes of the project.
- b. **ROW/Utility Coordination:** Plans will be submitted to the affected utility companies identified under the surveying task. No utility design or relocation is within the City's requirement nor expected based upon TDOT requirements, but will be a consideration depending on the project

development. Utility coordination will begin to occur during design but will finalize with all utility owners during the formal ROW phase shown below utilizing the project plans information. ROW acquisition is not expected in the project nor included in this scope of work.

- c. **Construction Plans and Bid Package:** Current plans are complete – Construction plans will be processed or modified according to TDOT design guidelines in order to receive their approval and incorporate utility modifications. CSR will prepare a bid package containing specifications and plans for the City to issue for bids. The final set of plans for construction will include:
- Finalized roadway details and documents
 - Quantities with General and Special Notes
 - Erosion Prevention and Sediment Control
 - Structural Plans and Details
 - Signage Plans
 - Striping Plans
 - Traffic Control in accordance with MUTCD
 - Drainage Details

A final estimated quantities and opinion of probable cost will be determined and included in documents once plans are approved. The quantities and opinion will be based primarily on TDOT Items and Average Unit Prices and consider recent similar bid prices in your area. Utility relocation costs will not be included in the project and will be at the expense of the utility owner since we are working only in the existing ROW.

3. Right-of-Way Certification (Coordination Only – No Acquisition)

It is currently planned that this project will be done completely within existing right-of-way and city or state owned property. Therefore, no right-of-way acquisition services have been discussed in this proposal. If the project scope of work changes or ROW acquisition becomes mandatory, then CSR Engineering will confer with the City at that time.

Regardless of acquisition requirements, staking of project improvements is included during this phase to allow clear coordination with affected utilities. During the ROW certification process with TDOT, CSR will also submit plan documents to obtain an expected NPDES Construction General Permit (with SWPPP) and possibly other municipality permits as required by regulations. Individual permits are highly unlikely and not anticipated for this project and not included in this scope of work. With no adjacent railroads within the 200' criteria of this project, the ROW efforts will not need to incorporate certain federal regulations, but all Federal Railroad Administration standards will still be required and adhered to as with any other FHWA/TDOT Local Programs project.

Upon TDOT approval of all ROW/Utility/Construction Plans and Bid Documents, CSR will move to aid the City in letting the project to bid. For bidding assistance, CSR will prepare a bid package containing specifications, plans, and other bid book documents for the City to advertise and issue for bids. A pre-bid meeting will be attended as well as any City Council meetings necessary. CSR will review the bids with the City and TDOT prior to award.

4. Construction Engineering & Inspection (CEI)

Construction Engineering Inspection (CEI) The Construction Engineering Inspection effort is based on construction observation over a variable construction period (expected to be 6

months). As shown in the submittal CSR Engineering is fully qualified/certified to provide the CEI services as required by TDOT LPDO Guidelines and includes but is not limited to the following per the manual:

- Pre-construction conference
- Observe all site construction activities
- Review and approval of all job mix formulas and contractor quality control plans
- Maintain project files, logs and daily diary
- Record and respond to RFI's
- Monitor, evaluate and respond to project change order and plan revision requests
- Monitor and report to the City any environmental concerns
- Conduct project meetings, as required
- Erosion Prevention/Sediment Control (ESPC) Inspections
- Traffic Control inspections
- Material testing and certification and collection of required T2 forms
- Shop drawing review and approval
- Review contractor's payroll (Weekly) and contractors pay requests (Monthly)
- State and Federal wage rate interviews and compliance assurance
- Provide punchlist
- Project closeout

Excluded Items: The scope of work above specifically does not include the following engineering services although they may be added as required by the specific project and requested by the City of White House:

- Additional survey needed due to changes in the field
- Permit fees, any application fees or mitigation fees (to be paid by City)
- Additional Biological Assessments due to extended NEPA process
- Additional Archeological Assessments due to extended NEPA process
- Individual ARAP or NPDES Permits
- Overhead sign structure design
- Utility relocation design services.

The fee for these services will be a lump sum of \$374,253.00 billed according to the following key milestones:

I – TDOT NEPA Services (C-List CE)	\$	35,347.00
II – TDOT Design Services		
IIa – Conceptual and Preliminary Plans	\$	58,921.00
IIb – Final Construction Plans and Details	\$	137,481.00
III – TDOT ROW/Permitting Services	\$	5,700.00
<u>IV – TDOT CEI Services (up to 6 months)</u>	<u>\$</u>	<u>136,804.00</u>
Total	\$	374,253.00

Should changes occur due to City or contractor preferences during bidding or construction phases that require longer duration of construction, CSR will bill at a maximum rate of \$4,500 per week for extended CEI services. This maximum rate is based upon the requirement of an expected 2 full time personnel required at that stage of CEI, and a lower rate of \$2,250 per week

will be billed should the project only require 1 full time inspector to be on site.

CSR's engineering services will be subject to the Terms and Conditions as attached as Exhibit "A". We will bill by approximate percentage complete at the end of each key project milestone. The fee quoted includes compensation for basic services for the City of White House. We will begin work immediately as you request and will work on a reasonable schedule to submit documents for your review in addition to TDOT's. If this scope of work is not in line with your desires, we shall revise the scope of work and resubmit for your approval.

If this proposal meets with your approval, please execute the original and return a signed copy of this agreement to this office via post, email or fax. Again, we appreciate the opportunity to develop this proposal and look forward to completion of a successful and great project in the great City of White House.

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: September 1, 2015
Re: Public Hearing Request – TDEC Annual Report

On this date, September 1, 2015, I am requesting that the Mayor and Board of Alderman hold a public hearing for the stormwater division. I've attached the documents for your review.

The public hearing is required by the **City's MS4 NPDES TDEC Permit, Section 5.4 entitled REPORTING**, which states, "The MS4 must submit an annual report to the appropriate EFO by September 30 of each calendar year that covers the previous fiscal year. The MS4 may fulfill this requirement by submitting the report via email. **Prior to submitting the annual report** to the division, the MS4 must present the annual report at a public hearing for suggestions and comment."

Additionally, the City is required to complete the EPA's "**Water Quality Scorecard**" with the annual report. The intent of the "Scorecard" is to help local governments identify opportunities to remove barriers, and revise and create codes, ordinances, and incentives for better water quality protection. As stated in EPA's document, the two (2) main goals of this tool are to:

1. Help communities protect water quality by identifying ways to reduce the amount of stormwater flows in a community, and:
2. Educate stakeholders on the wide range of policies and regulations that have water quality implications.

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

W. Joe Moss
Director of Public Services



Municipal Separate Storm Sewer System (MS4) Annual Report

1. MS4 INFORMATION

City of White House TNS088293

Name of MS4 MS4 Permit Number

W. Joe Moss, Director of Public Services jmoss@cityofwhitehouse.com

Name of Contact Person Email Address

615-672-3654

Telephone (including area code)

105 College Street

Mailing Address

White House TN 37188

City State ZIP code

What is the current population of your MS4? 10,752 (2013 Census Bureau Estimate)

What is the reporting period for this annual report? From July 1, 2014 to June 30, 2015

2. WATER QUALITY PRIORITIES (SECTION 3.1)

A. Does your MS4 discharge into waters listed as impaired on TN's most current 303(d) list and/or according to the on-line GIS mapping tool? Yes No

B. If yes, please attach a list all impaired waters within your jurisdictional area.

C. Does your MS4's jurisdictional area contain any waterbodies where a TMDL has been approved for parameters other than pathogens, siltation and habitat alterations? If yes, please attach a list. Yes No

D. Does your MS4 discharge to any Exceptional TN Waters (ETWs) or Outstanding National Resource Waters (ONRWs)? If yes, please attach a list. Yes No

E. Are you implementing additional specific provisions to ensure the continued integrity of ETWs or ONRWs located within your jurisdiction? Yes No

3. PROTECTION OF STATE OR FEDERALLY LISTED SPECIES (SECTION 3.2.1 General Permit for Phase II MS4s)

A. Are there any state or federally listed species within the MS4's jurisdiction? Yes No

B. Are any of the MS4 discharges or discharge-related activities likely to jeopardize any state or federally listed species? Yes No

C. Please attach any authorizations or determinations by U.S. Fish & Wildlife Service on the effect of the MS4 discharges on state or federally listed species.

4. PUBLIC EDUCATION AND PUBLIC PARTICIPATION (SECTION 4.2.1 AND 4.2.2)

A. Have you developed a Public Information and Education plan (PIE)? Yes No

B. Is your public education program targeting specific pollutants and sources of those pollutants, such as Hot Spots? Yes No

Municipal Separate Storm Sewer System (MS4) Annual Report

- C. If yes, what are the specific causes, sources and/or pollutants addressed by your public education program? Construction, redevelopment, illicit discharge, homeowner's habits.
- D. Note specific successful outcome(s) (NOT tasks, events, publications) fully or partially attributable to your public education program during this reporting period. City's website has a dedicated stormwater education section targeting all ages. The City continues its education effort by information dissemination using the quarterly newsletter that goes out to all residents and commercial accounts.
- E. Do you have an advisory committee or other body comprised of the public and other stakeholders that provides regular input on your stormwater program? Yes No
- F. How do you facilitate, advertise, and publicize public involvement and participation opportunities? The City has a Stormwater Advisory Board that meets quarterly. We advertise these meetings in the local newspaper and on the City's website.
- G. Do you have a webpage dedicated to your stormwater program? Yes No
If so, what is the link/URL: <http://www.cityofwhitehouse.com/stormwater-management>
- H. Are you tracking and maintaining records of public education, outreach, involvement and participation activities? Please attach a summary of these activities. Yes No
- 5. ILLICIT DISCHARGE DETECTION AND ELIMINATION (SECTION 4.2.3)**
- A. Have you completed a map of all outfalls and receiving waters of your storm sewer system? Yes No
- B. Have you completed a map of all storm drain pipes of storm sewer system? Yes No
- C. How many outfalls have you identified in your system? 0
- D. Have any of these outfalls been screened for dry weather discharges? Yes No
- F. What is your frequency for screening outfalls for illicit discharges? N/A
- G. Do you have an ordinance that effectively prohibits illicit discharges? Yes No
- H. During this reporting period, how many illicit discharges/illegal connections have you discovered (or been reported to you)? 0
- I. Of those illicit discharges/illegal connections that have been discovered or reported, how many have been eliminated? N/A
- 6. CONSTRUCTION SITE STORMWATER RUNOFF (SECTION 4.2.4)**
- A. Do you have an ordinance or adopted policies stipulating:
- Erosion and sediment control requirements? Yes No
- Other construction waste control requirements? Yes No
- Requirement to submit construction plans for review? Yes No
- MS4 enforcement authority? Yes No
- B. How many active construction sites disturbing at least one acre were there in your jurisdiction this reporting period? 13
- C. How many of these active sites did you inspect this reporting period? 13
- D. On average, how many times each, or with what frequency, were these sites inspected (e.g., weekly, monthly, etc.)? 2X/WEEK

E. Do you prioritize certain construction sites for more frequent inspections? Yes No

If Yes, based on what criteria? Adherence to stormwater construction standards.

7. PERMANENT STORMWATER CONTROLS (SECTION 4.2.5)

A. Do you have an ordinance or other mechanism to require:

Site plan reviews of all new and re-development projects? Yes No

Maintenance of stormwater management controls? Yes No

Retrofitting of existing BMPs with green infrastructure BMPs? Yes No

B. What is the threshold for new/redevelopment stormwater plan review? (e.g., all projects, projects disturbing greater than one acre, etc.) all projects

C. Have you implemented and enforced performance standards for permanent stormwater controls? Yes No

D. Do these performance standards go beyond the requirements found in Section 4.2.5.2 and require that pre-development hydrology be met for:

Flow volumes Yes No

Peak discharge rates Yes No

Discharge frequency Yes No

Flow duration Yes No

E. Please provide the URL/reference where all permanent stormwater management standards can be found.

<http://www.cityofwhitehouse.com/stormwater-management>

F. How many development and redevelopment project plans were reviewed for this reporting period? 13

G. How many development and redevelopment project plans were approved? 13

H. How many permanent stormwater management practices/facilities were inspected? 13

I. How many were found to have inadequate maintenance? 1

J. Of those, how many were notified and remedied within 30 days? (If window is different than 30 days, please specify) 1

K. How many enforcement actions were taken that address inadequate maintenance? 0

L. Do you use an electronic tool (e.g., GIS, database, spreadsheet) to track post-construction BMPs, inspections and maintenance? Yes No

M. Do all municipal departments and/or staff (as relevant) have access to this tracking system? Yes No

N. Has the MS4 developed a program to allow for incentive standards for redeveloped sites? Yes No

O. How many maintenance agreements has the MS4 approved during the reporting period?

8. CODES AND ORDINANCES REVIEW AND UPDATE (SECTION 4.2.5.3)

A. Is a completed copy of the EPA Water Quality Scorecard submitted with this report? Yes No

B. Include status of implementation of code, ordinance and/or policy revisions associated with permanent stormwater management.

Municipal Separate Storm Sewer System (MS4) Annual Report

9. STORMWATER MANAGEMENT FOR MUNICIPAL OPERATIONS (SECTION 4.2.6)

- A. Have stormwater pollution prevention plans (or an equivalent plan) been developed for:
- All parks, ball fields and other recreational facilities Yes No
 - All municipal turf grass/landscape management activities Yes No
 - All municipal vehicle fueling, operation and maintenance activities Yes No
 - All municipal maintenance yards Yes No
 - All municipal waste handling and disposal areas Yes No
- B. Are stormwater inspections conducted at these facilities? Yes No
1. If Yes, at what frequency are inspections conducted? _____
- C. Have standard operating procedures or BMPs been developed for all MS4 field activities? (e.g., road repairs, catch basin cleaning, landscape management, etc.) Yes No
- D. Do you have a prioritization system for storm sewer system and permanent BMP inspections? Yes No
- E. On average, how frequently are catch basins and other inline treatment systems inspected? annually
- F. On average, how frequently are catch basins and other inline treatment systems cleaned out/maintained? as needed
- G. Do municipal employees in all relevant positions and departments receive comprehensive training on stormwater management? Yes No
- H. If yes, do you also provide regular updates and refreshers? Yes No
- If so, how frequently and/or under what circumstances? meetings and conferences

10. STORMWATER MANAGEMENT PROGRAM UPDATE (SECTION 4.4)

- A. Describe any changes to the MS4 program during the reporting period including but not limited to:
- Changes adding (but not subtracting or replacing) components, controls or other requirements (Section 4.4.2.a). N/A
 - Changes to replace an ineffective or unfeasible BMP (Section 4.4.2.b). N/A
 - Information (e.g. additional acreage, outfalls, BMPs) on program area expansion based on annexation or newly urbanized areas. N/A
 - Changes to the program as required by the division (Section 4.4.3). N/A

11. EVALUATING/MEASURING PROGRESS

- A. What indicators do you use to evaluate the overall effectiveness of your Stormwater Management Program, how long have you been tracking them, and at what frequency? Note that these are not measurable goals for individual BMPs or tasks, but large-scale or long-term metrics for the overall program, such as in-stream macroinvertebrate community indices, measures of effective impervious cover in the watershed, indicators of in-stream hydrologic stability, etc.

Indicator	Began Tracking (year)	Frequency	Number of Locations
<i>Example: E. coli</i>	2003	Weekly April–September	20
E. COLI	1984	DAILY	1

B. Provide a summary of data (e.g., water quality information, performance data, modeling) collected in order to evaluate the performance of permanent stormwater controls installed throughout the system. This evaluation may include a comparison of current and past permanent stormwater control practices. The water quality and daily E. Coli CFU information as it pertains to the Frey Branch receiving waters can be found in the City's WWTP MOR's that are submitted to TDEC.

12. ENFORCEMENT (SECTION 4.5)

A. Identify which of the following types of enforcement actions you used during the reporting period, indicate the number of actions, the minimum measure (e.g., construction, illicit discharge, permanent stormwater control) or note those for which you do not have authority:

Action	Construction	Permanent Stormwater Controls	Illicit Discharge	Authority?	
Notice of violation	# <u>0</u>	# <u> </u>	# <u> </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Administrative fines	# <u>0</u>	# <u> </u>	# <u> </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Stop Work Orders	# <u>0</u>	# <u> </u>	# <u> </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Civil penalties	# <u>0</u>	# <u> </u>	# <u> </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Criminal actions	# <u>0</u>	# <u> </u>	# <u> </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Administrative orders	# <u>0</u>	# <u> </u>	# <u> </u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other <u>NOV</u>	# <u>1</u>	# <u> </u>	# <u> </u>		

B. Do you use an electronic tool (e.g., GIS, data base, spreadsheet) to track the locations, inspection results, and enforcement actions in your jurisdiction? Yes No

C. What are the 3 most common types of violations documented during this reporting period? EP&SC failures

13. PROGRAM RESOURCES (OPTIONAL)

A. What was your annual expenditure to implement the requirements of your MS4 NPDES permit and SWMP this past reporting period? \$30,000.00

B. What is next year's budget for implementing the requirements of your MS4 NPDES permit and SWMP? \$359,482.00

C. Do you have an independent financing mechanism for your stormwater program? Yes No

D. If so, what is it/are they (e.g., stormwater fees), and what is the annual revenue derived from this mechanism?

Source: Stormwater Utility Fee Amount \$4.56/ERU

Source: Amount \$

E. How many full time employees does your municipality devote to the stormwater program (specifically for implementing the stormwater program vs. municipal employees with other primary responsibilities that dovetail with stormwater issues)? 2

1.A.1. Sensitive Natural Lands/Critical Area Protection

Implementation Tools & Policies	Max Pts	Pts. Recd	Notes
1.A.1.a. Adopt Plans/Educate			
1.A.1.a.1. Identify and map critical natural resource areas (e.g., steep slopes, wildlife habitat, forests, drinking water source areas).	1		
1.A.1.a.2. The local comprehensive plan contains a natural resource protection element with goals calling for preservation of identified critical natural resource areas.	1		1 Identified in Comp Plan & Comp Plan map Need to identify future green space areas in Comp Plan update
1.A.1.a.3. Identify key natural resource areas for protection in jurisdiction's parks and open space plan.	1		0 Comp Plan update
1.A.1.a.4. Provide assistance to landowners in identifying sensitive natural areas and laying out developments to avoid such areas.	1		1 Part of project development meetings
1.A.1.a.5. Local plans establish and enforce areas which are available for development and which lands are a priority for preservation.	1		0 Need to clarify & identify preservation areas
1.A.1.b. Remove Barriers			
1.A.1.b.1. Protection of sensitive natural areas and wildlife habitat qualifies for credit towards local open space dedication and set-aside requirements.	1		0 Need to review need to use mitigation credits
1.A.1.c. Adopt Incentives			
1.A.1.c.1. Provide financial support to or partner with land trusts to acquire critical natural areas	1		0
1.A.1.c.2. Establish a dedicated source of funding for open space acquisition and management (e.g., bond proceeds, sales tax, etc.).	2		1 Parks fund tax
1.A.1.c.3. Adopt a transferable developments rights program to provide an incentive for landowners to preserve sensitive natural lands and wildlife habitat.	1		0
1.A.1.c.4. Land use regulations provide for the creation of cluster and conservation subdivision on the periphery of urban growth areas to encourage preservation of intact blocks of sensitive natural areas.	1		1
1.A.1.d. Enact Regulations			
1.A.1.d.1. Adopt regulations to protect steep slope, hillsides, and other sensitive natural lands (e.g., by limiting development on slopes > 30% or requiring larger lot sizes in sensitive areas).	2		2 Maximum controls established for lots >15% Any change must be approved by Planning Commission
1.A.1.d.2. Adopt wildlife habitat protection regulations aimed at preserving large contiguous blocks of habitat areas.	2		2 Commission
1.A.1.d.3. Create agriculture/natural resource zoning districts (e.g., minimum lot size of 80 acres and larger) to preserve agricultural areas and forests.	2		0 Mentioned in Comp Plan as "needing a policy"

Category 1.A.1. Total	17	8
1.A.2. Protection of Water Bodies/Aquifers		
1.A.2.a. Adopt Plans/Educate		
1.A.2.a.1. Identify and map critical water resource areas.	1	1
1.A.2.a.2. The local comprehensive plan contains a water quality protection element with goals calling for protection of identified water bodies and other water resource areas such as wetlands.	1	1
1.A.2.a.3. Identify key critical water resource areas for protection in jurisdiction's parks and open space plan.	1	1
1.A.2.a.4. Cooperate in developing regional approaches to watershed protection and stormwater management.	1	1
1.A.2.b. Remove Barriers		
1.A.2.b.1. Wetlands and other water bodies and buffer areas qualify for credit against local open space dedication/set-aside regulations.	1	0
1.A.2.c. Adopt Incentives		
1.A.2.c.1. Protected water bodies and buffer areas qualify for 2X (or more) credit against open space requirements set by the municipality.	1	0
1.A.2.c.2. Restoration of degraded riparian/wetland areas qualifies for additional open space credit within the local municipal system.	1	0
1.A.2.c.3. Density from protected riparian areas/buffers can be transferred to upland portions of development sites.	1	0
1.A.2.d. Enact Regulations		
1.A.2.d.1. Riparian and wetland buffer areas required by local land use regulations		Comp Plan suggests zoning change that would require a 50' riparian buffer along waters of the state
(Fill out one of three below)	3	0
Buffer at least 50 feet (as measured from top of bank) = 1 point		0
Buffer at least 100 feet (as measured from top of bank) = 2 point		0
Buffer is greater than 100 feet (as measured from top of bank) = 3 points		0
1.A.2.d.2. Critical water resource areas cannot be counted in calculating allowable density on a site (e.g., on a 200-acre site with 50 acres of wetlands, only 150 acres can be used to calculate density under zone district regulations, and only those 150 acres may be developed).	1	1
		Subdivision Regs - 4-102.9 Water Bodies & water courses no more than 10% of the minimum area

	1.A.2.d.3. Any development in floodplains is prohibited or must demonstrate no adverse impacts upstream and downstream (See resources below for details on "no adverse impact" approach to floodplain management).	2	Subdivision Regs - 4-106.207 prohibits the subdivision of any portion of the property which lies within the floodplain - regulations address 1 floodplain but not up/down stream	
	1.A.2.d.4. Stormwater quality and quantity performance standards exist for development sites (e.g., restrictions on sedimentation levels, pre/post development flows).	1	Subdivision Regs - 4-106.205 addresses quantity performance standards	
	1.A.2.d.5. Local regulations require restoration of degraded riparian/wetland areas on a development site.	1	Ordinance 14-28 Stormwater Title 20	
	1.A.2.d.6. Damage to riparian/wetland areas must be compensated for on a minimum 2:1 basis on- or off-site.	1	0 No mitigation credit in place	
	1.A.2.d.7. Performance standards exist and are well-enforced for stormwater discharges to wetlands that protect the hydrologic regimes and limit pollutant loads.	1	Ordinance 14-28 Stormwater Title 20	
	Category 1.A.2. Total	18	9	
	1.A.3. Source water protection			
	1.A.3.a. Adopt plans/Educate			
	1.A.3.a.1. Local land use plans identify aquifer recharge/source water areas and recommend protective measures.	1	N/A	
	1.A.3.a.2. Require that all stormwater inlets carry a notice regarding discharge to receiving waters.	1	1 Subdivision Regs 4-106 .201	
	1.A.3.a.3. Map and publish wellhead and aquifer recharge areas to alert developers to potential restrictions.	1	N/A	
	1.A.2.b. Remove Barriers			
	1.A.2.c. Adopt Incentives			
	1.A.2.c.1. Drinking water source protection and aquifer recharge areas have been identified and a dedicated funding source is in place to purchase and protect such areas.	1	N/A	
	1.A.2.c.2. Protection of critical water source areas qualifies for additional credit towards local open space requirements.	1	N/A	
	1.A.2.d. Enact Regulations			
	1.A.2.d.1. Adopt well-head protection regulations/zones to prevent incompatible development and uses.	1	N/A	
	1.A.2.d.2. Adopt aquifer protection regulations/zones to prevent incompatible development and uses.	2	N/A	
	Category 1.A.3. Total	8	1	
	Category 1.A. Total	43	18	