CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
September 15, 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 21st meeting

7. Welcome Visitors

    a. Constitution Week Proclamation

8. Public Hearings

    a. **Ordinance 16-16**: An ordinance amending the fiscal budget for the period ending June 30, 2017. *Second Reading*

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

9. Communication from Mayor, Aldermen, and City Administrator

10. Acknowledge Reports

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

11. Consideration of the Following Resolutions:

    a. **Resolution 16-12**: A resolution authorizing participation in year two of Tristar Health's Wellness Portal.

12. Consideration of the Following Ordinances:

    c. **Ordinance 16-16**: An ordinance amending the fiscal budget for the period ending June 30, 2017. *Second Reading*

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

    e. **Ordinance 16-18**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *First Reading*

    f. **Ordinance 16-19**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *First Reading*

13. Purchasing

    a. To approve or reject Jones Bros. Contractors' bid of $61,615.50 for milling services. The Public Services Director recommends approval.

    b. To approve or reject authorizing the City Administrator, Gerald Herman, to enter into a contract with Kennon Calhoun Workshop for $17,500.00 for architecture services for Phase II of the White House Inn Museum and Chamber of Commerce office renovation project. The City Administrator recommends approval.

14. Other Business

    a. Construction Board of Appeals Appointment

15. Discussion Items

    a. None

16. Other Information

    a. None

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
August 18, 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

   A community pastor was not available to lead the prayer so Ald. Bibb 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. Hutson, second by Ald. Bibb to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the July 21st meeting

   Motion was made by Ald. Paltzik, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **July 21st minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all visitors.

   Mayor Arnold presented White House Heritage High School girls softball team with a proclamation for their 2nd place finish in the Class AA State Championship.

8. Public Hearings

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

      No one spoke for or against.

   b. **Ordinance 16-15**: An ordinance amending the zoning map for a .7 acre property relative to Robertson County Tax Map 107I B, Parcel 49.01 from C-2, Central Business District Commercial, to R-10, High Density Residential. *Second Reading*

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

   Ald. Bibb stated that the grand reopening ceremony at Clearview Apartments went well.

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

City Administrator Gerald Herman noted that the restroom facilities at the City Park and the Municipal Recreation Complex are open.

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

City Administrator Gerald Herman mentioned that Planning Commission approved a site plan for a Burger King in the Wal-mart complex.

City Administrator Gerald Herman provided an update on the Special Census progress.

City Administrator Gerald Herman informed the Board that Robertson County is donating $25,000 to the Library building fund.

City Administrator Gerald Herman stated that Clearview Apartments had their ribbon cutting open house.

City Administrator Gerald Herman noted that the stone columns and fencing in front of Hillcrest Cemetery are complete.

City Administrator Gerald Herman mentioned that staff members installed two new LED digital scoreboards in the gymnasium.

City Administrator Gerald Herman provided an update from the Metropolitan Planning Organization/ Regional Transit Authority executive board meetings.

City Administrator Gerald Herman noted that the splash pad will remain open until the last day of summer, September 21st.

City Administrator Gerald Herman reminded the Board about Health and Safety Day next week.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

    a. **Resolution 16-11**: A resolution to establish a City Flag Protocol Policy.

    Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Resolution 16-11 was approved.**

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*

    Motion was made by Ald. Hutson, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 16-14 was approved on Second Reading.**

d. **Ordinance 16-15**: An ordinance amending the zoning map for a .7 acre property relative to Robertson County Tax Map 107I B, Parcel 49.01 from C-2, Central Business District Commercial, to R-10, High Density Residential. *Second Reading*

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

e. **Ordinance 16-16**: An ordinance amending the fiscal budget for the period ending June 30, 2017. *First Reading*

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

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

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

b. To approve or reject the purchase of 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.

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

c. To approve or reject the purchase of a 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.

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 Queen's Tree Surgery, Inc's bid of $29,500.00 for brush grinding and removal service. The Public Services Director recommends approval.

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

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.

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

General Government Department
August 2016

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

- August 02: RCEDB Ribbon Cutting: Stoney Creek
- August 03: Ribbon Cutting: White House Dental
- August 04: Proposed Parking Policies in the Region MPO Meeting
- August 08:
  - Pre-bid Meeting: Hester Drive
  - Planning Commission Meeting
- August 09:
  - Regional Transit Authority Operations and Marketing Committees
  - Bid Opening: Brush Grinding/Removal Service
- August 10:
  - Workforce Development Class
  - Progress Meeting: LED/Flag Pole Sign Project
- August 16: White House Chamber of Commerce Luncheon
- August 17: Metropolitan Planning Organization Executive Board Meeting
- August 18:
  - Speaker at White House Rotary Weekly Meeting
  - Board of Mayor and Aldermen Meeting
- August 22:
  - Bid Opening: Milling
  - Sage Road Future Planning
  - De-Annexation Hearing at Legislative Plaza
- August 23: Annual Site Visit – PMC Gage, Inc.
- August 24:
  - Leadership Middle TN Meeting Meet & Greet
  - Staff Health & Safety Day
  - Ribbon Cutting: Neighborhood Cafe
- August 25:
  - Realizing Robertson County Quarterly
  - Sumner County Joint Economic Community Development Board Meeting

Performance Measurements

Finance Update
The Administration Department's goal is to keep each budgetary area's expenditures at or under the approved budget as set by the Board of Mayor and Aldermen by the end of fiscal year 2016-2017.

Budget	Budgeted Amount	Expended/ Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	$10,639,480	$2,171,844	↑3.74
Industrial Development	$134,500	$9,980	↓9.25
State Street Aid	$326,500	$243,318	↑57.85
Parks Sales Tax	$516,774	$278,571	↑37.24
Solid Waste	$855,481	$258,682	↑12.54
Impact Fees	$25,000	$0	↓16.67
Police Drug Fund	$5,830	$2,300	↑22.78
Debt Services	$869,656	$0	↓16.67
Wastewater	$3,983,375	$1,731,440	↑19.72
Healthcare	$68,500	$8,034	↓4.94
Stormwater Fund	$596,005	$166,444	↑10.80
Cemetery Fund	$28,275	$17,537	↑45.35

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

General Government Department
August 2016

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The August 2016 error rate was 4.6%.

Total Purchase Orders

	FY 2017	FY 2016	FY 2015	FY 2014
July	327	279	231	212
August	175	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
Total	**502**	**1,903**	**1,655**	**1,733**

Purchase Order Errors by Department

	Aug 2016	FY 2017	FY 2016	FY 2015*
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	2	3	0
Library	2	2	5	8
Parks	3	3	4	3
Police	2	2	2	2
Public Works	0	0	0	2
Sanitation	0	0	1	0
Stormwater	0	0	4	-
Wastewater	0	0	12	3
Total	**8**	**9**	**33**	**20**

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Aug 2016	FY 2017	FY 2016	FY 2015	Total for FY17	Total for FY16	Total for FY15
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
Total			**718**	**1,655**		**$6,141,704.54**	**$13,280,467.89**
Purchase Orders $0-$9,999	160	463	1,144		$596,556.72	$1,059,976.01	
Purchase Orders $10,000-$24,999	7	16	19		$234,705.94	$263,458.18	
Purchase Orders over $25,000	8	23	22		$2,649,374.72	$2,243,981.85	
Total	**175**	**502**	**1,185**		**$3,480,637.38**	**$3,567,416.04**	
Total	**175**	**502**	**1,903**	**1,655**	**$3,480,637.38**	**$9,709,120.58**	**$13,280,467.89**

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

General Government Department
August 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
July	62	112	102	1,067,000	266,304	562,455
August	117	79	83	831,878	401,773	265,548
September		154	107		287,363	352,406
October		64	93		331,565	328,241
November		92	67		281,096	361,124
December		123	96		293,316	393,777
January		94	89		363,641	246,658
February		111	116		509,454	389,805
March		107	98		433,454	355,975
April		127	82		516,718	549,670
May		79	76		441,943	387,210
June		91	91		461,822	320,233
Total	**179**	**1,233**	**1,100**	**1,898,878**	**4,588,449**	**4,513,102**

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
July	96	70	29	20	26	49
August	30	19	23	25	23	30
September		24	26		21	37
October		95	57		34	47
November		18	25		24	21
December		78	39		24	34
January		137	34		38	25
February		63	69		26	36
March		78	40		24	40
April		20	192		16	30
May		130	45		31	33
June		239	44		34	40
Total	**126**	**971**	**623**	**45**	**321**	**422**

General Government Department
August 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	667	548	422	27	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
Total	**N/A**	**N/A**	**N/A**	**40**	**224**	**340**

"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	38	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
Total	77	**1,615**

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

	FY17 # of Request	FY16 # of Requests
July	57	N/A
August	44	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
FY Total	**101**	**320**

General Government Department
August 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 31st.

	2016 New Facebook Likes	2016 Facebook Posts
May	185	17
June	239	5
July	103	8
August	88	12
Total	**527**	**42**

	Number of Vendors in August	Booth Payments Collected in August ($)	Application Fees Collected in August ($)	Summer 2016
8/3/2016	16	$165	0	$3,075.00
8/10/2016	19	$135	0	
8/17/2016	10	$105	0	
8/24/2016	13	$120	0	
8/31/2016	14	$105	0	
Total	**N/A**	**$630**	**$0**	

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
- LED sign/flag pole installation and electrician contact
- As needed landscape maintenance
- Install new scoreboards

	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	28	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
Total	**55**	**302**	**249**	**141**

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

Human Resources Department
August 2016

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

- August 03: White House Dental Ribbon Cutting
- August 16: Monthly Chamber Luncheon
- August 24: Health & Safety Fair

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	2	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
Total	**2**	**8**	**13**	**9**

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	0	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
Total	**0**	**6**	**11**	**14**

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

Human Resources Department
August 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	0	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
Total	**1**	**11**	**5**	**6**
Percentage	**1.03%**	**11.70%**	**5.49%**	**7.14%**

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	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
Total	**1**	**3**	**3**	**4**	**4**

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

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

Finance Department
August 2016

Finance Section

On August 3rd the Finance Director the MTAS Municipal Administration Program (MAP) class "Cyber Security Basics" in Nashville, TN. On August 17th the Public Services Administrative Assistant, the Utility Billing Specialist, and the Finance Director attended a meeting with Local Government Corporation (the City's current software provider) to discuss the City being a beta testing site for their new utility service orders program. On August 22nd the Tax Clerk attended a property tax meeting for Sumner County in Gallatin, TN. On August 23rd the Tax Clerk and Finance Director attended a tax relief meeting in Murfreesboro, TN. On August 24th, the Finance Director and several other City associates attended an introductory meeting with Leadership Middle Tennessee. Also on August 24th the Finance Office associates attended the annual Health & Safety Fair at Fire Station #2. On August 31st the Utility Billing Specialist and Finance Director attended a meeting with representatives from The Credit Union for Robertson County to discuss merchant services and the ATM agreement.

Performance Measures

Utility Billing

	August 2016	YTD FY 2017	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
New Builds (#)	1	4	96	62	55	28
Move Ins (#)	48	93	539	488	506	481
Move Outs (#)	52	101	543	514	516	479
Late Payments ($)	7,474	14,998	71,170	68,103	69,241	65,074
Late Payments (#)	1,188	2,316	12,692	15,641	12,840	12,685
Non-payment disconnects (occupied) (#)	23	53	348	442	514	258*
Non-payment disconnects (vacant) (#)	8	11	11*	n/a	n/a	n/a
New Customer Signup Via Email (#)	8	17	12*	n/a	n/a	n/a
New Customer Signup Via Email (%)	16%	18%	n/a*	n/a	n/a	n/a

*Less than 12 months of data available

Business License Activity

	August 2016	FY 2017 YTD	FY 2016 Total	FY 2015 Total	FY 2014 Total	FY 2013 Total
Opened	8	24	97	105	74	80
Closed	0	1	2	5	13	140*

*129 businesses deemed uncollectable in October 2012

Accounts Payable

	Aug 2016	July 2016	June 2016	May 2016
Total # of Invoices Processed	471	360	529	394

Finance Department
August 2016

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

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	6 checks 213 direct deposits	0 Retro adjustments	0 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	3,558,793	42%
Cemetery Fund			154,220	
Debt Services			90,994	
Healthcare			254,332	
Impact Fees			118,002	
Industrial Development			126,359	
Park Sales Tax			228,969	
Police Drug Fund			11,878	
Solid Waste			490,410	
State Street Aid			215,177	
Stormwater Fund			160,920	
Wastewater			2,958,395	

*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	652,261	↓8.94%
Cemetery Fund	35,916	2,414	↓9.95%
Debt Services	904,128	151,497	↑0.09%
Healthcare	69,300	14,611	↑4.42%
Impact Fees	22,150	2,793	↓4.06%
Industrial Development	97,150	23,635	↑7.66%
Park Sales Tax	551,248	93,851	↑0.36%
Police Drug Fund	3,224	757	↑6.81%
Solid Waste	804,600	138,030	↑0.49%
State Street Aid	284,606	51,352	↑1.38%
Stormwater Fund	606,262	101,322	↑0.05%
Wastewater	4,849,022	1,034,218	↑4.66%

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

Police Department
August 2016

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in August:*** Department Head Staff Meeting (Aug. 1 & Aug. 15), Robertson County Chief's Meeting (Aug. 9), 911 User Group Meeting (Aug. 10), Indian Ridge Drive Update (Aug. 15), 911 Board Meeting (Aug. 16), Community Meeting (Aug. 16), Sumner County Drug Task Force Meeting (Aug. 17), Hero's Day in the Park (Aug. 20th), Underage Drinking Forum (Aug. 22), and Leadership Middle TN Meeting (Aug. 24).

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 August, 96 proofs have been completed for 2016. Susan Johnson is hoping to meet with Sgt. Collins (accessor), so she can check our new standards.

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
August	0	360	0	360
Grand Total	**28**	**1,410**	**76**	**1,514**

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	*August*	*FY 2016-2017*
Three (3) Officers per Shift	35	75
Four (4) Officers per Shift	0	0

2. ***Acquire and place into service two Police Patrol Vehicles.*** The White House Police Department has ordered two 2016 Ford Police Utility AWD Vehicles from Tt of Ford Murfreesboro, Inc.

3. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2016-2017.*** Fall compliance checks will be conducted in November.

Police Department
August 2016

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.***

Group A Offenses	August	Per 1,000 Pop.	Total 2016	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	19	2	105	9
Crimes Against Property	49	4	291	26
Crimes Against Society	8	1	91	8
Total	76	7	487	43
Arrests	37		286	

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

5. ***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.***

	August 2016	TOTAL 2016
Traffic Crashes Reported	31	265
Enforce Traffic Laws:		
Written Citations	135	1,065
Written Warnings	90	626
Verbal Warnings	167	1,245

6. ***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.***

COLLISION RATIO				
2016	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
August	31	4	13%	12%

Traffic School: Sgt. Patrick Bagwell taught Traffic School in August. Nine people attended.

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.
- Ofc. Darryl Manlove is on Light Duty. He is expected to return second week of September.
- Ofc. Kia Towers in on FMLA. She is expected to return mid-September.
- Ofc. David Segerson is on Military Leave. He is expected to return in November.

K-9: Nike will be retiring in September. Safety Day (September 5th) will be her last day. Ofc. Jason Ghee will be getting a new dog thru the Sumner County Drug Task Force.

Sumner County Emergency Response Team: On August 5th, ERT had a Search Warrant in Gallatin for a murder warrant. On August 12th, ERT had a narcotic search warrant in Gallatin. On

Fire Department
August 2016

Summary of Month's Activities

Fire Operations

The Department responded to 95 requests for service during the month with 59 responses being medical emergencies. The Department responded to 4 vehicle accidents with reported injuries with multiple patients transported to area hospitals.

August 7th 12:09pm – The Department was dispatched an unresponsive patient. Upon arrival of fire department units, family and the White House Police Department had begun CPR. Fire Department personnel assumed patient care, continuing CPR and applying the AED. There were multiple shocks delivered and as the patient was being loaded into the ambulance the patient regained consciousness and is expected to make a full recovery.

August 24th 8:08pm – The Department was dispatched to a reported structure fire. Upon arrival there was no smoke of flames visible. After a brief investigation, it was discovered that the homeowner had started a small bonfire using gasoline.

August 29th 8:08pm – The Department was dispatched to a possible ATM machine at a local bank. It was determined that the ATM was not on fire, but rather a pressure washer had been burning. The pressure washer was being used by a bank employee to clean the drive through area of the bank. The pressure washer had been extinguished prior to the fire department's arrival. There was no damage to the structure or the ATM.

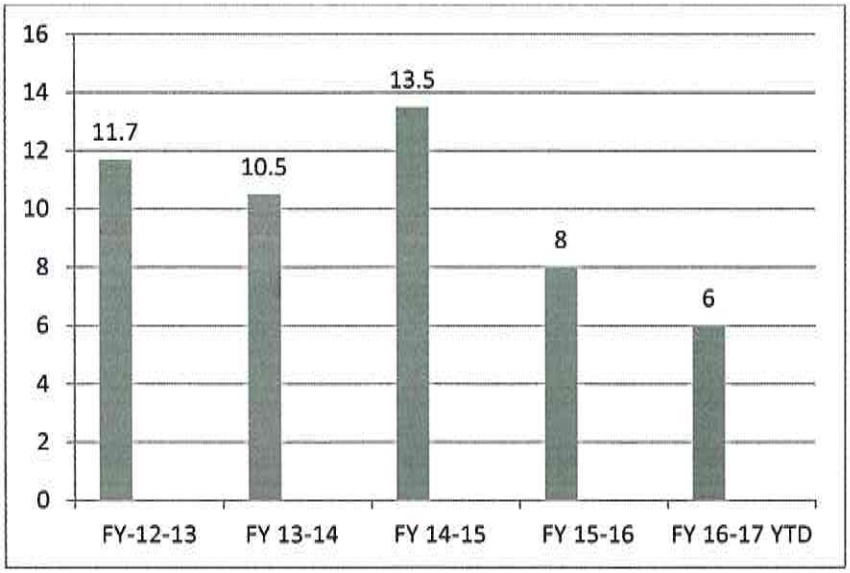
Fire Administration

August 1-5 – Asst. Chief Sisk attended the training conference of the International Association of Arson Investigators in Pigeon Forge, TN.
August 29 – Sept. 2 – Asst. Chief Sisk attended an Incident Management Team training in Murfreesboro, TN.
August 24th – The Fire Department hosted the City of White House Health and Safety Fair.
August 22nd and 23rd – Chief Palmer, Asst. Chief Sisk, and Captain Railey traveled to Dublin, Ohio to conduct the final inspection of the new fire engine prior to delivery.
August 8th – Chief Palmer attended the Planning Commission meeting.

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.



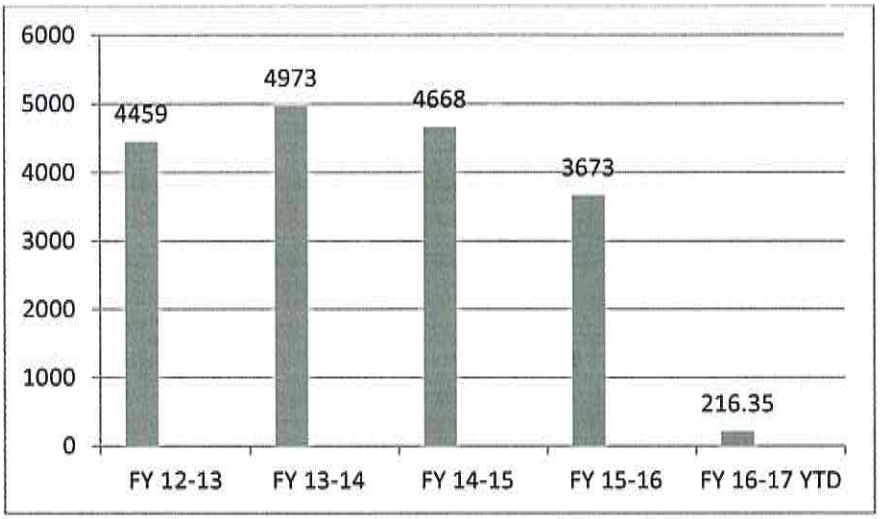
Fire Department
August 2016

Incident Responses

Structure Fires	1	Vehicle Accidents(general cleanup)	3
Other Fires	0	Vehicle Accidents(With injuries)	4
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	15
Hazmat	0	Assist other Governmental Agency	0
Other Calls	13	Total Responses for the Month	95
Emergency Medical Responses	59	Total Responses Year to Date	206

Fire Fighter Training

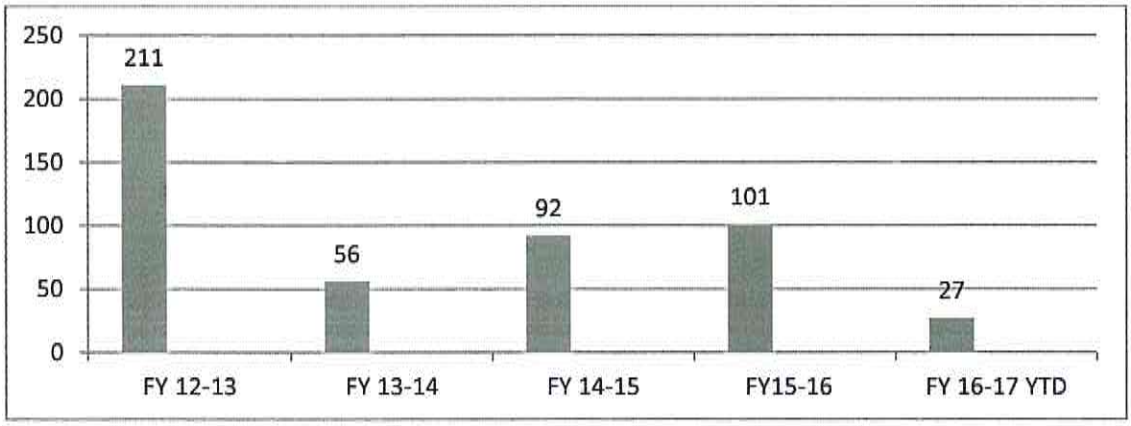
The Department goal is to complete the annual firefighter training of 228 hours for career and 72 hours for Part-time and Volunteer Firefighters. The total hours of 4140 hours of training per year is based on fifteen career firefighters and ten part-time/volunteer firefighters.



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

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.

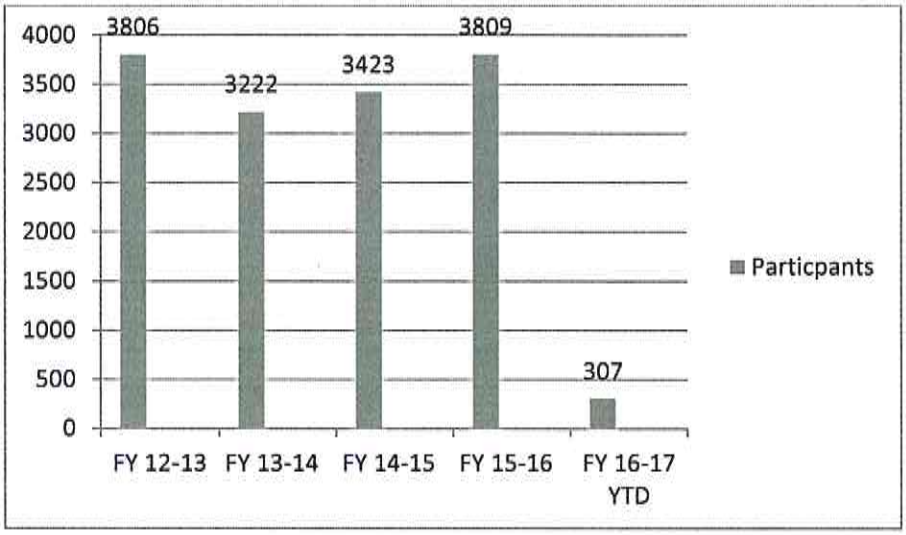


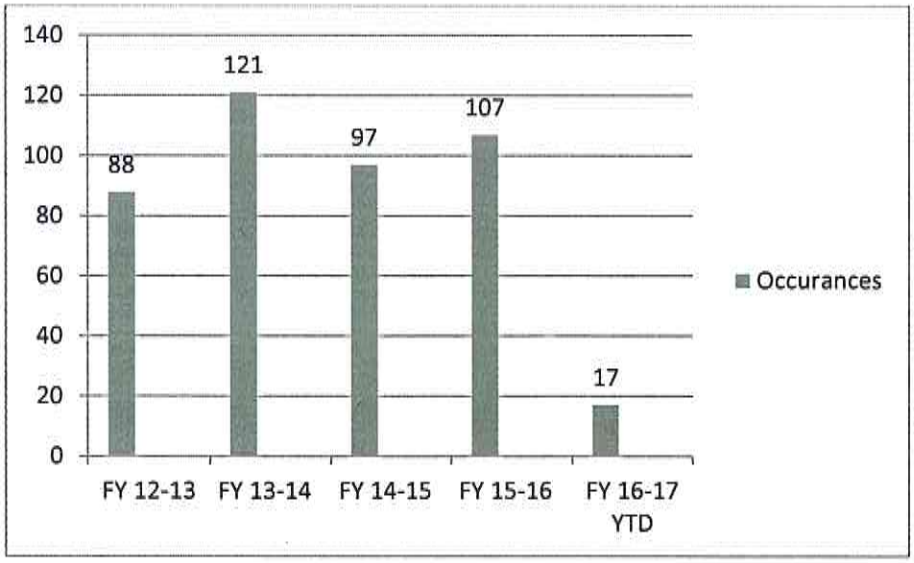
Fire Department
August 2016

Fire Inspections	16	Year to Date 27	Plat / Plan Reviews	4	Year to Date 5
Fire Investigations	0	Year to Date 1	Fire Preplans	2	Year to Date 3

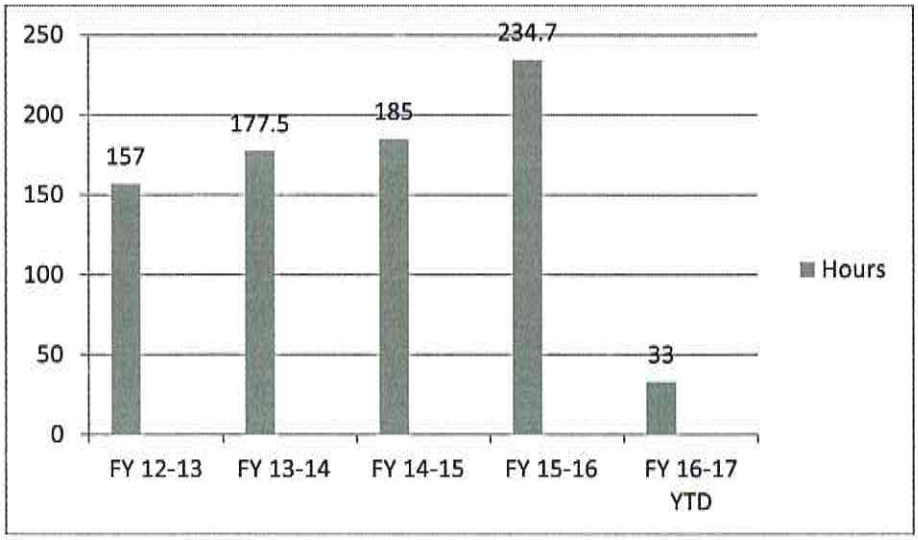
Public Fire Education

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
August 2016



Participants	307	Education Hours	27.5
Participants Year to Date	318	Education Hours Year to Date	33.0
Number of Occurrences	17	Number of Occurrences Year to Date	21

Public Services Department - Public Works Division
August 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).

Total Hours Worked	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JULY-16	AUGUST-16	YTD 16/17
Stormwater	0	0	0	5,744		474	206	680
Sanitation	5,975	3,138	2,914	2,685		278	277	555
Street	3,765	4,485	4,040	8,134		357	1143	1,500
Facility Maintenance	124	839	2,049	3,494		155	236	391
Fleet Maintenance	445	857	1,157	1,034		36	123	159
Meeting/Training	332	653	572	502		23	140	163
Leave	1,005	1022	807	1,253		115	45	160
Holiday	650	730	850	795		80	0	80
Overtime	70	166	263	508.5		78	38	116
Administrative	0	496	781	385		43	55	98

Brush, Leaves & Litter Control Program:

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

Sanitation	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JULY-16	AUGUST-16	YTD 16/17
Brush Collection Stops	2,787	5,394	5,915	5,944		747	646	1,393
Brush Truck Loads	302	644	503	459		77	48	125
Leaves Pickup Bags	519	4,324	4,016	3,741		252	130	382
Brush/Leaves Hours	585	2,119	1,634	1,366		193	140	333
Litter Pickup Bags	168	535	309	334		40	54	94
Litter Pickup Hours	443	829	1,147	1,318		85	137	222

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The **August 2016** work order report shows that staff made **59** requests on the WI web portal system, of which only **16** 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.

Public Services Department - Public Works Division
August 2016

Solid Waste	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-16	AUG-16	YTD 16/17
Tons	3,458	3,315	3,081	3,276		269	261	530
Disposal Fee	$85,077.60	$82,869.34	$86,098.70	$81,583		$7,401	$7,377	$14,778

SW Accounting	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-16	AUG-16	YTD 16/17
Units Billed	44,244	44,953.00	45,763	47,155		3,977	3,967	7,944
Receivables	$690,098.50	$692,727.50	$795,325.12	$813,518		$68,527	$68,510	$137,037
Revenue	$684,487.53	$705,287.91	$781,004.41	$823,428		$60,657	$71,375	$132,032

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		JUL-16	AUG-16	YTD 16/17
Participants	809	525	712	602		48	52	100
Tons	141	168	166	139		14	13	27
Disposal Fee	$15,473.00	$16,913.54	$13,208.16	$11,124		$1,114	$1,068	$2,182

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		JUL-16	AUG-16	YTD 16/17
Curbside Tons	393	456	408	463		55	39	94
Recycling Rate	13%	14.3%	13.5%	14%		16%	15%	16%
Revenue (curbside)	$4,749.94	$3,469.56	$2,472.91	$19.08		$0	$0	$0
Fee (new program)	-	-	-	($4,565)		($828.60)	($587.25)	($1,415.85)
Metal (drop-off) Tons	62	42	33	42		6	0	6
Metal Revenue	$10,555.50	$6,240.40	$4,333.90	$3,098		$494	$0	$494

Stormwater Improvement Projects:

The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

Stormwater	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-16	AUG-16	YTD 16/17
Drainage Requests	27	17	23	29		4	3	7
Drainage Work (feet)	1,457	2,513	2,232	1,979		350	90	440
Drainage Man Hours	891	1,261	1,135	4,189		456	71	527
Debris Removed Loads	75	57	75	523		2	4	6
Sweeping Man Hours	0	272	460	201		7	10	17

Public Services Department - Public Works Division
August 2016

Stormwater Accounting	FY 14-15	FY 15/16		JUL-16	AUG-16	YTD 16/17
Units Billed	24,410.00	45,476		4,176	4,165	8,341
Receivables (Billed)	$107,249.28	$395,818		$50,692	$50,672	$101,364
Revenue (Received)	$105,118.28	$364,022		$48,543	$52,711	$101,254

STORMWATER WORK AUGUST 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 Subdivision. Small R-O-W project

Thursday 7-21-16
- Cardinal Drive/College St./Meadows Rd. drainage & restoration complete

Friday 7-22-16
- Street Sweeping

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

Public Services Department - Public Works Division
August 2016

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		JULY-16	AUGUST-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		45	0	45
Pothole Hours	N/A	600	908	618		37	63	100
Mowing Hours	101	446	146	284		12	90	102
R-O-W Hours	N/A	12	299	676		54	468	522
Signs	153	106	251	179		6	14	20
Sign Work Hours	N/A	219	473	271		8	20	28
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	3	11

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

Public Works Special Projects:

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

Public Services Department - Wastewater Division
August 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
August 25th is the official start-up date for the headworks project. TDEC will be scheduling a final inspection in accordance with our loan requirements within the first two (2) weeks of September. We are now using the equipment that has been installed during this project are up and running. This equipment is as follows: drum screens, equalization basin transfer pump station, EQ basin aerators, non-potable water pumps (used to rinse the drum screens) and SIPS (spray irrigation pump station). The irrigation system is currently having to be filled with a 6" transfer pump, because the plant is not putting out have enough effluent water to keep the pumps primed. This will cease to be an issue as flow through the plant increases. The contractor is still working on the VT SCADA software program and should be completed with the monitoring system within the next two weeks. **(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
This project is completed but we've encountered a couple of issues that we're working through with the contractor. **(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
This project is completed and functioning as designed. **The contractor will return in October to complete the restoration work which will included seeding and straw placement. (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.

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	JUL-16	AUG-16	YTD
Late Payments	**12,857**	**12,685**	**12,068**	**12,692**	**1,128**	**1,188**	**2,316**
Disconnects for non-pay	**N/A**	**258**	**442**	**372**	**30**	**28**	**58**
Revenue Late Payments	**$67,810**	**$65,074**	**$61,350**	**$5,472**	**$7,524**	**$7,474**	**$14,998**

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

Line Marking	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-16	AUG-16	YTD
Tennessee 811	866	1,306	1,416	1,691		219	215	434

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
August 2016

Lift Station Location	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-16	AUG-16	YTD
North Palmers Chapel	1,736	3,559	483	35		5	2	7
Calista Road	1,058	2,014	418	24		10	10	20
Wilkinson Lane	231	219	101	0		1	1	2
Portland Road	25	36	13	1		0	1	1
Cope's Crossing	445	208	72	4		2	2	4
Union Road	149	93	45	91		2	1	3
Meadowlark Drive	40		33	1		4	1	5
Highway 76	9	6	2	0		0	0	0
Cambria Drive	16	9	0	1		0	0	0
Sage Road						0	1	1
Heritage High School						1	**15**	16
Treatment Plant	359	333	122	0		0	1	1

- **The 15 calls at Heritage High School were due to a bad pressure transducer (pump controller) which has been repaired.**

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.

Work Orders	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-15	AUG-16	YTD
"Grinder Project"	229	3	0	0		**0**	**0**	**0**
PD to Centrifugal Converts		4	10	3		**0**	**2**	**2**
2000 to Extreme C/O	85	86	60	53		**10**	**7**	**10**
2000 to 2000 C/O	19	13	23	7		**0**	**0**	**0**
Extreme to 2000 C/O	33	14	28	15		**1**	**2**	**1**
Extreme to Extreme C/O	**157**	**110**	**117**	**137**		**7**	**23**	**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**	**8**	**3**
Total Pumps Replaced	**363**	**313**	**321**	**313**		**21**	**42**	**63**
Low Pressure Service Request	**977**		**723**	**530**		**54**	**83**	**137**
Vacuum System Service	127	102	58	87		**22**	**17**	**39**
Gravity Service Request			14	5		**1**	**0**	**1**
Inspection for New Service	0	27	51	36		**4**	**3**	**7**
Final Inspection for New	0	47	66	37		**6**	**3**	**9**
Sanitary Sewer Overflow (SSO)	4	2	3	6		**1**	**1**	**2**
Odor Complaints	0	11	14	16		**1**	**2**	**3**

Public Services Department - Wastewater Division
August 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.

Repairs	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16		JUL-15	AUG-16	YTD
Major Lift Stations	5	5	18	26	57		**6**	**4**	**10**
Mainline	1	7	18	14	14		**1**	**1**	**2**
Service Line	52	65	136	49	42		**1**	**2**	**3**

Major Lift Stations Repairs:

WILKINSON LANE:
The BMA has approved the purchase of the new control panel and the PO has been given to WASCON. The VAPEX unit has been relocated to protect it against H2S corrosion.

CALISTA:
We are having issues with the AirVac control panel and the Vogelsang grinders. The contractor has been contacted and the issues are covered under the warranty.

COPE'S CROSSING:
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.

	JUN- 2016	JUL - 2016	AUG - 2016	
Flow	**0.691 MGD**	**0.538 MGD**	**0.616 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**49.4%**	**38.4%**	**44%**	(0.616 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**61.7%**	**648%**	**55%**	(0.616 MGD) / (1.12 MGD
Rainfall	**5.18"**	**4.83"**	**5.99"**	

Effluent	FY 11/12	FY 12/13	FY 13/14	FY14/15	FY15/16		JUL-15	AUG-16	YTD
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.

1. **H2S & Ferric Sulfate:**
   Staff continues to monitor the carbonaceous biochemical oxygen demand **(CBOD)** and the total suspended solids **(TSS)** which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. The **feed rate is 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. Removed a tree growing in the first (1st) ring.

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.

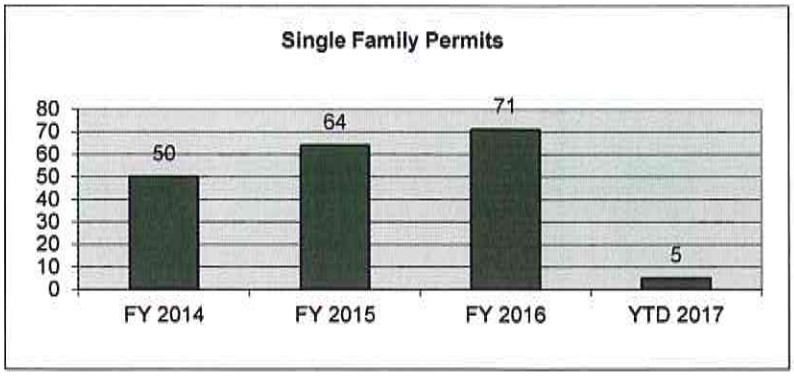
TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.

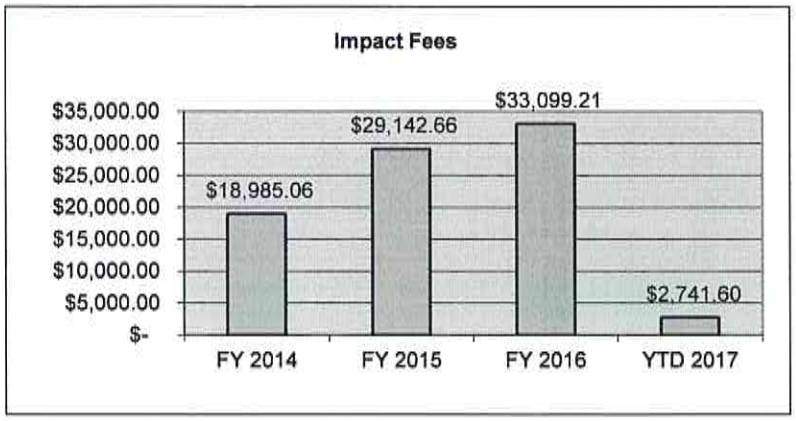
The PAA feed rate is now operating at a constant **1.72** parts per million (ppm) which is still well below the expected usage levels. ***July was 1.84 ppm.***

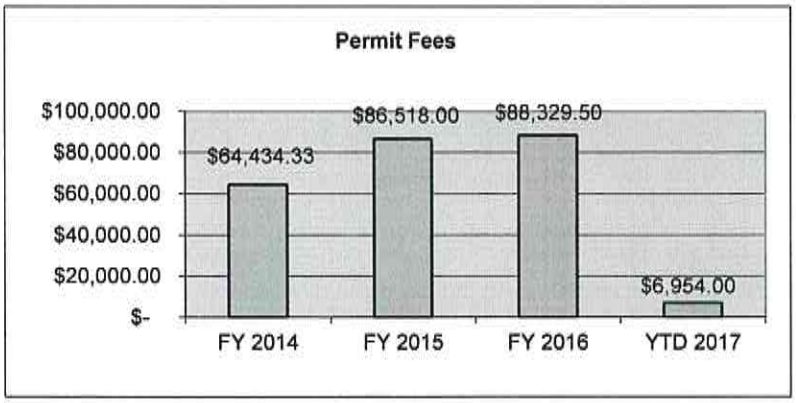
Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed ***126 CFU's*** (colony forming units) per 100 ml." Additionally, our ***daily maximum*** concentration limit is ***941/100ml.***

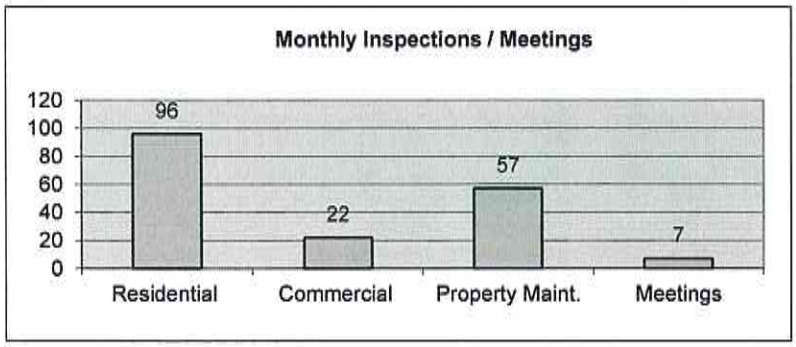
Our E Coli testing for the month was an average of ***32.0 CFU's*** which is well below the limit. ***July was 18.70 CFU's.***

Planning and Codes Department
AUGUST 2016









Planning and Codes Department
AUGUST 2016

	Month	YTD 17	FY2016	FY2015	FY2014
MEETING AGENDA ITEMS#					
Planning Commission	5	9	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
PERMITS					
Single Family Residential	2	5	71	64	50
Multi-Family Residential	0	0	8	3	123
Other Residential	8	15	235	367	132
New Commercial	0	1	6	7	2
New Industrial	0	0	1	1	0
Other Com/Ind	1	11	33	51	26
State Electrical	86	159	635	657	478
Sign	0	2	16	17	16
Occupancy Permits	0	1	47	54	59
Commercial Certificate of Occupancy-					
Other	0	2	5	1	71
BUILDING INSPECTIONS					
Residential	96	153	1244	1194	519
Hours	35	58.66	284.16	295.61	175.59
Commercial /Industrial	22	47	152	360	189
Hours	10.5	19.16	68.07	127.41	79.33
CODE ENFORCEMENT					
Total Cases	57	78	437	612	531
Hours	6.42	9.17	68.17	70.49	83.42
Complaints Received	18	26	120	145	141
MEETINGS					
Administration	2	3	27	29	39
Hours	3.5	3.83	61.58	56.92	67.95
Planning	2	3	33.5	23	31
Hours	0.83	1.83	51.75	56.8	101.25
Codes	3	4	36	34	50
Hours	5.75	6.75	29.41	28.74	58.25
FEES					
Permit Fees	$2,051.00	$ 6,954.00	$ 88,329.50	$ 86,518.00	$ 64,434.33
Board Review Fees	$300.00	$ 300.00	$ 8,200.00	$ 17,244.50	$ 7,297.90
City Impact Fee	**$249.00**	**$ 2,741.60**	**$ 33,099.21**	**$ 29,142.66**	**$ 18,985.06**
Roads	$76.20	$ 1,961.32	$ 16,316.07	$ 12,820.88	$ 5,405.07
Parks	$79.20	$ 198.00	$ 4,477.60	$ 5,943.60	$ 4,993.50
Police	$56.40	$ 350.80	$ 7,411.58	$ 6,155.15	$ 4,494.28
Fire	$37.20	$ 231.48	$ 4,893.96	$ 4,067.80	$ 2,976.51
OTHER ITEMS					
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	19	15	16	16	16

Parks, Recreation, & Cultural Arts Department
August 2016

Summary of Month's Activities
We received great news at the beginning of this month. We were informed that we were awarded the LPRF Grant for $500,000 that we applied for, for the purpose of building an amphitheater and playground as part of the next phase of the Municipal Recreation Complex! I don't really have any specifics on any of it yet but the plan is for this project to be included in the budget for next year. So, hopefully we can begin the process right away next July.

The splash pad has been running smoothly pretty much all month. We have decided the last day the splash pad will be open this year will be the last day of summer, September 21st.

The Splash Pad - Phase II process started this month. The board approved us entering back into contract with Great Southern Recreation for the contracting work to be done. The specs for the features have been approved and the features should now be in production. The hope is that Phase II will be done by November in time for us to test and then winterize it.

We finally opened the restrooms that are attached to the splash pad pavilion. We had a final walkthrough at the end of the month and there are still a few minor things that need to be fixed but overall I am very pleased with the way it turned out.

We were also able to open the restrooms that were being renovated in the back of the park in time for football season. Like the splash pad restrooms, we had a final walkthrough at the end of the month and there are still a few minor things that need to be fixed but shouldn't affect them being open.

We received 60 steel barrels and lids for the new trash collection process we are starting for our parks system. Now all we will need is the receptacles to be placed at their respective locations and we will be ready to start that new process.

We also were able to purchase a brand new 72" zero-turn mower for park maintenance and two new wireless LED scoreboards for the Civic Center Gymnasium this month.

Recreation
Fall Baseball started on August 20th. We have 6 teams in the 4-6 division, 4 teams in the 7-8 division and 3 teams in the 9-10 division. Games will be going on, through the first week of October. All games are held at the White House Municipal Park.

Fall Girls Volleyball league kicked off on August 13th. We have 3 teams in our 6-8th grade division and 5 in our 3rd-5th grade division. Games will be played through the 1st week of October. All Fall Girls' Volleyball Games will be held at the Civic Center.

Our Men's Fall Open Softball league sign-ups ended on August 9th. Games began on September 1st. We ended up reaching the league maximum of 9 teams, this fall. Teams play double headers on either Tuesday or Thursday nights. All games take place on Field 6 at the Municipal Park.

Jr. Pro Football kicked their season off a couple of weeks ago. They have been utilizing the Municipal Park to run their practices and play games. All of their games are played on Saturdays at the Jr. Pro field.

CCS began their Girls' Volleyball season on August 11th. They will be utilizing the Civic Center for all of their (Home) Middle School, Junior Varsity and Varsity games. They are planning to be in their new Gymnasium by the time that Basketball season rolls around. So they are planning as if they will be able to play there, this winter.

Upcoming Events include: Fall Basketball sign-ups and the Trail of Treats on October 27th.

Park Maintenance
Fall seasons have started for baseball and soccer along with football season, so this is our busiest time of the year. Naturally, a great deal of our time has been spent getting fields ready.

Parks, Recreation, & Cultural Arts Department
August 2016

This month we have:

- Sprayed for weeds around all of the parks.
- Finished aerating all of the sport fields for the summer and put down 500 pounds of fertilizer so far.
- Done some pruning and trimming on greenway trailheads.
- Had to fix a water fountain at the trailhead by Sonic
- Put in 100 hours of mowing. This is less than normal because all of the rain we have had it had prevented us from being able to do it and we also had a mower down. The mower has since been fixed and is back up and going now.
- Had a broken water line for irrigation that one of the guys was able to fix.

Seniors

In the month of August the Seniors enjoyed:

A bible study (9)
A keyboard demo (6)
Bunco (13)
Book club (8)
Craft corner (8)

Our trips included:
The Bluebird Café (18)
Bowling (7)
Frist Center (6)
A mystery trip to Frank Clement Railroad Museum (13)

The month ended with a dance and music by Casey & the Cowboys (30)

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 2015-16
Maintenance								
Mowing Hours	1,346	1,276	1,134	887	977	120	100	220
Pounds of Grass Seed Sown	2,275	3,280	2,560	2,265	3,885	0	0	0
Pounds of Fertilizer Applied	2,540	5,525	1,620	3,050	3,520	500	500	1,000
Number of Trees/Shrubs Planted	39	3	23	15	0	0	0	0
Recreation								
Number of Youth Program Participants	448	818	762	767	644	70	155	225
Number of Adult Program Participants	2,471	1,726	855	537	231	0	90	90
Number of Special Event Attendees	3,970	2,796	4,145	2,643	2,680	130	0	130
Total Number of Special Events Offered	17	19	12	11	14	1	0	1
Total Number of Programs Offered	78	51	46	43	37	5	3	8
Youth Program Revenue	$29,702.00	$ 49,676.00	$49,197.40	$53,736.37	$45,979.00	$15,086.00	$150.00	$15,236.00
Adult Program Revenue	$19,216.05	$ 16,060.90	$13,155.30	$8,855.00	$ 6,852.00	$450.00	$3,270.00	$3,720.00
Special Event Revenue	$7,355.00	$ 5,970.00	$4,965.00	$3,920.00	$ 4,620.00	$1,870.00	$0.00	$1,870.00
Administration								
Number of Shelter Reservations	112	110	103	112	85	17	18	35
Hours of Shelter Reservations			130	311	291	57	48	105
Shelter Reservation Revenue	$ 3,396.00	$ 3,270.00	$2,823.00	$3,379.50	$3,280.50	$440.00	$681.00	$1,121.00
Number of Facilities Reservations	136	261	207	191	296	17	23	40
Hours of Facility Reservations			145	584	894	64	71	135
Facility Reservation Revenue	$ 16,224.25	$ 36,686.43	$26,540.00	$21,028.62	$31,037.52	$2,440.63	$2,312.50	$4,753.13
Field Rental Revenue			$4,498.33	$3,248.00	$3,453.00	$630.00	$590.00	$1,220.00
Misc. Revenue	$ 56,423.35	$ 71,032.39	$37,420.52	$28,644.18	$27,861.34	$747.79	$315.00	$1,062.79
Senior Center								
Senior Center Participants	3,269	3,586	3,478	3,770	8,919	672	821	1,493
Number of Trip Participants	387	477	507	538	527	30	44	74
Number of Meals Participants	3,315	2,867	2,910	2,932	3,416	304	354	658
Number of Program Participants	4,486	4,030	3,419	4,618	4,939	338	423	761
Number of Trips Offered	31	34	38	45	39	3	4	7
Number of Meals Served	49	49	49	50	50	4	5	9
Number of Programs Offered	90	87	81	74	109	10	11	21

White House Library
August 2016

Summary of Activities

The Children's Librarian attended a regional in-service on August 10th about Teen Read Week, which will happen in October. In addition to getting a lot of useful information about children's programming, she found out about a regional children's librarian roundtable.

The Library held its one year building anniversary on August 6th. At the event, there were a total of 16 booths which included: two library tables (one for events and one for tech devices) Friends of the Library, UT Extension office, Sign Language Club, English as a Second Language, White House Fire Department, American Cancer Society, Vol. State, TN Electronic Library, essential oils, kids craft table, a balloon twister, and food booth. Patrons were given a card with each booth listed. If patrons got every booth to mark off their name on the card, then patrons were able to enter the card in for a prize drawing. The event was very successful with 85 people in attendance. A total of 65 turned in their card. Patrons gave lots of positive feedback and especially liked that none of the booths were trying to sell them anything, but only inform. Also, the venders enjoyed the event and were curious to know if we would hold the event again next year.

The library started up it's regularly schedule programs in the middle of August. Normally, the library would not hold events in August. It would use the time to recover from Summer Reading and wait until school start back. However, the staff decided to start programs in the middle of August after school started again. We had a total of 4 teen events, 5 adult events, and 11 children events.

The two teen events on Tuesday were very successful with 9 on the first event and 13 on the second. However, no one attended the Thursday event. The library is still experimenting with different types of programs on Thursday night to try and determine if this day has low turnout due to the type of program, or due to other activities that take place in the city.

The library director finished purchasing items with the Dollar General Summer Reading Grant Fund. Some of the funds were used to purchase prizes for the reading program, while some of it was used to purchase additional reading material and tech devices to be used in the library. The library director is currently working on another $1,000 literacy grant which if received the director will use to purchase supplies for this coming year's Summer Reading program.

Department Highlights

The highlights for the month were the success with the building anniversary as well as the regular program start up. It has been many years since the library held programs in August and the library was pleased to see the number in attendance at these events.

White House Library & Museum
August 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

August Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	44	0	11,034	83
2014	54	517	8,999	67
2015	405	807	9,887	73
2016	114	361	11,510	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: 29,992
Estimated Value of Total Materials: $749,800 **Last Month:** $742,900
Total Materials Available Per Capita: 2.18 **Last Month:** 2.18
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 August

2011	2012	2013	2014	2015	2016
339	258	142	562	231	376

Yearly Material Added

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	2,371

The library's goal is to add material that meets the current and future needs of city patrons. With the large increase in checkouts each month, the library staff believes they are doing a good job at meeting patron requests.

Physical Items Checked Out in August

2011	2012	2013	2014	2015	2016
5,825	4,560	4,384	4,421	5,834	6,620

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	48,008

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 that goal this year since we are checking out more items each month compared to pervious in years.

August Users

	2015	2016
Technology Devices	0	30
Kids Tech Devices	0	19
Study Rooms	0	66
Lego Table	0	155
Board Games	0	48
Puzzles	0	21
Seeds	0	3
Comics Plus	0	57
Test Proctoring	*	4

Yearly Users

2015	2016
48	101
33	42
300	512
145	1322
0	218
0	102
0	48
0	57
*	4

The library added video games for check out in addition to 4 more hot spots which is why there is an increase in checkout for adult and children tech devices. Additionally, the library purchased a comics plus database which allows patrons to check e-graphic novels on their devices. The library was very pleased with its first month checkout total with that database.

Volunteers: 20 **Hours:** 117 hours and 50 minutes

Monthly Comparative: 16.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	(404.55)	0.00 %	0.00	(404.55)	0.00 %
31110	Real & Personal Property Tax(Current)	2,846,206.00	(32.48)	0.00 %	237,183.83	(67.48)	0.03 %
31120	Public Utilities Property Tax (Current)	95,254.00	0.00	0.00 %	7,937.83	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	24,000.00	(7,704.98)	32.10 %	2,000.00	(5,416.99)	270.85 %
31212	Property Tax Delinquent 2nd Year	6,000.00	(1,322.02)	22.03 %	500.00	0.00	0.00 %
31213	Property Tax Delinquent 3rd Year	3,000.00	(1,533.00)	51.10 %	250.00	0.00	0.00 %
31214	Property Tax Delinquent 4th Year	3,000.00	(1,063.00)	35.43 %	250.00	0.00	0.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
31300	Int, Penalty, And Court Cost On Prop	16,300.00	(2,273.42)	13.95 %	1,358.33	(425.53)	31.33 %
31513	Payment In Lieu Of Tax -Sewer	131,248.00	(21,874.64)	16.67 %	10,937.33	(10,937.32)	100.00 %
31520	Payments From Industry	15,289.00	0.00	0.00 %	1,274.08	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	1,410,852.00	(236,936.93)	16.79 %	117,571.00	(130,233.60)	110.77 %
31709	Beer And Liquor Local Priv Tax	6,000.00	(49.46)	0.82 %	500.00	0.00	0.00 %
31710	Wholesale Beer Tax	292,000.00	(60,296.45)	20.65 %	24,333.33	(29,302.13)	120.42 %
31720	Wholesale Liquor Tax	45,700.00	(16,665.13)	36.47 %	3,808.33	(6,750.14)	177.25 %
31800	Business Taxes	146,500.00	(10,878.72)	7.43 %	12,208.33	(2,304.76)	18.88 %
31911	Natural Gas Franchise Tax	140,000.00	0.00	0.00 %	11,666.67	0.00	0.00 %
31912	Cable TV Franchise Tax	135,000.00	(36,469.70)	27.01 %	11,250.00	(36,469.70)	324.18 %
31960	Special Assessment - Liens	200.00	0.00	0.00 %	16.67	0.00	0.00 %
31980	Mixed Drink Taxes	11,950.00	(2,513.50)	21.03 %	995.83	(1,208.25)	121.33 %
32209	Beer And Liquor License Application	500.00	0.00	0.00 %	41.67	0.00	0.00 %

110 General Fund

Monthly Comparative: 16.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
32610	Building Permits	55,000.00	(6,767.00)	12.30 %	4,583.33	(2,076.00)	45.29 %
32690	Other Permits	500.00	(1,204.75)	240.95 %	41.67	(649.75)	1,559.40 %
32710	Sign Permits	1,250.00	(100.00)	8.00 %	104.17	0.00	0.00 %
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	(228.00)	2.24 %	850.00	(228.00)	26.82 %
33460	State Grant-Library Technology	500.00	0.00	0.00 %	41.67	0.00	0.00 %
33510	State Sales Tax	830,655.00	(144,505.56)	17.40 %	69,221.25	(75,466.39)	109.02 %
33520	State Income Tax	33,750.00	(34,516.05)	102.27 %	2,812.50	(89.76)	3.19 %
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	(3,477.22)	16.54 %	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	(4,750.00)	50.00 %	791.67	(4,750.00)	600.00 %
34120	Fees And Commissions	9,425.00	(622.79)	6.61 %	785.42	(300.00)	38.20 %
34740	Parks And Rec League Fees	73,000.00	(18,234.75)	24.98 %	6,083.33	(3,363.75)	55.29 %
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	(1,974.50)	24.68 %	666.67	(1,062.47)	159.37 %
34762	Museum Donations	0.00	0.00	0.00 %	0.00	0.00	0.00 %
34793	Community Center Fees	38,500.00	(6,369.13)	16.54 %	3,208.33	(3,408.50)	106.24 %
34900	Other Charges For Services	8,000.00	(1,723.50)	21.54 %	666.67	(928.00)	139.20 %
35110	City Court Fines And Costs	100,000.00	(15,821.72)	15.82 %	8,333.33	(8,176.39)	98.12 %
35130	Impoundment Charges	200.00	0.00	0.00 %	16.67	0.00	0.00 %
36000	Other Revenues	5,000.00	(735.79)	14.72 %	416.67	(322.95)	77.51 %
36100	Interest Earnings	6,500.00	(1,985.99)	30.55 %	541.67	(997.33)	184.12 %

Monthly Comparative: 16.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
36210	Rent	9,966.00	(1,686.00)	16.92 %	830.50	(843.00)	101.51 %
36330	Sale Of Equipment	6,000.00	(6,110.00)	101.83 %	500.00	(6,110.00)	1,222.00 %
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	0.00	0.00 %
36450	Parks Concessions	1,500.00	(350.00)	23.33 %	125.00	0.00	0.00 %
36700	Contri And Donation From Private	7,000.00	(1,080.00)	15.43 %	583.33	(1,000.00)	171.43 %
36930	Sale Of Notes	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**8,442,841.00**	**(652,260.77)**	**7.73 %**	**703,570.08**	**(335,031.35)**	**47.62 %**
Expenditures							
41000	General Government	(563,332.00)	114,564.79	20.34 %	(46,944.33)	33,674.65	71.73 %
41210	City Court	(82,514.00)	17,095.58	20.72 %	(6,876.17)	5,939.84	86.38 %
41500	Financial Administration	(402,478.00)	80,937.18	20.11 %	(33,539.83)	25,875.95	77.15 %
41650	Human Resources	(166,180.00)	29,023.54	17.47 %	(13,848.33)	12,605.95	91.03 %
41670	Engineering	(2,496,000.00)	95,139.74	3.81 %	(208,000.00)	38.78	0.02 %
41700	Planning And Zoning	(316,821.00)	53,930.35	17.02 %	(26,401.75)	20,397.01	77.26 %
41800	General Government Buildings	(133,955.00)	60,858.54	45.43 %	(11,162.92)	4,307.93	38.59 %
41921	Special Events	(15,000.00)	9,625.44	64.17 %	(1,250.00)	134.49	10.76 %
42100	Police Patrol	(1,226,768.00)	275,103.23	22.43 %	(102,230.67)	161,411.46	157.89 %
42120	Police Support Services	(373,372.00)	67,723.80	18.14 %	(31,114.33)	26,500.26	85.17 %
42150	Police Administration	(375,162.00)	66,432.51	17.71 %	(31,263.50)	22,694.42	72.59 %
42151	Communications Services	(163,393.00)	40,848.22	25.00 %	(13,616.08)	0.00	0.00 %
42200	Fire Protection And Control	(1,535,289.00)	651,414.82	42.43 %	(127,940.75)	76,178.10	59.54 %
42210	Fire Administration And Inspection	(344,158.00)	82,121.51	23.86 %	(28,679.83)	31,418.53	109.55 %
43000	Public Works	(741,702.00)	103,016.91	13.89 %	(61,808.50)	39,756.96	64.32 %

Monthly Comparative: 16.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(42,448.00)	12,629.50	29.75 %	(3,537.33)	927.97	26.23 %
44520	Museum Services	(54,564.00)	152,071.72	278.70 %	(4,547.00)	7,445.98	163.76 %
44700	Parks	(348,344.00)	65,549.93	18.82 %	(29,028.67)	32,800.29	112.99 %
44740	Park Maintenance	(537,166.00)	125,676.32	23.40 %	(44,763.83)	48,315.62	107.93 %
44800	Libraries	(325,360.00)	60,763.79	18.68 %	(27,113.33)	26,270.26	96.89 %
44880	Children's Library Services	(40,474.00)	7,088.93	17.51 %	(3,372.83)	2,982.68	88.43 %
51000	Misc Exp	(355,000.00)	227.86	0.06 %	(29,583.33)	227.86	0.77 %
	Total Expenditures	**(10,639,480.00)**	**2,171,844.21**	**20.41 %**	**(886,623.33)**	**579,904.99**	**65.41 %**
Total 110	General Fund	**(2,196,639.00)**	**1,519,583.44**	**69.18 %**	**(183,053.25)**	**244,873.64**	**133.77 %**

120 Industrial Development Fund

Monthly Comparative: 16.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	97,000.00	(23,598.41)	24.33 %	8,083.33	0.00	0.00 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	150.00	(36.38)	24.25 %	12.50	(18.16)	145.28 %
	Total Revenues	**97,150.00**	**(23,634.79)**	**24.33 %**	**8,095.83**	**(18.16)**	**0.22 %**
Expenditures							
48000	Economic Opportunity	(134,500.00)	9,980.00	7.42 %	(11,208.33)	0.00	0.00 %
	Total Expenditures	**(134,500.00)**	**9,980.00**	**7.42 %**	**(11,208.33)**	**0.00**	**0.00 %**
Total 120	Industrial Development Fund	**(37,350.00)**	**(13,654.79)**	**-36.56 %**	**(3,112.50)**	**(18.16)**	**-0.58 %**

Monthly Comparative: 16.67%

121 State Street Aid Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	284,431.00	(51,301.71)	18.04 %	23,702.58	(26,456.10)	111.62 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	175.00	(50.76)	29.01 %	14.58	(28.56)	195.84 %
	Total Revenues	**284,606.00**	**(51,352.47)**	**18.04 %**	**23,717.17**	**(26,484.66)**	**111.67 %**
Expenditures							
43100	Highways And Streets	(326,500.00)	243,318.77	74.52 %	(27,208.33)	(61,615.62)	-226.46 %
	Total Expenditures	**(326,500.00)**	**243,318.77**	**74.52 %**	**(27,208.33)**	**(61,615.62)**	**-226.46**
Total 121	State Street Aid Fund	**(41,894.00)**	**191,966.30**	**458.22 %**	**(3,491.17)**	**(88,100.28)**	**-2,523.52**

122 Parks Sales Tax Fund

Monthly Comparative: 16.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(71.08)	35.54 %	16.67	(36.75)	220.50 %
36425	Parks Sales Tax Receipts	551,048.00	(93,779.73)	17.02 %	45,920.67	(46,851.01)	102.03 %
	Total Revenues	**551,248.00**	**(93,850.81)**	**17.03 %**	**45,937.33**	**(46,887.76)**	**102.07 %**
Expenditures							
44400	Recreation	(402,000.00)	278,571.00	69.30 %	(33,500.00)	7,400.00	22.09 %
49000	Debt Service	(114,774.00)	0.00	0.00 %	(9,564.50)	0.00	0.00 %
	Total Expenditures	**(516,774.00)**	**278,571.00**	**53.91 %**	**(43,064.50)**	**7,400.00**	**17.18 %**
Total 122	Parks Sales Tax Fund	**34,474.00**	**184,720.19**	**-535.82 %**	**2,872.83**	**(39,487.76)**	**1,374.52**

123 Solid Waste Fund

Monthly Comparative: 16.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	800,000.00	(136,833.00)	17.10 %	66,666.67	(68,289.00)	102.43 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	600.00	(207.09)	34.52 %	50.00	(106.59)	213.18 %
36350	Insurance Recoveries	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37794	Sale Of Materials	4,000.00	(989.60)	24.74 %	333.33	(30.00)	9.00 %
	Total Revenues	**804,600.00**	**(138,029.69)**	**17.16 %**	**67,050.00**	**(68,425.59)**	**102.05 %**
Expenditures							
43200	Sanitation	(885,421.00)	258,682.90	29.22 %	(73,785.08)	43,350.36	58.75 %
49000	Debt Service	(60.00)	0.00	0.00 %	(5.00)	0.00	0.00 %
	Total Expenditures	**(885,481.00)**	**258,682.90**	**29.21 %**	**(73,790.08)**	**43,350.36**	**58.75 %**
Total 123	Solid Waste Fund	**(80,881.00)**	**120,653.21**	**149.17 %**	**(6,740.08)**	**(25,075.23)**	**-372.03**

124 Impact Fees

Monthly Comparative: 16.67%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	150.00	(51.15)	34.10 %	12.50	(26.72)	213.76 %
36421	Roads Impact Fees	7,500.00	(1,961.32)	26.15 %	625.00	(76.20)	12.19 %
36422	Parks Impact Fees	1,500.00	(198.00)	13.20 %	125.00	(79.20)	63.36 %
36423	Police Impact Fees	3,500.00	(350.80)	10.02 %	291.67	(56.40)	19.34 %
36424	Fire Impact Fees	9,500.00	(231.48)	2.44 %	791.67	(37.20)	4.70 %
	Total Revenues	**22,150.00**	**(2,792.75)**	**12.61 %**	**1,845.83**	**(275.72)**	**14.94 %**
Expenditures							
51010	Roads Impact Fees	(25,000.00)	0.00	0.00 %	(2,083.33)	0.00	0.00 %
	Total Expenditures	**(25,000.00)**	**0.00**	**0.00 %**	**(2,083.33)**	**0.00**	**0.00 %**
Total 124	Impact Fees	**(2,850.00)**	**(2,792.75)**	**-97.99 %**	**(237.50)**	**(275.72)**	**-116.09**

Monthly Comparative: 16.67%

140 Police Drug Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Substance Abuse Tax	500.00	(100.00)	20.00 %	41.67	0.00	0.00 %
35140	Drug Related Fines	2,700.00	(653.12)	24.19 %	225.00	(368.12)	163.61 %
36100	Interest Earnings	24.00	(3.41)	14.21 %	2.00	(1.79)	89.50 %
	Total Revenues	**3,224.00**	**(756.53)**	**23.47 %**	**268.67**	**(369.91)**	**137.68 %**
Expenditures							
42129	Drug Investigation And Control	(5,830.00)	2,299.94	39.45 %	(485.83)	2,299.94	473.40 %
	Total Expenditures	**(5,830.00)**	**2,299.94**	**39.45 %**	**(485.83)**	**2,299.94**	**473.40 %**
Total 140	Police Drug Fund	**(2,606.00)**	**1,543.41**	**59.23 %**	**(217.17)**	**1,930.03**	**888.73 %**

RESOLUTIONS….

September 7, 2016

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Amanda Brewton, Human Resources Director

Re: Year 2 of Tristar Health's Wellness Program

I would like to request that the City be allowed to participate in Year 2 of Tristar Health's Wellness Program which begins October 1, 2016, and ends September 30, 2017. Year 2 of the program will be more detailed and involved for our employees than Year 1. Every employee who chooses to participate will receive access to Tristar Health's Wellness Portal to earn points based on activities they complete. The portal allows employees to log daily exercise, enter the foods they eat, log completed annual prevention activities, take health pledges, read articles on health, fitness, and wellness, and many other activities. The program will also include six monthly educational sessions and six monthly health challenges for which employees will earn points in the portal.

Each employee participating in the program will be required to complete the initial biometric screening, the personal health profile, an annual physical, and the finish line assessment.

After reviewing the portal and how points are awarded, I am requesting that the Board allow five hours of personal time be awarded when an employee receives 2,500 points in the portal. Employees will be required to use these hours within twelve months of being awarded. Hopefully by providing incentives throughout the year, our employees will remain motivated to continue in the program.

Please contact me at 615-616-1008 if you have any questions.

RESOLUTION 16-12

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING PARTICIPATION IN YEAR TWO OF TRISTAR HEALTH'S WELLNESS PROGRAM.

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

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

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

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

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

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

Section 1. That the City of White House is hereby authorized to participate in Year 2 of TriStar Health's Wellness Program.

Section 2. That the City of White House is further authorized to provide five (5) hours of personal leave for every 2,500 points earned in Tristar Health's Wellness Portal that must be used within 12 months of award to full time employees.

Adopted this 15th day of September 2016.

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

ORDINANCES….

August 8, 2016

MEMORANDUM

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. One exception to this explanation is the general fund portion of the Museum/Chamber renovation carry over project. Only $150,588 is carried over from last year. The additional $13,987 actually increases the total project's budget.

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

City of White House
Budget Amendment I
August 18, 2016

					Current Budget	Proposed Budget	Amendment
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

1. *To amend current 2016-2017 budget to recognize unbudgeted costs related to the "Decorative Fencing & 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.*

120	27100		Industrial Devolopment Fund	Fund Balance	92,098	87,173	(4,925)
120	48000	900	Industrial Devolopment 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

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 $150,588 is a carry over project from the prior year that was not completed before June 30th. The additional $13,987 increases the total budget of the project.*

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

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.*

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

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.*

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 15th 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.

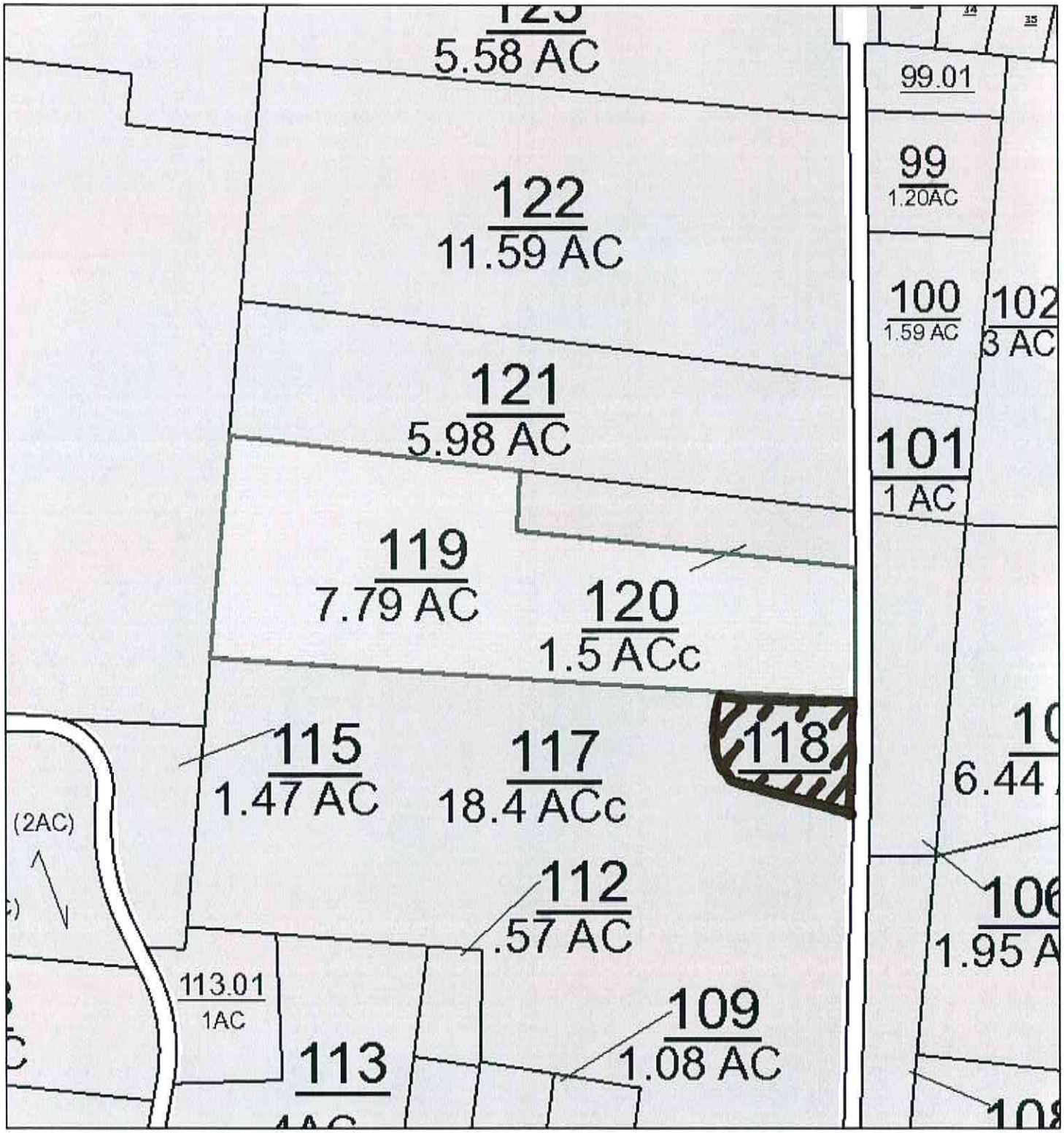
First Reading:	August 18, 2016	PASSED
Second Reading:	September 15, 2016	

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

Robertson County - Parcel: 095 119.00



August 9, 2016

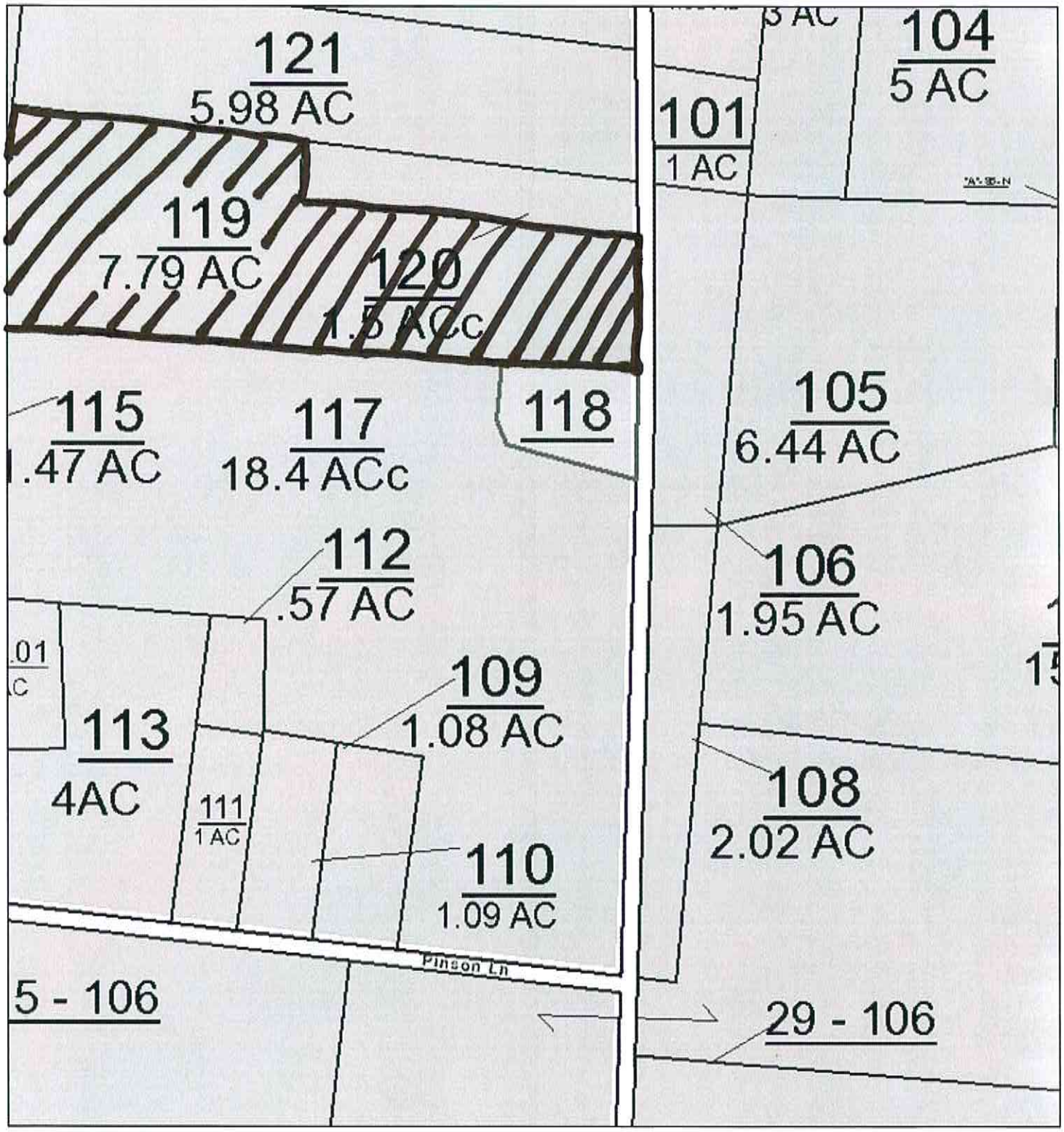
1:3,000

0 0.025 0.05 0.1 mi

0 0.04 0.08 0.16 km

OIR-GIS Services

Robertson County - Parcel: 095 118.00



August 9, 2016

1:3,000

0 0.025 0.05 0.1 mi

0 0.04 0.08 0.16 km

OIR-GIS Services

ORDINANCE 16-18

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, SECTION 18-302.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Sewer Rates, Fees and Charges;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES, AND CHARGES, Sections 18-301 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 3: SEWER RATES, FEES, AND CHARGES
SECTIONS: 18-302
SUBSECTIONS: 4 and 10
Amends are made in bold, italics, and underlined text.

Section 18-302. Fees and charges.

(4) Delinquent payments. Wastewater usage charges shall be paid by the due date. Usage charges that are not paid by the due date shall be assessed a penalty in the amount of ten percent (10%) of the amount due. Should wastewater usage charges and related penalties remain unpaid for fifteen (15) days ***or more*** following the due date, the water meter may be locked off from service or a request will be sent to the White House Utility District to have the meter removed from service, unless there are extenuating circumstances in the opinion of the city. It shall be the responsibility of the person to whom the wastewater usage charges are assessed to pay all charges and past due amounts before reconnection of service.

(10) Reconnection charge. A charge of fifty dollars ($50.00) will be applied to any user that ***has not paid the outstanding bill amount before the disconnection date printed on the monthly bill.*** ~~has been disconnected for non-payment before reinstatement will be issued~~.

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

First Reading: September 15, 2016

Second Reading: October 20, 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 31, 2016

Re: Request to Award Bid – Hester Drive & 2016/2017 Milling Contract

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On this date, August 31, 2016, I am requesting that the Mayor and Board of Alderman approve the bid award for the Milling Project.

CSR and the purchasing department competitively bid this project and they received only one (1) bid, which is as follows:

1. Jones Bros. Contractors: **$61,615.50.**

In reviewing the bid submittals, we are going to recommend that the BMA award the milling bid to the only bidder, Jones Bros. Contractors, in the amount of **$61,615.50.** This project will begin soon after the completion of the Hester Drive sidewalk project. It is anticipated that Hester Drive and Sage Road curb and gutter sections will be milled this October.

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

W. Joe Moss
Director of Public Services

CITY OF WHITE HOUSE
Bid# 16-1036PS
2016-2017 MILLING CONTRACT
Bid Opening: August 22, 2016 at 10:00 am

DESCRIPTION		
Company Name	Jones Bros. Contracting	
Address	2209 Crestmoor Rd, Suite 210 Nashville, TN 37215	
License Number	42204	
License Expiration	1/31/2017	
License Classification and Limit	BC; HC; HRA: MU-A; MU-C; MU-D Unlimited	
IF ALL ITEMS LISTED ABOVE ARE INCLUDED- OPEN BID		
SIGNED BID BOND	√	
SIGNED BID	√	
BASE BID TOTAL	$61,615.50	

OTHER BUSINESS…

September 7, 2016

MEMORANDUM

To: Board of Mayor and Aldermen

From: Kerry Harville, City Recorder

Re: Board Appointment – Construction Board of Appeals

Mayor Arnold requests that the Board approve the following individual be appointed to the Construction Board of Appeals. The term for the board position is three years.

New Appointment
Construction Board of Appeals

1. Rob Dorris – June 2019

City of White House
Board/Committee Application
Return to Attention: City Administrator's Office
105 College Street
White House, TN 37188
615-672-4350 ext. 2111

Please indicate the Board(s) and/or Committee(s) on which you are interested in serving:

Construction board of Appeals and Property Maintenance Board

Name: Rob Dorris ☒ Male ☐ Female

Home Phone: 615-430-8088 Work Phone: 615-672-9751 Occupation: service manager

Street Address: 651 Tyree Springs Road

Mailing Address: 651 Tyree Springs Road

City, State & Zip: White House, TN 37188

Email address, if applicable: Rob@seiwh.com

Are you a resident of the City of White House? Yes If yes, how long? 27 Years

Are you a registered voter? Yes If yes, please indicate the year of the last City election in which you voted: _____

Please answer the following questions:

1. Briefly describe why you wish to be considered for this appointment?

   To be more involved in a great community and to better the community in which involved in.

2. Describe the qualifications that you possess which would benefit the board and our community.

3. List present & past city boards, commission, or committees (either in White House or other communities) on which you have served or continue to serve and indicate years of service on each.

None

4. List civic organizations within the City of White House and/or Robertson or Sumner County of which you are or have been an active participant:

5. List present and future expectations for the City of White House:

Would love to see the city grow to be like Hendersonville over time.

6. The dates of board meetings are listed on the attached committee summary. Will your current employer/occupation allow you the opportunity to attend these meetings on a regular basis?

Yes

7. Please list any other comments or suggestions you'd like to make:

8/30/16

Signature/Date

Please return this form to the City Administrator's Office at 105 College Street, White House, TN 37188.
Thank you for your interest in serving the City of White House.

DISCUSSION ITEMS…

OTHER INFORMATION….