CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
December 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 November 19th meeting
7. Welcome Visitors
8. Public Hearings
   a. **Ordinance 15-25**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 2, Chapter 2 Library Board, adding sections 2-208 and 2-209. *Second Reading.*
   b. **Ordinance 15-26**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 13, Chapter 1 Miscellaneous, Section 13-104. *Second Reading.*
   c. **Ordinance 15-27**: An ordinance of the City of White House, Tennessee, amending the Zoning Map for a 37.1 acre property relative to Robertson County Tax Map 106, Parcels 113 and 175 from I-1, Light Industrial, to C-2, General Commercial. *Second Reading.*
   d. **Ordinance 15-28**: An ordinance of the City of White House, Tennessee, to amend the White House Municipal Code Title 12, Chapters 1-10, Building, Utility, Etc. Codes. *Second Reading.*
   e. **Ordinance 15-29**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 7, Chapter 2 Fire Code, Sections 7-201 and 7-205. *Second Reading.*
   f. Possible revocation and/or fine of a package liquor store license issued to Uptown Wine and Spirits, LLC, located at 510 Hwy 76, Suite 12 & 13. *First Offense.*
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports

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

11. Consideration of the Following Resolutions:

    a. **Resolution 15-13:** A resolution adopting an official City flag.

    b. **Resolution 15-14**: A resolution authorizing and providing for the financing of the construction of a wastewater facilities project, including authoring the execution of applications, contractual agreements, and other necessary documents, and making certain representations, certifications, and pledges of certain revenue in connection with such financing.

    c. **Resolution 15-15**: A resolution establishing fines and service costs amount for the White House Library.

12. Consideration of the Following Ordinances:

    a. **Ordinance 15-25**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 2, Chapter 2 Library Board, adding sections 2-208 and 2-209. *Second Reading.*

    b. **Ordinance 15-26**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 13, Chapter 1 Miscellaneous, Section 13-104. *Second Reading.*

    c. **Ordinance 15-27**: An ordinance of the City of White House, Tennessee, amending the Zoning Map for a 37.1 acre property relative to Robertson County Tax Map 106, Parcels 113 and 175 from I-1, Light Industrial, to C-2, General Commercial. *Second Reading.*

    d. **Ordinance 15-28**: An ordinance of the City of White House, Tennessee, to amend the White House Municipal Code Title 12, Chapters 1-10, Building, Utility, Etc. Codes. *Second Reading.*

    e. **Ordinance 15-29**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 7, Chapter 2 Fire Code, Sections 7-201 and 7-205. *Second Reading.*

    f. **Ordinance 15-30**: An ordinance of the City of White House, Tennessee, amending the fiscal budget for the period ending June 30, 2016. *First Reading.*

    g. **Ordinance 15-31**: An ordinance of the City of White House, Tennessee, to de-annex certain territories within the corporate boundaries of the City of White House. *First Reading.*

13. Purchasing

    a. To approve or reject a contract between the State of Tennessee, Office of the Secretary of State, Tennessee State Library and Archives and the White House Public Library. The grant will provide White House Public Library with $350.00 which will help supplement the cost of purchasing tablets for patron checkout, an Ipad to be used with our children's program, a new patron laptop, and Adobe Photoshop software to be added to 4 of our public access computers. The Library Director recommends approval.

14. Other Business

    a. Possible revocation and/or fine of a package liquor store license issued to Uptown Wine and Spirits, LLC, located at 510 Hwy 76, Suite 12 & 13. *First Offense.*

    b. Demonstration of the City of White House Application.

    c. To approve or reject the results of the financial audit completed by KraftCPAs for the year ending June 30, 2015. The Finance Director recommends approval.

15. Discussion Items

    a. None

16. Other Information

    a. Budget calendar for FY 2016-2017 annual budget

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
November 19, 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 Reverend Phillip Wright from White House First United Methodist 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 October 15th and November 3rd meetings

   Motion was made by Ald. Hutson, second by Ald. Decker to approve the minutes. A voice vote was called for with all members voting aye. **October 15th and November 3rd minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all visitors.

8. Public Hearings

   a. **Ordinance 15-24**: An ordinance of the City of White House, Tennessee amending the Zoning Map for a 0.91 acre property relative to Sumner County Tax Map 77B, Group A, Parcel 16.00, from R-20, Low Density Residential, to R-15, Medium Density Residential. *Second Reading.*

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

   Ald. Paltzik mentioned that the Chamber of Commerce and the White House Police Department are hosting a second lunch and learn on "Credible Threat – Active Shooter" on December 2nd.

   Ald. Paltzik stated that there will be a Chamber of Commerce After Hours event on Thursday, December 3rd at Star Physical Therapy.

   Ald. Paltzik reminded the Board that the Miracle on Main Street Celebration and Christmas Parade is scheduled for Saturday, December 5th.

Ald. Paltzik informed the Board that the Library Open House is scheduled for Thursday, December 10th at 4:30 pm.

Ald. Paltzik informed the Board that Serenity Spa will be hosting an Open House on Friday, December 11th.

Ald. Decker provided a history lesson on "hate" and said this is not something new and we have to be prepared if something were to happen in our City.

City Administrator Gerald Herman provided an overview on what was approved during the Planning Commission last week.

City Administrator Gerald Herman stated that the Industrial Development Board approved a level two tax incentive for two projects.

City Administrator Gerald Herman provided an update on the Meadows Road S.R.F. Funded Sewer project.

City Administrator Gerald Herman provided an update on the paving schedule.

City Administrator Gerald Herman discussed the results of a meeting that staff had with TDOT officials concerning the results of the Charles Drive Traffic Study.

City Administrator Gerald Herman recommended that the Board encourage our State legislature and our Federal congressional leaders to take responsibility for funding important transportation concerns.

City Administrator Gerald Herman gave an update on drainage projects.

City Administrator Gerald Herman stated that a study session has been scheduled just before our December regular meeting to discuss the current rate structure and an update from Public Services Director Joe Moss.

City Administrator Gerald Herman mentioned that Staff is actively working on getting the mobile App ready for a demo at the December meeting.

City Administrator Gerald Herman stated the City Recorder Kerry Harville has created three City flag designs, and has an electronic voting format for Staff to vote for the design they like best.

City Administrator Gerald Herman echoed Ald. Paltzik's reminder about Miracle on Main Street and the Christmas Parade.

City Administrator Gerald Herman reported that the contractor was onsite today to begin the installation of phase 1 of the splash pad project.

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 15-12**: A resolution to establish an updated occupational safety and health program plan, devise rules and regulations, and to provide for a safety director and the implementation of such program plan.

    Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 15-12 was approved.**

12. Consideration of the Following Ordinances:

    a. **Ordinance 15-24**: An ordinance of the City of White House, Tennessee, amending the Zoning Map for a 0.91 acre property relative to Sumner County Tax Map 77B, Group A, Parcel 16.00, from R-20, Low Density Residential, to R-15, Medium Density Residential. *Second Reading.*

    Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson – aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-24 was approved on Second Reading.**

    b. **Ordinance 15-25**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 2, Chapter 2 Library Board, adding sections 2-208 and 2-209. *First Reading.*

    Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 15-25 passed on First Reading.**

    c. **Ordinance 15-26**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 13, Chapter 1 Miscellaneous, Section 13-104. *First Reading.*

    Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-26 passed on First Reading.**

    d. **Ordinance 15-27**: An ordinance of the City of White House, Tennessee, amending the Zoning Map for a 37.1 acre property relative to Robertson County Tax Map 106, Parcels 113 and 175 from I-1, Light Industrial, to C-2, General Commercial. *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 15-27 passed on First Reading.**

    e. **Ordinance 15-28**: An ordinance of the City of White House, Tennessee, to amend the White House Municipal Code Title 12, Chapters 1-10, Building, Utility, Etc. Codes. *First Reading.*

    Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Ordinance 15-28 passed on First Reading.**

    f. **Ordinance 15-29**: An ordinance of the City of White House, Tennessee, amending the Municipal Code Title 7, Chapter 2 Fire Code, Sections 7-201 and 7-205. *First Reading.*

    Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-29 passed on First Reading.**

13. Purchasing

    a. To approve or reject the purchase of poles and fixtures for the Municipal Park Street Lighting Project, off the U.S. Communities Government Purchasing Cooperative (GraybaR, Nashville, TN) for $34,927.18. The Parks and Recreation Director recommends approval.

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

b. To approve or reject the City Administrator entering into an agreement with Sessions Paving Company (Nashville, TN) for $67,771.00, to resurface the stadium parking lot at Municipal Park. The Parks and Recreation Director recommends approval.

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

14. Other Business

    a. None

15. Discussion Items

    a. None

16. Other Information

    a. The Pool – 35 years of membership recognition

17. Adjournment

Meeting was adjourned at 7:32 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

DRAFT

REPORTS....

General Government Department
November 2015

Administration

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

- November 03:
  - Museum Renovation Meeting with Architect
  - Board of Mayor and Aldermen Study Session
  - Board of Mayor and Aldermen Special Called Meeting
  - Beer Board Meeting
- November 04: Sumner County Council of Government Banquet
- November 05:
  - Meadows Road Sewer Project Meeting
  - Leisure Services Board Meeting
- November 09:
  - Kensington Green HOA Meeting about Wastewater Rates
  - Planning Commission
- November 12:
  - TML District 6 Meeting
  - Sumner County Community Leaders Transit Conversation
  - Library Board Meeting
- November 16:
  - Kensington Green Resident Meeting about Wastewater Rates
  - Industrial Development Board Meeting
- November 17:
  - The Standard Apartment Owner Meeting
  - Chamber of Commerce Luncheon
  - Brookside Village Brainstorming Meeting
  - Board of Zoning Appeals Meeting
- November 18:
  - Clearview Apartments Management Meeting about Wastewater Rates
  - Metropolitan Planning Organization Executive Board Meeting
  - TCMA District Meeting
- November 19:
  - Sumner County Joint Economic Development Meeting
  - Board of Mayor and Aldermen Meeting
- November 23:
  - Miracle on Main Street Planning Meeting
  - Burris Ridge Plans – Review Meeting
  - RecDesk Demonstration Conference Call
- November 24: Bid Opening – Municipal Recreation Complex and Park Bathrooms
- November 30:
  - Realizing Robertson Focus Group
  - Planning Commission Training

General Government Department
November 2015

Performance Measurements

Finance Update

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

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	$10,097,867	$3,787,900	↓4.25
Industrial Development	$118,500	$5,895	↓36.70
State Street Aid	$275,000	$66,307	↓17.56
Parks Sales Tax	$410,569	$11,093	↓38.97
Solid Waste	$882,617	$493,250	↑14.21
Impact Fees	$3,290	$0	↓41.67
Police Drug Fund	$35,633	$33,713	↑52.94
Debt Services	$751,058	$122,482	↓25.36
Wastewater	$7,086,888	$4,785,316	↑25.85
Healthcare	$68,500	$25,345	↓4.67
Stormwater Fund	$359,485	$126,140	↓6.58
Cemetery Fund	$63,300	$15,355	↓17.41

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

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The November 2015 error rate was 1.8%.

Total Purchase Orders

	FY 2016	FY 2015	FY 2014
July	279	231	212
August	166	170	140
September	133	107	142
October	140	149	152
November	166	113	110
December		130	110
January		124	119
February		88	132
March		145	154
April		147	157
May		129	149
June		122	156
Total	**884**	**1,655**	**1,733**

Purchase Order Errors by Department

	November 2015	FY 2016	FY 2015*
Admin.	0	1	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	1	0
Library	1	3	8
Parks	0	1	3
Police	1	1	2
Public Works	0	0	2
Sanitation	1	1	0
Stormwater	0	1	-
Wastewater	0	4	3
Total	**3**	**13**	**20**

*Errors by department started being tracked in July 2014.

General Government Department
November 2015

Purchase Orders by Dollars	Nov. 2015	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders $0-$1,999		574	1,392	1,517	$257,274.67	$708,133.51	$529,278.93
Purchase Orders $2,000-$9,999		97	172	154	$438,374.77	$718,011.83	$551,768.46
Purchase Orders over $10,000		47	91	62	$5,446,055.10	$11,854,322.55	$6,221,273.04
Total		**718**	**1,655**	**1,733**	**$6,141,704.54**	**$13,280,467.89**	**$7,302,320.43**
Purchase Orders $0-$9,999	162	162			$145,207.56		
Purchase Orders $10,000-$24,999	2	2			$33,580.54		
Purchase Orders over $25,000	2	2			$167,759.19		
Total	**166**	**166**			**$346,547.29**		
Total	**166**	**884**	**1,655**	**1,733**	**$6,488,251.83**	**$13,280,467.89**	**$7,302,320.43**

**Starting November 1, 2015, purchase orders were categorized using different threshold amounts.*

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	154	107	126	287,363	352,406	262,563
October	64	93	86	331,565	328,241	296,397
November		67	92	281,096	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	**409**	**1,100**	**1,355**	**1,568,101**	**4,513,102**	**5,124,420**

General Government Department
November 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	24	26	10	21	37	11
October	95	57	7	34	47	18
November	18	25	21	24	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	**226**	**623**	**320**	**128**	**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	553	432	322	17	32	11
October	576	439	322	21	33	18
November	583	446	322	13	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**	**78**	**340**	**162**

General Government Department
November 2015

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

Special Maintenance Projects

- Parking lot lights and lights on outside of building
- LED lights for stairwells
- Paint Human Resource office

	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	31	19	N/A
October	30	27	N/A
November	27	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	**143**	**249**	**141**

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

Finance Department
November 2015

Finance Section

On November 2nd the Finance Director, Assistant Director and Court/Accounts Payable Clerk attended the City Purchasing Manual update meeting along with several other city employees. On November 3rd the Finance Director and the Utility Billing Specialist attended the sewer rate study session. On November 4th the Finance Director, Court/AP Clerk, and the Purchasing Coordinator met with Melinda Hagans and Pete Stringer of First Tennessee Bank to discuss purchasing cards. Also on November 4th the Finance Director attended a Learn at Lunch session organized by the Chamber of Commerce regarding active shooters and terrorists. On November 16th the Finance Director and Utility Billing Specialist met with Alderman Paltzik, the City Administrator, the Public Services Director, and several residents from Kensington Green regarding concerns about a correction to future Sewer bills. Also on November 16th the Finance Director attended the Industrial Development Board meeting. On November 17th several finance office associates attended the wellness program presentation at Fire Hall #2. Also on November 17th the Finance Director along with several other members of the city staff met with several members from various organizations regarding concerns about the development of Brookside Village. On November 23rd the Assistant Finance Director attended a conference call meeting along with other city associates and staff regarding parks and recreation scheduling and registration software (RecDesk). Also on November 23rd the Finance Director along with the HR Director and Purchasing Coordinator attended a QS1 software demo on behalf of the software committee. On November 24th the Accounting Specialist attended the city Safety Committee meeting on behalf of the Finance Office.

Performance Measures

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	204 direct deposits 2 checks	0 Retro adjustments	0 Voids

Accounts Payable

	Nov. 2015	Oct. 2015	Sept. 2015	Aug. 2015
Total # of Invoices Processed	335	293	410	432

Business License Activity

	November 2015	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	11	40	105	74	80	52
Closed	0	0	5	13	140*	6

*129 businesses deemed uncollectable in October 2012

Utility Billing

	November 2015	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	9	37	62	55	28	15
Move Ins (#)	43	228	488	506	481	493
Move Outs (#)	42	234	514	516	479	455
Late Payments ($)	7,036	30,891	68,103	69,241	65,074	67,810
Late Payments (#)	1,214	5,264	15,641	12,840	12,685	12,857
Disconnect for non-payment (#)	20**	204	442	514	258*	n/a

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

**Disconnection not performed until 12/7/15 due to scheduling concerns

Finance Department
November 2015

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	3,275,852	40%
Cemetery Fund			166,057	
Debt Services			38,595	
Healthcare			247,021	
Impact Fees			94,512	
Industrial Development			174,395	
Park Sales Tax			214,086	
Police Drug Fund			13,689	
Solid Waste			434,241	
State Street Aid			152,751	
Stormwater Fund			115,158	
Wastewater			3,774,302	

*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	2,523,380	↓10.60%
Cemetery Fund	26,775	9,769	↓5.18%
Debt Services	750,200	40,028	↓36.33%
Healthcare	62,200	26,059	↑0.23%
Impact Fees	12,700	12,598	↑57.53%
Industrial Development	70,100	65,104	↑51.21%
Park Sales Tax	494,766	217,950	↑2.38%
Police Drug Fund	4,520	1,689	↓4.30%
Solid Waste	800,400	341,818	↑1.04%
State Street Aid	269,264	120,808	↑3.20%
Stormwater Fund	368,730	155,615	↑0.54%
Wastewater	5,722,700	2,134,882	↓4.36%

*Realized amounts reflect revenues realized from July 1, 2015—November 30, 2015

Human Resources Department
November 2015

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

- November 04: Wastewater Technician Interviews
- November 09: Chamber of Commerce Discover White House Meeting
- November 16: Parks Groundskeeper Interviews
- November 17: Chamber of Commerce Monthly Luncheon
- November 23: QS/1 Software Demo

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	0	3	1	1	0
October	0	1	1	0	1
November	0	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	3	1	0	1	0
September	0	1	1	0	0
October	0	1	2	1	1
November	1	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	**4**	**11**	**14**	**6**	**7**

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

Human Resources Department
November 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	2	1	0	1	0
October	0	0	1	1	1
November	0	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	**4**	**5**	**6**	**8**	**19**
Percentage	**4.25%**	**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 (T)	1 (S)	
October	0	0	1 (T)	
November	0	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	**2**	**3**	**4**	**4**

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

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

Police Department
November 2015

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in October:*** Department Head Meeting (Nov. 2nd, 16th and 30th), Rotary Club Meeting (Nov. 5th, 12th and 19th), Robertson County Chief's Meeting (Nov. 10th), 911 User Group (Nov. 11th), 911 Board Meeting (Nov. 17th), Miracle on Main Street Planning (Nov. 23rd), Sumner County Drug Task Force Meeting (Nov. 25th), and White House Police Department Command Staff Meeting (Nov. 25th).

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 148 proofs of the 161 standards completed for 2015. Thirteen will be finished in the month of December. Susan is still waiting to hear back from Alice Grunau – Special Programs Director for Accreditation on getting someone to check the new 2nd edition files.

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
September	4	168	12	184
October	0	202	24	226
November	24	0	8	32
Grand Total	**64**	**1,530**	**243.5**	**1,837.5**

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.***

Number of Officers on Shift	*November*	*FY 2015-2016*
Three (3) Officers per Shift	40	208
Four (4) Officers per Shift	5	11

2. ***Acquire and place into service two Police Patrol Vehicles.*** Two new vehicles for the 2015-2016 FY have been received and striped. They are currently waiting for all equipment to be added to them.

3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2015-2016.*** Fall compliance checks were conducted in November. Uptown Wine & Spirits failed compliance.

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	November 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	8	<1	154	14
Crimes Against Property	40	4	446	40
Crimes Against Society	1	<1	112	10
Total	49	4	712	65
Arrests	21		361	

**U.S. Census Estimate 2014 – 11,042*

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.***

	November 2015	TOTAL 2015
Traffic Crashes Reported	36	**373**
Enforce Traffic Laws:		
Written Citations	**158**	**1,930**
Written Warnings	**68**	**1,015**
Verbal Warnings	**130**	**2,415**

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

COLLISION RATIO				
2015	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
	36	2	6%	13%

Traffic School: There was no Traffic School in the month of November.

Staffing

- Ofc. Ryan Spraggins was hired by the White House Police department on November 30th. He was sworn in on December 2nd by Chief Brady. Officer Spraggins is a graduate of Kent State University where he received a Bachelor Degree in Criminal Justice. He will be attending the Tennessee Law Enforcement Training Academy in April.
- Two positions are still open at the White House Police Department. Advertising for these positions will take place after the first of the year.

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

Police Department
November 2015

Sumner County Emergency Response Team: ERT had Shield qualification drill on November 18th.

Volunteer Reserve Officers: Reserve training was on November 9th. Det. Sgt. Hunter instructed crime scene investigations.

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**
November	61%	78%

Communications Section

	November	Total 2015
Calls for Service	998	12,490
Alarm Calls	31	355

Request for Reports

	November 2015	FY 2015-2016
Requests for Reports	20	441
Amount taken in	$15.75	$354.72
Tow Bills	$0.00	$613.00
Emailed at no charge	29	508
Storage Fees	$0.00	$0.00

Governor's Highway Safety Office (GHSO): Nothing to Report.

Volunteer Police Explorers: Explorers did Firearm safety, ran the obstacle course, learned how to identify drugs and practiced an Officer down scenario.

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

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.***
   Sgt. Enck instructed 49 D.A.R.E. classes in November. D.A.R.E. graduation is scheduled for December 9th for Heritage Elementary.
2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.*** Safety Day was held on September 7th. Approximately 50 kids participated in the bike rodeo. With the donation from Mike Gaines at State Farm Insurance, we gave away 9 bikes and helmets. The American Red Cross blood drive goal was 31 units and we collected 34 units. ***Completed.***
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 2016.

4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
   - On November 4th, Sgt. Enck instructed a class on Terrorism for Chamber members.
   - On November 4th, Sgt. Enck had a meeting about active shooter security for the White House Utility District.
   - Sgt. Enck met with the residents of Orchard Park and assisted them with starting a neighborhood watch program.
   - At the Tennessee Law Enforcement Training Officer Association Fall Conference in Gatlinburg from the 16-20th, Sgt. Enck instructed Spontaneous Knife Defense.
   - Wheels In Motion was held on November 19th. Sgt. Brisson presented the helmets.

Special Events: ***WHPD Officers participated in the following events during November:***
- Sgt. Enck helped with security at Mingle Jingle on November 2nd.

Upcoming Events:
Shop with a Cop (Saturday, December 12th)

2015 Participation in Joint Community Events		
	November 2015	**Year to Date**
Community Activities	6	53

Fire Department
November 2015

Summary of Month's Activities

Fire Operations
The Department responded to 73 requests for service during the month with 43 responses being medical emergencies. The Department responded to 2 vehicle accidents with reported injuries with two patients transported to area hospitals.

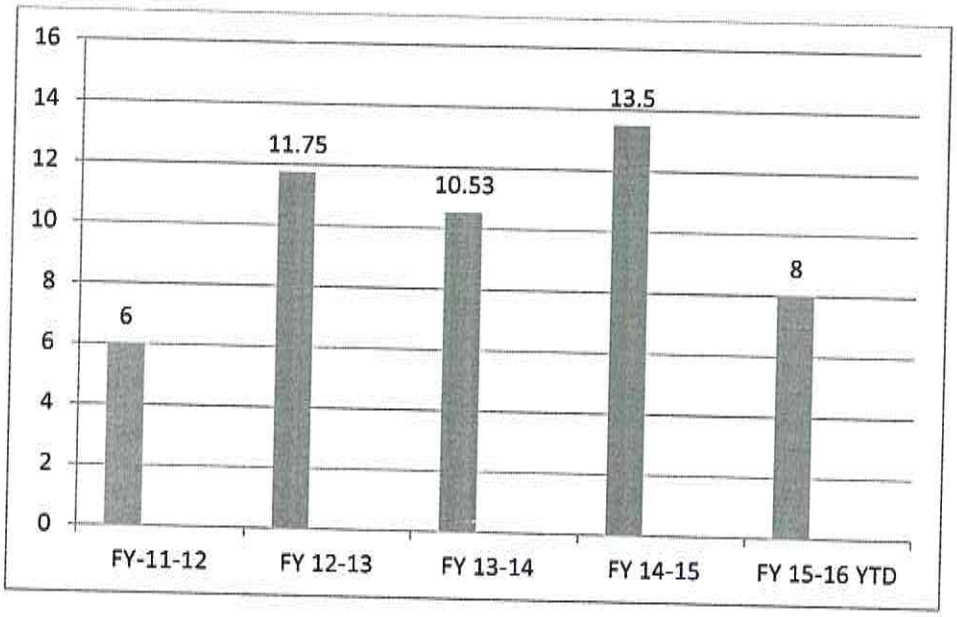
November 11th 6:55am – The Department was requested to respond to a reported truck fire to assist the White House Community Fire Department. When our fire units arrived on scene the vehicle and the grass alongside the road was on fire. The volunteer department had an engine and one firefighter on scene upon our arrival. Our personnel assisted with the extinguishment of the cab of the garbage truck and the roadside, although there was still some hot spots within the compactor of the truck when we were released from the scene.
November 11st 2:38pm – The Department was dispatched to a grass/brush fire on I-65 near the location of the truck fire earlier in the day. When fire units arrived on scene a 40 x 100 foot area was involved in fire at the same location of the truck fire. The Millersville Fire Department also responded and assisted with the extinguishment of the fire there were no injuries reported with this incident.
November 17th 6:07pm – The Department was requested to respond to assist the White House Community Fire Department to a reported cooking fire on Circle Drive. When our fire unit arrived on scene the fire was contained to the microwave. Fire personnel confirmed there was no fire and returned to service.

Fire Administration

November 3rd – Asst. Chief Sisk and other city employees attended the Mobile Eyes Software demonstration at city hall.
November 17th – Chief Palmer, Asst. Chief Sisk and other city staff attended a meeting at city hall concerning a future construction project.
November 23rd – Chief Palmer attended the Miracle on Main Street planning meeting at city hall.
November 23rd – Chief Palmer, Asst. Chief Sisk and other city staff attended a meeting at city hall concerning a future construction project.
November 24h – Chief Palmer, Asst. Chief Sisk, and other city staff attended the monthly safety committee meeting at fire station 2.
November 25th – Chief Palmer met with the new Robertson County EMS training coordinator to discuss the future EMS training needs of the department.

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.



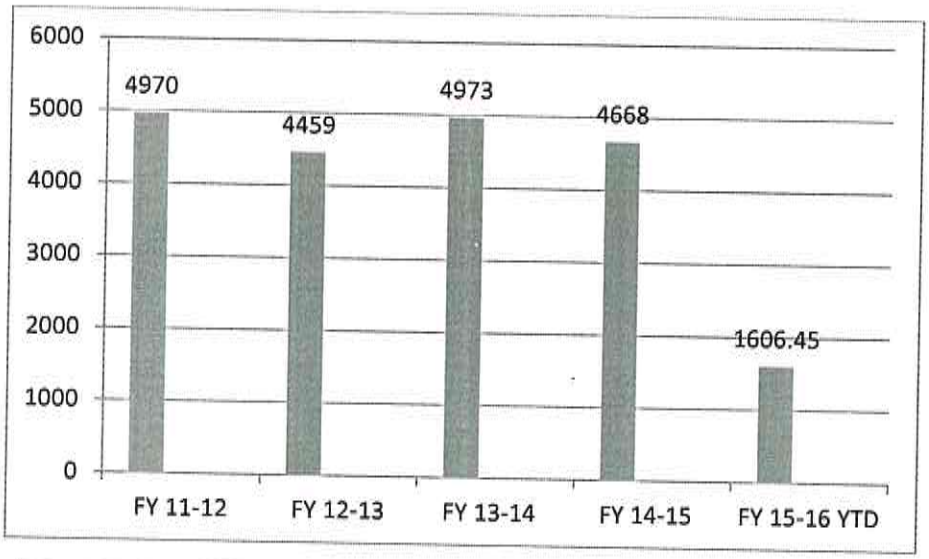
Fire Department
November 2015

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	3
Other Fires	1	Vehicle Accidents(With injuries)	2
Vehicle Fires	2	Rescue	0
Grass, Brush, Trash, Fires	2	False Alarms/Calls	8
Hazmat	0	Assist other Governmental Agency	0
Other Calls	12	Total Responses for the Month	73
Emergency Medical Responses	43	Total Responses Year to Date	456

Fire Fighter Training

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

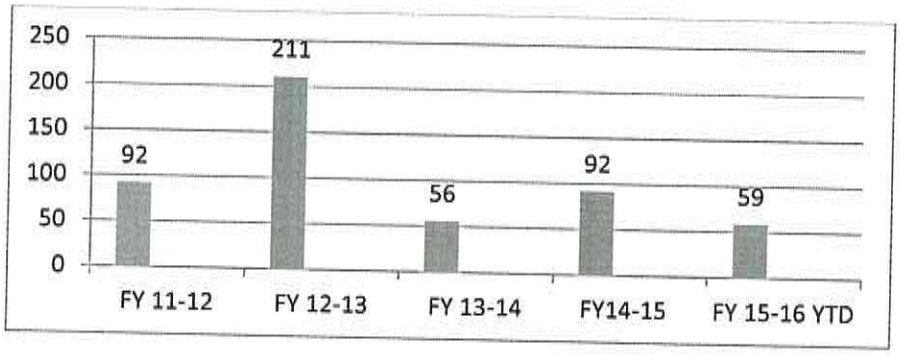


Total Training Man-hours for the Month	403.28	Total Training Man-hours Year to Date	1606.45

Fire Department
November 2015

Fire Inspection

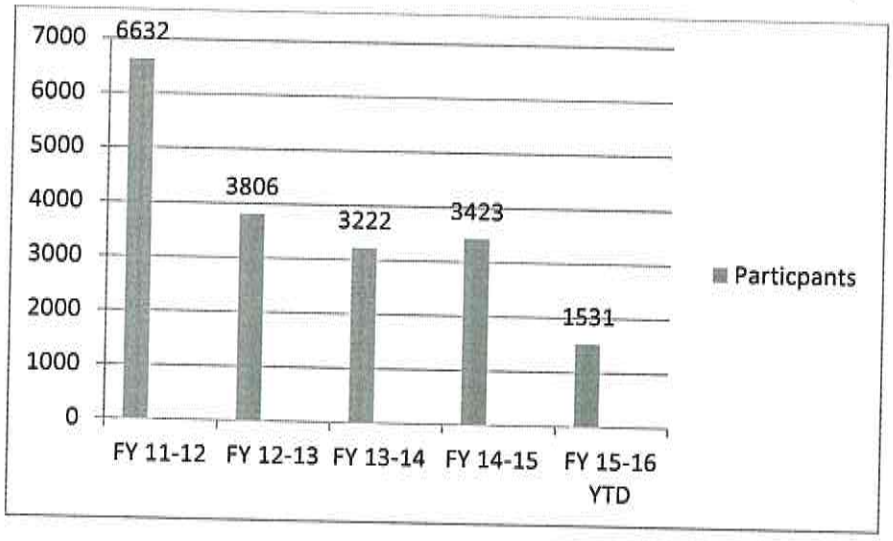
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



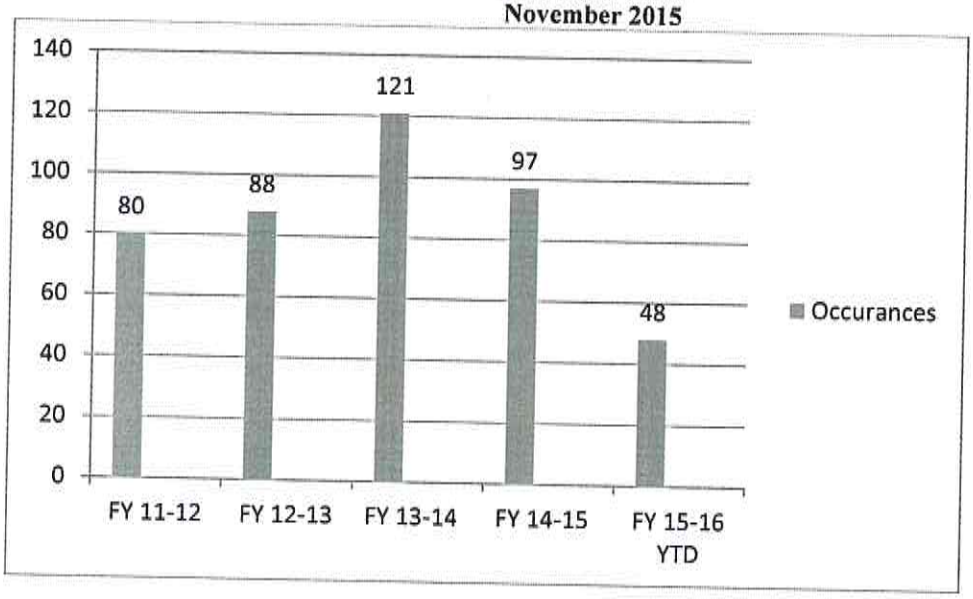
Fire Inspections	19	Year to Date 59	Plat / Plan Reviews	3	Year to Date 17
Fire Investigations	0	Year to Date 3	Fire Preplans	3	Year to Date 5

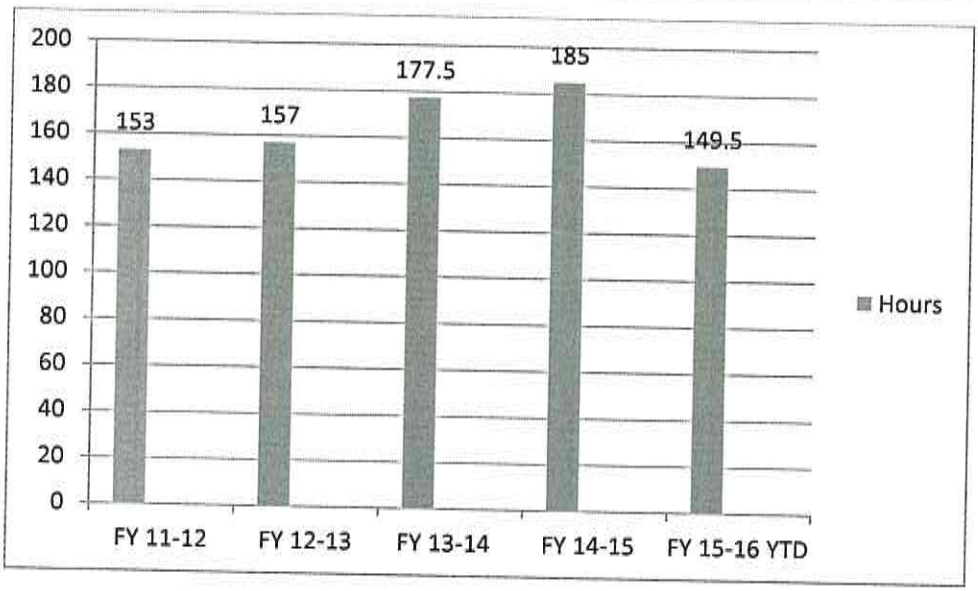
Public Fire Education

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
November 2015





Participants	285	Education Hours	18
Participants Year to Date	1531	Education Hours Year to Date	149.5
Number of Occurrences	10	Number of Occurrences Year to Date	48

Public Services Department - Public Works Division
November 2015

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

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

Total Hours Worked	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD 15/16
Stormwater	0	0	0	0		336	545	2,641
Sanitation	8,930	5,975	3,138	2,914		247	196	1,103
Street	3,539	3,765	4,485	4,040		616	584	1,350
Facility Maintenance	100	124	839	2,049		186	161	778
Fleet Maintenance	147	445	857	1,157		109	53	391
Meeting/Training	135	332	653	572		49	9	194
Leave	915	1,005	1022	807		71	143	480
Holiday	1,040	650	730	850		70	140	330
Overtime	0	70	166	263		17	67	178
Administrative	0	0	496	781		28	30	117

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

Sanitation	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD 15/16
Brush Collection Stops	2,970	2,787	5,394	5,915		402	372	2,457
Brush Truck Loads	468	302	644	503		39	25	180
Leaves Pickup Bags	N/A	519	4,324	4,016		188	890	1,733
Brush/Leaves Hours	N/A	585	2,119	1,634		104	95	530
Litter Pickup Bags	0	168	535	309		18	12	96
Litter Pickup Hours	N/A	443	829	1,147		143	101	573

Public Services Department - Public Works Division
November 2015

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The **November 2015** work order report shows that staff made **35** requests on the WI web portal system, of which only **9** were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over **3,800** cans in service for garbage and **3,680** cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD 15/16
Tons	3,634	3,458	3,315	3,081		256	280	1,381
Disposal Fee	$88,325.03	$85,077.60	$82,869.34	$86,098.70		$5,767	$6,930.88	$35,240

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763		3,913	3,900	19,508
Receivables	$683,625.00	$690,098.50	$692,727.50	$795,325.12		$67,320	$67,456	$336,447
Revenue	$654,858.69	$684,487.53	$705,287.91	$781,004.41		$67,673	$70,488	$339,877

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		OCT-15	NOV-15	YTD 15/16
Participants	715	809	525	712		43	39	257
Tons	168	141	168	166		9	9	56
Disposal Fee	$16,513.14	$15,473.00	$16,913.54	$13,208.16		$772.62	$792.86	$4,602

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		OCT-15	NOV-15	YTD 15/16
Curbside Tons	244	393	456	408		51	40	158
Recycling Rate	7%	13%	14.3%	13.5%		16%	12%	14%
Revenue (curbside)	-	$4,749.94	$3,469.56	$2,472.91		$0	$0	$19.08
Fee (old program)	$6,736.13	-	-	-		-	-	-
Metal (drop-off) Tons	11	62	42	33		7	0	18
Metal Revenue	$3,167.45	$10,555.50	$6,240.40	$4,333.90		$369.00	$0	$1,347

Public Services Department - Public Works Division
November 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 31W with our street sweeping program.

Stormwater	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD 15/16
Drainage Requests	3	27	17	23		6	1	13
Drainage Work (feet)	58	1,457	2,513	2,232		80	90	1,471
Drainage Man Hours	N/A	891	1,261	1,135		298	538	1,956
Debris Removed Loads	N/A	75	57	75		4	35	56
Sweeping Man Hours	0	0	272	460		18	7	119

Stormwater Accounting	FY 14-15		OCT-15	NOV-15	YTD 15/16
Units Billed	24,410.00		4,122	4,104	20,550
Receivables (Billed)	$107,249.28		$34,087.06	$34,382.40	$171,530.02
Revenue (Received)	$105,118.28		$34,373.28	$35,148.57	$155,200.12

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		OCT-15	NOV-15	YTD 15/16
Curb Repair	0	1	1	0		0	0	0
Shoulder LF	0	788	3,331	100		0	0	5,734
Shoulder Hours	0	0	88	54		0	0	18
Potholes	168	125	202	269		18	0	60
Pothole Hours	N/A	N/A	600	908		52	0	105
Mowing Hours	0	101	446	146		20	0	140
R-O-W Hours	N/A	N/A	12	299		20	46	106
Signs	119	153	106	251		19	4	27
Sign Work Hours	N/A	N/A	219	473		10	2	33
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		5	3	22

Public Services Department - Public Works Division
November 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
November 2015

Collection System Activities

Employee Recognition:
Curtis Earls took the Collection System Operator II exam in November and should know the results by December 23rd. Derrick McMillen and Mike Smith successfully completed training at WASCON and are now certified to rebuild E-One LPG pumps.

WWTP Headworks Project:
Regarding the WWTP Headworks Project, we had the preconstruction meeting on September 15 and the official construction commencement date is October 5, 2015. The project has a 240-day substantial completion date and a 270-day final completion date.

Meadows Road Area Sewer Improvement Project
The official start date for this project was March 23, 2015. The City has negotiated a settlement to remove Dove Construction (Bell Group) from the project. City forces and Sessions Paving will be completing the property restoration and paving respectively.

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

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	OCT-15	NOV-15	YTD
Late Payments	11,790	12,857	12,685	12,068	1,064	1,214	5,264
Disconnects for non-pay	N/A	N/A	258	442	47	21	205
Revenue Late Payments	$62,880	$67,810	$65,074	$61,350	$6,075.00	$7,035.76	$30,890.91
Man Hours					12	Offs – Dec 7	56

Tennessee 811 is the underground utility notification center for Tennessee and is not a goal driven task:
This is a service to provide utility locations to residents or commercial contractors. The 811 call system is designed to mitigate the damage to underground utilities, which each year public and private utilities spend millions of dollars in repair costs. TN 811 receives information from callers who are digging, processes it using a sophisticated software mapping system, and notifies underground utility operators that may have utilities in the area. The owners of the utilities then send personnel to locate and mark their utilities.

Line Marking	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD
Tennessee 811	948	866	1,306	1,416		138	117	668

SCADA (*Supervisory Control And Data Acquisition*) Alarm Response Goal:
Our goal is to reduce the number of responses through an ongoing, proactive maintenance program at the major lift stations. However, there are uncontrollable factors that create an alarm condition; such as high water levels due to large rain events, loss of vacuum, power outages and/or loss of phase. These types of alarms notify us that a problem exists. A service technician can access the SCADA system from any location via a smart device and acknowledge the alarm. The new SCADA system that we're currently in the process of installing at every lift station will allow the technician to remotely operate the components at the station.

Public Services Department - Wastewater Division
November 2015

Lift Station Location	FY 11/12	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD
North Palmers Chapel	1,483	1,736	3,559	483		2	2	21
Calista Road	985	1,058	2,014	418		2	2	12
Wilkinson Lane	417	231	219	101		0	0	0
Portland Road	13	25	36	13		1	0	1
Cope's Crossing	109	445	208	72		0	0	4
Union Road	16	149	93	45		1	0	91
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	1
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.

F Work Orders	FY 10/11	FY 12/13	FY 13/14	FY 14/15		OCT-15	NOV-15	YTD
"Grinder Project"	144	229	3	0		**0**	**0**	**0**
PD to Centrifugal Converts			4	10		**1**	**0**	**2**
2000 to Extreme C/O	0	85	86	60		**3**	**1**	**20**
2000 to 2000 C/O	271	19	13	23		**1**	**1**	**7**
Extreme to 2000 C/O	0	33	14	28		**1**	**5**	**10**
Extreme to Extreme C/O	0	157	110	117		**11**	**6**	**41**
Centrifugal to Centrifugal C/O				5		**0**	**0**	**0**
2000 Conversions	159	26	3	0		**1**	**0**	**1**
Extreme Converts	0	43	83	74		**3**	**2**	**21**
Total Pumps Replaced	**430**	**363**	**313**	**321**		**23**	**15**	**108**
Low Pressure Service Request	554	977		723		**46**	**33**	**212**
Vacuum System Service	96	127	102	58		**9**	**5**	**38**
Gravity Service Request				14		**0**	**1**	**3**
Inspection for New Service	0	0	27	51		**5**	**3**	**20**
Final Inspection for New	0	0	47	66		**2**	**8**	**23**
Sanitary Sewer Overflow (SSO)	0	4	2	3		**1**	**1**	**4**
Odor Complaints	0	0	11	14		**2**	**1**	**11**

Public Services Department - Wastewater Division
November 2015

System Repairs Goal:

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

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

Repairs	FY 10/11	FY 11/12	FY 12/13	FY 12/13	FY 14/15		OCT-15	NOV-15	YTD
Major Lift Stations	12	5	5	18	26		6	5	31
Mainline	0	1	7	18	14		2	0	5
Service Line	82	52	65	136	49		7	1	13

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. **We had the preconstruction meeting on September 15, 2015 and the official construction commencement date is October 5. The project has a 150 day substantial completion date and a 180 day final completion date.**

The vertical inline (VI) sewerage pump #2 has a cracked volute and due to the age of the pump, the City can no longer get the volute. The new Yeoman VI pump is on order and we are awaiting delivery.

COPE'S CROSSING:
The issues with Cope's Crossing were resolved by WASCON. In addition to the pipe work, they replaced the UPS batteries and performed minor adjustments to the level controls within the Grundfos panel. The VAPEX ozone producing odor control device was rebuilt and is currently operating correctly.

UNION ROAD:
We are having issues with the pump controls at the station. WASCON was called in to assist after several attempts to diagnose the issue. They have determined the issue to be within the pump housings and have ordered the necessary components to correct the issues. We currently have a by-pass pump at the station keeping the wet-well at operational levels. We have impeller and check valve issues and we are awaiting parts to be manufactured for the necessary repairs.

Public Services Department - Wastewater Division
November 2015

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

	SEP - 2015	OCT- 2015	NOV - 2015	
Flow	**0.789 MGD**	**0.800 MGD**	**0.834 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**56.6%**	**57.1%**	**59.5%**	(0.834 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**70.4%**	**71.4%**	**74.4%**	(0.834 MGD) / (1.12 MGD
Rainfall	**1.97"**	**3.49**	**5.28"**	

Effluent	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY14/15		SEP-15	OCT-15	YTD
Violations		4	6	2	1		0	0	1

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 17 gallons per day at the Union Road lift station and 20 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.

   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 **1.48** parts per million (ppm) which is still well below the expected usage levels.

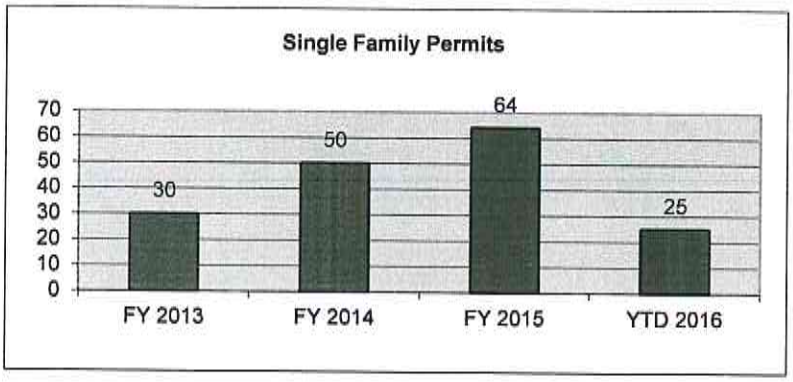
   Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu's (colony forming units) per 100 ml." Additionally, our daily maximum concentration limit is 941/100ml.

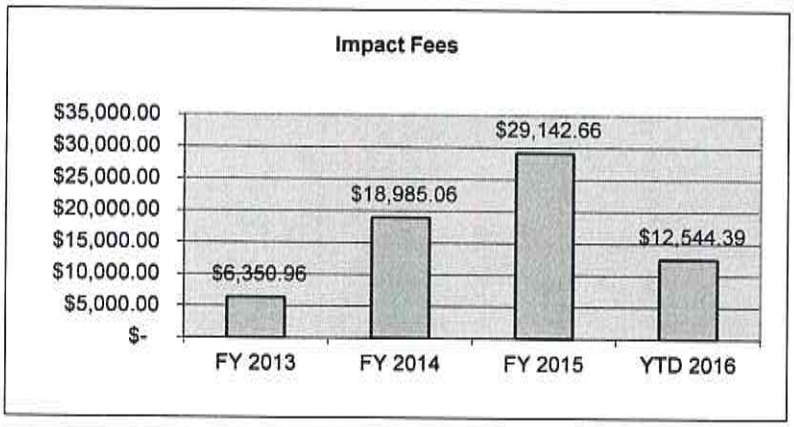
   Our E. Coli testing for the month was an average of **28.1** cfu's, which is well below the limit.

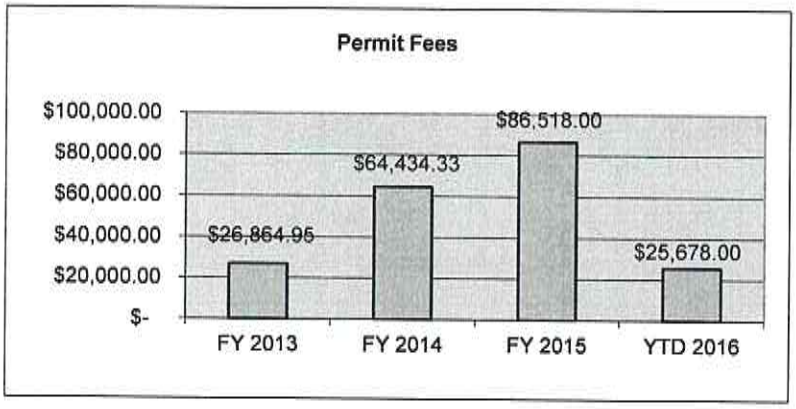
Planning and Codes Department
NOVEMBER 2015

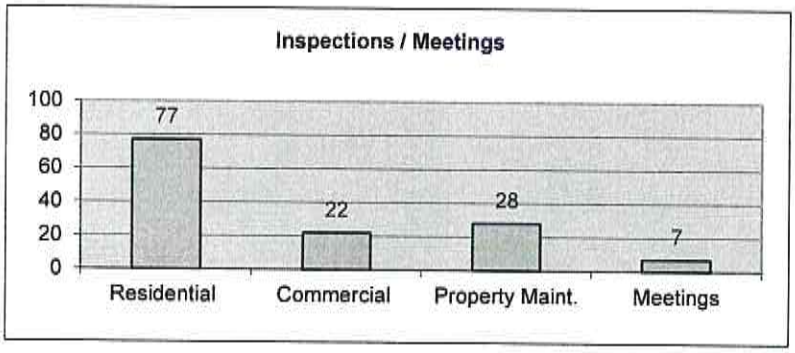
	Month	YTD 16	FY2015	FY2014	FY2013
MEETING AGENDA ITEMS#					
Planning Commission	3	23	50	38	39
Construction Appeals	0	1	1	0	0
Zoning Appeals	1	5	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	1	25	64	50	30
Multi-Family Residential	0	0	3	123	2
Other Residential	9	86	367	132	133
New Commercial	0	2	7	2	1
New Industrial	0	1	1	0	0
Other Com/Ind	5	13	51	26	27
State Electrical	40	237	657	478	329
Sign	1	8	17	16	11
Occupancy Permits	10	36	54	59	62
Commercial Certificate of Occupancy- **A Touch Above Salon-2777 Hwy 31W**					
Other	0	1	1	71	18
BUILDING INSPECTIONS					
Residential	77	809	1194	519	334
Hours	23.83	145.16	295.61	175.59	111.25
Commercial /Industrial	22	62	360	189	151
Hours	5.25	24.32	127.41	79.33	94.34
CODE ENFORCEMENT					
Total Cases	28	175	612	531	735
Hours	3.42	21.67	70.49	83.42	113.92
Complaints Received	9	51	145	141	126
MEETINGS					
Administration	3	15	29	39	55
Hours	6	35.75	56.92	67.95	89.06
Planning	3	14	23	31	40
Hours	4.25	41.5	56.8	101.25	51.1
Codes	1	17	34	50	53
Hours	0.75	12.75	28.74	58.25	73.5
FEES					
Permit Fees	$2,237.00	$ 25,678.00	$ 86,518.00	$ 64,434.33	$ 26,864.95
Board Review Fees	$925.00	$ 4,450.00	$ 17,244.50	$ 7,297.90	$ 3,150.00
City Impact Fee	**$124.50**	**$ 12,544.39**	**$ 29,142.66**	**$ 18,985.06**	**$ 6,350.96**
Roads	$38.10	$ 6,681.37	$ 12,820.88	$ 5,405.07	$ 3,056.90
Parks	$39.60	$ 990.00	$ 5,943.60	$ 4,993.50	$ 1,197.40
Police	$28.20	$ 2,935.19	$ 6,155.15	$ 4,494.28	$ 1,262.70
Fire	$18.60	$ 1,937.53	$ 4,067.80	$ 2,976.51	$ 796.76
OTHER ITEMS					
Subdivision Lots	0	51	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	$565,590.00	$ 592,040.00	$632,150.00	$693,270.00	$ 974,300.00
Builders Bonds	44,366.43	$ 43,866.43	$ 43,366.43	$ 43,366.43	$ 42,866.53
Workings Days in Month	15	17	16	16	16

Planning and Codes Department
NOVEMBER 2015









Parks, Recreation, & Cultural Arts Department
November 2015

Summary of Month's Activities
The splash pad construction is moving along well. The installation contractor has the plumbing installed and the pad base is ready for the concrete. The underground storage tank is installed and all connections have been made. The next part of the process will be the concrete placement, followed by the spray feature installation. Lose and Associates has been performing site inspections during the construction of the splash pad. The completion date for the installation of the equipment is December 31, 2015.

The bid opening has occurred for the new Municipal Complex pavilion and restroom building, and for the renovation of the Municipal Park restrooms. Both projects were combined into a single bid opportunity for the sake of attracting interest and being sure to get both projects done in a timely manner by running them concurrently.

CSR Engineering is preparing the bid documents for the Municipal Park street lighting project. CSR is also preparing an analysis of the soccer complex parking area lighting so they we may replace metal halide fixtures with LED fixtures. The purpose is to make the proper luminaire choices based upon actual data so that we maintain or improve light levels while reaping the savings that LED lighting affords.

The Director has ordered the double-sided 48-niche columbarium for Hillcrest Cemetery. The 6,700 lb. granite columbarium will be custom-built in China before being shipped to Georgia and then to Tennessee. It will be gray granite with black doors covering each niche. The area of the cemetery where the columbarium will be installed has been surveyed, and city forces will install the footing prior to the shipment's arrival.

The annual Christmas Parade was held Saturday, December 5th at 1:00PM. Mrs. Rachel Juillerat served as the Grand Marshal this year. There were approximately 60 entries in the parade, which was themed "A Storybook Christmas". The weather was spectacular and the parade ran smoothly.

Recreation
Youth Basketball practices are ongoing. We have approximately 270 participants and 34 teams. The first games are scheduled for December 12th. Games will end in February.

We will offer Adult Co-ed Kickball in the spring again. Registration will be January 25th – March 7th. It is $350 per team – Non-Resident Fees May Apply. Games will be on Mondays and/or Fridays.

Adult Co-ed Volleyball will begin registration January 4th, and it will run through February 15th. The fee is $250 per team. This is a Tuesday/Thursday night league. The season will begin in March.

The Girls Volleyball spring league registration will be January 4th – February 15th. The registration fee is $50 for City Residents/$62 for Out-of-City Residents. This is for grades 3 – 8. Practices begin in March and games begin in April.

Little League Challenger Baseball registration will be January 4th – February 29th. The registration fee is $35 for City Residents/$47 for Non-Residents – Includes Full Uniform. Practices will begin in March and Saturday games start in April.

The Men's Softball Spring League registration will be January 25th – March 7th. It is $450 per team – Non-Resident Fees May Apply. Games will be on Tuesdays and Thursdays.

Parks Maintenance

- We rented an overseeder from Sunbelt to plant seed at the Veterans' Memorial and both basketball courts. We planted perennial ryegrass in goal mouths at the soccer complex.
- Winterized all buildings, drinking fountains and irrigation systems
- Installed 4 metal benches at basketball courts (2 at each one)

- Bush hogged field on Greenway and area in back of park
- Started sanding and staining picnic tables
- Have started to mulch leaves with mowers
- Installed field closed signs at Soccer and Jr. Pro Fields
- Planted tulip bulbs and pansies at cemetery sign

Seniors

The seniors will enjoy a Christmas Dance at 6PM on December 8th with "Casey and the Cowboys" performing. The Farmers Bank will treat the seniors to a Christmas breakfast at the City Hall cafeteria on Monday, December 14th.

Update on Department Goals and Objectives

Sumner County Schools has not performed any work on the stadium water line.

Department Highlight

The 5th annual Trot for Tots 5K was held on Dec. 5th, and it started at the Tyree Springs trailhead. The entry fee was a toy donation to the local Toys for Tots of Sumner/Robertson County. There were 121 participants and 274 toys collected for the children in our area!

Parks, Recreation, Cultural Arts Department
NOVEMBER
2015

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Current Year		
						Oct. 15	Nov. 15	YTD 2015-16
Maintenance								
Mowing Hours	1,486	1,346	1,276	1,134	887	56	25	568
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	2,915	385	3,850
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	0	0	3,500
Number of Trees/Shrubs Planted	20	39	3	23	15	0	0	0
Recreation								
Number of Youth Program Participants	354	448	818	762	767	0	270	539
Number of Adult Program Participants	2,353	2,471	1,726	855	537	0	0	131
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	2,050	0	2,180
Total Number of Special Events Offered	19	17	19	12	11	2	2	9
Total Number of Programs Offered	68	78	51	46	43	1	0	13
Youth Program Revenue	$29,068.00	$29,702.00	$ 49,676.00	$49,197.40	$53,736.37	$16,168.00	$840.00	$ 35,738.00
Adult Program Revenue	$14,899.65	$19,216.05	$ 16,060.90	$13,155.30	$8,855.00	$0.00	$0.00	$ 3,202.00
Special Event Revenue	$8,010.00	$7,355.00	$ 5,970.00	$4,965.00	$3,920.00	$110.00	$0.00	$ 2,320.00
Administration								
Number of Shelter Reservations	116	112	110	103	112	11	0	45
Hours of Shelter Reservations				130	311	32	0	153
Shelter Reservation Revenue	$3,415.00	$ 3,396.00	$ 3,270.00	$2,823.00	$3,379.50	$50.00	$0.00	$ 949.00
Number of Facilities Reservations	63	136	261	207	191	23	20	98
Hours of Facility Reservations				145	584	74	63	321
Facility Reservation Revenue	$6,475.63	$ 16,224.25	$ 36,686.43	$26,540.00	$21,028.62	$2,143.75	$3,393.75	$ 11,037.50
Field Rental Revenue				$4,498.33	$3,248.00	$735.00	$50.00	$ 2,228.00
Misc. Revenue	$60,991.46	$ 56,423.35	$ 71,032.39	$37,420.52	$28,644.18	$1,228.91	$242.00	$ 10,189.70
Senior Center								
Senior Center Participants	2,860	3,269	3,586	3,478	3,770	793	569	3,593
Number of Trip Participants	473	387	477	507	538	39	30	199
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	287	199	1,380
Number of Program Participants	632	4,486	4,030	3,419	4,618	397	340	1,944
Number of Trips Offered	42	31	34	38	45	4	3	16
Number of Meals Served	46	49	49	49	50	4	3	21
Number of Programs Offered	50	90	87	81	74	9	9	45

White House Library
November 2015

Summary of Activities

The library had a total of 11 children programs, 4 teen programs and 5 adult programs. There were a total of 136 in attendance for the kids programs, 28 in attendance for the teen programs, and 17 in attendance for all the adult programs. The kids programs ranged from our regular story times and homeschool group, to a movie night and card making class. Also, the library had a special learn to play poker day which was organized and run by a library volunteer. A total of 5 came to these event ranging in ages 8 to 15. The adult programs ranged from a folk music concert, spool knitting workshop, open computer labs, and a movie night.

The library had held its Teen Read Week program the first week of November. During that week, we had a total of three teen programs, one each night we were open, with the following programs, book speed dating, black out poetry, and a creative writing class. The library was pleased with the number of teens that attended these programs (22) since these programs focused on more educational themes, the library was afraid fewer teens would show up.

The library board met on November 12th for its regular meeting. A number of new policies were voted on, which included a display policy, a flyer policy, and a review of the library fines. The board also briefly discussed a possible review of the library hours based on the busiest times at the library to see if hours need to be changed or added.

The children's librarian and one circulation clerk attended a regional in-service on November 3rd. The in-service talked about homeschooling programs and the 2016 summer reading theme. At the in-service, the region went over what items they would donate to each library for the summer reading program. This donation will include pencils, bookmarks, and a poster.

The Library Director attended the Chamber Luncheon on possible threats, which was held at the White House Police Department and was presented by Office Enck. The course was helpful in indentifying possible threats that could arise in the workplace from a number of different factors.

The Library Director, Visitor Center Attendant, Chamber Director, and City Administrator all met with architects to discuss the museum renovation. The biggest concern at this meeting was how to make the current steps at the old library compliant with codes. To extend them would put the steps very close to the doors to the one office and workroom. As such, the architects are going to get back to us on a possible option for the stairs.

Department Highlights

The highlight for the month is the great success with the library's Teen Read Week. Not only did we have a great turn out in the number of teenagers participating in more educational programs, these teens also gave feedback on future programs that they would like the library to hold.

White House Library
November 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	13,616

November Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	18	0	8,636	65
2014	22	162	9,128	67
2015	113	430	10,456	76

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, which is why there is a drop in numbers from 2013 to 2014. However, even with the purge, our users have increased greatly from new users coming into the new library building.

Total Material Available: 28,335
Estimated Value of Total Materials: $708,375 **Last Month:** $705,975
Total Materials Available Per Capita: 2.08 **Last Month:** 2.07
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, which the library is currently meeting.

Materials Added In November

2011	2012	2013	2014	2015
318	134	576	178	99

Yearly Material Added

2011	2012	2013	2014	2015
3,036	2,671	4,108	3,488	2,475

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, Hot Spots, Kindles, and other technology devices.

Physical Items Checked Out in November

2011	2012	2013	2014	2015
4,248	3,205	3,123	3,362	4,438

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015
63,395	51,116	47,160	47,509	45,500

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, our overall item circulation has increased with the new library building opening.

November	2015	Yearly
Technology Devices	5	38
Kids Tech Devices	2	31
Study Rooms	84	244

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 are checking well considering most of them check out for a 2 week period. Additionally, the study rooms are checking out in great amounts.

November Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	88	111	525
Internet Computers	375	289	258	252	370
Kids Computers	284	168	51	174	206

Yearly Computer Users

2011	2012	2013	2014	2015
***	***	1,071	1,315	3,206
5,983	4,282	3,791	3,743	3,579
3,244	2,874	1,691	1,478	1,718

The library's goal is to stay current with technological needs in the community by observing technology's use and making changes to increase usage. As such, we have added more computers in our new computer lab to accommodate 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.

White House Library
November 2015
Performance Measures

Volunteers: 28 **Hours:** 156 hours and 27 minutes

Kids Programs

November	Kids Sessions	Kids Attendance
2011	9	167
2012	7	153
2013	8	127
2014	7	95
2015	11	136

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
90	1,542

The library added a few new kids programs throughout the week and our regular programs have increased in attendees as well, which is why we have an increase in total programs and attendance from pervious years.

November	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	0	0
2015	4	28

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
13	72

There has been an increase in the number of teens coming into the library and the library feels like we are finally starting to build our teen programs.

November Totals	Adult Sessions	Adult Attendance
2011	1	12
2012	1	8
2013	0	0
2014	0	0
2015	5	17

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
22	129

The library has added adult programs throughout the month from computer classes, senior focus events, to fun craft like events. The library hopes to continue to have success with these types of programs.

Services Provided by Contracting with State

November Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	43	17	3	19	35
Loaned	0	0	8	9	18

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015
337	362	136	271	280
64	100	165	411	233

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
eBooks	792	2,010	3,688	5,664	2,599
Audios	1,717	2,501	2,521	3,308	1,821

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
NOVEMBER 2015

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	$4,875.00	
TOTAL MONIES COLLECTED YTD		**$35,914.75**

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	$1,077.57	
TOTAL MONIES COLLECTED YTD		**$8,271.08**

TOTAL REVENUE FOR MONTH	$5,952.57	
TOTAL REVENUE YTD		**$44,185.83**

DISBURSEMENTS

LITIGATION TAX	$361.22	
DOS/DOH FINES & FEES	$128.25	
DOS TITLE & REGISTRATION	$95.00	
RESTITUTION/REFUNDS	$0.00	
TBI-EXPUNGEMENT/FEES	$0.00	
CASH BOND	$0.00	
WORTHLESS CHECKS	$0.00	
TOTAL DISBURSEMENTS FOR MONTH	$584.47	
TOTAL DISBURSEMENTS YTD		**$4,529.88**

ADJUSTED REVENUE FOR MONTH	$5,368.10	
TOTAL ADJUSTED REVENUE YTD		**$39,655.95**

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	$475.00	
DRUG FUND DONATIONS YTD		**$1,323.88**

Disposition	Nov-15	Oct-15	Sep-15
Ticket Paid in Full – Prior to Court	19	32	30
Guilty as Charged	7	5	6
Dismissal	9	8	7
Dismissed upon presentation of insurance	16	31	25
Not Guilty	2	0	1
Dismissed to Traffic School	0	4	0
Dismissed with Costs and Fines	22	17	29
Dismissed with Costs	5	24	13
Dismissed with Fine	0	0	1
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	80	121	112

Monthly Comparative: 41.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	0.00	0.00 %	0.00	0.00	0.00 %
31110	Real & Personal Property Tax(Current)	2,085,719.00	(119,995.50)	5.75 %	173,809.92	(101,300.25)	58.28 %
31120	Public Utilities Property Tax (Current)	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	35,000.00	(25,795.00)	73.70 %	2,916.67	(25,438.00)	872.16 %
31212	Property Tax Delinquent 2nd Year	7,000.00	(2,041.00)	29.16 %	583.33	(409.00)	70.11 %
31213	Property Tax Delinquent 3rd Year	2,500.00	(1,494.00)	59.76 %	208.33	0.00	0.00 %
31214	Property Tax Delinquent 4th Year	1,200.00	(1,190.00)	99.17 %	100.00	0.00	0.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	(203.00)	13.53 %	125.00	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	1,000.00	(152.00)	15.20 %	83.33	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
31300	Int, Penalty, And Court Cost On Prop	21,000.00	(4,945.38)	23.55 %	1,750.00	(203.54)	11.63 %
31513	Payment In Lieu Of Tax -Sewer	136,000.00	(56,666.65)	41.67 %	11,333.33	(11,333.33)	100.00 %
31520	Payments From Industry	14,000.00	0.00	0.00 %	1,166.67	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	2,042,287.00	(894,364.08)	43.79 %	170,190.58	(167,180.19)	98.23 %
31709	Beer And Liquor Local Priv Tax	6,800.00	(166.24)	2.44 %	566.67	(116.66)	20.59 %
31710	Wholesale Beer Tax	270,000.00	(142,065.12)	52.62 %	22,500.00	(24,586.22)	109.27 %
31720	Wholesale Liquor Tax	5,000.00	(13,478.36)	269.57 %	416.67	(5,076.51)	1,218.36 %
31800	Business Taxes	120,000.00	(44,633.16)	37.19 %	10,000.00	(8,415.67)	84.16 %
31911	Natural Gas Franchise Tax	135,000.00	(147,356.29)	109.15 %	11,250.00	0.00	0.00 %
31912	Cable TV Franchise Tax	120,000.00	(71,410.78)	59.51 %	10,000.00	(35,625.55)	356.26 %
31960	Special Assessment - Liens	500.00	0.00	0.00 %	41.67	0.00	0.00 %
31980	Mixed Drink Taxes	10,500.00	(6,698.87)	63.80 %	875.00	(757.75)	86.60 %
32209	Beer And Liquor License Application	2,550.00	(250.00)	9.80 %	212.50	0.00	0.00 %

110 General Fund

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
32610	Building Permits	60,000.00	(27,264.50)	45.44 %	5,000.00	(3,260.50)	65.21 %
32710	Sign Permits	1,000.00	(750.00)	75.00 %	83.33	(150.00)	180.00 %
33100	Federal Grants	1,337,651.00	(348,115.05)	26.02 %	111,470.92	(334,543.00)	300.12 %
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	(338,512.13)	44.54 %	63,333.33	(69,628.35)	109.94 %
33520	State Income Tax	23,000.00	(38,555.95)	167.63 %	1,916.67	(82.25)	4.29 %
33530	State Beer Tax	5,000.00	(2,670.32)	53.41 %	416.67	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,000.00	(8,698.22)	41.42 %	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	(4,750.00)	50.00 %	791.67	0.00	0.00 %
34120	Fees And Commissions	8,500.00	(5,058.92)	59.52 %	708.33	(1,375.00)	194.12 %
34740	Parks And Rec League Fees	73,000.00	(41,920.73)	57.43 %	6,083.33	(531.25)	8.73 %
34741	Field Maintenance Fees	8,100.00	(3,567.00)	44.04 %	675.00	0.00	0.00 %
34760	Library Fines, Fees, And Other	5,500.00	(4,695.86)	85.38 %	458.33	(926.12)	202.06 %
34762	Museum Donations	0.00	(1,000.00)	0.00 %	0.00	(1,000.00)	0.00 %
34793	Community Center Fees	20,000.00	(12,980.00)	64.90 %	1,666.67	(2,856.25)	171.38 %
34900	Other Charges For Services	8,000.00	(3,444.00)	43.05 %	666.67	(345.50)	51.83 %
35110	City Court Fines And Costs	140,000.00	(40,596.27)	29.00 %	11,666.67	(5,368.10)	46.01 %
35130	Impoundment Charges	100.00	(198.00)	198.00 %	8.33	0.00	0.00 %
36000	Other Revenues	7,500.00	(1,236.03)	16.48 %	625.00	(12.75)	2.04 %

Monthly Comparative: 41.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
36100	Interest Earnings	4,200.00	(2,158.73)	51.40 %	350.00	(452.81)	129.37 %
36210	Rent	17,000.00	(3,273.76)	19.26 %	1,416.67	(818.44)	57.77 %
36330	Sale Of Equipment	500.00	(2,528.92)	505.78 %	41.67	(964.74)	2,315.38 %
36350	Insurance Recoveries	0.00	(29,841.32)	0.00 %	0.00	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(251.66)	0.00 %	0.00	(246.18)	0.00 %
36450	Parks Concessions	1,500.00	(258.80)	17.25 %	125.00	0.00	0.00 %
36700	Contri And Donation From Private	9,500.00	(68,148.35)	717.35 %	791.67	(100.00)	12.63 %
36930	Sale Of Notes	351,250.00	0.00	0.00 %	29,270.83	0.00	0.00 %
36966	Operating Tran In From Capitol Proj	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**8,121,277.00**	**(2,523,379.95)**	**31.07 %**	**676,773.08**	**(804,842.52)**	**118.92 %**
Expenditures							
41000	General Government	(488,928.00)	226,865.31	46.40 %	(40,744.00)	29,373.12	72.09 %
41210	City Court	(80,520.00)	33,610.53	41.74 %	(6,710.00)	5,780.06	86.14 %
41500	Financial Administration	(394,932.00)	168,753.38	42.73 %	(32,911.00)	19,944.56	60.60 %
41650	Human Resources	(154,078.00)	68,274.30	44.31 %	(12,839.83)	9,642.67	75.10 %
41670	Engineering	(1,226,375.00)	100,205.65	8.17 %	(102,197.92)	40.58	0.04 %
41700	Planning And Zoning	(320,025.00)	114,216.39	35.69 %	(26,668.75)	20,183.40	75.68 %
41800	General Government Buildings	(275,104.00)	105,016.38	38.17 %	(22,925.33)	7,938.21	34.63 %
41921	Special Events	(14,000.00)	2,867.50	20.48 %	(1,166.67)	0.00	0.00 %
42100	Police Patrol	(1,220,397.00)	491,243.19	40.25 %	(101,699.75)	67,919.00	66.78 %
42120	Police Support Services	(343,340.00)	132,681.88	38.64 %	(28,611.67)	25,296.19	88.41 %
42150	Police Administration	(347,205.00)	111,269.91	32.05 %	(28,933.75)	19,152.28	66.19 %
42151	Communications Services	(192,000.00)	109,245.29	56.90 %	(16,000.00)	0.00	0.00 %
42200	Fire Protection And Control	(1,624,655.00)	868,339.65	53.45 %	(135,387.92)	74,344.46	54.91 %

110 General Fund

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
42210	Fire Administration And Inspection	(321,566.00)	133,560.27	41.53 %	(26,797.17)	20,653.39	77.07 %
43000	Public Works	(764,354.00)	172,238.51	22.53 %	(63,696.17)	21,193.05	33.27 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(43,303.00)	15,503.81	35.80 %	(3,608.58)	894.10	24.78 %
44520	Museum Services	(152,640.00)	16,239.93	10.64 %	(12,720.00)	1,730.46	13.60 %
44700	Parks	(331,595.00)	110,896.36	33.44 %	(27,632.92)	17,204.58	62.26 %
44740	Park Maintenance	(1,074,131.00)	509,896.05	47.47 %	(89,510.92)	21,235.21	23.72 %
44800	Libraries	(443,542.00)	224,296.62	50.57 %	(36,961.83)	19,771.48	53.49 %
44880	Children's Library Services	(37,677.00)	15,318.59	40.66 %	(3,139.75)	2,804.98	89.34 %
51000	Misc Exp	(265,000.00)	54,360.78	20.51 %	(22,083.33)	1,985.35	8.99 %
52210	Collection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Expenditures	**(10,115,367.00)**	**3,784,900.28**	**37.42 %**	**(842,947.25)**	**387,087.13**	**45.92 %**
Total 110	General Fund	**(1,994,090.00)**	**1,261,520.33**	**63.26 %**	**(166,174.17)**	**(417,755.39)**	**-251.40**

Monthly Comparative: 41.67%

120 Industrial Development Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	70,000.00	(65,002.73)	92.86 %	5,833.33	0.00	0.00 %
36100	Interest Earnings	100.00	(101.27)	101.27 %	8.33	(24.51)	294.12 %
	Total Revenues	**70,100.00**	**(65,104.00)**	**92.87 %**	**5,841.67**	**(24.51)**	**0.42 %**
Expenditures							
48000	Economic Opportunity	(118,500.00)	5,895.18	4.97 %	(9,875.00)	0.00	0.00 %
	Total Expenditures	**(118,500.00)**	**5,895.18**	**4.97 %**	**(9,875.00)**	**0.00**	**0.00 %**
Total 120	Industrial Development Fund	**(48,400.00)**	**(59,208.82)**	**-122.33 %**	**(4,033.33)**	**(24.51)**	**-0.61 %**

Monthly Comparative: 41.67%

121 State Street Aid Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	269,194.00	(120,721.91)	44.85 %	22,432.83	(23,447.42)	104.52 %
36100	Interest Earnings	70.00	(86.04)	122.91 %	5.83	(20.17)	345.77 %
	Total Revenues	**269,264.00**	**(120,807.95)**	**44.87 %**	**22,438.67**	**(23,467.59)**	**104.59 %**
Expenditures							
43100	Highways And Streets	(275,000.00)	66,306.46	24.11 %	(22,916.67)	8,865.99	38.69 %
	Total Expenditures	**(275,000.00)**	**66,306.46**	**24.11 %**	**(22,916.67)**	**8,865.99**	**38.69 %**
Total 121	State Street Aid Fund	**(5,736.00)**	**(54,501.49)**	**-950.17 %**	**(478.00)**	**(14,601.60)**	**-3,054.73**

Monthly Comparative: 41.67%

122 Parks Sales Tax Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(71.71)	35.86 %	16.67	(25.42)	152.52 %
36425	Parks Sales Tax Receipts	494,566.00	(217,878.06)	44.05 %	41,213.83	(43,427.96)	105.37 %
	Total Revenues	**494,766.00**	**(217,949.77)**	**44.05 %**	**41,230.50**	**(43,453.38)**	**105.39 %**
Expenditures							
44400	Recreation	(300,000.00)	0.00	0.00 %	(25,000.00)	0.00	0.00 %
49000	Debt Service	(110,569.00)	11,093.14	10.03 %	(9,214.08)	10,967.67	119.03 %
	Total Expenditures	**(410,569.00)**	**11,093.14**	**2.70 %**	**(34,214.08)**	**10,967.67**	**32.06 %**
Total 122	Parks Sales Tax Fund	**84,197.00**	**(206,856.63)**	**245.68 %**	**7,016.42**	**(32,485.71)**	**463.00 %**

Monthly Comparative: 41.67%

123 Solid Waste Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	790,000.00	(339,071.68)	42.92 %	65,833.33	(67,894.84)	103.13 %
36100	Interest Earnings	400.00	(281.43)	70.36 %	33.33	(61.03)	183.09 %
36350	Insurance Recoveries	0.00	(261.20)	0.00 %	0.00	0.00	0.00 %
37794	Sale Of Materials	10,000.00	(2,203.40)	22.03 %	833.33	(419.00)	50.28 %
	Total Revenues	**800,400.00**	**(341,817.71)**	**42.71 %**	**66,700.00**	**(68,374.87)**	**102.51 %**
Expenditures							
43200	Sanitation	(882,527.00)	493,214.74	55.89 %	(73,543.92)	15,774.60	21.45 %
49000	Debt Service	(90.00)	35.31	39.23 %	(7.50)	0.00	0.00 %
	Total Expenditures	**(882,617.00)**	**493,250.05**	**55.88 %**	**(73,551.42)**	**15,774.60**	**21.45 %**
Total 123	Solid Waste Fund	**(82,217.00)**	**151,432.34**	**184.19 %**	**(6,851.42)**	**(52,600.27)**	**-767.73**

Monthly Comparative: 41.67%

124 Impact Fees

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(54.01)	27.01 %	16.67	(13.63)	81.78 %
36421	Roads Impact Fees	4,000.00	(6,681.37)	167.03 %	333.33	(114.30)	34.29 %
36422	Parks Impact Fees	2,500.00	(990.00)	39.60 %	208.33	(118.80)	57.02 %
36423	Police Impact Fees	3,500.00	(2,935.49)	83.87 %	291.67	(84.60)	29.01 %
36424	Fire Impact Fees	2,500.00	(1,937.53)	77.50 %	208.33	(55.80)	26.78 %
	Total Revenues	**12,700.00**	**(12,598.40)**	**99.20 %**	**1,058.33**	**(387.13)**	**36.58 %**
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**	**(12,598.40)**	**133.88 %**	**784.17**	**(387.13)**	**49.37 %**

140 Police Drug Fund

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	350.00	(350.00)	100.00 %	29.17	0.00	0.00 %
35130	Impoundment Charges	120.00	0.00	0.00 %	10.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(1,323.88)	33.10 %	333.33	(475.00)	142.50 %
36100	Interest Earnings	50.00	(15.60)	31.20 %	4.17	(1.74)	41.76 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**4,520.00**	**(1,689.48)**	**37.38 %**	**376.67**	**(476.74)**	**126.57 %**
Expenditures							
42129	Drug Investigation And Control	(35,633.00)	33,712.59	94.61 %	(2,969.42)	1,551.18	52.24 %
	Total Expenditures	**(35,633.00)**	**33,712.59**	**94.61 %**	**(2,969.42)**	**1,551.18**	**52.24 %**
Total 140	Police Drug Fund	**(31,113.00)**	**32,023.11**	**102.93 %**	**(2,592.75)**	**1,074.44**	**41.44 %**

200 Debt Service Fund (General)

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31110	Real & Personal Property Tax	750,000.00	(39,998.50)	5.33 %	62,500.00	(33,766.75)	54.03 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(29.49)	14.75 %	16.67	(10.96)	65.76 %
	Total Revenues	**750,200.00**	**(40,027.99)**	**5.34 %**	**62,516.67**	**(33,777.71)**	**54.03 %**
Expenditures							
49000	Debt Service	(751,058.00)	122,481.57	16.31 %	(62,588.17)	120,339.35	192.27 %
	Total Expenditures	**(751,058.00)**	**122,481.57**	**16.31 %**	**(62,588.17)**	**120,339.35**	**192.27 %**
Total 200	Debt Service Fund (General)	**(858.00)**	**82,453.58**	**9,609.97 %**	**(71.50)**	**86,561.64**	**121,065.**

412 Sewer Fund

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	8,000.00	(2,300.00)	28.75 %	666.67	0.00	0.00 %
36100	Interest Earnings	2,700.00	(1,961.60)	72.65 %	225.00	(498.07)	221.36 %
36330	Sale Of Equipment	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 %
36920	Sale Of Bonds	2,424,000.00	(424,083.00)	17.50 %	202,000.00	(177,144.00)	87.70 %
37210	Application Fees	21,000.00	(13,265.00)	63.17 %	1,750.00	(2,290.00)	130.86 %
37220	Administrative Fees	11,000.00	(5,800.00)	52.73 %	916.67	(150.00)	16.36 %
37230	Sewer User Fees	2,834,000.00	(1,389,762.62)	49.04 %	236,166.67	(275,558.07)	116.68 %
37298	Capacity Fees	414,500.00	(292,910.00)	70.67 %	34,541.67	(156,500.00)	453.08 %
37499	Commitment Fees	0.00	(450.00)	0.00 %	0.00	0.00	0.00 %
37995	Connection Fees	7,500.00	(4,350.00)	58.00 %	625.00	(750.00)	120.00 %
	Total Revenues	**5,722,700.00**	**(2,134,882.22)**	**37.31 %**	**476,891.67**	**(612,890.14)**	**128.52 %**
Expenditures							
49000	Debt Service	(729,005.00)	144,516.89	19.82 %	(60,750.42)	41,645.27	68.55 %
52117	Administration And General Expenses	(561,279.00)	205,511.26	36.61 %	(46,773.25)	26,131.86	55.87 %
52210	Collection	(2,923,430.00)	1,523,398.45	52.11 %	(243,619.17)	54,367.02	22.32 %
52213	Sewer Treatment And Disposal	(2,155,550.00)	2,612,879.78	121.22 %	(179,629.17)	16,464.78	9.17 %
52223	Depreciation	(717,624.00)	299,010.00	41.67 %	(59,802.00)	59,802.00	100.00 %
	Total Expenditures	**(7,086,888.00)**	**4,785,316.38**	**67.52 %**	**(590,574.00)**	**198,410.93**	**33.60 %**
Total 412	Sewer Fund	**(1,364,188.00)**	**2,650,434.16**	**194.29 %**	**(113,682.33)**	**(414,479.21)**	**-364.59**

416 Healthcare Fund

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(148.39)	74.20 %	16.67	(35.48)	212.88 %
36960	Operating Transfer In From Other	62,000.00	(25,910.25)	41.79 %	5,166.67	(8,741.46)	169.19 %
	Total Revenues	**62,200.00**	**(26,058.64)**	**41.89 %**	**5,183.33**	**(8,776.94)**	**169.33 %**
Expenditures							
51520	Insurance Employers Share	(68,500.00)	25,345.07	37.00 %	(5,708.33)	3,809.50	66.74 %
	Total Expenditures	**(68,500.00)**	**25,345.07**	**37.00 %**	**(5,708.33)**	**3,809.50**	**66.74 %**
Total 416	Healthcare Fund	**(6,300.00)**	**(713.57)**	**-11.33 %**	**(525.00)**	**(4,967.44)**	**-946.18**

417 Stormwater Utility

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34124	Stormwater Utility Fee	368,430.00	(155,551.78)	42.22 %	30,702.50	(34,091.62)	111.04 %
36100	Interest Earnings	300.00	(63.60)	21.20 %	25.00	(15.56)	62.24 %
	Total Revenues	**368,730.00**	**(155,615.38)**	**42.20 %**	**30,727.50**	**(34,107.18)**	**111.00 %**
Expenditures							
51520	Insurance Employers Share	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51530	Stormwater Administration	(359,482.00)	126,140.29	35.09 %	(29,956.83)	18,546.88	61.91 %
	Total Expenditures	**(359,482.00)**	**126,140.29**	**35.09 %**	**(29,956.83)**	**18,546.88**	**61.91 %**
Total 417	Stormwater Utility	**9,248.00**	**(29,475.09)**	**318.72 %**	**770.67**	**(15,560.30)**	**2,019.07**

433 Hillcrest City Cemetery

Monthly Comparative: 41.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34110	General Services	2,300.00	(1,017.00)	44.22 %	191.67	(210.00)	109.57 %
34321	Cemetery Burial Charges	300.00	(1,950.00)	650.00 %	25.00	(1,150.00)	4,600.00 %
34323	Grave - Opening And Closing Fees	18,000.00	(3,700.00)	20.56 %	1,500.00	(250.00)	16.67 %
36100	Interest Earnings	175.00	(102.33)	58.47 %	14.58	(23.57)	161.62 %
36340	Sale Of Cemetery Lots	6,000.00	(3,000.00)	50.00 %	500.00	(1,500.00)	300.00 %
	Total Revenues	**26,775.00**	**(9,769.33)**	**36.49 %**	**2,231.25**	**(3,133.57)**	**140.44 %**
Expenditures							
43400	Cemeteries	(63,300.00)	15,504.82	24.49 %	(5,275.00)	209.70	3.98 %
	Total Expenditures	**(63,300.00)**	**15,504.82**	**24.49 %**	**(5,275.00)**	**209.70**	**3.98 %**
Total 433	Hillcrest City Cemetery	**(36,525.00)**	**5,735.49**	**15.70 %**	**(3,043.75)**	**(2,923.87)**	**-96.06 %**

RESOLUTIONS….

December 3, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Kerry Harville, City Recorder

Re: Official City Flag

During the November 19, 2015, Board of Mayor and Aldermen meeting I provided you with a sheet of paper that had three design options for a City flag. Following the meeting I distributed an electronic survey to you and all City employees to select the design they liked the best. The survey closed on Wednesday, December 2nd. The design that got the most votes was the light blue flag with the City seal in the middle. Since the light blue flag received the most votes I have created Resolution 15-13 to adopt this design. The City flag will be flown on one of three poles at the corner of Highway 31W and State Route 76.

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

RESOLUTION 15-13

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING AN OFFICIAL CITY FLAG.

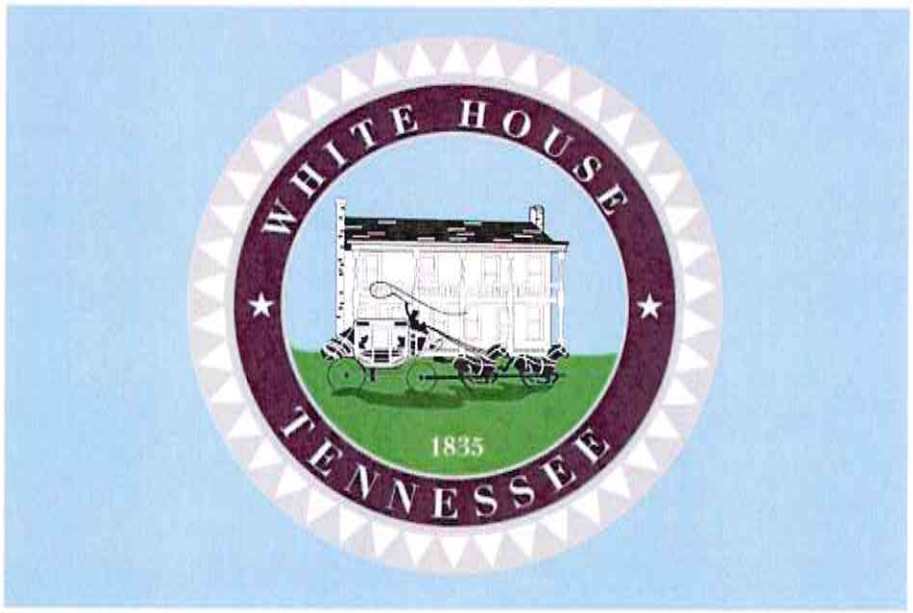
WHEREAS, the City of White House wishes to adopt an official City flag; and

WHEREAS, the seal that is printed in the center of the flag was approved by the Board of Mayor and Aldermen on July 19, 2012; and

WHEREAS, the flag that is being adopted was selected based on a survey that was conducted among City staff. The flag design with the highest number of votes was selected as the official City flag; and

WHEREAS, the new flag will be flown on a flag pole on the corner of Highway 31W and State Route 76;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House hereby adopt the official city flag as depicted below.



Adopted this 17th day of December 2015.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

AUTHORIZING RESOLUTION 15-14

RESOLUTION AUTHORIZING AND PROVIDING FOR THE FINANCING OF THE CONSTRUCTION OF A WASTEWATER FACILITIES PROJECT, INCLUDING AUTHORIZING THE EXECUTION OF APPLICATIONS, CONTRACTUAL AGREEMENTS, AND OTHER NECESSARY DOCUMENTS, AND MAKING CERTAIN REPRESENTATIONS, CERTIFICATIONS, AND PLEDGES OF CERTAIN REVENUE IN CONNECTION WITH SUCH FINANCING.

WHEREAS, the City of White House is a public and governmental body in White House, Tennessee (the "Local Government"); and

WHEREAS, the Local Government has determined that it is necessary and desirable to undertake certain activities or tasks in connection with a wastewater facilities project, Department of Environment and Conservation Number **SRF 2016-364** (the "Project"), in and for the Local Government; and

WHEREAS, Tennessee Code Annotated, Section 68-221-1001 et. seq., provide for the lending of moneys in the wastewater facilities Revolving Loan Fund to Local Governments for the purpose of providing funds for Project Loans; and

WHEREAS, the local Government has determined that it is necessary and advisable to borrow funds for the Project pursuant to these sections.

NOW, THEREFORE, be it resolved as follows:

Section 1. Local Government hereby approves the creation of indebtedness on behalf of the Local Government in the principal amount of FIVE HUNDRED THOUSAND DOLLARS ($500,000) by the obtaining of a Project Loan.

Section 2. The execution and delivery of the Application for a Project Loan in the principal amount of EIGHT HUNDRED THOUSAND DOLLARS ($800,000) for the purpose of funding all or a portion of the total estimated cost of the Project TWO MILLION EIGHT HUNDRED THOUSAND DOLLARS ($2,800,000), by Mike Arnold, the Mayor of the Local Government, is hereby ratified and approved in all respects.

Section 3. The form, terms, and provisions of the agreement for the Project Loan among the Local Government, the Tennessee Department of Environment and Conservation and the Tennessee Local Development Authority (the "Loan Agreement"), as presented at this meeting, are hereby approved.

Section 4. The Local Government hereby agrees to honor and accept the method of financing as may be determined by the Authority pursuant to the Loan Agreement.

Section 5. The Local Government hereby agrees to make the monthly payments on the Project Loan in accordance with the Payment Schedule to be attached to the Loan Agreement.

Section 6. The Local Government hereby agrees to levy fees, rates or charges for services provided by the Project and/or to levy ad valorem taxes sufficient to pay the interest on and principal of the Project Loan in accordance with the Loan Agreement. The Local Government also agrees to levy fees, rates, or charges and/or ad valorem taxes sufficient to pay the cost of operation and maintenance of the wastewater system of which the Project is a part, which cost shall include depreciation and all other debt service expense of the system.

Section 7. The Local Government assigns and pledges its State-Shared Taxes to the State and consents to the withholding and application of State-Shared Taxes in the event of failure by the Local Government to remit monthly payments in accordance with the terms of the Loan Agreement, as the Loan Agreement may be supplemented or amended from time to time.

Section 8. The Local Government hereby agrees that there are no local pledges of State-Shared Taxes other than those disclosed.

Section 9. The Local Government hereby agrees to obtain alternative methods of financing for all costs necessary for the completion of the Project which are in excess of the combined financing provided by any agency of the United States Government and by the Tennessee Local Development Authority.

Section 10. The Mayor of the Local Government is authorized and directed to execute the Loan Agreement, and any amendments of supplements to the Loan Agreement, in the name and behalf of the Local Government; to deliver such documents to the other parties to such documents, such execution and delivery to be conclusive proof of the approval of the Local Government of such documents; and to take such further action and to execute and deliver such further instruments or documents as such officer may consider necessary or advisable in connection with the Loan Agreement. Provided, however, this resolution shall not be deemed to grant authority to the named officer to approve any increase in the amount of the Project Loan.

Section 11. All orders, resolutions, or ordinances in conflict with this resolution be and the same are repealed insofar as such conflict exists. This resolution shall become effective immediately upon its passage.

Duly passed and approved this _____ day of _____, 2015.

_____
Mike Arnold, Mayor

WITNESS:

_____
(Affix Seal As Appropriate)

_____
(Name and Title)

RESOLUTION 15-15

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ESTABLISHING FINES AND SERVICE COSTS AMOUNT FOR THE WHITE HOUSE LIBRARY.

WHEREAS, as dictated in Ordinance 15-25 the Library Board may recommend to the Board of Mayor and Aldermen fines for the White House Library; and

WHEREAS, the Librarian shall collect all outlined fees following approval by the Board of Mayor and Aldermen; and

WHEREAS, this resolution replaces Resolution 13-19 in its entirety;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby establish by resolution the following fines and service costs for the White House Library:

Section A: Individuals inside or outside the building may be held liable for any damages/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damages area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library, and the library director and library board will decide whether to pursue additional charges.

Section B: The library director has the right to charge the individual's who checked out the study room the cost of any damages/vandalism that occurs while checked out to that individual.

Section C: Fines and Services

Overdue books, audios, music CDs, magazines, plush sets	$0.10 per day
Overdue DVDs and tech devices	$1.00 per day
Book drop charge for tech devices and bagged items	$1.00 per occurrence/per items
Computer print outs	$0.20 per page (black and white) $0.50 per page (color)
Faxes	$1.00 per page
Replacement card	$1.00 per card
Non-resident fee, adult (17 years of age and older)	$10.00 annually
Non-resident fee, child (16 years of age and under)	$5.00 annually
3 month temporary card for out-of-state resident	$15.00
6 month temporary card for out-of-state resident	$25.00
Lost items	Varies, based on cost of item
Damages	Varies, based on cost of repairs

Adopted this 17th day of December 2015.

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

ORDINANCES….

November 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Ordinance 15-25

Over the past few months Kerry has been researching and collecting data on all the various fees that the City collects for various services. We are also reviewing fees to determine if they had been approved by ordinance or resolution. Although there may be others coming the first one we are addressing is the library fees. The attached ordinance sets up the legal purpose for collecting library fees. In the near future we will bring a resolution to collect fees under 2-209. We currently have an active resolution for collecting non-resident fees as mentioned in section 2-208.

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

ORDINANCE 15-25

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BOARD, ADDING SECTIONS 2-208 AND 2-209.

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

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

ARTICLE II: BOARDS AND COMMISSIONS
CHAPTER II: LIBRARY BOARD
ADDING SECTIONS: 2-208. Library free to inhabitants – Extension of privileges to nonresidents.
2-209. Penalties for loss of or injury to library property.

2-208. Library free to inhabitants – Extension of privileges to nonresidents.[1] The City of White House Library shall be free to inhabitants. The Library Board may extend the privileges and facilities of the library to persons residing outside the county or city upon such terms as it may deem proper. The Library Board may recommend to the Board of Mayor and Aldermen a non-resident fee. Upon approval, by resolution, from the Board of Mayor and Aldermen the Librarian shall collect such fee.

2-209. Penalties for loss of or injury to library property. The Library Board may make policy providing penalties for loss of or injury to library property. Nothing in this chapter shall be construed to prohibit the Library Board from making recommendations to the Board of Mayor and Alderman for charging library users a reasonable fine for late-returned library materials and charging for special services including, but not limited to, the loan of equipment, the use of photocopiers, and the use of facilities.

[1]State law references
Tennessee Code Annotated, §§ 10-3-107 and 10-3-108.

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: November 19, 2015 PASSED

Second Reading: December 17, 2015

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

November 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Ordinance 15-26

During the month of October there was a question raised about the maximum dollar amount that the City can put on a lien on a property for lawn maintenance. The staff at Webb Sanders did some research for us and suggested that we update our Municipal Code to match the state statute as it pertains to lawn maintenance liens. The suggested revisions are outlined in ordinance 15-26, in the bold/underline/italic font.

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

ORDINANCE 15-26

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 13, CHAPTER 1 MISCELLANEOUS, SECTION 13-104.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding to overgrown and dirty lots;

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

ARTICLE XIII: PROPERTY MAINTENANCE REGULATIONS
CHAPTER I: MISCELLANEOUS
SECTION: 13-104. Overgrown and dirty lots.
PART: (3) Notice to property owner.

(3) Notice to property owner. It shall be the duty of the department or person so designated to enforce this section to serve notice upon the owner of record in violation of subsection (1) above, a notice in plain language to remedy the condition within ten (10) days (or twenty (20) days if the owner of record is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials), excluding Saturdays, Sundays, and legal holidays. The notice shall be sent by registered or certified United States Mail, addressed to the last known address of the owner of record. ***When an attempt at notification by United States Mail fails or no valid last known address exists for the owner of record, the municipality may publish the notice in a newspaper of general circulation in the county where the property sits for no less than two (2) consecutive issues or personally deliver the notice to the owner of record. For purposes of this section, such publication shall constitute receipt of notice effective on the date of the second publication of the notice and personal delivery shall constitute receipt of notice immediately upon delivery***. The notice shall state that the owner of the property is entitled to a hearing, and shall, at the minimum, contain the following additional information:

(a) A brief statement that the owner is in violation of § 13-104 of the municipal code, which has been enacted under the authority of Tennessee Code Annotated, § 6-54-113, and that the property of such owner may be cleaned-up at the expense of the owner and a lien placed against the property to secure the cost of the clean-up;

(b) The person, office, address, and telephone number of the department or person giving the notice;

(c) A cost estimate for remedying the noted condition, which shall be in conformity with the standards of cost in the city; and

(d) A place wherein the notified party may return a copy of the notice, indicating the desire for a hearing.

ARTICLE XIII: PROPERTY MAINTENANCE REGULATIONS
CHAPTER I: MISCELLANEOUS
SECTION: 13-104. Overgrown and dirty lots.
PART: (4) Clean-up property owner's expense.

(4) Clean-up property owner's expense. If the property owner of record fails or refuses to remedy the condition within ten (10) days after receiving the notice (twenty (20) days if the owner is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials), the department or person designated by the city administrator to enforce the provisions of this section shall immediately cause the condition to be remedied or removed at a cost in conformity with reasonable standards, and the cost thereof shall be assessed against the owner of the property. Upon the filing of the notice with the office of the register of deeds in Sumner or Robertson County, the costs shall be a lien on the property in favor of the municipality, second only to liens of the state, county, and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right, or interest in such property duly recorded or duly perfected by filing, prior to the filing of such

notice. These cost shall be placed on the tax rolls of the municipality as a lien and shall be added to property tax bills to be collected at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes.

(a) When the owner of an owner-occupied residential property fails or refuses to remedy the condition within ten (10) days after receiving the notice, the appropriate department or person shall immediately cause the condition to be remedied or removed at a cost in accordance with reasonable standards in the community, with these costs to be assessed against the owner of the property. Subdivision (4) above shall apply to the collection of costs against the owner of an owner-occupied residential property, except that the municipality shall wait until cumulative charges for remediation equal or exceed five hundred dollars ($500) before filing the notice with the register of deeds and the charges becoming a lien on the property. After this threshold has been met and the lien attaches, charges for costs for which the lien attached are collectible as provided in subdivision (4) above for these charges.

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: November 19, 2015 PASSED

Second Reading: December 17, 2015

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

November 10, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: Union Road Rezoning

This is a rezoning request for a property that is in two parcels south of SR-76 and to the West of I-65. The smaller parcel of 4 acres sits just to the south of the hotel property on SR-76. The larger parcel of 33.1 acres sits to the south of the smaller parcel and the Love's site. It is bounded on the East by I-65 and has a connection to Union road. The long range plan calls this area the I-65 interchange mix-used activity node. This rezoning will be more beneficial for the development of this area.

ORDINANCE 15-27

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 37.1 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106, PARCELS 113 & 175 FROM I-1, LIGHT INDUSTRIAL, TO C-2, GENERAL COMMERCIAL.

WHEREAS, an application has been received from a property representative to rezone 37.1 acres relative to Robertson County Tax Map 106, Parcels 113 & 175;

WHEREAS, this rezoning was recommended for approval by the Planning Commission at the September 14, 2015 meeting;

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

Robertson County Tax Map 106, Parcels 113 & 175

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:	November 19, 2015	PASSED
Second Reading:	December 17, 2015	

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

123
5 AC
122
118
117
116
5.09 AC
119
1.72 AC
115
114
3.25 AC
111
23.17AC
Union Rd
120
6.13AC
113
4 AC
124
7.4 ACc
174
AC
176
6.03 AC
177
5.03 AC
178
5 AC
179
5 AC
180
5 AC
181
5 AC
182
5.46 AC
183
5.11 AC
184.01
175
33.1 ACc

ORDINANCE 15-28

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE TO AMEND THE WHITE HOUSE MUNICIPAL CODE TITLE 12, CHAPTERS 1-10, BUILDING, UTILITY, ETC CODES.

WHEREAS, the City of White House has adopted and enforces a systematic program of building codes known as the International Building Code;

WHEREAS, the various code-setting organizations have combined to form a single set of codes across the United States;

WHEREAS, most cities and other governing bodies are now adopting a standardized set of International Buildings Codes, as set out by the International Code Council;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of White House, Tennessee that the following sections of the White House Municipal Code are amended as follows to adopt the new International Codes:

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER I: BUILDING CODE
SECTION: 12-101. Building code adopted.

12-101. Building code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of regulating the construction, alteration, repair, use, occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenance connected or attached to any building or structure, the International Building Code[2], ~~2006 edition, including Appendixes B-J~~ ***2012 edition, including Appendixes B, C, E, F, and G*** as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the building code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER I: BUILDING CODE
SECTION: 12-102. Building code adopted.

12-102. Modifications. (1) Whenever the building code refers to the "Chief Appointing Authority" or the "Chief Administrator," it shall be deemed to be a reference to the board of mayor and aldermen. When the "Building Official" or "Director of Public Works" is named it shall, for the purposes of the building code, mean such person as the board of mayor and aldermen shall have appointed or designated to administer and enforce the provisions of the building code. Permit fees shall be determined by a fee schedule adopted by the board of mayor and aldermen.

(2) ~~2006~~ ***2012*** International Building Code, Chapter 27, Section 2701 General, Item 2701.1 Scope shall be amended:

2701.1 Scope. This chapter governs the electrical components, equipment, and systems in buildings and structures covered by this code. Electrical components, equipment and systems shall be designed and constructed in accordance with the provisions of the State of Tennessee's current adopted electrical code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER II: PLUMBING CODE
SECTION: 12-201. Plumbing code adopted.

12-201. Plumbing code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506 and for the purpose of regulating plumbing installations, including alterations, repairs, equipment, appliances, fixtures, fittings, and the appurtenances thereto, within or without the municipality, when such plumbing is or is to be connected with the municipal water or sewerage system, the International Plumbing Code[2], ~~2006~~ ***2012*** edition, including ~~all appendixes~~

Appendixes B-F as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the plumbing code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER IV: GAS CODE
SECTION: 12-401. Gas code adopted.

12-401. Gas code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 and 6-54-502 and for the purpose of regulating gas installations and maintenance, within and without the municipality. This being done to secure interests of public safety, health and general welfare. The International Fuel Gas Code, ~~2006~~ ***2012*** edition including all appendixes, as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as part of this code, and is hereinafter referred to as the gas code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER V: HOUSING CODE
SECTION: 12-501. Residential code adopted.

12-501. Residential code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of securing the public safety, health, and general welfare through structural strength, stability, sanitation, adequate light, and ventilation in dwellings, apartment houses, rooming houses, and buildings, structures, or premises used as such, the International Residential Code[1], ~~2006~~ ***2012*** edition, including Appendix G, Swimming Pools, Spas, and Hot Tubs. ***Excluding Chapter 11 Energy Efficiency and replacing International Residential Code 2009 edition, Chapter 11 Energy Efficiency*** as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the housing code.

SECTION: 12-502. Modifications.

(2) The ~~2006~~ ***2012*** International Residential Code adoption does not include the following chapters. The electrical code shall be the State of Tennessee's current adopted electrical code.

~~2006~~ ***2012*** International Residential Code, Part VIII Electrical, Chapter ~~33~~ ***34***, General Requirements, Chapter ~~34~~ ***35*** Electrical Definitions, Chapter ~~35~~ ***36*** Services, Chapter ~~36~~ ***37*** Branch Circuit and Feeder Requirements, Chapter ~~37~~ ***38*** Wiring Methods, Chapter ~~38~~ ***39*** Power and Lighting Distribution, Chapter ~~39~~ ***40*** Devices and Luminaries, Chapter ~~40~~ ***41*** Appliance Installation, Chapter ~~41~~ ***42*** Swimming Pools, and Chapter ~~42~~ ***43*** Remote-Control Signaling and Power-Limited Circuits.

(3) ~~2006~~ ***2009*** International Residential Code Part IV Energy Conservation, Chapter 11 Energy Efficiency, Section N1102.2.***8***~~***9***~~ Crawl Space walls shall be amended as follows:

N1102.2.~~8~~***9*** Crawl Space walls. As an alternative to insulating floors over crawl space, insulation of crawl space walls when the crawl space is vented or not vented to the outside are permitted alternatives.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER VI: INTERNATIONAL ENERGY CODE
SECTION: 12-601. Adoption of code.

12-601. Adoption of code. The International Energy Conservation Code[1], ~~2006~~ ***2009*** edition including the appendix is hereby adopted by reference as though it was copied herein fully.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER VII: PROPERTY MAINTENANCE CODE
SECTION: 12-701. Property maintenance code adopted.

12-701. Property maintenance code adopted. Pursuant to authority granted by Tennessee Code Annotated, the International Property Maintenance Code[2], ~~2006~~ ***2012*** edition, is hereby adopted and incorporated by reference as part of this code and is hereafter referred to as the property maintenance code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER IX: MECHANICAL CODE
SECTION: 12-901. Mechanical code adopted.

12-901. Mechanical code adopted. Pursuant to authority granted by Tennessee Code Annotated §§ 6-54-501 through 6-54-516 and for the purpose of regulating mechanical installations and maintenance, within and without the municipality. This being done to secure the interest of public safety, health and general welfare. The International Mechanical Code,[2] ~~2006~~ ***2012*** edition, including all appendixes, as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the mechanical code.

ARTICLE XII: BUILDING, UTILITY, ETC. CODES
CHAPTER X: HANDICAPPED CODE
SECTION: 12-1001. Adoption of handicapped code.

12-1001. Adoption of handicapped code. ~~The 2002 North Carolina Building Code with 2004 revisions is hereby adopted and incorporated by reference as a part of this code.~~ ***Adoption of 2009 ANSI A1171.1 (2009): Accessible and Usable Buildings and Facilities.***

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: November 19, 2015 PASSED

Second Reading: December 17, 2015

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

ORDINANCE 15-29

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE TITLE 7, CHAPTER 2 FIRE CODE, SECTION 7-201 and 7-205.

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 7, Chapter 2 Fire Code, be revised from the Municipal Code as follows:

ARTICLE VII: FIRE PROTECTION AND FIREWORKS
CHAPTER II: FIRE CODE
SECTION: 7-201. Fire code adopted.

7-201. Fire code adopted. Pursuant to authority granted by Tennessee Code Annotated, § 6-54-502 et seq., and for the purpose of regulating and governing the safe-guarding of life and property from fire or explosion, hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises, and providing for the issuance of permits in the City of White House, the ~~2006~~ ***2012*** edition of the International Fire Code[2], as prepared by the International Code Council, is hereby adopted by reference and included herein as part of this code.

[2]Copies of this code are available from the International Code Council~~, 900 Montclair Road, Birmingham, Alabama 35213-1206.~~ ***Publications, 4051 West Flossmoor Rd. Country Club Hills, IL. 60478-5795.***

ARTICLE VII: FIRE PROTECTION AND FIREWORKS
CHAPTER II: FIRE CODE
SECTION: 7-205. Storage of explosives, flammable liquids, etc.

7-205. Storage of explosives, flammable liquids, etc. The limits referred to in chapter ~~33~~ ***56*** of the ~~2006~~ ***2012*** edition of the International Fire Code, in which storage of explosive materials is prohibited, are hereby declared to be the fire limits as set out in § 7-101 of this code.

The limits referred to in chapter ~~34~~ ***57*** of the ~~2006~~ ***2012*** edition of the International Fire Code, in which storage of flammable or combustible liquids are prohibited, are hereby declared to be the fire limits as set out in § 7-101 of this code.

The limits referred to in chapter ~~34~~ ***57*** of the ~~2006~~ ***2012*** edition of the International Fire Prevention Code, in which bulk storage of liquefied petroleum gas is restricted, are hereby declared to be the fire limits as set out in § 7-101 of this code.

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: November 19, 2015 PASSED

Second Reading: December 17, 2015

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

December 7, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Jason Barnes, Finance Director

CC: Gerald Herman, City Administrator

Re: Budget Amendment II (12/17/15)

The following budget amendment is recommended for approval. Please see the descriptions below for more details:

1. **$7,482 from General Fund (Fund Balance) to General Fund (Police Patrol – R&M Motor Vehicles).** This budget amendment relates to the repair costs resulting from the police patrol vehicle incident on June 25, 2015. This incident was completely covered by insurance proceeds, however the expenditures related to the repair were not budgeted. This is normally the situation with most insurance loss recoveries. As a result of this incident the city recognized $7,482 of unbudgeted revenue for insurance recoveries.
2. **$22,175 from General Fund (Fund Balance) to General Fund (Police Patrol – Capital Outlay – Patrol Vehicle).** This budget amendment relates to a portion of the replacement costs resulting from the police patrol vehicle incident on August 29, 2015. Insurance proceeds relating to this incident totaled $22,175. The total replacement costs for this incident totaled $26,412. The $4,237 in costs that exceed the insurance proceeds will be deducted from other Police Patrol line items' budget. Like the budget amendment above, this is a normal budgeting process pertaining to insurance loss recoveries. As a result of this incident the city recognized $22,175 of unbudgeted revenue for insurance recoveries.
3. **$94,417 from GF Engineering (Capital Outlay – Highway 31W Phase 2) and GF Parks Maintenance (Capital Outlay – Back of Park Street Lighting) to GF Parks Maintenance (Capital Outlay – Restroom Projects).** This budget amendment relates to the Parks Maintenance restroom projects in the back of the park and the Municipal Recreation Complex Phase 2. These two restrooms projects recently went out to bid and the lowest bid with add alternatives received was $469,417 for both projects combined. This bid is split as follows: $380,167 for the Municipal Recreation Complex Phase 2 ($300,000 budgeted from Park Sales Tax fund) and $89,250 for the Back Park Bathroom Expansion ($75,000 budgeted). This will cause these projects to be exceed the original budget by $94,417. The City Administrator, Parks & Recreation Director, and Finance Director recommend covering the overage for these restroom projects from the Highway 31W phase Engineering project and savings from the Park Street Lighting Project.
4. **$83 from Debt Service Fund (Fund Balance) to Debt Service Fund (Administrative Fees).** This budget amendment is to cover the costs of a portion of the annual escrow agent fees for the 2015 refunded bond. The Finance Director underestimated this charge during the budgeting process.
5. **$800,000 from Wastewater Fund (Fund Balance) to Wastewater Fund (Operating – Treatment – Capital Outlay – Headworks).** This budget amendment is needed so that the city can encumber the additional proposed funds from the SRF debt for the Headworks project. The bids for this project were significantly over budget. This budget amendment is a normal budgeting procedure anytime the city issues debt that was not expected when preparing the original budget and the proceeds of that debt are projected to be encumbered in the same budget year.

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

Jason Barnes
Finance Director
615-672-4350 x 2103
jbarnes@cityofwhitehouse.com

ORDINANCE 15-30

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

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

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2016 is hereby amended as part of the attached exhibit.

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

First Reading: December 17, 2015

Second Reading: December 22, 2015

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

City of White House
Budget Amendment II
December 17, 2015

					Current Budget	Proposed Budget	Amendment
110	27100		General Fund	Fund Balance	2,082,144	2,074,662	(7,482)
110	42100	261	General Fund - Police Patrol	Repair and Maintenance Motor Vehicles	8,000	15,482	7,482

1. *To amend current 2015-2016 budget to recognize unbudgeted costs related to insurance loss. The repair costs associated with the police patrol vehicle accident on June 25, 2015 were not budgeted, however the insurance recovery proceeds received in fiscal year 2015-2016 totaled $7,482. This amount covers the costs of the repairs in its entirety.*

110	27100		General Fund	Fund Balance	2,074,662	2,052,487	(22,175)
110	42100	900	General Fund - Police Patrol	Capital Outlay - Patrol Vehicle	0	22,175	22,175

2. *To amend current 2015-2016 budget to recognize unbudgeted costs related to insurance loss. The replacement costs associated with the police patrol vehicle accident on August 29, 2015 were not budgeted, however the insurance recovery proceeds received totaled $22,175. The remaining $4,237 in replacement costs will be deducted from other Police Patrol line items' budget.*

110	41670	900	General Fund - Engineering	Capital Outlay - Highway 31 (Phase 2)	1,136,314	1,066,314	(70,000)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Back of Park Street Lighting	150,000	125,583	(24,417)
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - Back of Park Bathroom Expansion	75,000	89,250	14,250
110	44740	900	General Fund - Parks Maintenance	Capital Outlay - MR Complex Phase 2 (GF portion)	0	80,167	80,167

3. *To amend current 2015-2016 budget to recognize unbudgeted costs related to the Restrooms Expansion at the back of the park and restroom construction for Phase 2 of the Municipal Recreation Complex capital projects. A portion ($24,417) of the savings from the Back of Park Street Lighting Project will be used to cover the overage for the bathroom projects.*

200	27100		Debt Service Fund	Fund Balance	37,603	37,520	(83)
200	49000	200	Debt Service Fund	Administrative Fees	2,060	2,143	83

4. *To amend current 2015-2016 budget to recognize unbudgeted costs from an underestimate cost in the budget preparation process.*

412	27100		Wastewater Fund	Fund Balance	16,644,081	15,844,081	(800,000)
412	52213	900	Wastewater Fund - Operating (Treatment)	Capital Outlay - Headworks	1,777,910	2,577,910	800,000

5. *To amend current 2015-2016 budget to recognize unbudgeted costs related to the WWTP Effluent Irrigation Improvement & Headworks project. The actual cash for this amendment will come from the additional proposed SRF debt issuance of $800,000 for this capital project.*

MEMORANDUM

TO:	White House Board of Mayor and Aldermen, Jerry Herman, City Administrator
FROM:	Reed Hillen, Planning Department
DATE:	December 8, 2015
RE:	Webster Road De-Annexation

The owner of the property of 7543 Webster Road has requested de-annexation. This property was originally annexed to be part of the Burris Ridge Development. It is no longer a part of this development. All the other properties along Webster Road in this area are not in the city. All city departments have agreed to this de-annexation along with the Robertson County Planning Office. The Planning Commission gave its recommendation for de-annexation on September 14th, 2015.

ORDINANCE 15-31

AN ORDINANCE TO DE-ANNEX CERTAIN TERRITORIES WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF WHITE HOUSE, TENNESSEE.

WHEREAS, a public hearing before this body will be held the 21st day of January 2016, and notice thereof published in the White House Connection on January 5th, 2016; and

WHEREAS, application from the property owner to de-annex the below mentioned property from the City limits; and

WHEREAS, the Robertson County Planning Office has agreed to this de-annexation; and

WHEREAS, the de-annexation of such territories is deemed necessary for the welfare of the property owner thereof and of the City as a whole;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of White House, Tennessee that the territories described below be de-annexed and removed from the corporate boundaries of the City of White House:

Robertson County Tax Map 106 Parcel 150.01

The property located on Parcel 150.01, Sumner County Tax Map 106 contains 7.5 acres, more or less. The property is referenced on Sumner County Tax Assessors Web-Site per December 9, 2015.

BE IT FURTHER ORDAINED that the attached map is made exhibit to this ordinance.

This ordinance shall become effective upon publication of final reading and thirty (30) days upon final reading, the public welfare requiring it.

First Reading: December 17, 2015

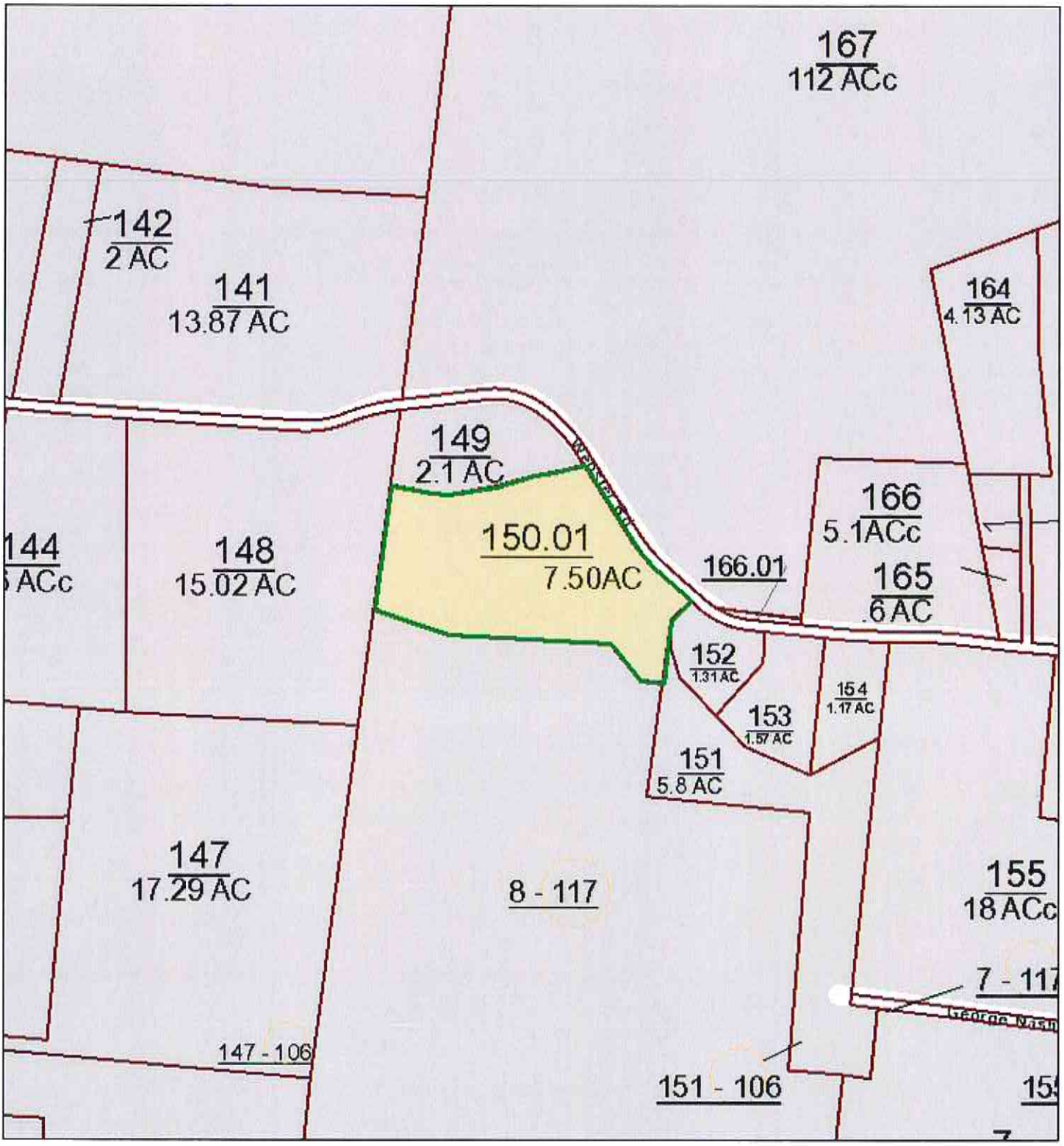
Second Reading: January 21, 2016

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

Robertson County - Parcel: 106 150.01



December 9, 2015

1:4,800

0 0.04 0.08 0.16 mi

0 0.05 0.1 0.2 km

OIR-GIS Services

PURCHASING....

November 18, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Elizabeth Kozlowski, Library Director

Re: Technology Grant

I recommend that the board approve the 2016 LSTA Technology Grant. This grant is a matching grant to which the City has already budgeted in this fiscal year. The grant will provide the White House Library $350 which will help supplement the cost of purchasing tablets for patron checkout, an Ipad to be used with our children's program, a new patron laptop, and Adobe Photo-shop software to be added to 4 of our public access computers. All of the above listed items will enhance the library's technology services and resources and will better meet the library's goal of keeping the facility current with technology trends.

GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
OFFICE OF THE SECRETARY OF STATE,
TENNESSEE STATE LIBRARY AND ARCHIVES
AND
WHITE HOUSE PUBLIC LIBRARY

This grant contract ("Grant Contract"), by and between the State of Tennessee, Office of the Secretary of State, Tennessee State Library and Archives, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee White House Public Library, hereinafter referred to as the "Grantee," is for the provision of grant funds to local libraries to purchase computers, software, networking hardware, and peripheral devices for use by library patrons and staff, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 2528

A. SCOPE OF SERVICES AND DELIVERABLES:

A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.

A.2. The Grantee will use funds to purchase computers for use by library patrons and staff; library management software for increased efficiency in access to library collections and services; networking hardware; and/or peripheral computer devices and software for library use.

A.3. The Grantee will follow the Hardware Standards grant guidelines when purchasing computer and peripheral hardware for a Windows environment. Desktop computer purchases will meet or exceed the minimum requirements as designated in Platform 3 for the low-bid desktop and laptop computer purchases will meet or exceed the minimum requirements as designated in Platform 2 for the low-bid notebook on http://tn.gov/generalserv/cpo/SWCWeb_Lines6.html#SWC3005.

A.4. The Grantee will follow the grant guidelines when purchasing computer and peripheral hardware for an Apple environment. iMac 1.4 GHz desktop computers and MacBook pro 2.5 GHz or MacBook Air 1.4 GHz purchases will meet or exceed the minimum requirements as listed at http://store.apple.com/us.

A.5. The Grantee will use computer devices and/or software purchased with grant funds to offer additional services to library patrons or to increase the efficiency of current services.

A.6. The Grantee agrees to maintain adequate funding for the proper maintenance and support for hardware purchased with grant funds.

A.7. The Grantee agrees to allow onsite visits by Tennessee State Library and Archives personnel to monitor use of grant funds.

A.8. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment Two, is incorporated in this Grant Contract.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on October 1, 2015 ("Effective Date") and extend for a period of seven (7) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Three Hundred Fifty Dollars ($350.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment One is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.

C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.

C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee State Library and Archives
Attn.: Jennifer Cowan-Henderson, Bibliographic Services Coordinator
403 Seventh Avenue North
Nashville, TN 37243

a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).

(1) Invoice/Reference Number (assigned by the Grantee).
(2) Invoice Date.
(3) Invoice Period (to which the reimbursement request is applicable).
(4) Grant Contract Number (assigned by the State).
(5) Grantor: Office of the Secretary of State, Tennessee State Library and Archives.
(6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
(7) Grantee Name.
(8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
(9) Grantee Remittance Address.
(10) Grantee Contact for Invoice Questions (name, phone, or fax).
(11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:

i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
ii. The amount reimbursed by Grant Budget line-item to date.
iii. The total amount reimbursed under the Grant Contract to date.
iv. The total amount requested (all line-items) for the Invoice Period.

b. The Grantee understands and agrees to all of the following.

(1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.

(2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.

(3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.

C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.

a. The Grant Budget specifies a Grantee Match Requirement and the final grant disbursement reconciliation report shall detail all Grantee expenditures recorded to meet this requirement.

i. No Grantee expenditure shall be recorded and reported toward meeting a Grantee Match Requirement of more than one grant contract with the State.

ii. The final grant disbursement reconciliation report shall specifically detail the exact amount of any Grantee failure to meet a Match Requirement, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the Grant Budget column "Grant Contract," shall be reduced by the amount that the Grantee failed to contribute to the Total Project as budgeted.

b. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract (including any adjustment pursuant to subsection a.ii. above), the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.

c. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.

d. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.

e. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.

C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.

C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.

C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.

C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.

C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.

C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following documentation properly completed.

a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. The State will pay via ACH Credits.

b. The Grantee shall complete, sign, and return to the State a "Substitute W-9 Form" provided by the State. The Grantee taxpayer identification number must agree with the Federal Employer Identification Number or Social Security Number referenced in this Grant Contract or the Grantee's Tennessee Edison Registration.

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and,

depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.

D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.

D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:

a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:
The State:

Jennifer Cowan-Henderson, Resource Sharing Administrator
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, TN 37243
Jennifer.Cowan-Henderson@tn.gov
Telephone # 615-741-1923
FAX # 615-532-9904

The Grantee:

Elizabeth Kozlowski, Library Director
White House Public Library
105 B College Street
White House, TN 37188
ekozlowski@cityofwhitehouse.com
Telephone # 615-672-0239

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee

shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.

a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.

b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.

c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with Tenn. Code Ann. §§ 10-7-404 or 10-7-702, as appropriate. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.*

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.

D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.

D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at fa.audit@tn.gov. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

D.19. Audit Report. When the Grantee has received seven hundred fifty thousand dollars ($750,000.00) or more in aggregate federal and state funding for all of its programs within the Grantee's fiscal year, the Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury. The Grantee may, with the prior approval of the Comptroller of the Treasury, engage a licensed independent public accountant to perform the audit. The audit

contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Tennessee Comptroller of the Treasury. When an audit is required under this Section, the audit shall be performed in accordance with U.S. Office of Management and Budget's Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Grantee shall be responsible for reimbursing the Tennessee Comptroller of the Treasury for any costs of an audit prepared by the Tennessee Comptroller of the Treasury.

The Grantee shall be responsible for payment of fees for an audit prepared by a licensed independent public accountant. Payment of the audit fees for the licensed independent public accountant by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. Copies of such audit reports shall be provided to the designated cognizant state agency, the Grantor State Agency, the Tennessee Comptroller of the Treasury, the Central Procurement Office, and the Commissioner of Finance and Administration.

Audit reports shall be made available to the public.

D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, motor vehicles, or contracted services, procurements by the Grantee shall be competitive where practicable. For any procurement for which reimbursement is paid under this Grant Contract, the Grantee shall document the competitive procurement method. In each instance where it is determined that use of a competitive procurement method is not practicable, supporting documentation shall include a written justification for the decision and for the use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.318—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment or motor vehicles under this Grant Contract.

D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.

D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

D.23. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.

D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds

for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

D.25. Tennessee Department of Revenue Registration. The Grantee shall be registered with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material provision of this Grant Contract.

D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.

D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.

D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-407.

D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.

D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.

D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

E.2. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.

E.3. Drug Free Workplace. The Grantee shall provide a drug-free workplace pursuant to the "Drug-Free Workplace Act," 41 U.S.C. §§ 8101 through 8106, and its accompanying regulations.

E.4. Grantee Participation. Grantee Participation amounts detailed in the Grant Budget are intended as a goal for the total project, and the amount of actual Grantee Participation expenditures will not impact the maximum amounts reimbursable to the Grantee as detailed by the Grant Budget column, "Grant Contract."

IN WITNESS WHEREOF,

WHITE HOUSE PUBLIC LIBRARY:

GRANTEE SIGNATURE **DATE**

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE STATE LIBRARY AND ARCHIVES:

CHARLES A. SHERRILL, STATE LIBRARIAN AND ARCHIVIST **DATE**

OFFICE OF THE SECRETARY OF STATE:

TRE HARGETT, SECRETARY OF STATE DATE

ATTACHMENT ONE

GRANT BUDGET

White House Public Library

The Grant Budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:

BEGIN: October 1, 2015 **END: April 30, 2016**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY [1]	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award [2]	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	350.00	350.00	700.00
11, 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest [2]	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation [2]	0.00	0.00	0.00
18	Other Non-Personnel [2]	0.00	0.00	0.00
20	Capital Purchase [2]	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is not specifically delineated by budget line-items above)	0.00	0.00	0.00
25	**GRAND TOTAL**	**350.00**	**350.00**	**700.00**

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: http://www.state.tn.us/finance/act/documents/policy3.pdf).

[2] Applicable detail follows this page if line-item is funded.

[3] A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

ATTACHMENT TWO

Federal Award Identification Worksheet

Subrecipient's name (must match registered name in DUNS)	City of White House/White House Public Library
Subrecipient's DUNS number	869060608
Federal Award Identification Number (FAIN)	LS-00-15-0043-15
Federal award date	January 28, 2015
CFDA number and name	45.310
Grant contract's begin date	10/01/2015
Grant contract's end date	04/30/2016
Amount of federal funds obligated by this grant contract	$350.00
Total amount of federal funds obligated to the subrecipient	$350.00
Total amount of the federal award to the pass-through entity (Grantor State Agency)	$3,105,919.00
Name of federal awarding agency	Institute of Museum and Library Services
Name and contact information for the federal awarding official	Timothy Owens Phone: 202-653-4776 E-mail: towens@imls.gov
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	0%

OTHER BUSINESS…

December 8, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Uptown Wine & Spirit

During the past compliance check with vendors that sell alcoholic beverages, an employee of Uptown Wine & Spirits sold alcohol to a subject under the age of 21. Generally these types of violations are adjudicated by our Beer Board. Uptown Wine & Spirits is not required to hold a permit for distribution of alcoholic beverages by our City. Therefore, our Beer Board does not have authority to adjudicate such violation of law. However, the Board of Mayor and Aldermen by its ordinance does have authority to adjudicate such violations:

8-315. Regulation of retail sales.

(3) No retailer shall sell, lend or give away any alcoholic beverages to a person under twenty-one (21) years of age.

8-318. Violation and penalty. *Any violation of the terms of this chapter shall be punishable by a fine of not more two thousand five hundred dollars ($2,500.00); and in the discretion of the board of mayor and aldermen may be cause for revocation of said license. (as added by Ord. #14-27, Dec. 2014)*

Included with this memo is a guide that the Beer Board uses in determining fines for violations. It would be my recommendation that this Board consider using this guide so that we stay consistent in adjudicating these type of violations among all of our businesses that sell alcoholic beverages.

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

WHITE HOUSE POLICE DEPARTMENT

Incident Report

DATE : 11/03/2015
TIME : 08:18:55AM

Case Number: 2015-110845

INCIDENT # : **2015-110845**

ADDRESS : 520 HWY 76

City : WHITE HOUSE State: TN ZipCode: 37188-

REPORTING OFFICER : 627 - MCGREGOR, ANDREW DATE : 11/02/2015 TIME: 16:52

Date Occured From: 11/02/2015 / 16:45 Date Occured Thru: 11/02/2015 / 16:52

INCIDENT STATUS CLEARED BY ARRE EXCEPTIONAL CLEARANCE : DATE :

ZONE: 1 SUBDIVISION: IR - INDIAN RIDGE

JUVENILE: N SCHOOL: RW - ROBERT F WOODALL ELE

Weather: **Average**
Season: **Fall**

Offenses

U.C.R. CODE : 90G OFFENSE : SALE/PURCHASE OF ALCOHOL TO/FOR MINORS STATUTE : 57-5-301

BIAS MOTIVATION : NONE LOCATION : LIQUOR STORE

OFFENSE STATUS : COMPLETED

OFFENDER USED :

CRIMINAL ACTIVITY:

WEAPON / FORCE : Auto: Auto:

METHOD OF ENTRY :

GANG ACTIVITY : N PREMISES ENTERED : 0

GANG TYPE: GANG NAME:

GANG TYPE: GANG NAME:

HOME INVASION: N

Offender Segment

ARRESTED : Yes DATE ARRESSTED : 11/02/2015 TIME : 16:52 OFFICER : 627 - MCGREGOR, ANDREW

LOCATION : 520 HWY 76 UCR CODE 90G **LIQUOR LAW VIOLATION**

S.S.N. : XXX-XX-XXXX D.O.B. : 08/03/1982 DL#:

NAME : **VICKERS, SHELLIE L** RACE : W SEX : F HAIR : BRO Eyes: BLU WEIGHT : 130

ADDRESS : 850 C SMITH ST CITY, STATE ZIP : GOODLETTSVILLE, TN. 37072- HEIGHT : 504

HOME PHONE : WORK PHONE :

OCCUPATION : EMPLOYER :

VEHICLE INFORMATION :

SCARS :

CLOTHES :

STATE CONTROL : ARREST TYPE : SUMMONED / CITED

MULTIPLE CLEARANCE INDICATOR : WARRANT :

ARRESSTEE ARMED WITH : UNARMED DISPOSITION UNDER 18 :

Charge: 57-5-301 - SALE/PURCHASE OF ALCOHOL TO/FOR MINORS Warrant: Docket: Ticket: 4495 Bond: 0
Court Date: 12/08/2015 Court: RG Disp:

WHITE HOUSE POLICE DEPARTMENT
Incident Report

DATE : 11/03/2015
TIME : 08:18:55AM

Case Number: 2015-110845

Victim Segment

VICTIM TYPE : SOCIETY / PUBLIC
NAME : **SOCIETY,**
RACE : U SEX : U HEIGHT :
ADDRESS :
WEIGHT : HAIR : EYES:
CITY STATE ZIP : , ,
HOME PHONE : WORK PHONE :
OCCUPATION : EMPLOYER :
S.S.N. : XXX-XX-XXXX D.O.B. : 10/10/2015 DL#:
INJURY TYPE :
AGGRAVATED ASSAULT / HOMICIDE :
NEGLIGENT MANSLAUGHTER :
JUSTIFABLE HOMICIDE :
ADDITIONAL JUSTIFABLE HOMICIDE :
OFFENSE OCCURED ON CAMPUS : No SCHOOL NAME :
ORDER OF PROTECTION: VICTIM TRANSPORTED TO SAFE PLACE :
TYPE OF LEOKA : TYPE OF VEHICLE : TRANSPORT TIME :
ASSIGNMENT TYPE : VIC-OFF: 001-ST /

Case Segment

APPROVING OFFICER: 614 - BRISSON, JOEL DATE : 11/03/2015
ASSIGNED OFFICER: 627 - MCGREGOR, ANDREW DATE : 11/02/2015

Narrative

On 10-2-2015 I, Ofc. McGregor helped Det. Sgt. Hunter with compliance checks for underage sales of alcohol. We arrived at Uptown Wine and Spirits approximately 1645 HRS. An underage informant went inside the establishment and purchased a bottle of Malibu Rum from the clerk, Ms. Shellie Vickers. The informant left with the change and receipts and was called back in by Ms. Vickers because she forgot the alcohol. The informant went back in and Ms. Vickers gave her the alcohol. The informant then exited with the Malibu Rum and Det. Sgt. Hunter and I entered the store. Ms. Vickers was asked if we could speak with her privately. Ms. Vickers was advised that she had sold alcohol to a minor. Ms. Vickers stated that she thought the informants drivers license birth year read 1986. Ms. Vickers advised that she had a feeling that she was to young but again thought the birth year was 1996. Ms. Vickers was charged with Underage Sale of Alcohol (TCA 57-7-301) A court date was set in Robertson County General Sessions for December 8th 2015 at 1330 HRS. EOR

Beer Board Fine Recommendations

Recommendation for Selling to Minors

- 1st Offense
  - Maximum Fine of Up to $1,000
- 2nd Offense in Two Years
  - Maximum Fine of Up to $1,500
- 3rd Offense in Two Years
  - Maximum Fine of Up to $2,500
- 4th Offense in Two Years
  - Revocation of license

Note: If fine is not paid within 7 days, license will be suspended until fine is paid in full unless otherwise authorized by the Beer Board.

December 7, 2015

MEMORANDUM

To: Board of Mayor and Aldermen

From: Jason Barnes, Finance Director

Re: Audit for the Year Ended June 30, 2015

Our City auditing firm, KraftCPAs, is wrapping up their independent audit work for the City of White House annual financial report for the year ended June 30, 2015. Representatives from the firm will be at the December 17, 2015 Board of Mayor and Aldermen meeting to present the audit results.

The final audit document will not be completed until after the Board's acceptance of the audit. A draft copy will be delivered to us this week, and we will be passing that along for you to review before the presentation at Thursday's meeting.

If you have any questions about the audit process, or the draft report, please feel free to contact me.

Jason Barnes
Finance Director
615-672-4350 x 2103
jbarnes@cityofwhitehouse.com

DISCUSSION ITEMS…

OTHER INFORMATION....

Budget Calendar for FY 2016-2017 Annual Budget

Milestone	Date	Chk
CIP templates distributed to Dept. Heads by City Recorder	Thurs., Jan. 21nd	☐
Department Head Budget Retreat 1.) New position requests 2.) Capital project requests	Thurs., Jan. 28th	☐
6 year Capital Improvements Submissions due	Thurs., Feb. 11th	☐
Departmental Worksheets prepared by Finance and distributed to Directors	Thurs., Feb. 25th	☐
List of projects not in CIP due from Dept. Heads at individual meeting with Administrator at time mutually scheduled	Mon.-Tues., Feb. 29th-Mar. 1st	☐
FY15-16 projected expenditures due to Finance from Dept. Heads	Mon., Mar. 7th	☐
Board of Mayor and Aldermen Budget Retreat	Wed.-Thurs., Mar. 9th-10th	☐
Initial revenue projections due to Administrator from Finance Finance Director redistributes worksheets to Department Heads	Thurs., Mar. 24th	☐
FY16-17 proposed expenditures due to Finance from Directors Salary projections including, breakdown of city cost for insurance by departments for insurance (Life, LTD, Health, Dental), salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison and Benefit Summary Chart due to Finance from HR	Thurs., Apr. 7th	☐
CIP detail sheets due to Purchasing Specialist for Review	Thurs., Apr. 21st	☐
City Administrator and Finance Director review proposed budget	Mon.-Thurs., Apr. 25th-28th	☐
Board Study Session	Thurs., May 5th	☐
Final CIP detail sheets due to City Recorder from Dept. Heads	Tues., May 10th	☐
Budget Ordinance delivered to Board of Mayor and Aldermen	Thurs., May 12th	☐
First Reading of Budget (Regular Board Meeting)	Thurs., May 19th	☐
Budget publication due 10 days before final passage	Thurs., May 26th	☐
Public Hearing and Second Reading of Budget (Regular Mtg.)	Thurs., June 16th	☐
Beginning of FY 2016-2017 Annual Budget	Fri., July 1st	☐