

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Aldermen Meeting*  
August 18, 2016  
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer by community pastor
3. Pledge by Alderman
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the July 21<sup>st</sup> meeting
7. Welcome Visitors
  - a. White House Heritage High School girls softball team
8. Public Hearings
  - a. **Ordinance 16-14:** An ordinance to annex certain territories and incorporate same within the corporate boundaries. *Second Reading*
  - b. **Ordinance 16-15:** An ordinance amending the zoning map for a .7 acre property relative to Robertson County Tax Map 1071 B, Parcel 49.01 from C-2, Central Business District Commercial, to R-10, High Density Residential. *Second Reading*
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
  - A. General Government
  - B. Finance
  - C. Human Resources
  - D. Police
  - E. Fire
  - F. Public Services
  - G. Planning & Codes
  - H. Parks & Recreation
  - I. Library/Museum
  - J. Municipal Court
  - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
  - a. **Resolution 16-11:** A resolution to establish a City Flag Protocol Policy.
12. Consideration of the Following Ordinances:
  - c. **Ordinance 16-14:** An ordinance to annex certain territories and incorporate same within the corporate boundaries. *Second Reading*
  - d. **Ordinance 16-15:** An ordinance amending the zoning map for a .7 acre property relative to Robertson County Tax Map 1071 B, Parcel 49.01 from C-2, Central Business District Commercial, to R-10, High Density Residential. *Second Reading*
  - e. **Ordinance 16-16:** An ordinance amending the fiscal budget for the period ending June 30, 2017. *First Reading*

- f. **Ordinance 16-17:** An ordinance to annex certain territories and incorporate same within the corporate boundaries. *First Reading*

13. Purchasing

- a. To approve or reject a construction bid for the Hester Drive Sidewalk/Drainage Project. The Public Services Director recommends approval.
- b. To approve or reject the purchase of an Airvac Retrofit System from Bilifinger Water Technologies, Inc. in the amount of \$30,084.90, for the Vapex Unit at Cope's Crossing Lift Station project. The Public Services Director recommends approval.
- c. To approve or reject the purchase of a motor control center from Wascon in the amount of \$33,213.84, for the Wilkinson Lane Lift Station Upgrade project. The Public Services Director recommends approval.
- d. To approve or reject Queen's Tree Surgery, Inc's bid of \$29,500.00 for brush grinding and removal service. The Public Services Director recommends approval.
- e. To approve or reject the purchase of two 2016 Ford Police Utility AWD vehicles off of state contract (Ford of Murfreesboro) for \$58,298.00, and the emergency equipment necessary for both vehicles for \$23,366.00. The Police Chief recommends approval.
- f. To approve or reject removing K9 Nike from the City's asset list and donating him to Officer Jason Ghee. The Police Chief recommends approval.

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Aldermen Meeting*  
July 21, 2016  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

Special guest Pastor Terry Exley from Northridge Church led the prayer.

3. Pledge by Alderman

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the June 16th meeting

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

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

Mayor Arnold presented Officer Joel Brisson with a gift from Cole & Garrett Funeral Home and Cremation to thank him for the presentation he gave at the Memorial Day Ceremony.

8. Public Hearings

- a. None

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik thanked all City employees and volunteers for their hard work during week of the carnival and Americana Celebration.

Ald. Paltzik mentioned that Senators Ferrell Haile and Kerry Roberts provided an informative speech at the White House Chamber of Commerce luncheon in July.

Ald. Decker praised Ald. Paltzik for his hard work with the White House Chamber of Commerce on the Americana Celebration. He noted that Ald. Paltzik's expertise has been a great asset to this community event.

Ald. Hutson echoed the positive comments about the Americana Celebration. He said that this summer two of the proudest days in White House was Memorial Day and Americana Celebration events.

Ald. Bibb noted that he feels fortunate every day to be from White House.

City Administrator Gerald Herman provided an update on the Love's Travel Center construction

City Administrator Gerald Herman provided an update on the restroom facility renovation at the Municipal Park and the restroom pavilion at the Municipal Recreation Complex.

City Administrator Gerald Herman provided an update on the LED sign/flagpole project.

City Administrator Gerald Herman briefed the Board on stormwater issues that have occurred over the last few weeks, and stated that a study session has been scheduled for August 8<sup>th</sup> at 6:00 pm to discuss stormwater in more detail.

City Administrator Gerald Herman stated that the Planning Commission approved a site plan for a Captain D's restaurant next to Wendy's.

City Administrator Gerald Herman noted that the Special Census will go public on August 1<sup>st</sup>, and we he will give updated as the Census progresses.

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 16-09:** A resolution approving the transferring of our 457(b) deferred compensation plan to the Tennessee Treasury Department.

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 16-09 was approved.**

- b. **Resolution 16-10:** A resolution adding the option of a 401(k) as an employee benefit.

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Resolution 16-10 was approved.**

12. Consideration of the Following Ordinances:

- a. **Ordinance 16-14:** An ordinance to annex certain territories and incorporate same within the corporate boundaries. *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 16-14 passed on First Reading.**

- b. **Ordinance 16-15:** An ordinance amending the zoning map for a .7 acre property relative to Robertson County Tax Map 1071 B, Parcel 49.01 from C-2, Central Business District Commercial, to R-10, High Density Residential. *First Reading*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 16-15 passed on First Reading.**

13. Purchasing

- a. To approve or reject a two-year extension on the decorative street light and traffic control device maintenance contract with Stansell Electric Company, Inc. The Public Services Director recommends approval.

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

- b. To approve or reject Change Order #2 for Cumberland Valley Constructors in the amount of \$71,929.46 for the WWTP Improvement Headworks Project. The Public Services Director recommends approval.

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

- c. To approve or reject Task Order #2 from McGill Associates not to exceed \$20,000.00 for engineering services associated with the WWTP Improvement Headworks Project. The Public Services Director recommends approval.

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

- d. To approve or reject the purchase of a Vapex 1500 Radical Odor Control System from Vapex Environmental Technologies, Inc. in the amount \$93,500.00. The Public Services Director recommends approval.

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

- e. To approve or reject the purchase of three trucks (2016 Ford F-150 4WH-Stormwater; 2016 Chevrolet Colorado 4WD and 2016 Ford F-150 4WD-Wastewater) in the amount of \$92,553.29 from National Joint Powers Alliance (National Auto Fleet Group in Watsonville, CA). The Public Services Director recommends approval.

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

- f. To approve or reject single source requests for FY 2016-2017. The Public Services Director recommends approval.

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

- g. To approve or reject the City Administrator entering into an agreement with Great Southern Recreation for construction of phase 2 of the splash pad in the amount of \$255,730.00. The Parks and Recreation Director recommends approval.

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

14. Other Business

a. Board Appointments

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.**

15. Discussion Items

a. None

16. Other Information

a. None

17. Adjournment

Meeting was adjourned at 7:53 pm.

ATTEST:

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

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

REPORTS....

**General Government Department  
July 2016**

**Administration**

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

- July 05:
  - Progress Meeting: Museum Renovation
  - TEMA Weather Emergency Drill Critique
- July 06: Splash Pad – Phase II Planning Meeting with Great Southern Recreation
- July 07:
  - Robertson County Joint Economic Development Meeting
  - Leisure Services Board Meeting
- July 11:
  - Visitor Center Attendant Applicant Review
  - Planning Commission
- July 12:
  - Cemetery Board Meeting
  - Annual Site Visit: Thunder Heart
  - Staff Census Brainstorming
- July 13: MTAs Legislative Update Training
- July 14:
  - Ribbon Cutting: Vintage & Vinyl
  - WHYS/City of White House Update Meeting
  - Library Board Meeting
- July 18:
  - Americana Planning Meeting
  - Kroger Real Estate Developer Meeting
  - Citizen Meeting: White House Heros' Day Planning
- July 19: White House Chamber of Commerce Luncheon
- July 21: Board of Mayor and Aldermen Meeting
- July 27: Institute of Public Services Strategic Planning – MTAS

**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 2016-2017.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$10,639,480	\$1,546,496	↑6.21
Industrial Development	\$134,500	\$9,980	↓0.91
State Street Aid	\$326,500	\$304,934	↑85.06
Parks Sales Tax	\$516,774	\$255,730	↑41.16
Solid Waste	\$855,481	\$215,301	↑15.98
Impact Fees	\$25,000	-	↓8.33
Police Drug Fund	\$5,830	-	↓8.33
Debt Services	\$869,656	-	↓8.33
Wastewater	\$3,983,375	\$1,203,506	↑16.96
Healthcare	\$68,500	\$692	↓7.32
Stormwater Fund	\$596,005	\$70,863	↑3.36
Cemetery Fund	\$28,275	\$17,088	↑52.11

\*Expended/Encumbered amounts reflect charges from July 1, 2016 – June 30, 2017.

**General Government Department  
July 2016**

**Purchasing**

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The July 2016 error rate was 0.3%.

**Total Purchase Orders**

	<b>FY 2017</b>	<b>FY 2016</b>	<b>FY 2015</b>	<b>FY 2014</b>
July	327	279	231	212
August		166	170	140
September		133	107	142
October		140	149	152
November		166	113	110
December		105	130	110
January		158	124	119
February		163	88	132
March		181	145	154
April		134	147	157
May		175	129	149
June		103	122	156
<b>Total</b>	<b>327</b>	<b>1,903</b>	<b>1,655</b>	<b>1,733</b>

**Purchase Order Errors by Department**

	<b>July 2016</b>	<b>FY 2017</b>	<b>FY 2016</b>	<b>FY 2015*</b>
Admin.	0	0	1	0
Bldg. Maint.	0	0	0	0
Cemetery	0	0	0	0
Codes	0	0	0	0
Court	0	0	0	0
Finance	0	0	0	0
Fire	0	0	1	2
HR	1	1	3	0
Library	0	0	5	8
Parks	0	0	4	3
Police	0	0	2	2
Public Works	0	0	0	2
Sanitation	0	0	1	0
Stormwater	0	0	4	-
Wastewater	0	0	12	3
<b>Total</b>	<b>1</b>	<b>1</b>	<b>33</b>	<b>20</b>

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

<b>Purchase Orders by Dollars</b>	<b>July 2016</b>	<b>FY 2017</b>	<b>FY 2016</b>	<b>FY 2015</b>	<b>Total for FY17</b>	<b>Total for FY16</b>	<b>Total for FY15</b>
Purchase Orders \$0-\$1,999			574	1,392		\$257,274.67	\$708,133.51
Purchase Orders \$2,000-\$9,999			97	172		\$438,374.77	\$718,011.83
Purchase Orders over \$10,000			47	91		\$5,446,055.10	\$11,854,322.55
<b>Total</b>			<b>718</b>	<b>1,655</b>		<b>\$6,141,704.54</b>	<b>\$13,280,467.89</b>
Purchase Orders \$0-\$9,999	303	303	1,144		\$414,495.03	\$1,059,976.01	
Purchase Orders \$10,000-\$24,999	9	9	19		\$130,095.11	\$263,458.18	
Purchase Orders over \$25,000	15	15	22		\$2,199,544.82	\$2,243,981.85	
<b>Total</b>	<b>327</b>	<b>327</b>	<b>1,185</b>		<b>\$2,744,134.96</b>	<b>\$3,567,416.04</b>	
<b>Total</b>	<b>327</b>	<b>327</b>	<b>1,903</b>	<b>1,655</b>	<b>\$2,744,134.96</b>	<b>\$9,709,120.58</b>	<b>\$13,280,467.89</b>

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

**General Government Department  
July 2016**

**Website Management**

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

	2016-2017 Update Requests	2015-2016 Update Requests	2014-2015 Update Requests	2016-2017 Page Visits	2015-2016 Page Visits	2014-2015 Page Visits
<b>July</b>	62	112	102	1,067,000	266,304	562,455
<b>August</b>		79	83		401,773	265,548
<b>September</b>		154	107		287,363	352,406
<b>October</b>		64	93		331,565	328,241
<b>November</b>		92	67		281,096	361,124
<b>December</b>		123	96		293,316	393,777
<b>January</b>		94	89		363,641	246,658
<b>February</b>		111	116		509,454	389,805
<b>March</b>		107	98		433,454	355,975
<b>April</b>		127	82		516,718	549,670
<b>May</b>		79	76		441,943	387,210
<b>June</b>		91	91		461,822	320,233
<b>Total</b>	<b>62</b>	<b>1,233</b>	<b>1,100</b>	<b>1,067,000</b>	<b>4,588,449</b>	<b>4,513,102</b>

**Facebook Management**

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

	2016-2017 New Likes	2015 - 2016 New Likes	2014 - 2015 New Likes	2016-2017 # of Posts	2015 - 2016 # of Posts	2014 - 2015 # of Posts
<b>July</b>	96	70	29	20	26	49
<b>August</b>		19	23		23	30
<b>September</b>		24	26		21	37
<b>October</b>		95	57		34	47
<b>November</b>		18	25		24	21
<b>December</b>		78	39		24	34
<b>January</b>		137	34		38	25
<b>February</b>		63	69		26	36
<b>March</b>		78	40		24	40
<b>April</b>		20	192		16	30
<b>May</b>		130	45		31	33
<b>June</b>		239	44		34	40
<b>Total</b>	<b>96</b>	<b>971</b>	<b>623</b>	<b>20</b>	<b>321</b>	<b>422</b>

**General Government Department  
July 2016**

**Twitter Management**

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

	2016 – 2017 Total Followers	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2015 – 2016 # of Tweets	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets
July	657	539	418	13	12	42
August		548	422		15	30
September		553	432		17	32
October		576	439		21	33
November		583	446		13	22
December		593	451		14	28
January		615	462		28	20
February		621	478		25	28
March		632	481		17	31
April		635	498		13	26
May		640	502		26	23
June		653	507		23	25
<b>Total</b>	<b>657</b>	<b>N/A</b>	<b>N/A</b>	<b>13</b>	<b>224</b>	<b>340</b>

**“City of White House, TN” Mobile App Management**

The Administration Department's goal is to increase the number of downloads and have an 80% or higher request completion rate each month.

	FY17 New Downloads	FY16 New Downloads
July	39	N/A
August		N/A
September		N/A
October		N/A
November		25
December		40
January		1,236
February		103
March		72
April		47
May		44
June		48
<b>Total</b>	<b>39</b>	<b>1,615</b>

*\*The app went live on January 11, 2016*

	FY17 # of Request	FY16 # of Requests
July	57	N/A
August		N/A
September		N/A
October		N/A
November		N/A
December		N/A
January		95
February		33
March		68
April		46
May		37
June		41
<b>FY Total</b>	<b>57</b>	<b>320</b>

**General Government Department  
July 2016**

**White House Farmers Market**

The White House Farmers Market opened on May 25, 2016. The market will be open every Wednesday from 3:30 pm – 7:00 pm, through August 31<sup>st</sup>.

	2016 New Facebook Likes	2016 Facebook Posts		Number of Vendors in July	Booth Payments Collected in July (\$)	Application Fees Collected in July (\$)	Summer 2016
May	185	17	7/6/2016	14	\$120	\$45	\$2,445.00
June	239	5	7/13/2016	15	\$90	-	
July	103	8	7/20/2016	13	\$135	-	
August			7/27/2016	17	\$120	\$15	
<b>Total</b>	<b>527</b>	<b>30</b>	<b>Total</b>	<b>N/A</b>	<b>\$465</b>	<b>\$60</b>	

**Building Maintenance Projects**

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

*Special Maintenance Projects*

- Farmers Market set-up/tear down weekly
- As needed landscape maintenance
- Renovating office in Public Services building for new employee

	2016 – 2017 Work Order Requests	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	27	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		17	15	8
January		28	31	19
February		19	23	33
March		25	24	15
April		20	22	15
May		33	13	31
June		17	25	20
<b>Total</b>	<b>27</b>	<b>302</b>	<b>249</b>	<b>141</b>

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

**Finance Department  
July 2016**

**Finance Section**

On July 5<sup>th</sup> the Finance Director along with several other city employees attended the follow up meeting for the TEMA Weather Emergency Drill at Fire Station #2. All Finance Office associates attended a session for the State of the City Address on June 29<sup>th</sup> or July 7<sup>th</sup>. Jessica Beshear of KraftCPAs was on site the week of July 11<sup>th</sup> to prepare for the upcoming annual audit of FYE 6/30/16. During her time here that week several Finance Office associates communicated with her directly and worked on tasks that will assist with the audit in September. On July 9<sup>th</sup> the Finance Director attended the Cemetery Board meeting. On July 13<sup>th</sup> the Finance Director along with the City Administration Office associates attended the annual "Legislative Update" class presented by MTAS in Franklin, TN. Also on July 13<sup>th</sup>, the Assistant Finance Director attended the CMFO class "Financial Reporting II." This was her final CMFO Class and she is currently awaiting for the state comptroller's office to verify and approve the results of her CMFO program. On July 14<sup>th</sup> the Finance Director along with other City associates attended an introductory meeting with White House Youth Soccer. On July 19<sup>th</sup> the Utility Billing Specialist, Public Services Administrative Assistant, Public Services Director, and Finance Director attended a software demonstration for the new Nextgen Utility Billing by Local Government Corporation. Also after the Utility Billing demonstration was complete the Local Government associates met with the Accounting Specialist about the new Nextgen Payroll software and they met with the Tax Clerk about the new Nextgen Property Tax software. On July 21<sup>st</sup> the Accounts Payable/Court Clerk and Finance Director along with the City Recorder and Purchasing Coordinator attended online training for the new P-Card system. On July 27<sup>th</sup> the Finance Director attended a follow up meeting with Capital Bank to discuss some potential banking options for the City. On July 28<sup>th</sup> the AP/Court Clerk, Finance Director, Purchasing Coordinator, Public Services Administrative Assistant, and Police Administrative Assistant attended more online training for the new P-Card system.

**Performance Measures**

**Utility Billing**

	July 2016	YTD FY 2017	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
New Builds (#)	3	3	96	62	55	28
Move Ins (#)	45	45	539	488	506	481
Move Outs (#)	49	49	543	514	516	479
Late Payments (\$)	7,524	7,524	71,170	68,103	69,241	65,074
Late Payments (#)	1,128	1,128	12,692	15,641	12,840	12,685
Non-payment disconnects (occupied) (#)	30	30	348	442	514	258*
Non-payment disconnects (vacant) (#)	3	3	11	n/a	n/a	n/a
New Customer Signup Via Email (#)	9	9	12*	n/a	n/a	n/a
New Customer Signup Via Email (%)	19%	19%	n/a*	n/a	n/a	n/a

\*Less than 12 months of data available

**Business License Activity**

	July 2016	FY 2017 YTD	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
Opened	16	16	97	105	74	80
Closed	1	1	2	5	13	140*

\*129 businesses deemed uncollectable in October 2012

**Finance Department  
July 2016**

**Accounts Payable**

	July 2016	June 2016	May 2016	Apr. 2016
<b>Total # of Invoices Processed</b>	360	529	394	523

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

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
3 regular 0 special	9 checks 309 direct deposits	0 Retro adjustments	1 Voids

**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	8,442,841	2,532,852	3,865,744	46%
Cemetery Fund			158,073	
Debt Services			22,764	
Healthcare			250,270	
Impact Fees			117,726	
Industrial Development			160,511	
Park Sales Tax			264,153	
Police Drug Fund			13,591	
Solid Waste			479,520	
State Street Aid			193,535	
Stormwater Fund			134,499	
Wastewater			2,859,987	

*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 2016-2017.

Operating Fund	FY2017 Est. Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,442,841	317,229	↓4.58%
Cemetery Fund	35,916	2,192	↓2.23%
Debt Services	904,128	68,223	↓0.79%
Healthcare	69,300	2,370	↓4.91%
Impact Fees	22,150	2,517	↑3.03%
Industrial Development	97,150	23,617	↑15.98%
Park Sales Tax	551,248	46,963	↑0.19%
Police Drug Fund	3,224	387	↑3.67%
Solid Waste	804,600	69,604	↑0.32%
State Street Aid	284,606	24,868	↑0.40%
Stormwater Fund	606,262	50,708	↑0.03%
Wastewater	4,849,022	292,684	↓2.30%

\*Realized amounts reflect revenues realized from July 1, 2016—July 31, 2016

**Human Resources Department  
July 2016**

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

- July 06: Visitor Center Attendant Testing
- July 07: Annual State of the City Address
- July 09: Americana Celebration
- July 13: Public Works Crew Leader Interviews  
Civic Center Attendant Interviews
- July 14: Stormwater Driver Interviews
- July 18: Americana Debrief Meeting
- July 19: Monthly Chamber Luncheon
- July 21: Board of Mayor & Aldermen Mtg
- July 22: Ink'n Screens Ribbon Cutting

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013- 2014
July	0	0	0	2
August		1	0	0
September		0	3	1
October		0	1	1
November		0	1	0
December		1	0	0
January		2	0	1
February		2	1	1
March		0	1	0
April		0	1	2
May		1	3	1
June		1	3	0
<b>Total</b>	<b>0</b>	<b>8</b>	<b>13</b>	<b>9</b>

Three-year average as of June 30, 2016: 10.00 incidents per year

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013- 2014
July	0	0	0	2
August		3	1	0
September		0	1	1
October		0	1	2
November		1	2	0
December		0	1	1
January		0	1	2
February		0	2	2
March		0	1	0
April		1	0	2
May		0	0	0
June		1	1	2
<b>Total</b>	<b>0</b>	<b>6</b>	<b>11</b>	<b>14</b>

Three-year average as of June 30, 2016: 10.33 incidents per year

**Human Resources Department  
July 2016**

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013 - 2014
July	1	1	0	1
August		1	0	0
September		2	1	0
October		0	0	1
November		0	1	2
December		1	1	1
January		1	0	0
February		2	1	0
March		2	0	0
April		0	0	0
May		1	1	1
June		0	0	0
<b>Total</b>	<b>1</b>	<b>11</b>	<b>5</b>	<b>6</b>
<b>Percentage</b>	<b>1.03%</b>	<b>11.70%</b>	<b>5.49%</b>	<b>7.14%</b>

Three-year average as of June 30, 2016:  
8.11% per year

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

	2016 - 2017	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013
July	1 (T)	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	0	
January		0	0	0	2 (S)
February		0	1 (S)	0	0
March		0	0	0	1 (T)
April		0	0	0	0
May		1 (T)	0	0	1 (S)
June		0	0	0	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

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

Three-year average as of June 30, 2016:  
3.33 incidents per year

**Police Department  
July 2016**

**Meetings/Civic Organizations**

- *Chief Brady attended the following meetings in July:* Robertson County Sheriff's Meeting (July 12<sup>th</sup>), 911 User Group (July 13<sup>th</sup>), Department Head Staff Meeting (July 18<sup>th</sup>), Americana Celebration (July 18<sup>th</sup>), 911 Board Meeting (July 19<sup>th</sup>), Sumner County Drug Task Force Meeting (July 20<sup>th</sup>) and Tennessee Association of Chiefs of Police Conference in Chattanooga (July 27<sup>th</sup>).

**Police Department Administration Performance Measurements**

1. *Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.* The accreditation process now has 159 professional standards that need to be met. As of the end of June, 88 proofs have been completed for 2016.
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	52	52
February	0	16	0	16
March	0	64	0	64
April	0	330	0	330
May	0	264	24	288
June	0	136	0	136
July	28	240	0	268
<b>Grand Total</b>	<b>28</b>	<b>1,050</b>	<b>76</b>	<b>1,154</b>

**Patrol Division Performance Measurements**

1. *Maintain or reduce the number of patrol shifts staffed by only three officers at the two year average of 543 shifts during the Fiscal Year 2016-2017. (There are 730 Patrol Shifts each year.) \*Three officer minimum staffing went into effect August 5, 2015.*

Number of Officers on Shift	July	FY 2016-2017
Three (3) Officers per Shift	40	40
Four (4) Officers per Shift	0	0

2. *Acquire and place into service two Police Patrol Vehicles.* The White House Police Department has gathered quotes to purchase 2 Police Vehicles for 2016-2017. This request will go before the board in August.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2016-2017.* Fall compliance checks will be conducted in November.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 62 per 1,000 population during the calendar year of 2016.*

**Police Department  
July 2016**

Group A Offenses	July	Per 1,000 Pop.	Total 2016	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	24	2	86	8
Crimes Against Property	45	4	242	22
Crimes Against Society	12	1	83	7
<b>Total</b>	81	7	411	37
<b>Arrests</b>	35		249	

*\*U.S. Census Estimate 2015-11,226*

- Maintain a traffic collision rate at or below the three-year average of 341 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2016.*

	July 2016	TOTAL 2016
<b>Traffic Crashes Reported</b>	44	234
<b>Enforce Traffic Laws:</b>		
Written Citations	132	930
Written Warnings	79	536
Verbal Warnings	150	1,078

- Maintain an injury to collision ratio of not more than the three-year average of 14% by selective traffic enforcement and education during the calendar year 2016.*

<b>COLLISION RATIO</b>				
<u>2016</u>	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
July	44	4	9%	12%

**Traffic School:** There was no traffic school in July.

**Staffing**

- Ofc. J.C. White and Ofc. Michael Thomas started training at the Tennessee Law Enforcement Training Academy on July 10th. They will be graduating at the end of September.

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

**Sumner County Emergency Response Team:** ERT had monthly training.

**Volunteer Reserve Officers:** The Reserves trained on Human Trafficking.

**Support Services Performance Measurements**

- Maintain or exceed a Group A crime clearance rate at the three-year average of 79% during calendar year 2016.*

**Police Department  
July 2016**

<b>2016 CLEARANCE RATE</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>Year to Date</b>
<i>July</i>	67%	79%

**Communications Section**

	<b>July</b>	<b>Total 2016</b>
Calls for Service	1,147	7,391
Alarm Calls	53	298

**Request for Reports**

	<b>July 2016</b>	<b>FY 2016-2017</b>
Requests for Reports	22	22
Amount taken in	\$14.10	\$14.10
Tow Bills	\$0.00	\$0.00
Emailed at no charge	28	28
Storage Fees	\$0.00	\$0.00

***Tennessee Highway Safety Office (THSO):*** We passed our THSO Grant audit in July.

***Volunteer Police Explorers:*** In July, the Explorers worked the Carnival and Americana Celebration. Gabe Jackson and Dillon Loafman received letters of recognition for finding a lost child at the carnival. Explorers went over Use of Force and Searches.

***Item(s) sold on Govdeals:*** Nothing sold on Govdeals in July.

**Crime Prevention/Community Relations Performance Measurements**

- Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.***  
School has started and D.A.R.E should begin around the first of September.
- Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.***  
Safety Day will be held on Labor Day.
- Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** We are currently accepting applications for the Citizen's Police Academy 2017.
- Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
  - On July 9<sup>th</sup>, Sgt. Enck attended Ashley's Spot for a back to school bash.
  - Sgt. Enck delivered books to the Senior Center on Identity Theft and Scams.
  - Two times in July Sgt. Enck passed out popsicles at the city Splash Pad.

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

**Police Department  
July 2016**

**Upcoming Events:**  
Safety Day (September)

<i>2016 Participation in Joint Community Events</i>		
	<u>July 2016</u>	<u>Year to Date</u>
<b>Community Activities</b>	5	38

**Fire Department  
July 2016**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 111 requests for service during the month with 70 responses being medical emergencies. The Department responded to 3 vehicle accidents with reported injuries with six patients transported to area hospitals.

During the month of July the Department responded to twelve incidents that were weather related involving flooding and trees down. One of the incidents, the roadway was completely blocked on Hwy.31 W North and two of the incidents involved trees down on houses. During the weather event on July 8<sup>th</sup> the Department responded to 9 incidents within a 2 hour period.

**July 3<sup>rd</sup> 12:34am** – The Department was dispatched to a reported structure fire on Dakota Dr. with flames showing. When fire units arrived on scene there was visible smoke in the area and the origin of the fire was located at the rear of the home. The homeowner had used a garden hose to knock the fire down prior to our arrival, a hand-line was deployed to complete the extinguishment. It appeared the fire started in the trash can outside the garage door and began to burn the garage door and back of the structure. The fire was contained to the area of origin with damage to the rear of the structure and minor smoke damage inside the garage. There were no injuries reported with this incident.

**July 26<sup>th</sup> 8:33am** – The Department was dispatched to a reported fire alarm at the Freshman Annex building on Meadows Rd. When fire units arrived on scene the fire alarm was sounding and crews were notified the fire was extinguished. The area of the origin of the fire was checked for fire extension and that the fire was extinguished. The cause of the fire was determined to have been caused by maintenance personnel welding on an HVAC unit. There was no property damage or injuries reported with this incident.

**July 29<sup>th</sup> 8:27pm** – The Department was dispatched to a vehicle crash on Wilkinson Ln. involving multiple vehicles. When fire units arrived on scene there were three vehicles involved with heavy damage to two of the vehicles and several persons complaining of injuries. Fire personnel assisted EMS with patient care and two ambulances were utilized transporting four patients to the hospital with non-life-threatening injuries.

**Fire Administration**

**July 5<sup>th</sup>** – Chief Palmer along with other city staff attended a meeting with Lee Company representatives at city hall.

**July 5<sup>th</sup>** – Chief Palmer and Asst. Chief Sisk along with other city staff to critique the table-top disaster drill that was conducted on June 23<sup>rd</sup>.

**July 7<sup>th</sup>** – Asst. Chief Sisk attended the Middle Tennessee Fire Chiefs meeting held at the Williamson County Emergency Operations Center in Franklin TN.

**July 11<sup>th</sup>&12<sup>th</sup>** - Chief Palmer and Assist Chief Sisk attended the annual Tennessee Fire Chiefs Association conference in Murfreesboro.

**July 11<sup>th</sup>** – Chief Palmer attended the Planning Commission meeting at city hall.

**July 18<sup>th</sup>** – Chief Palmer attended a Robertson County Fire Chiefs meeting in Springfield.

**July 18<sup>th</sup>** – Chief Palmer along with other city staff attended the Americana Celebration debriefing meeting at city hall.

**July 26<sup>th</sup>** – Chief Palmer attended and chaired the monthly Safety Committee meeting held at fire station 2.

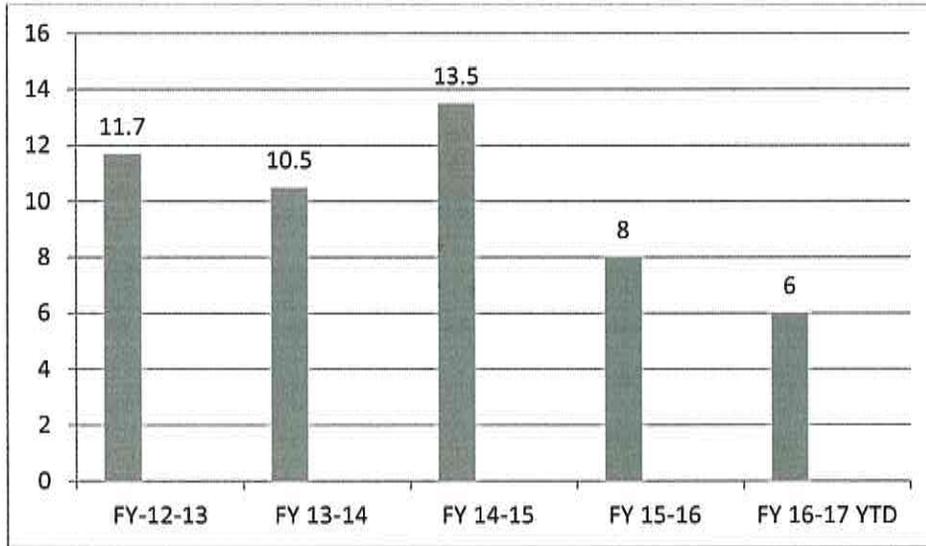
**July 27<sup>th</sup>** – Chief Palmer attended a meeting in Hendersonville with fire chiefs from the Sumner/ Robertson County area.

**Fire Department  
July 2016**

**Monthly Performance Indicators**

**Personnel Responding to Structure Fires**

The Department goal in this area would be to exceed our current four year average of 11.2 firefighters for each structure fire response within our city limits.

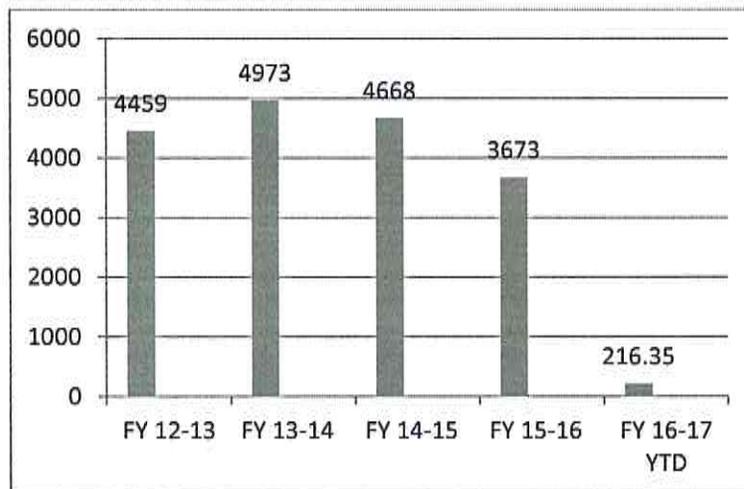


**Incident Responses**

Structure Fires	2	Vehicle Accidents(general cleanup)	4
Other Fires	0	Vehicle Accidents(With injuries)	3
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	9
Hazmat	2	Assist other Governmental Agency	0
Other Calls	21	Total Responses for the Month	111
Emergency Medical Responses	70	Total Responses Year to Date	111

**Fire Fighter Training**

The Department goal is to complete the annual firefighter training of 228 hours for career and 72 hours for Part-time and Volunteer Firefighters. The total hours of 4140 hours of training per year is based on fifteen career firefighters and ten part-time/volunteer firefighters.

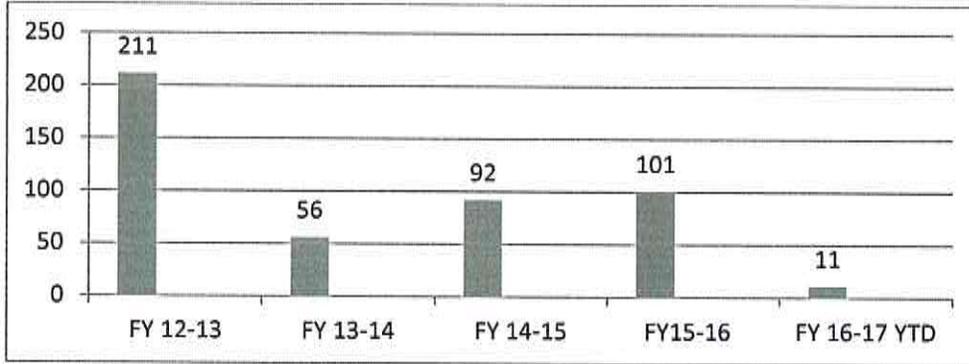


**Fire Department  
July 2016**

Total Training Man-hours for the Month	216.35	Total Training Man-hours Year to Date	216.35
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**Fire Inspection**

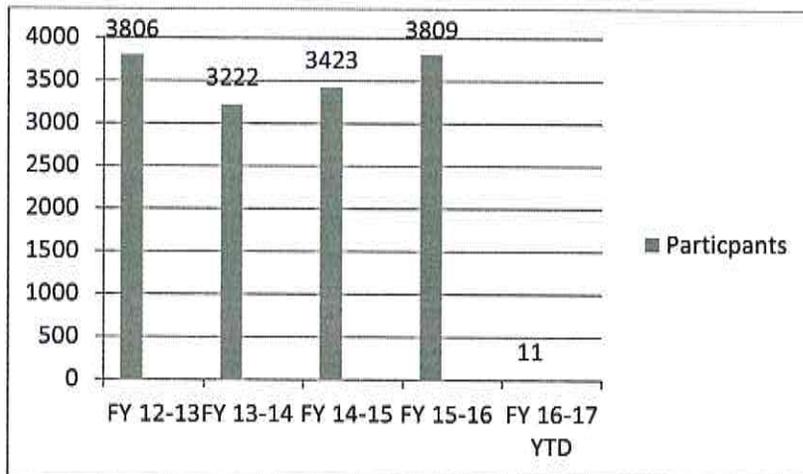
It is part of our fire prevention goals to complete a fire inspection at each business annually. We are currently updating our inspection data base and implementing a new software program to improve the quality of the data collected and improve our inspection program.



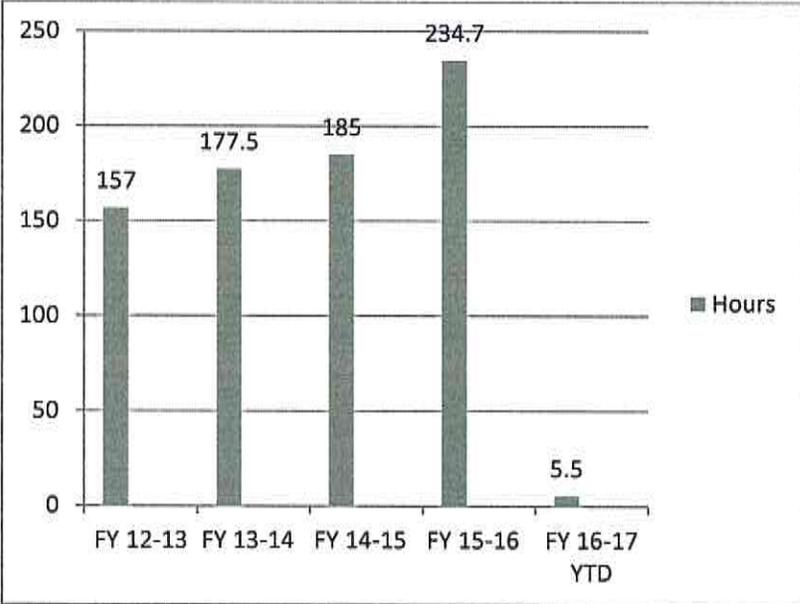
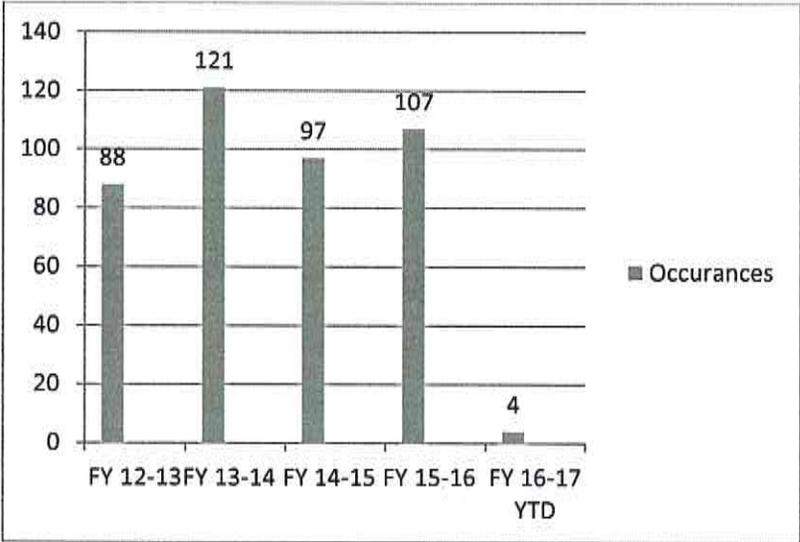
Fire Inspections	11	Year to Date	11	Plat / Plan Reviews	1	Year to Date	1
Fire Investigations	1	Year to Date	1	Fire Preplans	0	Year to Date	1

**Public Fire Education**

It is a Department goal to exceed our last three years averages in Participates (3485) Occurrences (108) and Contact Hours (199). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training and Safety Day.



**Fire Department  
July 2016**



Participants	11	Education Hours	5.5
Participants Year to Date	11	Education Hours Year to Date	5.5
Number of Occurrences	4	Number of Occurrences Year to Date	4

**Public Services Department - Public Works Division  
July 2016**

**Staffing:** The public works department is authorized 9 full time employees.

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

<b>Total Hours Worked</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>JUNE-16</b>	<b>JULY-16</b>	<b>YTD 16/17</b>
Stormwater	0	0	0	5,744	529	474	474
Sanitation	5,975	3,138	2,914	2,685	284	278	278
Street	3,765	4,485	4,040	8,134	836	357	357
Facility Maintenance	124	839	2,049	3,494	256	155	155
Fleet Maintenance	445	857	1,157	1,034	59	36	36
Meeting/Training	332	653	572	502	42	23	23
Leave	1,005	1022	807	1,253	218	115	115
Holiday	650	730	850	795	80	80	80
Overtime	70	166	263	508.5	13.5	78	78
Administrative	0	496	781	385	49	43	43

**Brush, Leaves & Litter Control Program:**

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

<b>Sanitation</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>JUNE-16</b>	<b>JULY-16</b>	<b>YTD 16/17</b>
Brush Collection Stops	2,787	5,394	5,915	5,944	704	747	747
Brush Truck Loads	302	644	503	459	61	77	77
Leaves Pickup Bags	519	4,324	4,016	3,741	336	252	252
Brush/Leaves Hours	585	2,119	1,634	1,366	152	193	193
Litter Pickup Bags	168	535	309	334	48	40	40
Litter Pickup Hours	443	829	1,147	1,318	132	85	85

**Public Services Department - Public Works Division  
July 2016**

**Sanitation Collection:**

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The July 2016 work order report shows that staff made **43** requests on the WI web portal system, of which only **14** 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 12/13	FY 13/14	FY 14/15	FY 15/16		JUNE-16	JULY-16	YTD 16/17
Tons	3,458	3,315	3,081	3,276		301	269	269
Disposal Fee	\$85,077.60	\$82,869.34	\$86,098.70	\$81,583		\$7,377	\$7,401	\$7,401

SW Accounting	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUNE-16	JULY-16	YTD 16/17
Units Billed	44,244	44,953.00	45,763	47,155		3,948	3,977	3,977
Receivables	\$690,098.50	\$692,727.50	\$795,325.12	\$813,518		\$68,595	\$68,527	\$68,527
Revenue	\$684,487.53	\$705,287.91	\$781,004.41	\$823,428		\$73,782	\$60,657	\$60,657

**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 12/13	FY 13/14	FY 14/15	YTD 15/16		JUNE-16	JULY-16	YTD 16/17
Participants	809	525	712	602		66	48	48
Tons	141	168	166	139		20	14	14
Disposal Fee	\$15,473.00	\$16,913.54	\$13,208.16	\$11,124		\$1,539	\$1,114	\$1,114

**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 12/13	FY 13/14	FY 14/15	FY 15/16		JUNE-16	JULY-16	YTD 16/17
Curbside Tons	393	456	408	463		47	55	55
Recycling Rate	13%	14.3%	13.5%	14%		13%	16%	16%
Revenue (curbside)	\$4,749.94	\$3,469.56	\$2,472.91	\$19.08		\$0	\$0	\$0
Fee (new program)	-	-	-	(\$4,565)		(\$704.55)	(\$828.60)	(\$828.60)
<i>Metal (drop-off) Tons</i>	62	42	33	42		5	6	6
Metal Revenue	\$10,555.50	\$6,240.40	\$4,333.90	\$3,098		\$406	\$494	\$494

**Public Services Department - Public Works Division  
July 2016**

**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.

<b>Stormwater</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>		<b>JUNE-16</b>	<b>JULY-16</b>	<b>YTD 16/17</b>
Drainage Requests	27	17	23	29		6	4	4
Drainage Work (feet)	1,457	2,513	2,232	1,979		35	350	350
Drainage Man Hours	891	1,261	1,135	4,189		255	456	456
Debris Removed Loads	75	57	75	523		0	2	2
Sweeping Man Hours	0	272	460	201		10	7	7

<b>Stormwater Accounting</b>	<b>FY 14-15</b>	<b>FY 15/16</b>		<b>JUNE-16</b>	<b>JULY-16</b>	<b>YTD 16/17</b>
Units Billed	24,410.00	45,476		4,149	4,176	4,176
Receivables (Billed)	\$107,249.28	\$395,818		\$50,872	\$50,692	\$50,692
Revenue (Received)	\$105,118.28	\$364,022		\$34,411	\$48,543	\$48,543

**STORMWATER WORK JULY 2016**

Monday 7-4-16

- Off/Holiday

Tuesday 7-5-16

- Materials Acquisition (EPSC/Grates, etc.)

Wednesday 7-6-16

- R-O-W Mowing

Thursday 7-7-16

- Torrential Rain/Emergency Stormwater Inspections

Monday 7-11-16

- Carryover Inspections from Torrential Rain

Tuesday 7-12-16

- Cardinal Drive Culvert Drainage (Jet Rod)

Wednesday 7-13-16

- Cardinal Drive Culvert Drainage Complete

Thursday 7-14-16

- Cardinal Drive/College St./Meadows Rd. restoration

Monday 7-18-16

- Meadows Rd. restoration

Tuesday 7-19-16

- Meadows Rd. restoration

Wednesday 7-20-16

- Holly Tree Sbdv. Small R-O-W project

Thursday 7-21-16

- Cardinal Drive/College St./Meadows Rd. drainage & restoration complete

Friday 7-22-16

- Street Sweeping

**Public Services Department - Public Works Division  
July 2016**

Monday 7-25-16

- Meadows Rd. Sidewalk demo/prep

Tuesday 7-26-16

- Meadows Road. Sidewalk demo/prep
- S. Aztec Headwall Repair/Algonquin Ct. Street Cleaning

Wednesday 7-27-16

- R-O-W Mowing

Thursday 7-28-16

- R-O-W Mowing

\*Twice weekly inspections of all active construction sites were conducted\*

**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 12/13	FY 13/14	FY 14/15	FY 15/16	JUNE-16	JULY-16	YTD 16/17
Curb Repair	1	1	0	0	0	0	0
Shoulder LF	788	3,331	100	6,054	0	0	0
Shoulder Hours	0	88	54	61	0	0	0
Potholes	125	202	269	358	26	45	45
Pothole Hours	N/A	600	908	618	61	37	37
Mowing Hours	101	446	146	284	94	12	12
R-O-W Hours	N/A	12	299	676	59	54	54
Signs	153	106	251	179	18	6	6
Sign Work Hours	N/A	219	473	271	22	8	8
Salt Tons	4	79	76	221	0	0	0
Salt Hours	N/A	159	385	26	0	0	0
Decorative Streetlight Hours	0	0	33	44	8	8	8

**1. SIGN REPLACEMENT:**

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

**Public Works Special Projects:**

The goal is to be reactive to special requests that are made from time to time either from the City Administrator or other departments.

**Public Services Department - Wastewater Division  
July 2016**

**Collection System Activities**

**Employee Recognition:**

Everyone is working long hours due to weather related Airvac failures and main breaks.

**WWTP Headworks Project: Cumberland Valley Constructors**

The aerators in the equalization lagoon have been started, however, since we had the lagoon empty for such a long period the vegetation growth has been heavy. This has caused another issue with running the new aerators, the weeds get entangled in the suction side of the aerators. The Spray Irrigation Pump Station (SIPS) has had a preliminary start up but further testing is going to be required due to low flow in our effluent line. We did not have enough flow from the plant to test all of the spray zones. The drum screen startup is scheduled for the 11<sup>th</sup> of August with the plant online SCADA to follow as soon as the fiber optics are relocated. (The preconstruction meeting was held on September 15, 2015, and the official construction commencement date was October 5, 2015. The project has a 240-day substantial completion date, May 31, 2016, and a 270-day final completion date, June 30, 2016.)

**Calista Lift Station Rehabilitation Project: W&O Construction**

We are awaiting the start-up reports and O&M manuals. (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, March 2, 2016, and a 180 day final completion date, April 3, 2016.)

**Northern Force Main Project: Dynamic Construction**

The line is installed and connected at both ends. The section along Bill Moss Rd. tested and is good; the section along Calista has yet to be tested as they are having trouble getting the line to fill with water. The asphalt repair at Wilkinson Lane has been completed. (The project has a 90-day substantial completion date, start date was May 9, 2016 and final completion of 90-days, August 6, 2016.)

**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 be paid before service is reconnected. For those customers that have an unusually high bill, the City provides for a monthly repayment schedule.

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>JUN-16</u>	<u>JUL-16</u>	<u>YTD</u>
Late Payments	12,857	12,685	12,068	12,692	969	1,128	1,128
Disconnects for non-pay	N/A	258	442	372	23	30	30
Revenue Late Payments	\$67,810	\$65,074	\$61,350	\$5,472	\$5,472	\$7,524	\$7,524

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

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

<u>Line Marking</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>JUN-16</u>	<u>JUL-16</u>	<u>YTD</u>
Tennessee 811	866	1,306	1,416	1,691	168	219	219

**SCADA (Supervisory Control And Data Acquisition) Alarm Response Goal:**

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

**Public Services Department - Wastewater Division  
July 2016**

<u>Lift Station Location</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>JUN-16</u>	<u>JUL-16</u>	<u>YTD</u>
North Palmers Chapel	1,736	3,559	483	35	1	5	5
Calista Road	1,058	2,014	418	24	3	10	10
Wilkinson Lane	231	219	101	0	0	1	1
Portland Road	25	36	13	1	0	0	0
Cope's Crossing	445	208	72	4	0	2	2
Union Road	149	93	45	91	0	2	2
Meadowlark Drive	40		33	1	1	4	4
Highway 76	9	6	2	0	0	0	0
Cambria Drive	16	9	0	1	0	0	0
Treatment Plant	359	333	122	0	0	0	0
Sage Road						0	0
Heritage High School						1	1

**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.

<u>Work Orders</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>JUN-15</u>	<u>JUL-16</u>	<u>YTD</u>
"Grinder Project"	229	3	0	0	0	0	0
PD to Centrifugal Converts		4	10	3	0	0	0
2000 to Extreme C/O	85	86	60	53	6	10	10
2000 to 2000 C/O	19	13	23	7	0	0	0
Extreme to 2000 C/O	33	14	28	15	0	1	1
Extreme to Extreme C/O	157	110	117	137	17	7	7
Centrifugal to Centrifugal C/O	-	-	5	2	0	0	0
2000 Conversions	26	3	0	2	0	0	0
Extreme Converts	43	83	74	44	3	3	3
<b>Total Pumps Replaced</b>	<b>363</b>	<b>313</b>	<b>321</b>	<b>313</b>	<b>26</b>	<b>21</b>	<b>21</b>
Low Pressure Service Request	977		723	530	44	54	54
Vacuum System Service	127	102	58	87	8	22	22
Gravity Service Request			14	5	0	1	1
Inspection for New Service	0	27	51	36	8	4	4
Final Inspection for New	0	47	66	37	1	6	6
Sanitary Sewer Overflow (SSO)	4	2	3	6	0	1	1
Odor Complaints	0	11	14	16	0	1	1

**Public Services Department - Wastewater Division  
July 2016**

**System Repairs Goal:**

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

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

<u>Repairs</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>JUN-15</u>	<u>JUL-16</u>	<u>YTD</u>
Major Lift Stations	5	5	18	26	57	7	6	6
Mainline	1	7	18	14	14	2	1	1
Service Line	52	65	136	49	42	3	1	1

**Major Lift Stations Repairs:**

**WILKINSON LANE:**

We have decided to put off moving the control panel until the FY 2016/17 budget year. The VAPEX unit has been relocated to protect it against H2S corrosion.

**CALISTA:**

The contractor is substantially complete and the new MCC is up and running. We've had issues with CEMC's power drops that has caused the station to trip and go on standby power. CEMC has corrected the power supply issue. We are waiting on the Grundfos SCADA to be installed at both Calista and NPC, which will allow the VFD's to automatically adjust the flow volume to meet the demand.

**COPE'S CROSSING:**

The discharge 90 that pump #1 sits on developed a crack and was leaking badly. The 90 has been installed and both pumps are operating in the normal mode. We've discovered a leak in the effluent piping which will be repaired as soon as possible.

**Wastewater Treatment Plant Goal:**

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

	<u>MAY- 2016</u>	<u>JUN - 2016</u>	<u>JUL - 2016</u>	
<b>Flow</b>	<b>0.769 MGD</b>	<b>0.691 MGD</b>	<b>0.538 MGD</b>	
<b>Capacity</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	<b>1.40 MGD</b>	
<b>% of Plant Throughput</b>	<b>50.6%</b>	<b>49.4%</b>	<b>38.4%</b>	<b>(0.538 MGD) / (1.40 MGD)</b>
<b>Actual Capacity</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>1.12 MGD</b>	<b>(1.4 MGD x 80%)</b>
<b>% of Allocated Capacity</b>	<b>68%</b>	<b>61.7%</b>	<b>48%</b>	<b>(0.538 MGD) / (1.12 MGD)</b>
<b>Rainfall</b>	<b>4.99"</b>	<b>5.18"</b>	<b>4.83"</b>	

<u>Effluent</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY14/15</u>	<u>FY15/16</u>	<u>JUN-15</u>	<u>JUL-16</u>	<u>YTD</u>
Violations	4	6	2	1	7	0	0	0

Violations were due to rain events causing excessive flows through the plant which resulted in heavy discharges.

**Public Services Department - Wastewater Division**  
**July 2016**

1. **H<sub>2</sub>S & 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 19 gallons per day at the Union Road lift station and 25 gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

No issues to report – working at optimum capabilities.

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.

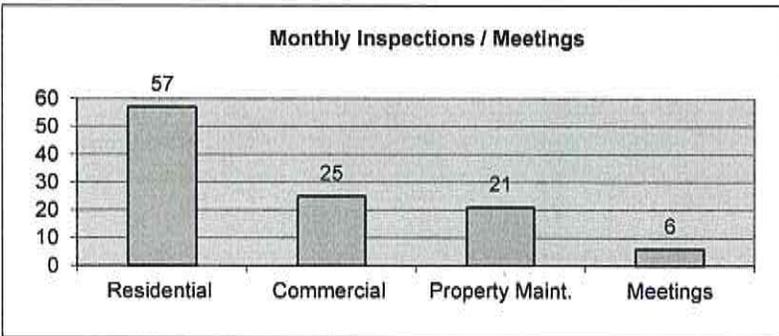
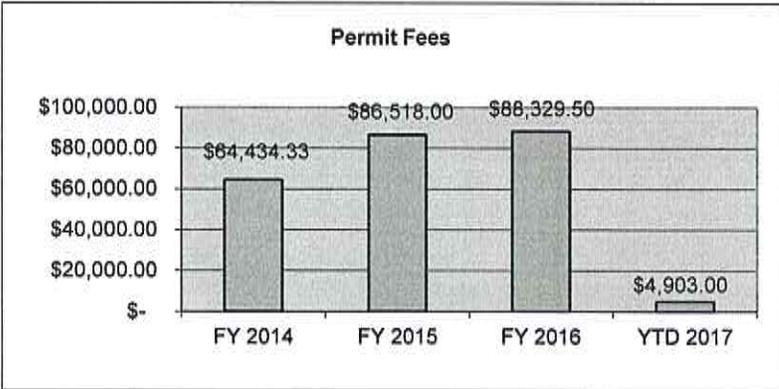
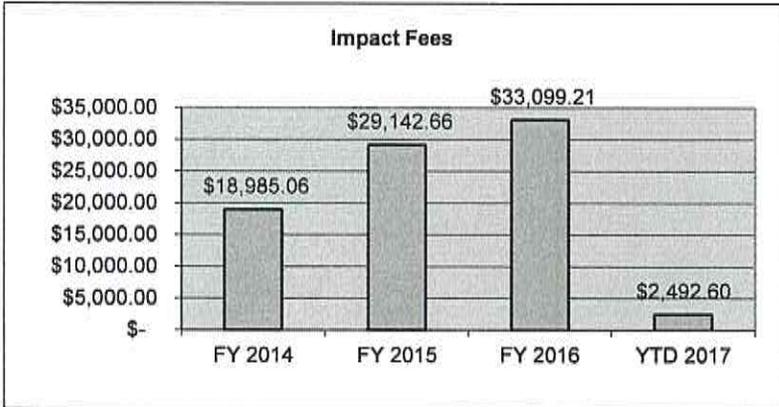
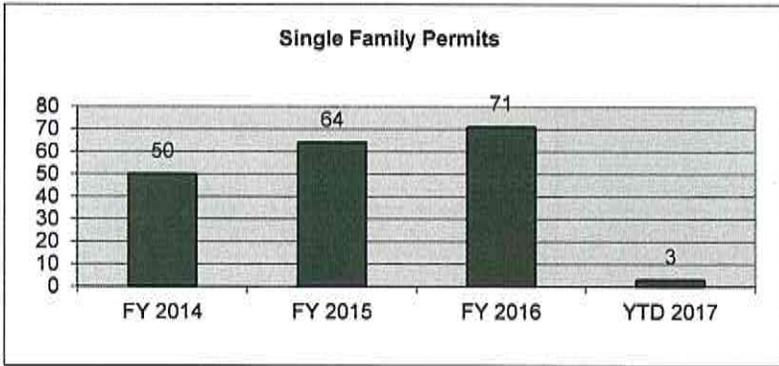
*TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.*

The PAA feed rate is now operating at a constant **1.84** 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 **18.70 CFU’s**, which is well below the limit.

**Planning and Codes Department  
JULY 2016**



**Planning and Codes Department  
JULY 2016**

	Month	YTD 17	FY2016	FY2015	FY2014
<b>MEETING AGENDA ITEMS#</b>					
Planning Commission	4	4	54	50	38
Construction Appeals	0	0	2	1	0
Zoning Appeals	0	0	13	8	9
Tech. Review/Study Session	0	0	0	1	0
Property Maintenance	0	0	0	0	0
<b>PERMITS</b>					
Single Family Residential	3	3	71	64	50
Multi-Family Residential	0	0	8	3	123
Other Residential	7	7	235	367	132
New Commercial	1	1	6	7	2
New Industrial	0	0	1	1	0
Other Com/Ind	10	10	33	51	26
State Electrical	73	73	635	657	478
Sign	2	2	16	17	16
Occupancy Permits	1	1	47	54	59
Commercial Certificate of Occupancy-					
<b>Mobile Device Repair-136 Highway 76</b>					
Other	2	2	5	1	71
<b>BUILDING INSPECTIONS</b>					
Residential	57	57	1244	1194	519
Hours	23.66	23.66	284.16	295.61	175.59
Commercial /Industrial	25	25	152	360	189
Hours	8.66	8.66	68.07	127.41	79.33
<b>CODE ENFORCEMENT</b>					
Total Cases	21	21	437	612	531
Hours	27.75	2.75	68.17	70.49	83.42
Complaints Received	8	8	120	145	141
<b>MEETINGS</b>					
Administration	1	1	27	29	39
Hours	0.33	0.33	61.58	56.92	67.95
Planning	1	1	33.5	23	31
Hours	1	1	51.75	56.8	101.25
Codes	1	1	36	34	50
Hours	1	1	29.41	28.74	58.25
<b>FEES</b>					
Permit Fees	\$4,903.00	\$ 4,903.00	\$ 88,329.50	\$ 86,518.00	\$ 64,434.33
Board Review Fees	\$0.00	\$ -	\$ 8,200.00	\$ 17,244.50	\$ 7,297.90
City Impact Fee	\$2,492.60	\$ 2,492.60	\$ 33,099.21	\$ 29,142.66	\$ 18,985.06
Roads	\$2,678.72	\$ 1,885.12	\$ 16,316.07	\$ 12,820.88	\$ 5,405.07
Parks	\$118.80	\$ 118.80	\$ 4,477.60	\$ 5,943.60	\$ 4,993.50
Police	\$294.40	\$ 294.40	\$ 7,411.58	\$ 6,155.15	\$ 4,494.28
Fire	\$194.28	\$ 194.28	\$ 4,893.96	\$ 4,067.80	\$ 2,976.51
<b>OTHER ITEMS</b>					
Subdivision Lots	0	0	51	0	0
Commercial/Ind. Sq Ft	0	0	20,630	61,486	3,936
Multi-Family Units	0	0	0	144	123
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$573,840.00	\$ 573,840.00	\$592,040.00	\$632,150.00	\$ 693,270.00
Builders Bonds	45,366.43	\$ 45,366.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43
Workings Days in Month	15	15	16	16	16

**Parks, Recreation, & Cultural Arts Department**  
**July 2016**

**Summary of Month's Activities**

The splash pad has ran smoothly pretty much all month long. We are going through an enormous amount of chlorine but hopefully once the second phase comes in we will be able to direct most of the water that is running off the sides, to the drains, and we won't be going through quite as much.

The Splash Pad - Phase II process has started. The board approved us entering back into contract with Great Southern Recreation for the contracting work to be done. So, now Great Southern has given the PO to Water Odyssey for the features and we are now just waiting for Water Odyssey to send their final approvals of the features for our approval and then they will start the process of making them and then send them our way. The hope is that Phase II will be done by November in time for us to winterize it.

The restroom facility at the splash pad and the renovation of the restrooms at the park still are not completely done. There are some punch list items that need to be completed and an inspection that needs to be done in order for us to get the substantial completion letter and be able to open.

The cemetery fencing project is expected to be completed in early August. We decided not to move the sign at all and just stop the fencing with enough room for line-of-sight to the sign off of 31-W.

We received 60 steel barrels for the new trash collection process we are starting for our parks system. Now we are just waiting for the lids to come in and we will start replacing the rollaway cans we have now with the barrels. Then, all we will need is the containers to be placed at their respective locations and we will be ready to start that new process.

We have also put a new 72" zero-turn mower and wireless LED scoreboards for the gymnasium on order and they should be coming in by early August.

I also wanted to mention that TDEC announced the list of towns that received grants for this year and we were listed for our LPRF Grant proposal for \$500,000 for our amphitheater and playground at the Municipal Recreation Complex! This should help us tremendously considering the total cost of the project is estimated at \$1 million. Even though this technically happened in August, I wanted to make sure I shared this.

Recreation

Fall Baseball and Softball sign-ups ended July 5th. We have 155 enrolled in our baseball league. Unfortunately, softball numbers were down and we will not be having softball this fall. Practices begin August 1st and games are slated to start August 20<sup>th</sup>. We will have 3 different age divisions this fall. They will be split as follows: 4-5-6 year olds, 7-8 year olds and 9-10 year olds. All games and practices will be held at the White House Municipal Park.

Girls Volleyball sign-ups for the fall league ended July 5th, as well. Practices began July 19<sup>th</sup> for the teams. Games are slated to start August 13<sup>th</sup>. We have 84 girls enrolled in our volleyball league and 2 age divisions. Those divisions are as follows: 3<sup>rd</sup>-5<sup>th</sup> grade and 6<sup>th</sup>-8<sup>th</sup> grade. All Fall Girls' Volleyball Games will be held at the Civic Center.

Last week was the last session of Gymnastics/tumbling lessons. Charles Harding provided the instruction for those lessons. These lessons were held in the Civic Center on Thursday mornings.

Men's Fall Open Softball sign-ups will wrap-up August 5th. We have 5 teams registered. We will be conducting the "coaches/captain's meeting" August 15th. The season is set to begin in September.

Upcoming Events include: Fall Basketball sign-ups in September, Labor Day Bike Parade on September 5<sup>th</sup> and the Trail of Treats on October 27<sup>th</sup>.

Park Maintenance

We did 4 footers and put in 4 head stones at the cemetery.

The guys have put in 120 hours of mowing as well as weed eating.

We have been spraying weeds around the parks and greenway trailheads.

We aerated all sport fields and have been putting down fertilizer on fields (500 pounds).

**Parks, Recreation, & Cultural Arts Department**  
**July 2016**

We did some tree trimming on the greenway and cleaned up damage from the storms we have had.

Seniors

The month of July activities for Seniors included a trip to:

Sumner Crest Winery (8)

Amish Country (13)

The Hermitage (9)

We also: had a Bible Study (8), played Bunco (13), had a board game day (6), a movie at the center (12), and one of our Seniors, Jean Lumsden celebrated her one year anniversary at the center by treating us to lunch (20).

Parks, Recreation, Cultural Arts Department  
JULY  
2016

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Jul-16	Aug-16	YTD 2016-17
<b>Maintenance</b>								
Mowing Hours	1,346	1,276	1,134	887	977	120		120
Pounds of Grass Seed Sown	2,275	3,280	2,560	2,265	3,885	0		0
Pounds of Fertilizer Applied	2,540	5,525	1,620	3,050	3,520	500		500
Number of Trees/Shrubs Planted	39	3	23	15	0	0		0

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Jul-16	Aug-16	YTD 2016-17
<b>Recreation</b>								
Number of Youth Program Participants	448	818	762	767	644	70		70
Number of Adult Program Participants	2,471	1,726	855	537	231	0		0
Number of Special Event Attendees	3,970	2,796	4,145	2,643	2,680	130		130
Total Number of Special Events Offered	17	19	12	11	14	1		1
Total Number of Programs Offered	78	51	46	43	37	5		5
Youth Program Revenue	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37	\$45,979.00	\$15,086.00		\$15,086.00
Adult Program Revenue	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00	\$ 6,852.00	\$450.00		\$450.00
Special Event Revenue	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00	\$ 4,620.00	\$1,870.00		\$1,870.00

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Jul-16	Aug-16	YTD 2016-17
<b>Administration</b>								
Number of Shelter Reservations	112	110	103	112	85	17		17
Hours of Shelter Reservations			130	311	291	57		57
Shelter Reservation Revenue	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50	\$3,280.50	\$440.00		\$440.00
Number of Facilities Reservations	136	261	207	191	296	17		17
Hours of Facility Reservations			145	584	894	64		64
Facility Reservation Revenue	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62	\$31,037.52	\$2,440.63		\$2,440.63
Field Rental Revenue			\$4,498.33	\$3,248.00	\$3,453.00	\$630.00		\$630.00
Misc. Revenue	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18	\$27,861.34	\$747.79		\$747.79

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Jul-16	Aug-16	YTD 2016-17
<b>Senior Center</b>								
Senior Center Participants	3,269	3,586	3,478	3,770	8,919	672		672
Number of Trip Participants	387	477	507	538	527	30		30
Number of Meals Participants	3,315	2,867	2,910	2,932	3,416	304		304
Number of Program Participants	4,486	4,030	3,419	4,618	4,939	338		338
Number of Trips Offered	31	34	38	45	39	3		3
Number of Meals Served	49	49	49	50	50	4		4
Number of Programs Offered	90	87	81	74	109	10		10

672		672
30		30
304		304
338		338
3		3
4		4
10		10

**White House Library**  
**July 2016**

**Summary of Activities**

The library board met on July 14<sup>th</sup>. The board discussed the library's new comic and graphic novel database, school zones, library budget, and its new newsletter; and adopted the city's updated personnel policy as the library's personnel policy.

The end of July concluded the library's summer reading program. The library had a total of 232 kids and 25 teens sign up for the summer reading program. Of the 232 kids, 76 participated in the reading portion of the program and 19 of the 25 teens that signed up read during the summer. This year was also the first time that the library allowed adults to participate in the reading portion. A total of 36 adults participated. The library was pleased with the number of individuals that read during the summer as that is the main goal of this program.

As an additional incentive for kids to read during the summer, those that managed to read 42 days out of the summer (or the equivalent in minutes) got to come to a special Pie the Librarian in the Face program. A total of 15 kids met this requirement and were invited to this special program. The library was pleased with the number of kids that met this requirement as it was not an easy goal to achieve.

The library had a total of 9 children programs, 6 teen programs, and one adult program during the month of July. The children programs included 2 performers, 2 craft days, a movie day, an Olympic day, and our regular story times. A total of 386 individuals attend the children programs. The teen programs consisted of 2 movie days and 4 activity days. One of the activity days was cancelled due to rain. Of the other programs, we had a total of 8 teens attend the five programs. The library discovered that the teen programs are not successful while the Tuesday night ones have better turn outs. So the library will continue to hold teen programs on that night. The adult program in July was our regular book club with a movie that was shown after the discussion.

The library added more board games to its collection in the month of July due to their popularity with our patrons and the library has gotten a number of its ebooks cataloged in the system. A number of these Kindles have been checked out for use by the library's book club. Additionally, the library had an entire month with its new ComicsPlus database being operational. The library will continue to monitor this database to see how much it is used.

**Department Highlights**

The highlight for the month was the end of the summer reading program. Our July program was determined to be a success due to the percentage of each age group that actually read during the summer. The library hopes to increase these numbers next year.

**White House Library & Museum  
July 2016  
Performance Measures**

**Official Service Area Populations**

2009	2010	2011	2012	2013	2014	2015	2016
12,980	13,316	13,257	13,421	13,386	13,477	13,616	13,714

**July Membership**

Year	July Membership			Cumulative Members
	New Members	Updated Members	Total Members	% of Population with Membership
2013	88	7	10,983	82
2014	62	412	8,944	66
2015	40	100	9,490	70
2016	87	311	11,399	83

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 such a difference in membership from 2013 to 2014. However, even with the purge, our users have increased greatly with the new library opening and we have passed our numbers from 2013 when we did the purge.

**Total Material Available:** 29,716

**Estimated Value of Total Materials:** \$742,900

**Last Month:** \$737,125

**Total Materials Available Per Capita:** 2.18

**Last Month:** 2.16

**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 thanks to additional room at the new library.

**Materials Added In July**

2011	2012	2013	2014	2015	2016
183	127	601	476	84	454

**Yearly Material Added**

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	1,995

The library's goal is to add material that meets the current and future needs of city patrons. The library just received a donation of kindles, so the library is going to order ebooks to put on these devices, which the library believes will circulate well.

**Physical Items Checked Out in July**

2011	2012	2013	2014	2015	2016
6,141	5,175	5,178	5,080	1,034	6,153

**Cumulative Physical Items Check Out**

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	41,388

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library did not reach this goal in 2015. However, we hope to meet this goal since are already checking out more items in 2016 than we did in 2015.

**July Users**

	2015	2016
Technology Devices	0	9
Kids Tech Devices	0	2
Study Rooms	0	30
Lego Table	0	226
Board Games	0	39
Puzzles	0	12
Seeds	0	3

**Yearly Users**

	2015	2016
Technology Devices	48	71
Kids Tech Devices	33	23
Study Rooms	300	446
Lego Table	145	1167
Board Games	0	170
Puzzles	0	81
Seeds	0	45

The library is adding video games for check out in addition to 4 more hot spots which are very popular. The library hopes to see an increase in kids and adult tech devices checkout with these additions.

**Volunteers:** 22    **Hours:** 116 hours and 50 minutes

**White House Library & Museum  
July 2016  
Performance Measures**

**July Computer Users**

	2011	2012	2013	2014	2015	2016
<b>Wireless</b>	***	***	88	109	104	908
<b>Internet Computers</b>	503	364	344	339	49	367
<b>Kids</b>	386	173	344	212	18	216

**Yearly Computer Users**

2011	2012	2013	2014	2015	2016
***	***	1,071	1,315	3,704	4,333
5,983	4,282	3,791	3,743	3,882	2,669
3,244	2,874	1,691	1,478	1,857	1,272

The library's goal is to stay current with technology needs in the community by observing technology's use and making changes to increase usage. The new library has better WI-FI which is being used greatly. Our computers are still checking out in great numbers as well.

**Kids Programs**

July	Kids Sessions	Kids Attendance
2011	4	276
2012	4	261
2013	16	692
2014	12	556
2015	3	260
2016	9	386

**Yearly Totals**

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
96	1,743
106	2,049

The library held 9 programs during the month of July, three of which were our normal story time program. For the summer reading portion of our program, the library brought in 2 performers, held an Olympic day event, 2 craft days and one movie day. Additionally, there was a special pie the librarian in the face program for those that read a total of 42 days during the summer. A total of 15 kids reached that requirement and were invited to the party.

July	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	3	8
2014	5	52
2015	3	12
2016	6	8

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
16	87
32	91

The library had a total of 6 teen events in July, which were held on Tuesdays and Saturdays as part of our special summer reading program. The Tuesday events had decent turn outs, but the Saturday events did not. So, the library will simply hold its teens programs on Tuesdays from now on.

July Totals	Adult Sessions	Adult Attendance
2011	1	5
2012	1	5
2013	1	10
2014	1	6
2015	0	0
2016	1	14

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
25	294
24	150

With the increase in kids' summer reading programs, the library's book club is the only adult program that met. However, this year, adults could participate in the adult summer reading program and enter to win prizes for reading.

**Services Provided by Contracting with State**

**July Interlibrary Loan Services**

	2011	2012	2013	2014	2015	2016
<b>Borrowed</b>	26	56	4	18	0	74
<b>Loaned</b>	9	15	6	20	0	24

**Yearly Interlibrary Loan Services**

2011	2012	2013	2014	2015	2016
337	362	136	271	303	421
64	100	165	411	253	167

**White House Library & Museum  
July 2016  
Performance Measures**

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<b>eBooks</b>	792	2,010	3,688	5,664	6,209	636
<b>Audios</b>	1,717	2,501	2,521	3,308	4,466	535

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**

**JULY 2016**

**CITATIONS**

TOTAL MONIES COLLECTED FOR THE MONTH \$6,830.00  
**TOTAL MONIES COLLECTED YTD \$6,830.00**

**STATE FINES**

TOTAL MONIES COLLECTED FOR MONTH \$1,649.20  
**TOTAL MONIES COLLECTED YTD \$1,649.20**

**TOTAL REVENUE FOR MONTH \$8,479.20**  
**TOTAL REVENUE YTD \$8,479.20**

**DISBURSEMENTS**

LITIGATION TAX \$564.12  
DOS/DOH FINES & FEES \$285.00  
DOS TITLE & REGISTRATION \$194.75  
RESTITUTION/REFUNDS \$0.00  
TBI-EXPUNGEMENT/FEES \$0.00  
CASH BOND \$0.00  
WORTHLESS CHECKS \$0.00  
TOTAL DISBURSEMENTS FOR MONTH \$1,043.87  
**TOTAL DISBURSEMENTS YTD \$1,043.87**

**ADJUSTED REVENUE FOR MONTH \$7,435.33**  
**TOTAL ADJUSTED REVENUE YTD \$7,435.33**

**DRUG FUND**

DRUG FUND DONATIONS FOR MONTH \$285.00  
**DRUG FUND DONATIONS YTD \$285.00**

<b>Disposition</b>	<b>Jul-16</b>	<b>Jun-16</b>	<b>May-16</b>
Ticket Paid in Full – Prior to Court	33	29	36
Guilty as Charged	3	6	5
Dismissal	4	4	3
Dismissed upon presentation of insurance	19	16	21
Not Guilty	0	0	0
Dismissed to Traffic School	0	8	0
Dismissed with Costs and Fines	26	20	29
Dismissed with Costs	11	11	10
Dismissed with Fine	0	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	96	94	104

**DRAFT**

City of White House  
Summary Financial Statement  
July 2016

Template Name: Summary Fin - Rev  
Created by: LGC

User: Jason Barnes  
Date/Time: 8/8/2016 9:02 AM  
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110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
			<b>Revenues</b>							8.33%
31100			Property Taxes (Summer To Distribute)	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
31110			Real & Personal Property Tax(Current)	2,846,206.00	35.00	0.00 %	237,183.83	35.00	35.00	-0.01 %
31120			Public Utilities Property Tax (Current)	95,254.00	0.00	0.00 %	7,937.83	0.00	0.00	0.00 %
31211			Property Tax Delinquent 1st Year	24,000.00	(2,287.99)	9.53 %	2,000.00	(2,287.99)	(2,287.99)	114.40 %
31212			Property Tax Delinquent 2nd Year	6,000.00	(1,322.02)	22.03 %	500.00	(1,322.02)	(1,322.02)	264.40 %
31213			Property Tax Delinquent 3rd Year	3,000.00	(1,533.00)	51.10 %	250.00	(1,533.00)	(1,533.00)	613.20 %
31214			Property Tax Delinquent 4th Year	3,000.00	(1,063.00)	35.43 %	250.00	(1,063.00)	(1,063.00)	425.20 %
31215			Property Tax Delinquent 5th Year	1,500.00	0.00	0.00 %	125.00	0.00	0.00	0.00 %
31216			Property Tax Delinquent 6th Year	1,000.00	0.00	0.00 %	83.33	0.00	0.00	0.00 %
31219			Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00	0.00	0.00 %
31300			Int, Penalty, And Court Cost On Prop	16,300.00	(1,847.89)	11.34 %	1,358.33	(1,847.89)	(1,847.89)	136.04 %
31513			Payment In Lieu Of Tax -Sewer	131,248.00	(10,937.32)	8.33 %	10,937.33	(10,937.32)	(10,937.32)	100.00 %
31520			Payments From Industry	15,289.00	0.00	0.00 %	1,274.08	0.00	0.00	0.00 %
31610			Local Sales Tax - Co. Trustee	1,410,852.00	(106,703.33)	7.56 %	117,571.00	(106,703.33)	(106,703.33)	90.76 %
31709			Beer And Liquor Local Priv Tax	6,000.00	(49.46)	0.82 %	500.00	(49.46)	(49.46)	9.89 %
31710			Wholesale Beer Tax	292,000.00	(30,994.32)	10.61 %	24,333.33	(30,994.32)	(30,994.32)	127.37 %
31720			Wholesale Liquor Tax	45,700.00	(9,914.99)	21.70 %	3,808.33	(9,914.99)	(9,914.99)	260.35 %
31800			Business Taxes	146,500.00	(8,573.96)	5.85 %	12,208.33	(8,573.96)	(8,573.96)	70.23 %
31911			Natural Gas Franchise Tax	140,000.00	0.00	0.00 %	11,666.67	0.00	0.00	0.00 %
31912			Cable TV Franchise Tax	135,000.00	0.00	0.00 %	11,250.00	0.00	0.00	0.00 %
31960			Special Assessment - Liens	200.00	0.00	0.00 %	16.67	0.00	0.00	0.00 %
31980			Mixed Drink Taxes	1,195.00	(1,305.25)	10.92 %	995.83	(1,305.25)	(1,305.25)	131.07 %
32209			Beer And Liquor License Application	500.00	0.00	0.00 %	41.67	0.00	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
		32610	Building Permits	55,000.00	(4,691.00)	8.53 %	4,583.33	(4,691.00)	102.35 %
		32690	Other Permits	500.00	(555.00)	111.00 %	41.67	(555.00)	1,332.00 %
		32710	Sign Permits	1,250.00	(100.00)	8.00 %	104.17	(100.00)	96.00 %
		33100	Federal Grants	1,736,000.00	0.00	0.00 %	144,666.67	0.00	0.00 %
		33320	Tva Payments In Lieu Of Taxes	120,496.00	0.00	0.00 %	10,041.33	0.00	0.00 %
		33410	State Law Enforcement Education	10,200.00	0.00	0.00 %	850.00	0.00	0.00 %
		33460	State Grant-Library Technology	500.00	0.00	0.00 %	41.67	0.00	0.00 %
		33510	State Sales Tax	830,655.00	(69,039.17)	8.31 %	69,221.25	(69,039.17)	99.74 %
		33520	State Income Tax	33,750.00	(34,426.29)	102.00 %	2,812.50	(34,426.29)	1,224.05 %
		33530	State Beer Tax	5,127.00	0.00	0.00 %	427.25	0.00	0.00 %
		33553	State Gasoline Inspection Fee	21,023.00	(1,738.61)	8.27 %	1,751.92	(1,738.61)	99.24 %
		33593	Corporate Excise Tax	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
		33710	County Grant - Senior Nutrition	9,500.00	0.00	0.00 %	791.67	0.00	0.00 %
		34120	Fees And Commissions	9,425.00	(322.79)	3.42 %	785.42	(322.79)	41.10 %
		34740	Parks And Rec League Fees	73,000.00	(14,871.00)	20.37 %	6,083.33	(14,871.00)	244.45 %
		34741	Field Maintenance Fees	8,250.00	0.00	0.00 %	687.50	0.00	0.00 %
		34760	Library Fines, Fees, And Other	8,000.00	(912.03)	11.40 %	666.67	(912.03)	136.80 %
		34762	Museum Donations	0.00	0.00	0.00 %	0.00	0.00	0.00 %
		34793	Community Center Fees	38,500.00	(2,960.63)	7.69 %	3,208.33	(2,960.63)	92.28 %
		34900	Other Charges For Services	8,000.00	(795.50)	9.94 %	666.67	(795.50)	119.33 %
		35110	City Court Fines And Costs	100,000.00	(7,645.33)	7.65 %	8,333.33	(7,645.33)	91.74 %
		35130	Impoundment Charges	200.00	0.00	0.00 %	16.67	0.00	0.00 %
		36000	Other Revenues	5,000.00	(412.84)	8.26 %	416.67	(412.84)	99.08 %
		36100	Interest Earnings	6,500.00	(988.66)	15.21 %	541.67	(988.66)	182.52 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						8.33%
36210	Rent	9,956.00	(843.00)	8.46 %	830.50	(843.00)	101.51 %
36330	Sale Of Equipment	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(0.04)	0.00 %	0.00	(0.04)	0.00 %
36450	Parks Concessions	1,500.00	(350.00)	23.33 %	125.00	(350.00)	280.00 %
36700	Contri And Donation From Private	7,000.00	(80.00)	1.14 %	583.33	(80.00)	13.71 %
36930	Sale Of Notes	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	<b>Total Revenues</b>	<b>8,442,841.00</b>	<b>(317,229.42)</b>	<b>3.76 %</b>	<b>703,570.08</b>	<b>(317,229.42)</b>	<b>45.09 %</b>
<b>Expenditures</b>							
41000	General Government	(563,332.00)	80,622.82	14.31 %	(46,944.33)	80,622.82	171.74 %
41210	City Court	(82,514.00)	11,092.50	13.44 %	(6,876.17)	11,092.50	161.32 %
41500	Financial Administration	(402,478.00)	54,903.13	13.64 %	(33,539.83)	54,903.13	163.70 %
41650	Human Resources	(166,180.00)	15,961.35	9.60 %	(13,848.33)	15,961.35	115.26 %
41670	Engineering	(2,496,000.00)	95,100.96	3.81 %	(208,000.00)	95,100.96	45.72 %
41700	Planning And Zoning	(316,821.00)	33,399.71	10.54 %	(26,401.75)	33,399.71	126.51 %
41800	General Government Buildings	(133,955.00)	18,455.59	13.78 %	(11,162.92)	18,455.59	165.33 %
41921	Special Events	(15,000.00)	9,490.95	63.27 %	(1,250.00)	9,490.95	759.28 %
42100	Police Patrol	(1,226,768.00)	113,295.71	9.24 %	(102,230.67)	113,295.71	110.82 %
42120	Police Support Services	(373,372.00)	40,865.40	10.94 %	(31,114.33)	40,865.40	131.34 %
42150	Police Administration	(375,162.00)	42,893.23	11.43 %	(31,263.50)	42,893.23	137.20 %
42151	Communications Services	(163,393.00)	40,848.22	25.00 %	(13,616.08)	40,848.22	300.00 %
42200	Fire Protection And Control	(1,535,289.00)	574,762.42	37.44 %	(127,940.75)	574,762.42	449.24 %
42210	Fire Administration And Inspection	(344,158.00)	50,464.64	14.66 %	(28,679.83)	50,464.64	175.96 %
43000	Public Works	(741,702.00)	62,775.61	8.46 %	(61,808.50)	62,775.61	101.56 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			8.33%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
43100			Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
44310			Senior Citizen Activities	(42,448.00)	11,701.53	27.57 %	(3,537.33)	11,701.53	330.80 %	
44520			Museum Services	(54,564.00)	144,572.49	264.96 %	(4,547.00)	144,572.49	3,179.51 %	
44700			Parks	(348,344.00)	32,656.03	9.37 %	(29,028.67)	32,656.03	112.50 %	
44740			Park Maintenance	(537,166.00)	74,192.60	13.81 %	(44,763.83)	74,192.60	165.74 %	
44800			Libraries	(325,360.00)	34,367.05	10.56 %	(27,113.33)	34,367.05	126.75 %	
44880			Children's Library Services	(40,474.00)	4,074.63	10.07 %	(3,372.83)	4,074.63	120.81 %	
51000			Misc Exp	(355,000.00)	0.00	0.00 %	(29,583.33)	0.00	0.00 %	
<b>Total</b>	<b>110</b>	<b>General Fund</b>	<b>Expenditures</b>	<b>(10,639,480.00)</b>	<b>1,546,496.57</b>	<b>14.54 %</b>	<b>(886,623.33)</b>	<b>1,546,496.57</b>	<b>174.43 %</b>	
				<b>(2,196,639.00)</b>	<b>1,229,267.15</b>	<b>55.96 %</b>	<b>(183,053.25)</b>	<b>1,229,267.15</b>	<b>671.54 %</b>	



Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
121	State Street Aid Fund					8.33%
<b>Revenues</b>						
33551	State Gasoline And Motor Fuel Tax	284,431.00	(24,845.61)	23,702.58	(24,845.61)	104.82 %
36100	Interest Earnings	175.00	(22.20)	14.58	(22.20)	152.23 %
	<b>Total Revenues</b>	<b>284,606.00</b>	<b>(24,867.81)</b>	<b>23,717.17</b>	<b>(24,867.81)</b>	<b>104.85 %</b>
<b>Expenditures</b>						
43100	Highways And Streets	(326,500.00)	304,934.39	(27,208.33)	304,934.39	1,120.74 %
	<b>Total Expenditures</b>	<b>(326,500.00)</b>	<b>304,934.39</b>	<b>(27,208.33)</b>	<b>304,934.39</b>	<b>1,120.74 %</b>
<b>Total 121</b>	State Street Aid Fund	<b>(41,894.00)</b>	<b>280,066.58</b>	<b>(3,491.17)</b>	<b>280,066.58</b>	<b>8,022.15 %</b>

122	Parks Sales Tax Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
			<b>Revenues</b>					8.33%
36100			Interest Earnings	200.00	(34.33)	17.17 %	16.67	205.98 %
36425			Parks Sales Tax Receipts	551,048.00	(46,928.72)	8.52 %	45,920.67	102.20 %
			<b>Total Revenues</b>	<b>551,248.00</b>	<b>(46,963.05)</b>	<b>8.52 %</b>	<b>45,937.33</b>	<b>102.23 %</b>
			<b>Expenditures</b>					
44400			Recreation	(402,000.00)	255,730.00	63.61 %	(33,500.00)	763.37 %
49000			Debt Service	(114,774.00)	0.00	0.00 %	(9,564.50)	0.00 %
			<b>Total Expenditures</b>	<b>(516,774.00)</b>	<b>255,730.00</b>	<b>49.49 %</b>	<b>(43,064.50)</b>	<b>593.83 %</b>
<b>Total</b>	<b>122</b>		Parks Sales Tax Fund	<b>34,474.00</b>	<b>208,766.95</b>	<b>-605.58 %</b>	<b>2,872.83</b>	<b>-7,266.94</b>

123	Solid Waste Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
								8.33%
<b>Revenues</b>								
34400		Sanitation - User Fees	800,000.00	(68,544.00)	8.57 %	66,666.67	(68,544.00)	102.82 %
36000		Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100		Interest Earnings	600.00	(100.50)	16.75 %	50.00	(100.50)	201.00 %
36350		Insurance Recoveries	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37794		Sale Of Materials	4,000.00	(959.60)	23.99 %	333.33	(959.60)	287.88 %
		<b>Total Revenues</b>	<b>804,600.00</b>	<b>(69,604.10)</b>	<b>8.65 %</b>	<b>67,050.00</b>	<b>(69,604.10)</b>	<b>103.81 %</b>
<b>Expenditures</b>								
43200		Sanitation	(885,421.00)	215,300.92	24.32 %	(73,785.08)	215,300.92	291.79 %
49000		Debt Service	(60.00)	0.00	0.00 %	(5.00)	0.00	0.00 %
		<b>Total Expenditures</b>	<b>(885,481.00)</b>	<b>215,300.92</b>	<b>24.31 %</b>	<b>(73,790.08)</b>	<b>215,300.92</b>	<b>291.77 %</b>
<b>Total</b>	<b>123</b>	Solid Waste Fund	<b>(80,881.00)</b>	<b>145,696.82</b>	<b>180.14 %</b>	<b>(6,740.08)</b>	<b>145,696.82</b>	<b>2,161.65</b>

RESOLUTIONS....

**RESOLUTION 16-11**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, TO ESTABLISH A CITY FLAG PROTOCOL POLICY.**

**WHEREAS**, pursuant to Resolution 15-13 the City flag was adopted; and

**WHEREAS**; the City Administrator is charged with the duty to adopt policies and procedures that govern the City, and make recommendations of updates and improvements to the procedures; and

**WHEREAS**, the Board of Mayor and Aldermen wish to adopt a City Flag Protocol Policy;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Mayor and Aldermen of the City of White House hereby adopt the City Flag Protocol Policy.

This resolution shall be effective upon passage.

Adopted this 18<sup>th</sup> day of August 2016.

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

ATTEST:

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



# Flag Protocol Policy

## Purpose

To establish a policy of the City of White House to raise, lower, and display the City flag on City property.

## Policy

### A. Definition

1. The "City of White House" flag shall mean the flag that was adopted by the Board of Mayor and Aldermen as the official flag of the City of White House (Resolution 15-13).

### B. Display

1. The United States, State of Tennessee, and City of White House flags will be displayed at the Billy S. Hobbs Municipal Center.
2. The City flag should be used and treated in a similar fashion to all flags.
3. The United States flag shall be on the center flag pole. The State of Tennessee flag shall be on the left pole as viewed by the observer, and the City flag shall be on the right pole as viewed by the observer.

### C. Flying the City flag at half-staff

1. The City shall adhere to all Presidential and State of Tennessee proclamations.
2. The City flag shall be lowered to half-staff from the time of notification of death until sunset on the day of interment for the following occasions:
  - i. A City of White House current employee
  - ii. A City of White House current public official (i.e. Board of Mayor and Aldermen member, City Judge, City Attorney)
  - iii. A City of White House past Mayor
3. The City flag shall be lowered to half-staff as dictated by Mayoral proclamation for other important occasions or events that occur in the State of Tennessee or elsewhere.

### D. Procedure

1. The City Administration Office shall send notice to the Board of Mayor and Aldermen and department heads of any proclamations from the President, Governor, Mayor, or as directed in this policy regarding the lowering of flag(s) to half-staff.
2. Once department heads receive notice they should lower the flag(s) at all City buildings and properties.
3. If the proclamation is released or interment occurs after business hours the White House Police Department will go to each City building and properties to assure that flags have been lowered or raised.
4. When flag(s) become worn they are to be removed from the flag pole, folded in appropriate manner, and disposed of at a local auxiliary.

ORDINANCES....

**ORDINANCE 16-14**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE TO ANNEX CERTAIN TERRITORIES AND INCORPORATE SAME WITHIN THE CORPORATE BOUNDARIES.**

**WHEREAS**, a public hearing before this body will be held the 18<sup>th</sup> day of August 2016, and notice thereof published in the White House Connection on August 2, 2016; and

**WHEREAS**, application from the property owner to annex the below mentioned properties into the City limits; and

**WHEREAS**, a Plan of Services for such territory will be duly adopted by the White House Board of Mayor and Aldermen; and

**WHEREAS**, the 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 annexed and incorporated within the corporate boundaries of the City of White House:

**Robertson County Tax Map 095, Parcel 117.00**

This description contains the property located on Robertson County Tax Map 095, Parcel 117; the property contains 18.4 acres, more or less. The property is referenced on the Robertson County Tax Assessors website per July 14, 2016.

**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:                      July 21, 2016                      PASSED

Second Reading:                      August 18, 2016

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

ATTEST:

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

# Steven E. Artz and Associates, Inc.

Surveyor's Description  
April 18, 2016

The following paragraph describes a tract of land in the 11<sup>th</sup> Civil District of Robertson County, Tennessee, said tract being that property which was conveyed to Gail Tate Castele, et al, by Gail Tate Castele, Executrix, in a deed of record in Record Book 1279, Page 366, Register's Office for Robertson County, Tennessee, (RORCT).

**Beginning** at an iron pin (new), in the westerly margin of Pleasant Grove Road, said iron pin being located from an iron pin (old), in the westerly margin of Pleasant Grove Road, a corner of a tract of land which belongs to Donald R. Steele, having a deed reference in Record Book 1525, Page 682, RORCT,  
S 74°04'45" E, 4.79 feet, **to the point of beginning**, the most easterly northeast corner of this tract and continuing, as follows:  
S 01°44'14" W, 879.20 feet to an iron pin (new), at the intersection of the westerly margin of Pleasant Grove Road, and the northerly margin of Pinson Lane;  
thence, N 83°14'50" W, 359.63 feet to an iron pin (new), in the northerly margin of Pinson Lane;  
thence, N 07°47'29" E, passing the southeast corner of a tract of land which belongs to Shana Tooley, having a deed reference in Record Book 744, Page 904, RORCT, and continuing on in all, 318.26 feet to an iron pin (old), a corner of said tract of land which belongs to Shana Tooley;  
thence, N 82°09'10" W, passing a common corner of said tract of land which belongs to Shana Tooley, and a second tract of land which belongs to Shana Tooley, having a deed reference in Record Book 507, Page 828, RORCT, and continuing on in all, 299.84 feet to an iron pin (old), a common corner of said second mentioned tract of land which belongs to Shana Tooley, and a tract of land which belongs to Shana Smith, having a deed reference in Record Book 1343, Page 739, RORCT, and a second tract of land which belongs to Shana Smith, having a deed reference in Record Book 1343, Page 739, RORCT;  
thence with the boundary of said second mentioned tract of land which belongs to Shana Smith, as follows:  
N 07°44'55" E, 204.97 feet to an iron pin (old);  
thence, N 88°00'22" W, 125.43 feet to an iron pin (old), a common corner of said second mentioned tract of land which belongs to Shana Smith, and a tract of land which belongs to Malcolm H. McIntyre, having a deed reference in Deed Book 286, Page 706, RORCT;  
thence, N 87°15'56" W, passing a common corner of said tract of land which belongs to Malcolm H. McIntyre, and a tract of land which belongs to Sammy Woodard, having a deed reference in Record Book 1254, Page 650, RORCT, and continuing on in all, 442.42 feet to an iron pin (old), a corner of said tract of land which belongs to Sammy Woodard, in the easterly boundary of a tract of land which belongs to Elizabeth Marie Nash, having a deed reference in Record Book 1173, Page 890, RORCT;  
thence, N 07°08'15" E, 400.56 feet to a fence post (old), a common corner of said tract of land which belongs to Elizabeth Marie Nash, and a tract of land which belongs to Tate and Tate Properties, having a deed reference in Record Book 1170, Page 730, RORCT;

**Land Surveyors-Tennessee and Kentucky**

**Phone: (615) 382-0481**  
**4779 Highway 41 North**

**Fax: (615) 382-0262**  
**Springfield, Tennessee 37172**

# Steven E. Artz and Associates, Inc.

thence, N 03°39'12" E, 125.36 feet to an iron pin (old), in the easterly boundary of said tract of land which belongs to Tate and Tate Properties, a corner of a tract of land which belongs to Glynda Steele, having a deed reference in Record Book 932, Page 709, RORCT;

thence, S 86°00'02" E, 891.93 feet to an iron pin (old), in the southerly boundary of said tract of land which belongs to Glynda Steele, a corner of said tract of land which belongs to Donald R. Steele;

thence with the boundary of said tract of land which belongs to Donald R. Steele, as follows:

S 05°43'47" W, 106.57 feet to an iron pin (old);

thence, S 25°51'36" E, 43.90 feet to an iron pin (old);

thence, S 74°04'45" E, passing a corner of said tract of land which belongs to Donald R. Steele, and continuing on in all, 230.12 feet, to the point of beginning, containing **18.29 acres**, as surveyed by Steven E. Artz, Tennessee License No. 1708, d/b/a, Steven E. Artz and Associates, Inc., 4779 Highway 41 North, Springfield, Tennessee, 37172, dated April 18, 2016.

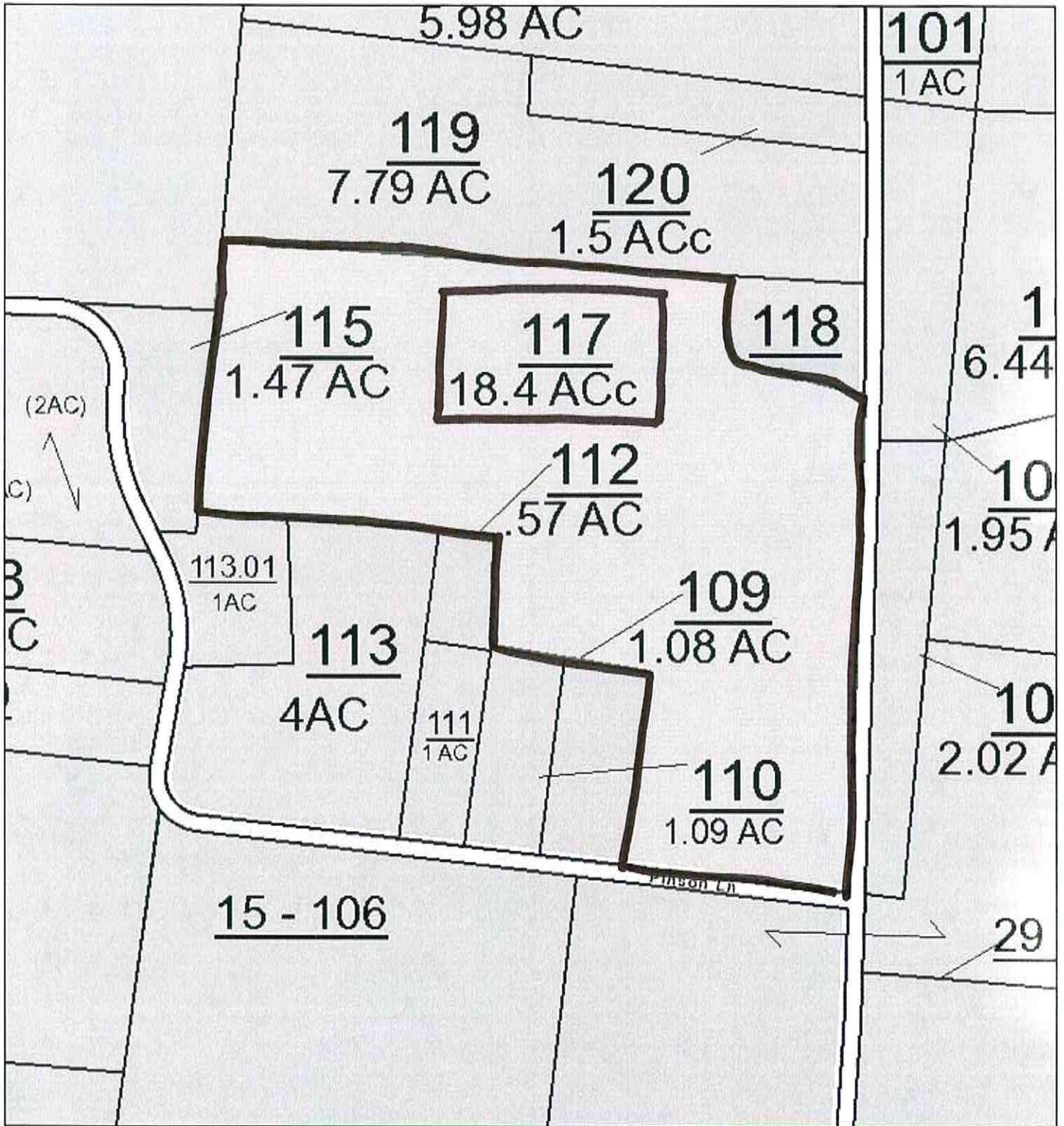
The above described tract of land may be found on Tax Map 95, Parcel 117, in the Tax Assessor's Office for Robertson County, Tennessee.

File: Steve\160052L

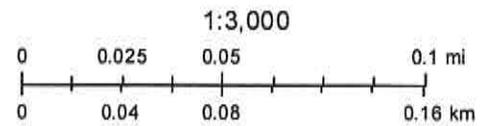
**Land Surveyors-Tennessee and Kentucky**

**Phone: (615) 382-0481  
4779 Highway 41 North**

**Fax: (615) 382-0262  
Springfield, Tennessee 37172**



July 14, 2016



## MEMORANDUM

TO: White House Board of Mayor and Aldermen,  
Jerry Herman, City Administrator

FROM: Reed Hillen, Planning Department

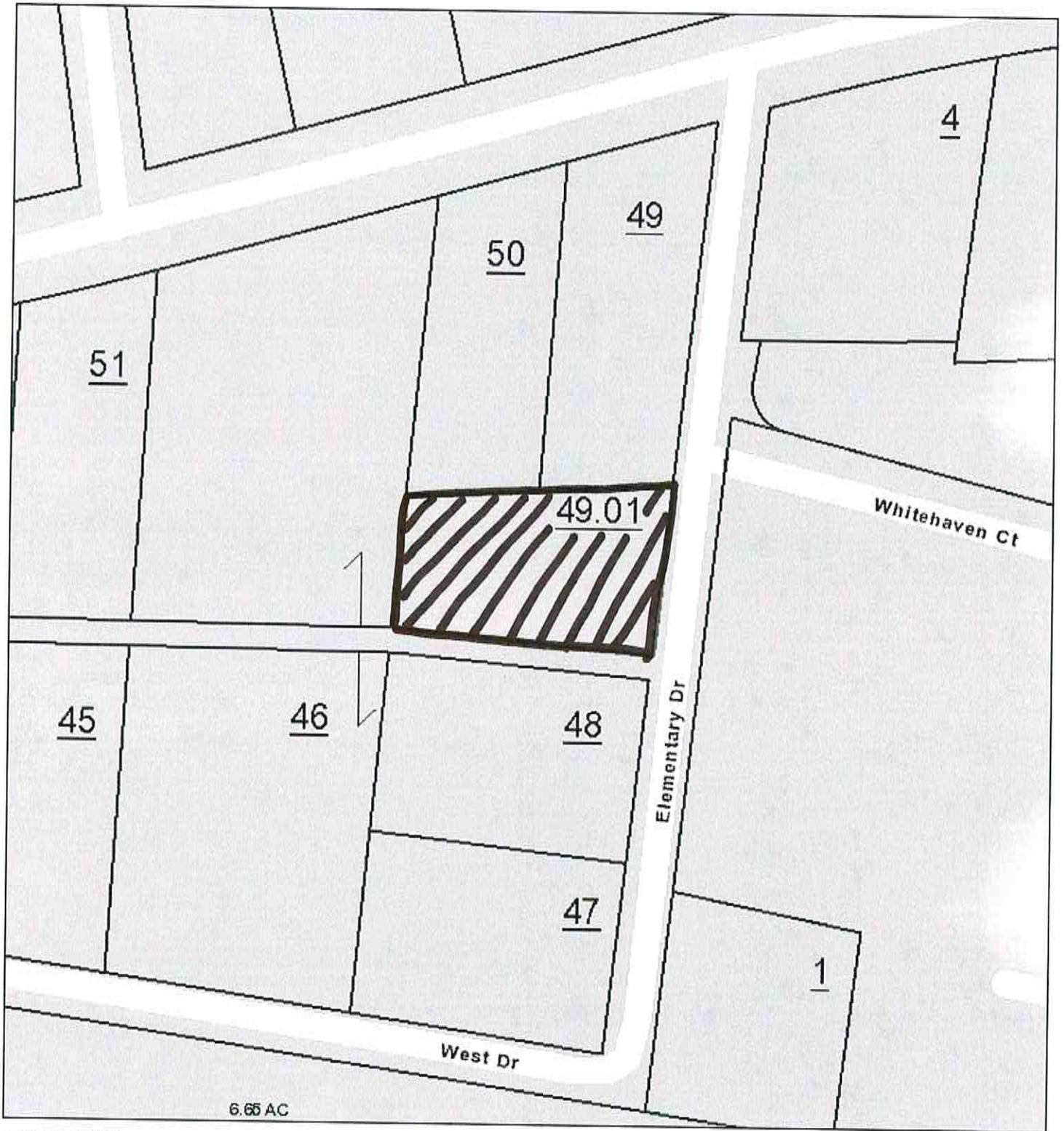
DATE: July 14, 2016

RE: Elementary Drive Rezoning

Mr. Zeidan would like to rezone this parcel from commercial to high density residential. The long range plan has this area as a mix of both. There is high density commercial adjacent to this property so it will fit in the surround neighborhood.



Robertson County - Parcel: 107I B 049.01



July 14, 2016

August 8, 2016

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

**To:** Board of Mayor and Aldermen  
**From:** Jason Barnes, Finance Director  
**CC:** Gerald Herman, City Administrator  
**Re:** Budget Amendment I (8/18/2016)

---

The following budget amendment is recommended for approval. All of these lines on the following budget amendment resulted because of unfinished projects as of June 30, 2016. In each of these situations, appropriations were made in the 2015-2016 fiscal year. However the projects were not completed at the end of the fiscal year and those unused appropriations reverted back into fund balance. In order to continue paying for the projects and avoid going over the budgeted amounts on the 2016-2017 budget ordinance, the following budget amendment must be approved.

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 16-16**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2017.**

**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, 2017 is hereby amended as part of the attached exhibit.

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

First Reading: August 18, 2016

Second Reading: September 15, 2016

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

ATTEST:

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

City of White House  
Budget Amendment I  
August 18, 2016

				<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
433	27100	Cemetery Fund	Fund Balance	159,733	154,533	(5,200)
433	43400 900	Cemetery Fund	Capital Outlay - Decorative Fencing & Rock Columns	0	5,200	5,200
<p>1. To amend current 2016-2017 budget to recognize unbudgeted costs related to the "Decorative Fencing &amp; Rock Columns" Cemetery project. This project was not budgeted in the current year, but is a carry over project from the prior year that was not completed before June 30th.</p>						
120	27100	Industrial Development Fund	Fund Balance	92,098	87,173	(4,925)
120	48000 900	Industrial Development Fund	Capital Outlay - Museum / Chamber Renovation (Ph. 1)	0	4,925	4,925
110	27100	General Fund	Fund Balance	1,936,228	1,771,653	(164,575)
110	44520 900	General Fund - Museum Services	Capital Outlay - Museum / Chamber Renovation (Ph. 1)	0	164,575	164,575
<p>2. To amend current 2016-2017 budget to recognize unbudgeted costs related to the "Museum/Chamber Renovation (Phase 1)" project. This project was not budgeted in the current year, but is a carry over project from the prior year that was not completed before June 30th.</p>						
110	27100	General Fund	Fund Balance	1,771,653	1,768,553	(3,100)
110	44740 900	General Fund	Capital Outlay - Bathroom Expansion (Back of Park)	0	3,100	3,100
<p>3. To amend current 2016-2017 budget to recognize unbudgeted costs related to the "Bathroom Expansion (Back of Park)" project. This project was not budgeted in the current year, but is a carry over project from the prior year that was not completed before June 30th.</p>						
122	27100	Park Sales Tax Fund	Fund Balance	228,615	213,174	(15,441)
122	44400 900	Park Sales Tax Fund	Capital Outlay - Municipal Recreation Complex (Ph. 2)	0	15,441	15,441
<p>4. To amend current 2016-2017 budget to recognize unbudgeted costs related to the "Municipal Recreation Complex (Phase 2)" project. This project was not budgeted in the current year, but is a carry over project from the prior year that was not completed before June 30th.</p>						

**ORDINANCE 16-17**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE TO ANNEX CERTAIN TERRITORIES AND INCORPORATE SAME WITHIN THE CORPORATE BOUNDARIES.**

**WHEREAS**, a public hearing before this body will be held the 15<sup>th</sup> day of September 2016, and notice thereof published in the Browser Connection on September 6, 2016; and

**WHEREAS**, application from the property owner to annex the below mentioned properties into the City limits; and

**WHEREAS**, a Plan of Services for such territory will be duly adopted by the White House Board of Mayor and Aldermen; and

**WHEREAS**, the 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 annexed and incorporated within the corporate boundaries of the City of White House:

**Robertson County Tax Map 095, Parcels 118.00 & 119.00**

This description contains the property located on Robertson County Tax Map 095, Parcel 118.00 & 119.00; the property contains 8.68 acres, more or less. The property is referenced on the Robertson County Tax Assessors Web-Site per August 8, 2016.

**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: August 18, 2016

Second Reading: September 15, 2016

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

ATTEST:

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



**PURCHASING....**

## Public Services Department

### Memo

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** August 8, 2016  
**Re:** Request to Award Bid – Hester Drive Sidewalk/Drainage Project

---

On this date, August 8, 2016, I am requesting that the Mayor and Board of Alderman approve the bid award for the Hester Drive Sidewalk/Drainage Project.

The Hester Drive sidewalk/drainage project is a CIP approved project and has a current budget of \$85,000.00.

This project is designed to provide a safe route for pedestrians that walk from the apartments and hotels to the stores and restaurants in the area. City forces are doing the excavation, installation of base rock (not to grade) and necessary drainage work to get the sidewalks installed. The sidewalk is designed the same as 31W's with the sidewalk curb concept.

CSR and the purchasing department competitively bid this project and due to timing issues, we have to put out this memo prior to the bid award. Our recommendation will be given to the BMA under separate cover.

Should you have any questions regarding this contract award request, please call me at 615-406-0177.

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

# Public Services Department

**To: Mayor and Board of Alderman**  
**From: W. Joe Moss, Public Works Director**  
**Date: August 8, 2016**  
**Regarding: Airvac Retrofit Controller Purchase**

---

On this date, August 8, 2016, I am requesting that the Mayor and Board of Alderman approve the bid purchase of Airvac system controllers from Bilfinger in the amount of **\$30,084.90**

The Airvac pod rehabilitation is a necessary component of the wastewater system operation. I've budgeted approximately \$100,000.00 this year to purchase the necessary components which will allow us to retrofit 100 of the approximately 600 existing Airvac pods that are in our system. Our goal is to completely retrofit the two (2) Airvac systems within six (6) years.

These new type of controllers are supposed to be much less sensitive to flooding issues. In addition, we're changing the pods from external breathers to internal breathers, which will further reduce the possibility of inflow from broken breathers (the long green tubes that you see next to a pod). These external breathers are most often broken by lawnmowers, which will cause flooding issues inside the pod.

I've attached a picture of a retrofitted pod for your edification.

I recommend approval of this purchase. If you have any questions, please call me at 615-406-0177.

W. Joe Moss  
Director of Public Services

Bilfinger Water Technologies, Inc.  
 4217 N. Old US 31  
 PO Box 528  
 Rochester, IN 46975  
 Tel# 574.223.3980



**BILFINGER**

**Sold-to address**  
 White House Sewer Department  
 105 College Street  
 White House TN 37188

**Ship-to address**  
 White House Sewer Dept.  
 725 Industrial Road  
 WHITE HOUSE TN 37188

**Quotation**

Number/Date 20026776 / 07/06/2016  
 Reference no./Date  
 Sold-To 10001199  
 Validity period 07/06/2016 to 08/06/2016  
 Sales person name Mid Atlantic  
 Entered by Becky Murphy

**We deliver according to the following conditions:**

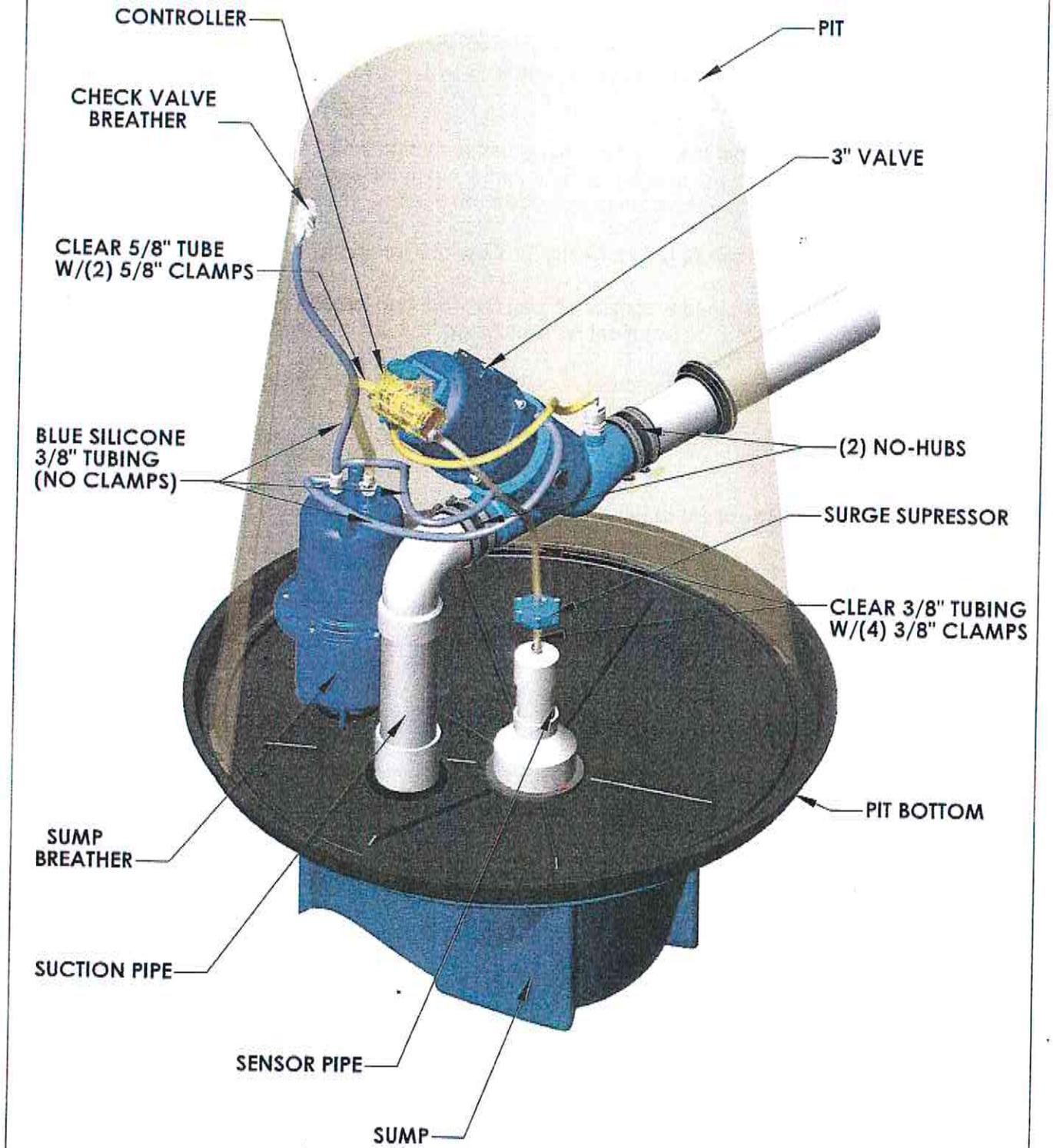
- Currency USD
- Terms of payment: Within 30 days without deduction
- Terms of delivery: EXW Rochester, IN

US05WHI01P01

Item	Material Description	Qty	UoM	Price	Value
000010	910000000 HP CONTROLLER UNBOXED	100.000	EA	299.00 USD	29,900.00
000020	990600000 HP CONTROLLER ACTIVATION TOOL	1.000	EA	36.13 USD	36.13
000030	10000000594 FREIGHT BILLED NON-TAXABLE	1.000	EA	148.77 USD	148.77
*estimated freight quote, actual freight to be added when invoiced					
<b>Items total</b>					<b>30,084.90</b>
Tax Jur Code Level 1		0.000		30,084.90	0.00
<b>Final amount</b>					<b>30,084.90</b>

Bilfinger Water Technologies, Inc., on behalf of its designated affiliates and subsidiaries (such term shall include any subsidiary, division or affiliate of Bilfinger Water Technologies, Inc., as designated hereinafter Bilfinger WT) will furnish requested equipment, materials or service (hereinafter Goods) to buyer. Such provision shall be governed by Bilfinger WT's terms and conditions published at [www.water.bilfinger.com](http://www.water.bilfinger.com) (follow the link to Johnson Screens product page. The Terms and Conditions are located on the bottom right of the landing page) and/or that are forwarded with the order request (hereinafter Terms). These Terms shall control and govern all transactions between Seller and Bilfinger WT, whether under subsequent verbal and/or written requests, unless subject to an express, duly executed agreement which is not a pre-printed form) or the particular subject matter effective either upon buyer signing the Terms or order confirmation or quote, or upon Bilfinger WT shipping the Goods or otherwise commencing performance, whichever occurs first. The Terms, together with the specifications, drawings and other requirements specified, constitutes the entire agreement between the parties, and all prior negotiations are proposals related thereto are superseded and of no effect. Any written confirmation by buyer containing additional or different terms from the Terms shall be of no effect, unless Bilfinger WT expressly agrees, in writing, to such additional or different terms.

# TYPICAL PIT LAYOUT



ANNUAL PIT CHECK

# Public Services Department

**To: Mayor and Board of Alderman**  
**From: W. Joe Moss, Public Works Director**  
**Date: August 8, 2016**

**Regarding: MCC Approval – Wilkinson Lane Lift Station**

---

On this date, August 8, 2016, I am requesting that the Mayor and Board of Alderman approve the bid award for the Motor Control Center (MCC) to WASCON in the amount of **\$33,213.84**.

The MCC is a listed CIP approved item that is a necessary component of the wastewater and lift station operation.

This unit is a Grundfos control panel and SCADA system and it is a sole source product. As you're aware, we have been installing new, and/or changing existing, controls at the lift stations to this system because of its capability to allow for remote controlling of the pumps and electrical switches within the station itself. Grundfos offers a more robust controls system that allows us to monitor virtually every major component or function at the station.

Additionally, this panel is equipped with VFD's, which I'm installing at the lift stations as I do these retrofits.

I recommend approval of this bid award. If you have any questions, please call me at 615-406-0177.

W. Joe Moss  
Director of Public Services

Control Panel with VFDs

1 – Grundfos Duplex Control Panel Model CU362-DAX460 3 PH 75 HP CUE and include the Following

- Type 4x 304SS Floor-Mount Enclosure, Dead Front Inner Door, 3 Pt Latch
- Surge Arrestor
- Two Grundfos CUE Variable Speed Drives
- 125A Circuit Breaker for Each Pump
- 350VA Fused Control Transformer
- 10A Control Circuit Breaker
- CU362 Controller
  - o Battery Back-Up for CU362
- 3G/4G Verizon GRM Kit
- IO351B Module
- Inputs for Heat Sensor Wires for Each Pump
- Seal Fail Sensor Relay for Each Pump
- Seal Fail Lights
- HOA Switch for Each Pump
- Pump Run Lights
- Hour Meters
- Audible Alarm with Silence Pushbutton
- High Level Alarm – Backup System Active Light
- Flashing Alarm Beacon
- Control Relays as Required
- Independent Float Back Up System
- Numbered Terminal Blocks as Required
- UL508A Listed

PRICE: \$33,213.84 (Lead Time 7-8 Weeks ARO)

ADDER:

- 5 Year Communication Fee \$2,100.00ea
- 1 Year Communication Fee \$600.00ea

Notes:

1. Pricing above is freight allowed, plus any applicable taxes.
2. Proposal is valid for 60 days from date above.
3. Pricing above does not include installation to install.
4. Floats or Level Sensor not included.

WASCON looks forward to working with you on this project. If you have any questions please do not hesitate to give us a call at any time!

Thanks,

Jonathan Cummings  
WASCON, Inc.

# Public Service Department

# Memo

**To:** Board of Mayor and Alderman  
**From:** W. Joe Moss, DPS  
**Date:** August 9, 2016  
**Re:** Request to Award - Brush Grinding & Removal Contract

---

On this date, August 9, 2016, I am requesting that the Mayor and Board of Alderman award the annual Brush Grinding & Removal contract to **Queen's Tree Surgery in the amount of \$29,500.00.**

Purchasing bid out this project and received two (2) bids. The bid tab is attached for your review.

The bid amounts were as follows:

1. Queen's Tree Surgery: **\$29,500.00**
2. Alternative Energy: **\$36,900.00.**

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

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



**City of White House**

Bid# 16-1034PS

Brush Grinding and Removal

Bid Opening: August 9, 2016 at 2:00 pm

DESCRIPTION		
<b>Company Name</b>	Alternative Energy Products, LLC	Queen's Tree Surgery, Inc.
<b>Address</b>	511 Crutcher Street Nashville, TN 37213	625 Hamilton Ave. Nashville, TN 37203
<b>BID AMOUNT:</b>	<b>\$36,900.00</b>	<b>\$29,500.00</b>

# White House Police Department

## John W. Decker Police Facility

303 North Palmers Chapel Rd.  
White House, Tennessee 37188  
615-672-4903  
Fax 615-672-4915

Michael Arnold  
Mayor

Patrick M. Brady  
Chief of Police

Gerald O. Herman  
City Administrator

## MEMORANDUM

To: The Board of Mayor and Alderman  
From: Patrick Brady, Chief of Police  
Date: August 9, 2016  
Re: Purchase of Two (2) Patrol Vehicle

---

The White House Police Department is requesting the purchase of two 2016 Ford Police Utility AWD from Ford of Murfreesboro for the State Contract price of \$29,149.00 each (\$58,298.00 for both). The emergency equipment totals \$5,468.00 for each vehicle (\$10,936 for both). In addition, we are purchasing in-car video cameras and radars for these vehicles as specified below. This will make the total expense for the two new vehicles \$81,664.00.

• Vehicles =	\$58,298.00
• Other Equipment =	\$10,936.00
• In-Car video cameras =	\$ 8,040.00
• Radars =	\$ 3,390.00
• Striping =	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 81,664.00</b>

The total will be \$1,664.00 over the \$80,000.00 budgeted amount. The over budget amount will be deducted from the Surplus Line 110-42100-331 (Gas, Oil, Diesel Fuel, Grease, etc).

The two new vehicles will be placed in the Patrol Fleet.

Thank you for your attention to this matter.

If there are any questions, please feel free to call me.

SUV

# SALES QUOTATION

## Ford of Murfreesboro

John Hamby  
1550 NW Broad St.  
Murfreesboro, TN 37129

TO:  
WHITE HOUSE TN POLICE DEPT.  
  
2016 FORD POLICE UTILITY AWD

F.O.B.  
TERMS  
DELIVERY  
NUMBER

Thank you for your inquiry dated: January 26, 2016  
We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	DELIVERY DATE
1	1	2016 FORD POLICE UTILITY AWD		TBD
2		EXTERIOR- INGOT SILVER METALLIC	\$26,284.00	
3		INTERIOR CHARCOAL BLACK		
4		OPTIONS-		
5		INTERCEPTOR HEAD LIGHTS, NOISE SUPPRESSION		
6		DRIVERS SIDE SPOT LIGHT, INOP REAR WINDOWS/ LOCKS		
7		KEYLESS ENTRY, REVERSE SENSING, SYNC VOICE.	\$2,415.00	
8		REAR VIEW CAMERA IN DASH		
9		EMER LIGHTING - 4 CORNER STROBES, GRILL/DECK LEDS	\$450.00	
10		PRISONER TRANSPORT REAR SEAT PLASTIC		
11		WITH FACTORY SEAT BELTS.		
12		TOTAL	\$29,149.00	
		QUOTE FOR 2	\$58,298.00	

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

*John Hamby*  
PER

January 26, 2016  
DATE



Ford of Murfreesboro  
 1550 N.W. Broad St., Murfreesboro, Tennessee,  
 37129  
 Office: 888-505-4898

2016 Utility Police Interceptor, Sport  
 Utility  
 AWD Base(K8A)

## Selected Options

Code	Description	MSRP
<b>Base Vehicle</b>		
K8A	Base Vehicle Price (K8A)	\$30,930.00
<b>Packages</b>		
500A	Order Code 500A	N/C
<b>Powertrain</b>		
99R	Engine: 3.7L V6 Ti-VCT FFV <i>High efficient police calibrated displacement technology is optimal for long days spent idling or on the job.</i>	Included
44C	Transmission: 6-Speed Automatic <i>Exclusively police calibrated for maximum acceleration and faster closing speeds.</i>	Included
STDAX	3.65 Axle Ratio	Included
STDGV	GVWR: 6,300 lbs	Included
<b>Wheels &amp; Tires</b>		
STDTR	Tires: P245/55R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>	Included
<b>Seats &amp; Seat Trim</b>		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual tumbler, passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>	Included
<b>Other Options</b>		
113WB	113" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: MyFord AM/FM/CD/MP3 Capable <i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>	Included
86P	Front Headlamp/Police Interceptor Housing Only <i>Includes pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies) and pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights).</i>	\$125.00
153	Front License Plate Bracket	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Selected Options (cont'd)

Code	Description	MSRP
51Y	Driver Only Incandescent Spot Lamp	\$215.00
53M	SYNC Basic (Voice-Activated Communications System) <i>Includes single USB port and single auxiliary audio input jack.</i>	\$295.00
68G	Rear-Door Handles Inoperable/Locks Inoperable	\$35.00
18W	Windows - Rear-Window Power Delete <i>Operable from front driver side switches.</i>	\$25.00
595	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS.</i>	\$260.00
76R	Reverse Sensing	\$275.00
60R	Noise Suppression Bonds (Ground Straps)	\$100.00
<b>Interior Colors</b>		
9W_01	Charcoal Black	N/C
<b>Primary Colors</b>		
UX_01	Ingot Silver Metallic	N/C
SUBTOTAL		\$32,260.00
Destination Charge		\$945.00
TOTAL		\$33,205.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



# SALES QUOTATION

**John Bradley**  
 Middle and West Tennessee Sales Manager  
 615-255-7191 office  
 931-994-7358 cell  
 jbradley@ondutydepot.com

5201 HICKORY HOLLOW PARKWAY  
 ANTIUCH, TN 37013

AGENCY:	WHITE HOUSE POLICE DEPARTMENT	VEHICLE INFORMATION
CONTACT	DEREK WASON	UTILITY
ADDRESS	105 COLLEGE STREET	
CITY/ST/ZIP	WHITE HOUSE, TN 37188	
EMAIL	dwatson@cityofwhitehouse.com	

DATE	7/12/2016
VALID TILL	
QUOTE NUMBER	QJ0712-006

Thank you for your inquiry,  
 We are pleased to quote you the following:

QUANTITY	ITEM NUMBER	COLOR	MFG	ITEM	INSTALL LOCATION	UNIT PRICE	EXTENDED PRICE
2	40202		GAMBER JOHNSON	CONSOLE, ARMREST, DUAL CUPHOLDER		\$ 294.00	\$ 588.00
2	877		GAMBER JOHNSON	MONGOOSE EXTENSION ARM		\$ 179.00	\$ 358.00
2	211		GAMBER JOHNSON	NOTE PAD V UNIVERSAL COMPUTER TRAY		\$ 187.00	\$ 374.00
2	40023	BLUE/DAK	FEDERAL SIGNAL	45" LEGEND FULLY POPULATED LIGHTBAR		\$ 899.00	\$ 1,798.00
2	40004		FEDERAL SIGNAL	SSP2000B SIREN LIGHT CONTROLLER		\$ 559.00	\$ 1,118.00
2	40005		FEDERAL SIGNAL	ES100 100 WATT SPEAKER		\$ 130.00	\$ 260.00
2	40039		FEDERAL SIGNAL	ES100 UTILITY SPEAKER BRACKET		\$ 19.00	\$ 38.00
2	1445		SETINA	10S RP PARTITION WITH LEP		\$ 559.00	\$ 1,118.00
2	1836		PATRIOT	REPLACEMENT BIO SEAT INCLUDING REAR CAGE		\$ 1,037.00	\$ 2,074.00
2	1489		SETINA	STEEL WINDOW BARS		\$ 153.00	\$ 306.00
2	12730		SETINA	PB400 PUSH BUMPER (ALUMINIUM)		\$ 254.00	\$ 508.00
2			PRO-GARD	TRILOCK GUN RACK W HANDCUFF KEY		\$ 370.00	\$ 740.00
2				UHF ANTENNA KIT WITH 259 CONNECTOR		\$ 35.00	\$ 70.00
2				3 HOLE OUTLET		\$ 19.00	\$ 38.00
2	1248		FEDERAL SIGNAL	TAIL LIGHT FLASHER		\$ 49.00	\$ 98.00
2				INSTALLATION		\$ 650.00	\$ 1,300.00
1				SPOTLIGHT INSTALL		\$ -	\$ -
	<b>INSTALL</b>		ODD	INSTALLATION OF ACCESSORIES		\$ -	\$ -
	<b>FREIGHT</b>		ODD	INCOMING FREIGHT		\$ -	\$ -
	<b>SS</b>		ODD	SHOP SUPPLIES		\$ -	\$ -
						<b>SUBTOTAL</b>	<b>\$ 10,786.00</b>
							<b>\$ 150.00</b>
							<b>\$ -</b>

*John Bradley*

QUOTE PRODUCED BY:

GRAND TOTAL

\$ 10,936.00



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9705 Loiret Blvd.  
 Lenexa, KS 66219  
 1-800-440-4947 www.digitalallyinc.com

**Customer:**

White House Police Department  
 Joel Brisson  
 303 N Palmers Chapel Rd.  
 White House, TN 37188

Customer ID	Salesperson	Shipping Method	Payment Terms	Created By	Quote Valid
WHITN2	DH			Amy Walker	90 Days

Ordered	Item Number	Description	Retail Price	Item Discount	Discount	Ext. Price
2	001-00081-00	DVM-800 Complete Kit, V2	\$3995.00	\$0.00	\$0.00	\$7,990.00

**Notes:**

Total Discount	\$0.00
Subtotal	\$7,990.00
Misc	
Tax	\$0.00
Freight	\$50.00
<b>Total</b>	<b>\$8,040.00</b>

Thank you for your interest in Digital Ally products. If you would like to place an order, please contact the Digital Ally Sales Team at 1-800-440-4947.

**TERMS OF SALE**

Your purchase of goods from Digital Ally, Inc., a Nevada corporation ("Digital Ally") will be governed by the following terms of sale ("Terms"). You will be referred to throughout these Terms as "you".

- 1. Exclusion of Other Terms; Entire Agreement.** Additional or different terms or conditions proposed by you (including any additional or different terms provided in a purchase order) will be void and of no effect unless specifically accepted in writing by Digital Ally. Digital Ally's sales invoice, these Terms, the warranty and any special conditions executed by you and Digital Ally (collectively, the "Order") supersedes and cancels all prior communications between us, whether verbal or written, and constitutes the entire agreement between us unless modified in writing and signed by each of us.
- 2. Payment.** Payment terms are cash on delivery, except where credit has been established and maintained to Digital Ally's satisfaction. If you have established credit, payment terms are net 30 days from date of shipment. Any invoice that you fail to pay when due will bear interest at the rate of 1-1/2% per month or the highest rate then permitted by law, whichever is less. You must also reimburse Digital Ally for its costs incurred (including internal administrative expenses and reasonable attorneys' fees) in the collection of your past due invoices.



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**3. Security Interest.** Digital Ally retains a security interest in all goods delivered to you and all proceeds until paid in full. You agree, without further consideration, at any time to do or cause to be done, all acts, and to execute and deliver, all such documents as Digital Ally may reasonably request in order to protect Digital Ally's security interest in the goods, including the filing of financing statements that Digital Ally may deem necessary to perfect its security interest.

**4. Taxes.** In addition to the purchase price, you must pay any sales, excise or similar taxes applicable to the transaction, unless you provide Digital Ally with a valid tax exemption certificate. You must pay use taxes, if applicable to the transaction, directly to the appropriate taxing authority.

**5. Shipment.** Digital Ally will use commercially reasonable efforts to comply with your shipping instructions. You must prepay all transportation and insurance charges prior to shipment. Unless otherwise stated by Digital Ally, all shipments will be F.O.B. (free on board) Digital Ally's manufacturing facility in Lenexa, KS.

**6. Force Majeure.** Digital Ally will not be liable to you for any loss, damage, delay, or failure of delivery resulting from causes that are beyond Digital Ally's reasonable control. DIGITAL ALLY WILL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES FROM ANY DELAY WHATSOEVER.

**7. Limitation of Liability.** You assume all risk from your purchase and use of the goods. Neither you nor Digital Ally will be liable to the other for any consequential damages, punitive damages, special, incidental or exemplary damages suffered by the other in connection with its performance of its obligations under this Order. DIGITAL ALLY'S AGGREGATE LIABILITY UNDER THIS ORDER WILL NOT EXCEED AMOUNTS PAID BY YOU TO DIGITAL ALLY UNDER THIS ORDER.

**8. Warranty; Limitations on Remedies.** Digital Ally's warranty on the goods provided under the Order is set out in a separate statement, which sets forth the only warranty applicable to the goods sold under this Order. THAT WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES. THERE ARE NO WARRANTIES THAT EXTEND BEYOND DIGITAL ALLY'S WARRANTY STATEMENT. ALL IMPLIED WARRANTIES ARE DISCLAIMED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES IMPLIED FROM A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE. YOUR SOLE AND EXCLUSIVE REMEDY FOR A WARRANTY CLAIM WILL BE THE REPAIR OR REPLACEMENT OF THE GOODS.

**9. Indemnity.** You will defend Digital Ally, its managers, agents, employees, successors and assigns, (collectively, the "Indemnified Parties"), and will pay all damages, losses, costs and expenses, including reasonable attorney's fees, incurred by the indemnified party arising out of, or incidental to, your selection, purchase and use of the goods under this Order. This indemnification will survive the expiration or termination of this Order.

**10. Risk of Loss.** Risk of loss to goods purchased will pass to you at the earlier of the time the goods are (a) duly delivered to the carrier, or (b) duly tendered to you for delivery.

**11. Acceptance; Claims for Shortage or Error.** Delivered goods will be deemed accepted upon the earlier of your formal acceptance of the goods or the expiration of 30 days from receipt. If you discover upon initial inspection that (a) some or all of the goods are defective or (b) do not conform to Digital Ally's warranty, they may be returned to Digital Ally for replacement or a refund of the purchase price. Digital Ally is not responsible for goods lost or damaged in transit. You are solely responsible for filing claims against the carrier for any loss or damage. Digital Ally will furnish all available information and give any other reasonable assistance requested to assist you in filing a claim for delivery damage. Claims for shortages in shipment not chargeable against the carrier will not be considered unless notice is given within 10 days from date of receipt of goods.



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**12. Compliance with Laws. Compliance with Laws.** You will comply with all laws and regulations applicable to you, including those dealing with the purchase and distribution of the products purchased under these Terms ("Products"). You will further keep Digital Ally informed of any laws, regulations, governmental orders, or requirements, which affect the ordering, shipment, importation, sale, marketing, or distribution of the Products within your jurisdiction and will, in all cases, refrain from engaging in any activities or conduct, which would cause Digital Ally to be in violation of the laws of any jurisdiction. You agree at all times to comply with all United States laws or regulations, as they may exist from time to time, regarding export licenses or the control or regulation of exportation or re-exportation of products or technical data sold or supplied to you. Without limiting the generality of the foregoing, you specifically agree not to resell any Products purchased under these Terms to any party, if such a sale would constitute a violation of any laws or regulations of the United States. In conformity with the FCPA, you represent and warrant that neither you, nor any of your directors or any of your members, managers, officers, employees, or agents is an official agent, or employee of any foreign government or governmental agency or political party. You agree to promptly notify Digital Ally of the occurrence of any event, which would render the foregoing representation and warranty incorrect or misleading. In addition, you will at all times comply with all applicable laws of the United States concerning foreign corrupt practices or which in any manner prohibits the giving of anything of value to any official, agents or employee of any government, governmental agency, political party or any officer, employee, or agent thereof.

**13. Governing Law; Jurisdiction and Venue.** This Order and all disputes arising under this Order are exclusively subject to, governed by, and construed in accordance with the law of the State of Kansas, without regard to rules of conflicts of law. Any action relating to this Order must be brought in state or federal courts located in Johnson County, Kansas, and the parties hereby irrevocably consent to the exclusive jurisdiction of, and venue in such courts.

**14. Prevailing Party's Attorneys' Fees.** In the event of any litigation or arbitration related to this Order, the prevailing party will be entitled to recover from the non-prevailing party, the costs and expenses (including attorneys' fees) reasonably incurred by the prevailing party in connection therewith.

**15. Cancelled Orders and/or Returns.** All cancelled orders and/or product returns may be subject to a 20% restocking fee.

## VuVault System Requirements

This is a quick reference guide to qualify on site machines for VuVault compatibility. These include specifications for minimum requirements and recommended machines. Our minimum requirements are higher on VuVault versus VideoManager to avoid issues for now and future released features to the program. **Computers that do not meet these requirements in many cases will work however we cannot guarantee stability or performance and will not support related issues.**

### Standalone Software (with or without wireless software)

#### Minimum Requirements

- Intel® i-Series Dual Core Processor (2.0Ghz or higher)
- 4GB RAM
- Windows 7 Professional Operating System (32 or 64-bit)
- 40GB Free Space (Boot Drive)
- Storage Drive (Qualify customer)
- DVD+/- RW Drive
- Intel® HD4000 chipset or comparable video card
- 100Mb Network Connection
- USB 2.0 CF/SD Card Reader



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**Recommended Specifications**

- Intel® i-Series Quad Core Processor (2.0Ghz or higher)
- 8GB RAM
- Windows 7 Professional Operating System (64-bit)
- 40GB Free Space (Boot Drive)
- Storage Drive (Qualify Customer)
- DVD +/- RW Drive
- Nvidia® GeForce 8800GS or comparable video card
- Gigabit Network Connection
- SanDisk USB 2.0 CF/SD Card Reader

**Server Software (with or without wireless software)**

**Minimum Requirements**

- Intel® i-Series Dual Core Processor (2.4Ghz or higher)
- 4GB RAM
- Windows 7 Professional Operating System (32 or 64-bit) or Windows Server 2008
- 40GB Free Space (Boot Drive)
- Storage Drive (Qualify Customer) Local NTFS (no FAT32 removable drives or **network drives**)
- 100Mb Network Connection

**Recommended Specifications**

- Intel® i-Series Quad Core Processor (3.00Ghz or higher)
- 8GB RAM
- Windows Server 2008 R2
- 250GB Free Space (Boot Drive)
- Storage Drive (Qualify Customer) Local NTFS (no FAT32 removable drives or **network drives**)
- Gigabit Network Connection

**Client/Viewer Software**

**Minimum Requirements**

- Intel® i-Series Dual Core Processor (2.0Ghz or higher)
- 2GB RAM
- Windows XP Service Pack 3 or Windows 7 Pro (32 or 64-bit)
- 40GB Free Space (Boot Drive)
- DVD +/- RW
- Intel® HD4000 chipset or comparable video card
- USB 2.0 CF/SD Card Reader
- 100Mb Network Connection

**Recommended Specifications**

- Intel® i-Series Dual Core Processor (3.0Ghz or higher)
- 4GB RAM
- Windows 7 Professional (64-bit)
- 40GB Free Space (Boot Drive)
- DVD +/- RW
- Nvidia® GeForce 8800GS or comparable video card
- SanDisk USB 2.0 CF/SD Card Reader
- Gigabit Network Connection

**Wireless Requirements and Recommendations**

**Minimum Requirements**

- Dedicated Outdoor Business Class Wireless Access Point (802.11n & 2.4Ghz)
- 5 cars transferring simultaneously per Access Point



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- WPA-PSK w/TKIP Encryption (WPA2-PSK w/AES preferred)
- DHCP Component (Can be integrated to AP or external)

**Recommended Model Access Points**

- DLINK DAP-3520
- Ubiquiti UniFi Outdoor
- Cisco Aironet 1300 Outdoor



**QUOTE**  
# 2002540

applied concepts, inc.

2609 Technology Dr.  
Plano, TX 75074  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner | Donna Russell  
972-801-4803

Page 1 of 1  
Date: 07/12/16  
Reg Sales Mgr: | Debbie Aull  
214-551-5538

Effective From : 07/12/2016

Valid Through: 10/10/2016

Lead Time: 21 working days

<b>Bill To:</b> White House Police Dept 303 N Palmers Chapel Rd White House, TN 37188-9066	<b>Customer ID:</b> 102910  Accounts Payable	<b>Ship To:</b> White House Police Dept 303 N Palmers Chapel Rd White House, TN 37188-9066	UPS Ground
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Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	805-0022-00	Dual - 2 Antenna Radar System	36		\$0.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	1	200-0998-00	Dual Enhanced Counting Unit, 1.5 PCB	\$1,695.00	\$1,695.00
2	1	200-0996-30	Dual Modular Display, Bright LEDs		\$0.00
3	2	200-0326-35	Dual Ka-band Antenna		\$0.00
4	1	200-0920-00	Dual SL Remote Control w/Screw Latch		\$0.00
5	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork		\$0.00
6	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork		\$0.00
7	1	200-0243-00	Counting/Display Tall Mount		\$0.00
8	1	200-0244-00	Antenna Dash Mount		\$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		\$0.00
10	1	200-0648-00	Display Sun Shield		\$0.00
11	1	155-2055-04	Antenna Cable, 4 Ft		\$0.00
12	1	155-2055-16	Antenna Cable, 16 Ft		\$0.00
13	1	155-2283-50*	CAN/VSS Power Cable		\$0.00
14	1	200-0820-00	Dual Manual Kit		\$0.00
15	1	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
16	1	060-1000-36	36 Month Warranty		\$0.00

**Group Total** \$1,695.00

Product	\$1,695.00	Sub-Total:	\$1,695.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling: ~ Actual ~	
		<b>Total:</b>	<b>\$1,695.00</b>



# WHITE HOUSE POLICE DEPARTMENT

## John W. Decker Police Facility

303 North Palmers Chapel Rd.  
White House, Tennessee 37188  
E-mail: [whpd@cityofwhitehouse.com](mailto:whpd@cityofwhitehouse.com)  
615-672-4903  
Fax 615-672-4915

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**From:** Patrick M. Brady, Chief of Police  
**Cc:** Gerald Herman  
**Date:** August 9<sup>th</sup>, 2016  
**Re:** Surplus Item

---

The White House Police Department is requesting permission to surplus our K9, Nike, who is set to retire on September 5<sup>th</sup>, 2016. Nike has been assigned to Officer Jason Ghee.

We respectfully request that the city remove Nike from the City's asset list and donate him to Officer Jason Ghee to keep as a family pet.

Thank you for your consideration to this matter.

**OTHER BUSINESS...**

DISCUSSION ITEMS...

OTHER INFORMATION....