
CITY OF WHITE HOUSE
Agenda
Board of Mayor and Aldermen Meeting
January 21, 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 December 17th and December 22nd meetings
7. Welcome Visitors
8. Public Hearings
 - a. **Ordinance 15-31:** An ordinance of the City of White House, Tennessee, to de-annex certain territories within the corporate boundaries of the City of White House. *Second Reading.*
9. Communication from Mayor, Aldermen, and City Administrator
10. Acknowledge Reports
 - A. General Government
 - B. Finance
 - C. Human Resources
 - D. Police
 - E. Fire
 - F. Public Services
 - G. Planning & Codes
 - H. Parks & Recreation
 - I. Library/Museum
 - J. Municipal Court
 - K. Monthly Financial Summary
11. Consideration of the Following Resolutions:
 - a. None
12. Consideration of the Following Ordinances:
 - a. **Ordinance 15-31:** An ordinance of the City of White House, Tennessee, to de-annex certain territories within the corporate boundaries of the City of White House. *Second Reading.*
 - b. **Ordinance 16-01:** An ordinance amending the Municipal Code Title 5, Chapter 4 Wholesale Beer Tax, section 5-401. *First Reading.*
 - c. **Ordinance 16-02:** An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *First Reading.*
 - d. **Ordinance 16-03:** An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-301. *First Reading.*
 - e. **Ordinance 16-04:** An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, adding section 2-210. *First Reading.*
 - f. **Ordinance 16-05:** An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-101. *First Reading.*

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- g. **Ordinance 16-06:** An ordinance amending the Zoning Map for a 412.53 acre property relative to Robertson County Tax Map 117, Parcel 008 from NCRPUD (Neighborhood Center Residential Planned Unit Development) without a valid preliminary master development plan, to NCRPUD with a valid preliminary master development plan. *First Reading.*

13. Purchasing

- a. To approve or reject Task Order #9 from McGill Associates for \$30,100.00 for engineering fees associated with the Industrial Drive Fire Line project. The Public Services Director recommends approval.
- b. To approve or reject Knight Electric, Inc., from Russellville, KY, bid of \$45,800.00 for the street lighting project at Municipal Park. The Parks and Recreation Director recommends approval.
- c. To approve or reject the purchase of one 2016 Fleet/Non-Retail Dodge Ram from state contract number 40051 (TT of Columbia, Inc) for \$24,793.00. The Planning and Codes Director recommends approval.

14. Other Business

- a. To approve or reject the re-appointment of Gerald O. Herman as City Administrator.

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Study Session
December 17, 2015
6:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 6:01 pm.

2. Roll Call

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

3. Adoption of the Agenda

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

4. New Business

a. Discuss current wastewater structure

Public Services Director Joe Moss gave a brief presentation on the research he has gathered on the current wastewater rates and the potential effects making a change would have on the wastewater system. Mr. Moss presented three options for new wastewater rates, and the Board asked that a fourth option be added to the list of options. If a sewer rate change is needed the rates will not change until July 1, 2016. City Administrator Gerald Herman proposed that revisions be made to the current wastewater “residential” definition (Title 18, Chapter 2, Section 18-201). An ordinance will be created for a first reading in January with the updated definition.

5. Adjournment

Meeting was adjourned at 6:42 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
December 17, 2015
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

Special guest Pastor Kris Freeman from Revolution Church led the prayer.

3. Pledge by Alderman

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

4. Roll Call

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

5. Adoption of the Agenda

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

6. Approval of Minutes of the November 19th meeting

Motion was made by Ald. Decker, second by Ald. Bibb to approve the minutes. A voice vote was called for with all members voting aye. **November 19th minutes were approved.**

7. Welcome Visitors

Mayor Arnold welcomed all visitors.

8. Public Hearings

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

No one spoke for or against.

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

No one spoke for or against.

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

No one spoke for or against.

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

No one spoke for or against.

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

No one spoke for or against.

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

Dustin Smith, owner of Uptown Wine & Spirits, LLC, apologized to the Board of Mayor and Aldermen, Police Department, and citizens for the offense. He stated that it was human error and since the offense he has tightened down on policies and procedures.

9. Communication from Mayor, Aldermen, and City Administrator

Ald. Hutson told a personal story about "paying it forward" and why he feels like White House is such a wonderful community.

Ald. Decker told a personal story about carolers that came to his house, and echoed Ald. Hutson's comments on what a nice community we have.

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

City Administrator Gerald Herman stated that City Recorder Kerry Harville will be requesting a study session with the Commissioner of TDOT, Board of Mayor and Aldermen, and Planning Commission to discuss funding of our road projects.

City Administrator Gerald Herman gave an update on drainage projects.

City Administrator Gerald Herman stated that Finance Director Jason Barnes received his certification as a Certified Municipal Financial Officer.

City Administrator Gerald Herman reminded the Board that there is a special called Board of Mayor and Aldermen meeting on Tuesday, December 22nd at 10:30 am.

City Administrator Gerald Herman stated that all Board members received an invitation to the Annual Firefighter Banquet on January 16th.

City Administrator Gerald Herman mentioned that phase one of the splash pad project has been installed.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-13 was approved.**

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 15-14 was approved.**

12. Consideration of the Following Ordinances:

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson – aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-25 was approved on Second Reading.**

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

Motion was made by Ald. Decker, 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 15-26 was approved on Second Reading.**

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

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson – aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-27 was approved on Second Reading.**

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

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson – aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-28 was approved on Second Reading.**

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

Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-29 was approved on Second Reading.**

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

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-30 passed on First Reading.**

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

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 15-31 passed on First Reading.**

13. Purchasing

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

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.**

14. Other Business

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

Motion was made by Ald. Bibb, second by Ald. Paltzik to impose a \$500.00 fine. A voice vote was called for with all members voting aye. **Uptown Wine and Spirits, LLC, was fined \$500.00 for selling to a minor.**

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

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

15. Discussion Items

- a. Demonstration of the City of White House Application.

City Recorder Kerry Harville gave a presentation on the newly released City of White House application. The app is now available for download and will be released to all employees on December 28th and citizens on January 11th.

16. Other Information

a. Budget calendar for FY 2016-2017 annual budget

17. Adjournment

Meeting was adjourned at 8:08 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

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CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Special Session
December 22, 2015
10:30 a.m.

1. Call to Order by the Mayor

Meeting was called to order at 10:35 am.

2. Roll Call

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

3. Adoption of the Agenda

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

4. Public Hearings

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

No one spoke for or against.

5. New Business

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

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - absent; Ald. Hutson – aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 15-30 was approved on Second Reading.**

- b. To approve or reject bids from contractors for the Municipal Recreation Complex Phase II and White House City Park Restroom Renovation projects.

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

6. Adjournment

Meeting was adjourned at 10:43 am.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

REPORTS....

**General Government Department
December 2015**

Administration

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

- December 01: Monument Sign Project – Meeting with Architect
- December 02: Community Development & Infrastructure Committee Meeting (Forward Sumner)
- December 03:
 - Public Hearing for SRF Loan
 - Chamber of Commerce After Hours Event
- December 08: Regional Transportation Authority Operations and Marketing Committees
- December 09:
 - D.A.R.E. Graduation at White House Heritage Elementary School
 - Metropolitan Planning Organization Annual Luncheon
 - Webb Sanders Christmas Open House
- December 10:
 - Baseball/Softball Programs in White House Brainstorming Session
 - White House Library Open House
- December 11: Kissel Entertainment Meeting (Americana Celebration Carnival)
- December 14:
 - Stormwater Advisory Board Meeting
 - Planning Commission Meeting
- December 15:
 - Chamber of Commerce Luncheon
 - Board of Zoning Appeals Meeting
- December 16:
 - Miracle on Main Street Planning Meeting
 - Regional Transportation Authority Meeting
- December 17:
 - Brookside Village Follow-up Meeting
 - Board of Mayor and Aldermen Study Session
 - Board of Mayor and Aldermen Meeting
- December 22: Board of Mayor and Aldermen Special Called Meeting
- December 29: Greater Nashville Regional Council Executive 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 2015-2016.

Budget	Budgeted Amount	Expended/Encumbered*	% Over (↑) or Under (↓) (Anticipated expenditures by this point in the year)
General Fund	\$10,097,867	\$4,540,330	↓5.25
Industrial Development	\$118,500	\$31,895	↓23.08
State Street Aid	\$275,000	\$76,715	↓22.10
Parks Sales Tax	\$410,569	\$11,093	↓47.30
Solid Waste	\$882,617	\$515,703	↑8.43
Impact Fees	\$3,290	\$0	↓50.00
Police Drug Fund	\$35,633	\$33,713	↑44.61
Debt Services	\$751,058	\$122,482	↓33.69
Wastewater	\$7,086,888	\$5,149,555	↑15.29
Healthcare	\$68,500	\$32,387	↓2.72
Stormwater Fund	\$359,485	\$164,123	↓4.34
Cemetery Fund	\$63,300	\$25,818	↓9.21

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

**General Government Department
December 2015**

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The December 2015 error rate was 2.9%.

Total Purchase Orders

	FY 2016	FY 2015	FY 2014
July	279	231	212
August	166	170	140
September	133	107	142
October	140	149	152
November	166	113	110
December	105	130	110
January		124	119
February		88	132
March		145	154
April		147	157
May		129	149
June		122	156
Total	989	1,655	1,733

Purchase Order Errors by Department

	December 2015	FY 2016	FY 2015*
Admin.	0	1	0
Bldg. Maint.	0	0	0
Cemetery	0	0	0
Codes	0	0	0
Court	0	0	0
Finance	0	0	0
Fire	0	0	2
HR	0	1	0
Library	0	3	8
Parks	0	1	3
Police	1	2	2
Public Works	0	0	2
Sanitation	0	1	0
Stormwater	0	1	-
Wastewater	2	6	3
Total	3	16	20

*Errors by department started being tracked in July 2014.

Purchase Orders by Dollars	Dec. 2015	FY 2016	FY 2015	FY 2014	Total for FY16	Total for FY15	Total for FY14
Purchase Orders \$0-\$1,999		574	1,392	1,517	\$257,274.67	\$708,133.51	\$529,278.93
Purchase Orders \$2,000-\$9,999		97	172	154	\$438,374.77	\$718,011.83	\$551,768.46
Purchase Orders over \$10,000		47	91	62	\$5,446,055.10	\$11,854,322.55	\$6,221,273.04
Total		718	1,655	1,733	\$6,141,704.54	\$13,280,467.89	\$7,302,320.43
Purchase Orders \$0-\$9,999	100	262			\$264,197.28		
Purchase Orders \$10,000-\$24,999	2	4			\$62,815.42		
Purchase Orders over \$25,000	3	5			\$335,457.37		
Total	105	271			\$662,470.07		
Total	105	989	1,655	1,733	\$6,804,174.61	\$13,280,467.89	\$7,302,320.43

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

**General Government Department
December 2015**

Website Management

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

	2015-2016 Update Requests	2014-2015 Update Requests	2013-2014 Update Requests	2015-2016 Page Visits	2014-2015 Page Visits	2013-2014 Page Visits
July	112	102	162	266,304	562,455	250,487
August	79	83	186	401,773	265,548	468,840
September	154	107	126	287,363	352,406	262,563
October	64	93	86	331,565	328,241	296,397
November	92	67	92	281,096	361,124	282,249
December	123	96	137	293,316	393,777	279,207
January		89	126		246,658	555,161
February		116	137		389,805	426,376
March		98	127		355,975	1,191,691
April		82	95		549,670	262,646
May		76	81		387,210	238,690
June		91	67		320,233	610,113
Total	624	1,100	1,355	1,861,417	4,513,102	5,124,420

Facebook Management

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

	2015 - 2016 New Likes	2014 - 2015 New Likes	2013 - 2014 New Likes	2015 - 2016 # of Posts	2014 - 2015 # of Posts	2013 - 2014 # of Posts
July	70	29	34	26	49	14
August	19	23	25	23	30	22
September	24	26	10	21	37	11
October	95	57	7	34	47	18
November	18	25	21	24	21	10
December	78	39	97	24	34	17
January		34	36		25	15
February		69	33		36	27
March		40	16		40	25
April		192	20		30	22
May		45	21		33	19
June		44	40		40	19
Total	304	623	320	152	422	200

**General Government Department
December 2015**

Twitter Management

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

	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets
July	539	418	294	12	42	14
August	548	422	314	15	30	22
September	553	432	322	17	32	11
October	576	439	322	21	33	18
November	583	446	322	13	22	10
December	593	451	337	14	28	17
January		462	346		20	10
February		478	361		28	20
March		481	370		31	25
April		498	385		26	21
May		502	464		23	15
June		507	410		25	19
Total	N/A	N/A	N/A	92	340	162

Building Maintenance Projects

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

Special Maintenance Projects

- Christmas decorations

	2015 - 2016 Work Order Requests	2014 - 2015 Work Order Requests	2013 - 2014 Work Order Requests
July	22	25	N/A
August	33	10	N/A
September	31	19	N/A
October	30	27	N/A
November	27	15	N/A
December	17	15	8
January		31	19
February		23	33
March		24	15
April		22	15
May		13	31
June		25	20
Total	160	249	141

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

**Finance Department
December 2015**

Finance Section

On December 1st the Finance Director and Assistant Director met with Julie Evans of Kraft CPAs to discuss the results of the FYE 6/30/2015 audit. On December 2nd the Finance Director and Assistant Director attended the CMFO "Purchasing, Risk Management, & Enterprise Resource Planning" class. After the Finance Director passed this class he received the Certified Municipal Finance Officer certification. For the 2016 calendar year and all subsequent years, the Finance Director is required to maintain a minimum of 24 continuing professional education training hours to maintain the CMFO certification. The Assistant Director has successfully completed all of the CMFO classes of which she has been enrolled (4). She now has 7 CMFO classes remaining until she receives her certification. On December 3rd the Finance Director attended a public hearing for the newest SRF loan pertaining to the WWTP Headworks Improvements project. On December 10th the Finance Director attended a community meeting pertaining the baseball and softball programs in White House. On December 14th the Finance Director attended the Stormwater Advisory Board meeting. On December 15th several finance office associates attended the wellness program presentation at Fire Hall #2. On December 16th the software committee attended part 1 of a software demonstration presented by United Systems Technology Inc. On December 17th the Finance Director as well as several other members of city staff attended a follow up meeting with several members of from various organizations regarding concerns about the development of Brookside Village. Also on December 17th the Utility Billing Specialist and Finance Director attended a BMA study session for wastewater rates. Finally on December 17th the Finance Director attended the monthly BMA meeting. On December 22nd the Finance Director attended a special called BMA meeting.

Performance Measures

Utility Billing

	December 2015	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	4	41	62	55	28	15
Move Ins (#)	41	269	488	506	481	493
Move Outs (#)	36	270	514	516	479	455
Late Payments (\$)	5,079	35,970	68,103	69,241	65,074	67,810
Late Payments (#)	931	6,195	15,641	12,840	12,685	12,857
Disconnect for non-payment (#)	21**	225	442	514	258*	n/a

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

**Disconnection not performed until 1/6/15 due to scheduling concerns

Accounts Payable

	Dec. 2015	Nov. 2015	Oct. 2015	Sept. 2015
Total # of Invoices Processed	397	335	293	410

Business License Activity

	December 2015	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	5	45	105	74	80	52
Closed	2	2	5	13	140*	6

*129 businesses deemed uncollectable in October 2012

**Finance Department
December 2015**

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

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
3 regular 1 special	306 direct deposits 51 checks	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	8,121,277	2,436,383	4,133,980	51%
Cemetery Fund			163,288	
Debt Services			38,600	
Healthcare			240,674	
Impact Fees			95,024	
Industrial Development			148,406	
Park Sales Tax			257,536	
Police Drug Fund			12,614	
Solid Waste			440,782	
State Street Aid			165,811	
Stormwater Fund			85,589	
Wastewater			3,846,766	

*Balances do **not** reflect encumbrances not yet expended.*

The Finance Department's goal is to meet or exceed each fund's total revenues as proposed in the approved budget as set by the Board of Mayor and Aldermen by the end of the fiscal year 2015-2016.

Operating Fund	FY2016 Est. Revenues (\$)	YTD Realized* (\$)	% Over (↑) or Under (↓) (Anticipated revenues realized by this point in the year)
General Fund	8,121,277	3,788,062	↓3.36%
Cemetery Fund	26,775	11,557	↓6.84%
Debt Services	750,200	331,450	↓5.82%
Healthcare	62,200	28,408	↓4.33%
Impact Fees	12,700	13,111	↑53.24%
Industrial Development	70,100	65,115	↑42.89%
Park Sales Tax	494,766	261,325	↑2.82%
Police Drug Fund	4,520	2,248	↓0.27%
Solid Waste	800,400	409,604	↑1.17%
State Street Aid	269,264	144,790	↑3.77%
Stormwater Fund	368,730	190,063	↑1.55%
Wastewater	5,722,700	2,551,776	↓5.41%

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

**Human Resources Department
December 2015**

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

- December 07: Chamber of Commerce Discover White House Meeting
- December 08: Parks Maintenance Worker Interviews
- December 14: Stormwater Advisory Board Meeting
- December 15: Chamber of Commerce Monthly Luncheon
- December 16: Miracle on Main Street Debrief Meeting

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	1	0	0	1	2
September	0	3	1	1	0
October	0	1	1	0	1
November	0	1	0	1	1
December	1	0	0	2	0
January		0	1	2	0
February		1	1	0	0
March		1	0	0	0
April		1	2	2	3
May		3	1	2	0
June		3	0	1	0
Total	2	13	9	12	7

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

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

	2015 - 2016	2014 - 2015	2013- 2014	2012- 2013	2011 - 2012
July	0	0	2	0	0
August	3	1	0	1	0
September	0	1	1	0	0
October	0	1	2	1	1
November	1	2	0	1	0
December	0	1	1	1	2
January		1	2	0	0
February		2	2	0	3
March		1	0	1	0
April		0	2	1	1
May		0	0	0	0
June		1	2	0	0
Total	4	11	14	6	7

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

**Human Resources Department
December 2015**

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

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012
July	1	0	1	1	4
August	1	0	0	0	1
September	2	1	0	1	0
October	0	0	1	1	1
November	0	1	2	1	2
December	1	1	1	0	0
January		0	0	1	3
February		1	0	1	2
March		0	0	0	1
April		0	0	0	2
May		1	1	2	2
June		0	0	0	1
Total	5	5	6	8	19
Percentage	5.32%	5.49%	7.14%	8.99%	21.84%

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

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

	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013
July	1 (T)	0	0	
August	0	1 (D)	0	
September	1 (T)	1 (T)	1 (S)	
October	0	0	1 (T)	
November	0	0	1 (S) 1 (T)	
December	0	0	0	
January		0	0	2 (S)
February		1 (S)	0	0
March		0	0	1 (T)
April		0	0	0
May		0	0	1 (S)
June		0	0	0
Total	2	3	4	4

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

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

**Police Department
December 2015**

Highlights

On December 12th, the White House Police Department and Fire Department with support of the White House Rotary Club held the city's 2nd Annual Shop with a Cop/Firefighter Program. The program was able to provide a special Christmas for 18 local children. We had several police officers, firefighters, Rotary Club members, administrative staff and family members volunteering their time to assist with the program and shop with the children. Below are a few pictures of the special day.



Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in December:***
Rotary Club Meeting (Dec. 3rd & 10th), Robertson County Chief's Meeting (Dec. 8th), DARE Graduation (Dec. 9th), 911 User Group (Dec. 9th), Baseball/Softball Programs meeting (Dec. 10th), Department Head Meeting (Dec. 14th), 911 Board Meeting (Dec. 15th), Miracle of Main Street Briefing (Dec. 16th) and Command Staff Meeting (December 16th).

Police Department Administration Performance Measurements

1. ***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.*** The accreditation process has 161 professional standards that need to be met. We have 157 proofs of the 161 standards completed for 2015. Here are the proofs we are waiting on:
 - 6.10- waiting on performance appraisal proof for 2015 which won't have till appraisal time.
 - 16.A.1- waiting on roster from 911 system and agenda about Amber Plan.
 - 16.A.5-waiting on roster from 911 system and agenda about Tn. Silver Alert.
 - 20.4- TIBRS incident reporting system-won't have this proof till around June for the 2015.Susan Johnson, Accreditation Manager, is starting the collection of 2016 proofs.
 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.
-

**Police Department
December 2015**

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	0	0	0
February	0	104	0	104
March	0	24	56	80
April	0	80	24	104
May	0	200	19.5	219.5
June	0	400	88	488
July	32	352	8	392
August	4	0	4	8
September	4	168	12	184
October	0	202	24	226
November	24	0	8	32
December	0	0	0	0
Grand Total	64	1,530	243.5	1,837.5

Patrol Division Performance Measurements

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

Number of Officers on Shift	December	FY 2015-2016
Three (3) Officers per Shift	43	251
Four (4) Officers per Shift	9	20

2. *Acquire and place into service two Police Patrol Vehicles.* Two new vehicles for the 2015-2016 FY have been received and placed on the road. **Complete.**
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2015-2016.* Fall compliance checks were conducted in November. Uptown Wine & Spirits failed compliance. We will do compliance checks again in the spring.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 65 per 1,000 population during the calendar year of 2015.*

Group A Offenses	December 2015	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	10	1	164	15
Crimes Against Property	43	4	489	44
Crimes Against Society	9	1	121	11
Total	62	6	774	70
Arrests	38		399	

**U.S. Census Estimate 2014 – 11,042*

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

**Police Department
December 2015**

	December 2015	TOTAL 2015
Traffic Crashes Reported	22	395
Enforce Traffic Laws:		
Written Citations	155	2,085
Written Warnings	76	1,091
Verbal Warnings	143	2,558

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

COLLISION RATIO				
2015	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
December	22	5	23%	14%

Traffic School: There were eleven people that attended traffic school.

Staffing

- Ofc. Ryan Spraggins is currently in Field Training. He will be attending the Tennessee Law Enforcement Training Academy in April.
- Two positions are still open at the White House Police Department. Deadline for applications ends 1/31/2016.

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

Summer County Emergency Response Team: ERT held their annual breakfast and awards in Gallatin on December 9th.

Volunteer Reserve Officers: On December 7th, the Reserves had training on Mental Illness and Warrant Writing.

Support Services Performance Measurements

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

2015 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
<i>December</i>	79%	78%

Communications Section

	December	Total 2015
Calls for Service	1,004	13,494
Alarm Calls	45	400

**Police Department
December 2015**

Request for Reports

	December 2015	FY 2015-2016
Requests for Reports	20	461
Amount taken in	\$15.85	\$370.57
Tow Bills	\$65.00	\$678.00
Emailed at no charge	31	539
Storage Fees	0.00	\$0.00

Governor's Highway Safety Office (GHSO): On December 18th, Sgt. Brisson attended the annual awards luncheon in Murfreesboro.

Volunteer Police Explorers: On December 7th, Officer Ghee did a K9 demo and talked to the Explorers about his work with the DTF. On December 21st, the Explorers went over the history of policing, the role of a contact officer, the role of a cover officer and domestic violence scenarios.

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

Crime Prevention/Community Relations Performance Measurements

1. **Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.**
D.A.R.E. graduation was held on December 9th for Heritage Elementary. D.A.R.E for the spring will be held at White House Middle School. It will begin February 17th.
2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.** Safety Day will be held on Labor Day.
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** Applications are being accepted for the next Citizen's Police Academy to take place in February 2016.
4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
 - On December 2nd, Active Shooter Training was held for the Chamber of Commerce. It was instructed by Sgt. Enck.
 - On December 9th, Active Shooter Training was held for the Library and instructed by Sgt. Enck.
 - Shop with a Cop was held on December 12th. (See Highlights).

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

- Christmas Parade and Miracle on Main Street (December 5th).
- Cash Express Toy Drive (December 5th).

Upcoming Events:

Citizen's Police Academy (February)
Orchard Park Neighbor Hood Watch (January 25th)

2015 Participation in Joint Community Events		
	December 2015	Year to Date
Community Activities	5	58

**Fire Department
December 2015**

Summary of Month's Activities

Fire Operations

The Department responded to 88 requests for service during the month with 56 responses being medical emergencies. The Department responded to 5 vehicle accidents with reported injuries with five patients transported to area hospitals.

December 3rd 1:06pm– The Department responded to a reported dumpster fire on Hester Dr. the fire was confined to the dumpster. There was no other property damage reported with this incident.

December 8th 12:55pm – The Department was dispatched to a fire alarm located at the Lowes Mill Work facility. When fire units arrived on scene the alarm was sounding and after some investigation a chair located in a storage area had some fire damage causing the alarm. It was determined workers had been welding in the area and was the cause of the incident. The chair was the only property damage and there were no injuries reported with this incident.

December 11th 11:53am – The Department was dispatched to a vehicle fire on Eastside Dr. fire units arrived on scene to find a vehicle fully involved with fire. The fire was extinguished without incident although the vehicle was a total loss. There were no injuries reported with this incident.

December 20th 6:47pm- The Department was dispatched to an out building fire on Portland Rd. when fire units arrived on scene they found the pole barn type building fully involved in fire. It was necessary for a supply line to be connected to the hydrant resulting in the road being closed for several hours while crews worked to extinguish the fire. The building was severely damaged and was determined to be a total loss as was the contents. There were no injuries reported with this incident.

Fire Administration

December 8th–Asst. Chief Sisk and other city staff attended a meeting at city hall to evaluate recordkeeping software.

December 9th – Chief Palmer met with TML Representative Don Derby who conducted an appraisal of city properties.

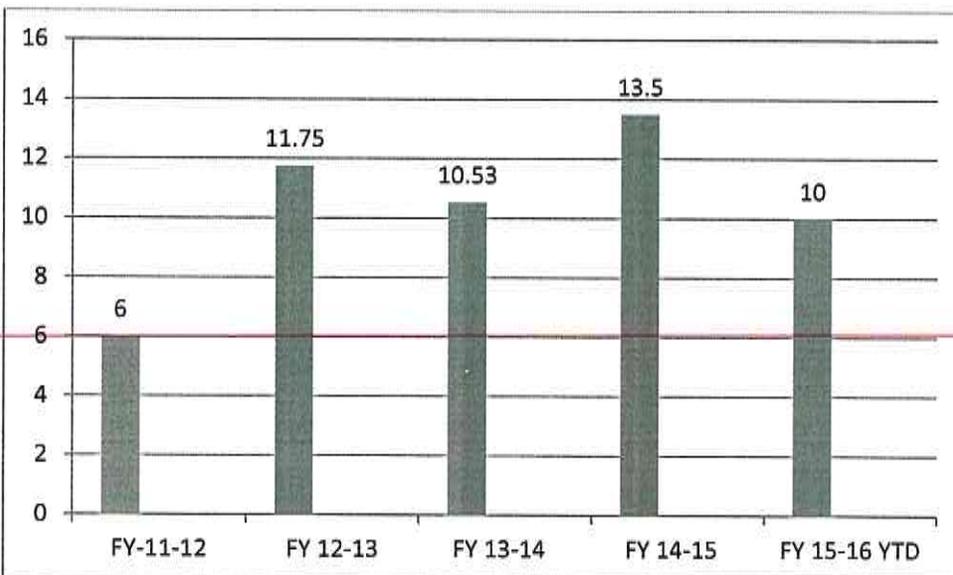
December 16th –Chief Palmer attended the Miracle on Main Street planning meeting at city hall.

Asst. Chief Sisk attended three National Weather Service weather briefings during the month of December.

Monthly Performance Indicators

Personnel Responding to Structure Fires

The Department goal in this area would be to exceed our current four year average of 10.4 firefighters for each structure fire response within our city limits.



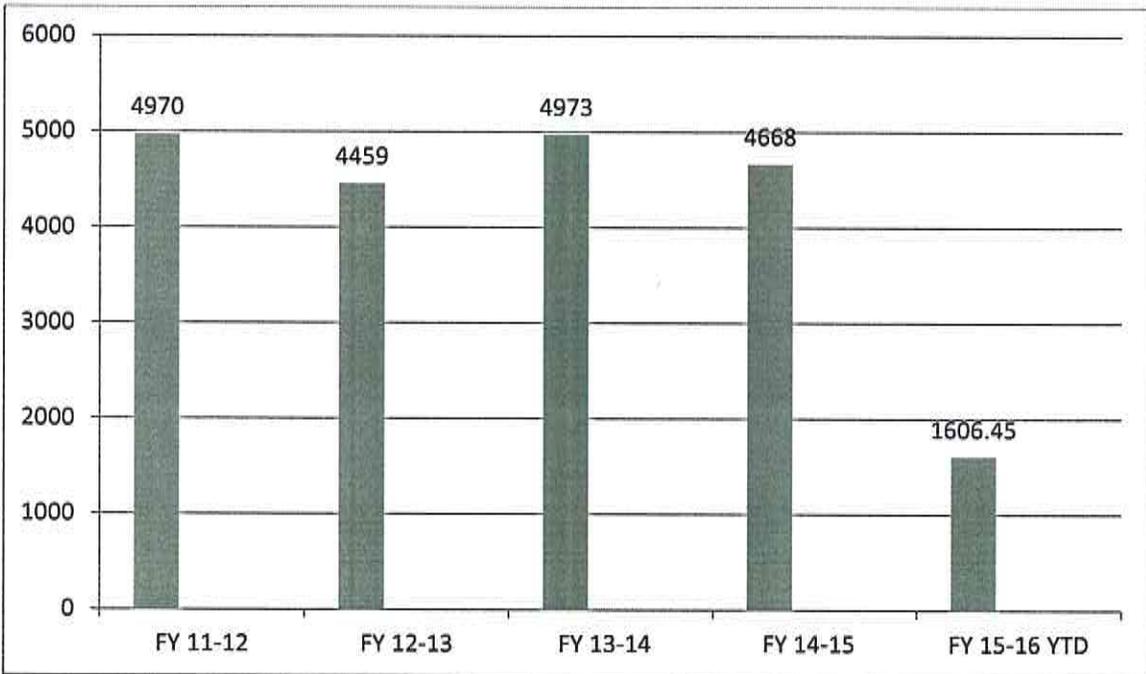
**Fire Department
December 2015**

Incident Responses

Structure Fires	1	Vehicle Accidents(general cleanup)	2
Other Fires	1	Vehicle Accidents(With injuries)	5
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	8
Hazmat	2	Assist other Governmental Agency	2
Other Calls	10	Total Responses for the Month	88
Emergency Medical Responses	56	Total Responses Year to Date	544

Fire Fighter Training

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

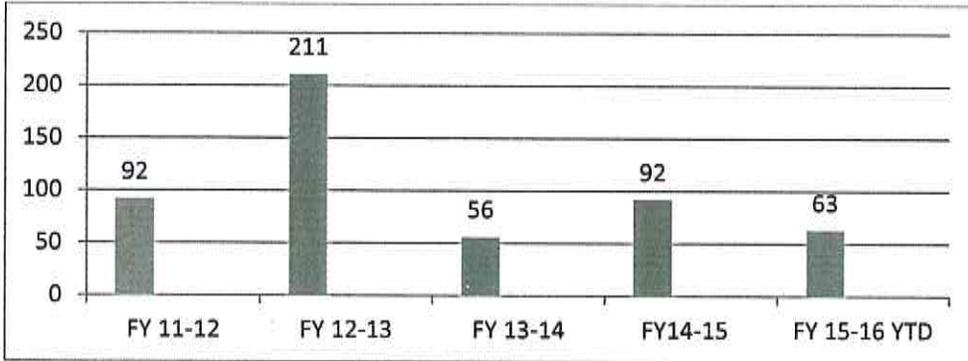


Total Training Man-hours for the Month	285.19	Total Training Man-hours Year to Date	1891.64
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**Fire Department
December 2015**

Fire Inspection

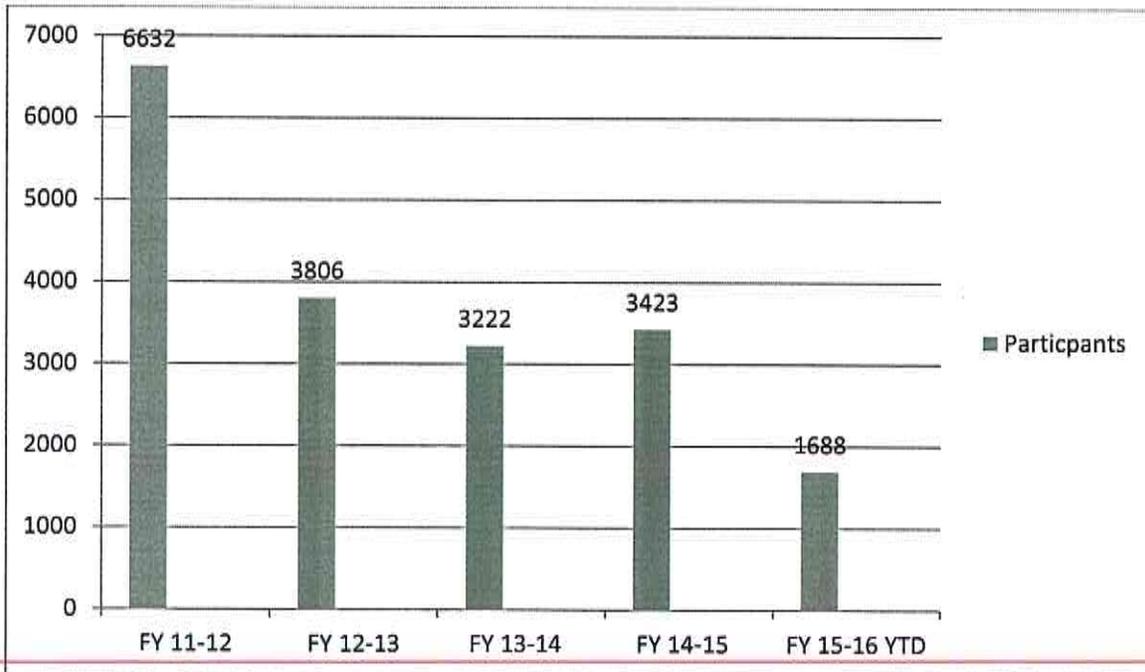
It is part of our fire prevention goals to complete a fire inspection at each business annually. Currently in our data base there are 387 businesses in the city including commercial and industrial facilities.



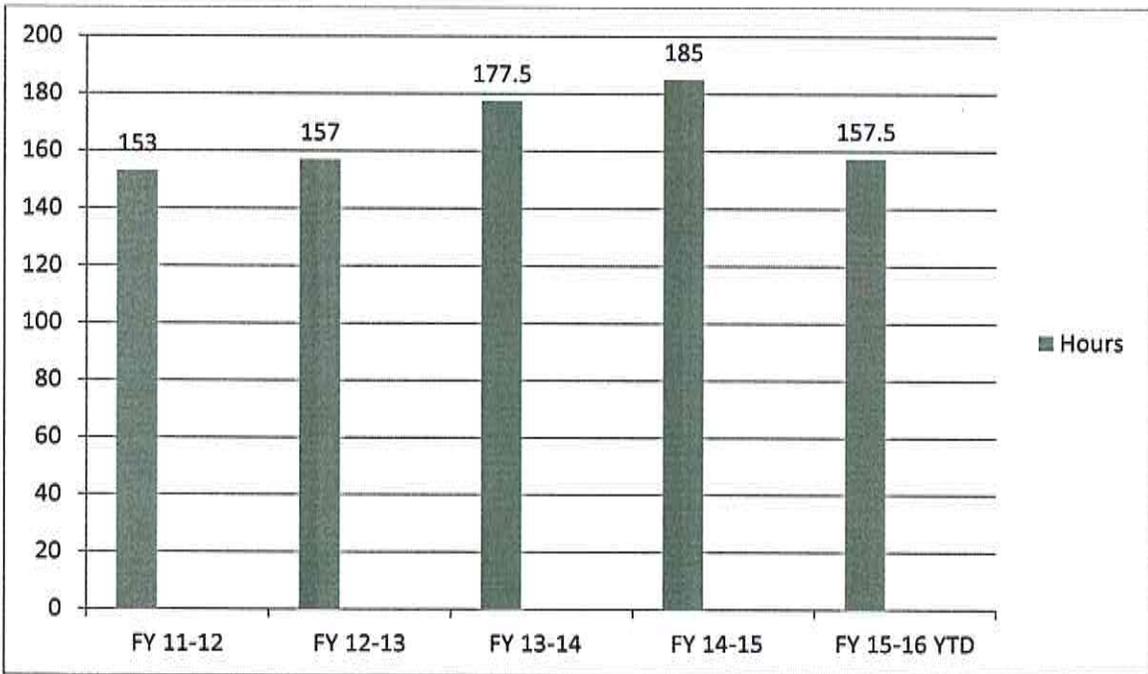
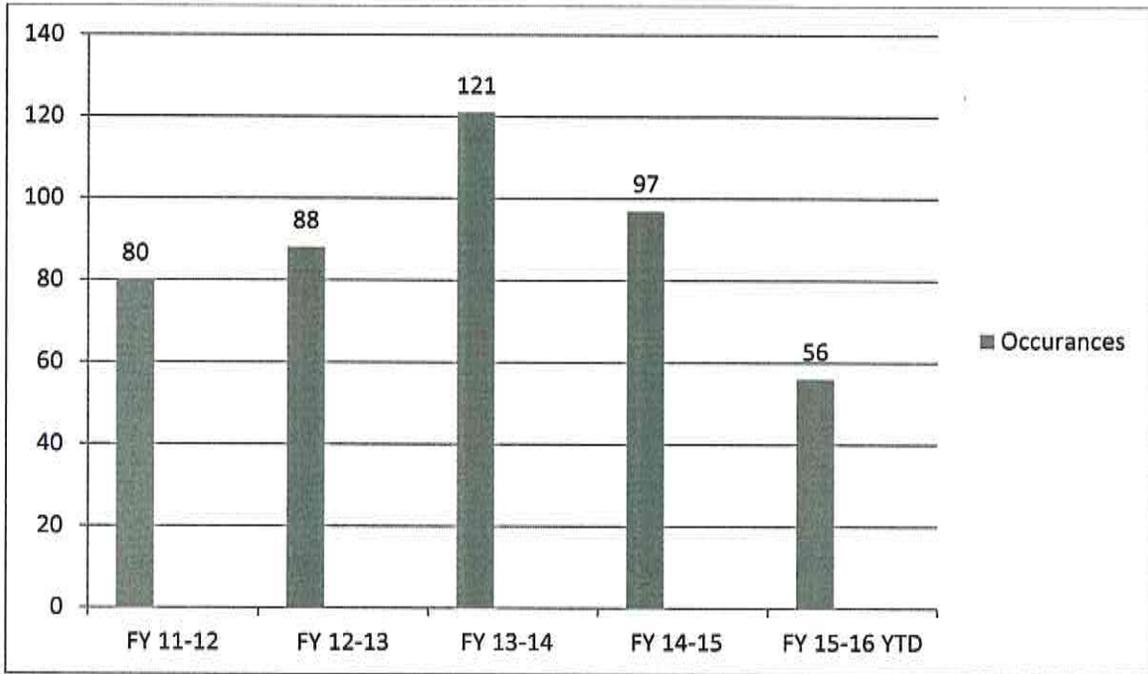
Fire Inspections	4	Year to Date 63	Plat / Plan Reviews	1	Year to Date 18
Fire Investigations	1	Year to Date 4	Fire Preplans	1	Year to Date 6

Public Fire Education

It is a Department goal to exceed our last three years averages in Participates (3484) Occurrences (102) and Contact Hours (173). The following programs are being utilized at this time; Risk Watch taught to all first grade students, Career Day, Station tours, Fire Extinguisher training and Safety Day.



**Fire Department
December 2015**



Participants	157	Education Hours	8
Participants Year to Date	1688	Education Hours Year to Date	157.5
Number of Occurrences	8	Number of Occurrences Year to Date	56

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

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

1. (1) Stormwater Manager (1);
2. (1) PW Supervisor (1);
3. (1) Full-time PW crew leader; (No qualified candidates, hired in the Maintenance classification)
4. (2) Full-time truck drivers (1-PW & 1-Sanitation);
5. (4) Full-time maintenance workers (2-PW, 1-Stormwater & 1-Sanitation).

Total Hours Worked	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	DEC-15	YTD 15/16
Stormwater	0	0	0	0	545	417	3,058
Sanitation	8,930	5,975	3,138	2,914	196	234	1,337
Street	3,539	3,765	4,485	4,040	584	823	2,173
Facility Maintenance	100	124	839	2,049	161	275	1,053
Fleet Maintenance	147	445	857	1,157	53	54	445
Meeting/Training	135	332	653	572	9	26	220
Leave	915	1,005	1022	807	143	68	548
Holiday	1,040	650	730	850	140	165	495
Overtime	0	70	166	263	67	36	214
Administrative	0	0	496	781	30	41	158

Brush, Leaves & Litter Control Program:

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

Sanitation	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	DEC-15	YTD 15/16
Brush Collection Stops	2,970	2,787	5,394	5,915	372	394	2,851
Brush Truck Loads	468	302	644	503	25	31	211
Leaves Pickup Bags	N/A	519	4,324	4,016	890	264	1,997
Brush/Leaves Hours	N/A	585	2,119	1,634	95	106	636
Litter Pickup Bags	0	168	535	309	12	19	115
Litter Pickup Hours	N/A	443	829	1,147	101	128	701

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

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is *to maintain an error rate of less than 1%*. The December 2015 work order report shows that staff made 101 requests on the WI web portal system, of which only 56 were due to missed service calls and the rest were container delivery and/or pickup. Considering that we have over 3,800 cans in service for garbage and 3,680 cans in service for recycling, we are operating with less than 1% error rate.

Solid Waste	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	<u>DEC-15</u>	YTD 15/16
Tons	3,634	3,458	3,315	3,081	280	305	1,686
Disposal Fee	\$88,325.03	\$85,077.60	\$82,869.34	\$86,098.70	\$6,930.88	\$7,4964.21	\$42,704.00

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	<u>DEC-15</u>	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763	3,900	3,902	23,410
Receivables	\$683,625.00	\$690,098.50	\$692,727.50	\$795,325.12	\$67,456	\$67,439	\$403,886
Revenue	\$654,858.69	\$684,487.53	\$705,287.91	\$781,004.41	\$70,488	\$65,427	\$405,304

Citizen Solid Waste Drop-off Program:

The goal for the citizen drop-off program is to provide an effective means for residents to dispose of bulky wastes (furniture, washer appliances, clutter, etc.) or other wastes that normally wouldn't fit into their curbside container. We provide a dumpster for garbage and a dumpster for *metal recycling*. We encourage the residents to separate their items to maximize our recycling efforts. The BMA has made it a policy to allow residents two (2) free dumps per year. Anything above that number a resident would be charged \$50.00.

SW Drop-Off	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	<u>DEC-15</u>	YTD 15/16
Participants	715	809	525	712	39	51	308
Tons	168	141	168	166	9	12	68
Disposal Fee	\$16,513.14	\$15,473.00	\$16,913.54	\$13,208.16	\$792.86	\$920.74	\$5,523

Recycling Program:

The goal for the recycling program is to achieve an overall recycling rate of 25%. At present we are recycling approximately 16% of our solid waste stream. I will add cardboard recycling containers to the drop-off program during the upcoming bid process as a means to increase our diversion rate of recyclable materials from the solid waste stream. The total volume of recyclables collected curbside during the month was approximately 22 tons of material which is a savings of about \$1,825.00 in avoided landfill tipping fees. In addition, the recyclable material revenue for the month was approximately \$353.35. This is a net gain of \$2,177.08.

Recycling	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	<u>DEC-15</u>	YTD 15/16
Curbside Tons	244	393	456	408	40	35	193
Recycling Rate	7%	13%	14.3%	13.5%	12%	11%	13%
Revenue (curbside)	-	\$4,749.94	\$3,469.56	\$2,472.91	\$0	\$0	\$19.08
Fee (old program)	\$6,736.13	-	-	-	-	-	-
Metal (drop-off) Tons	11	62	42	33	0	4	22
Metal Revenue	\$3,167.45	\$10,555.50	\$6,240.40	\$4,333.90	\$0	\$78.80	\$1,426

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

Stormwater Improvement Projects:

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

Stormwater	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	DEC-15	YTD 15/16
Drainage Requests	3	27	17	23	1	0	13
Drainage Work (feet)	58	1,457	2,513	2,232	90	203	1,674
Drainage Man Hours	N/A	891	1,261	1,135	538	267	2,223
Debris Removed Loads	N/A	75	57	75	35	392	448
Sweeping Man Hours	0	0	272	460	7	25	144

Stormwater Accounting	FY 14-15	NOV-15	DEC-15	YTD 15/16
Units Billed	\$24,410.00	4,104	4,103	24,653
Receivables (Billed)	\$107,249.28	\$34,382.40	\$34,396.08	\$205,926
Revenue (Received)	\$105,118.28	\$35,148.57	\$34,343.16	\$189,543

Road Work Program:

The goal for this program is to maintain the City's right-of-ways and drive lanes so they're free from hazards.

1. Curb - repair concrete curbs/sidewalks;
2. Shoulder – maintain shoulders with rock;
3. Potholes – repair asphalt such as base failures and pothole patching;
4. Potholes – man hours associated with potholes/asphalt work;
5. Mowing - medians, right-of-ways, and City owned property;
6. R-O-W - tree trimming and roadside vegetative management (weed spraying);
7. Signs – repair, replace and/or install signs within the City limits;
8. Salt – winter weather road clearing and salting.

Road Work	FY 11/12	FY 12/13	FY 13/14	FY 14/15	NOV-15	DEC-15	YTD 15/16
Curb Repair	0	1	1	0	0	0	0
Shoulder LF	0	788	3,331	100	0	320	6,054
Shoulder Hours	0	0	88	54	0	24	42
Potholes	168	125	202	269	0	30	90
Pothole Hours	N/A	N/A	600	908	0	23	128
Mowing Hours	0	101	446	146	0	0	140
R-O-W Hours	N/A	N/A	12	299	46	53	159
Signs	119	153	106	251	4	7	34
Sign Work Hours	N/A	N/A	219	473	2	55	88
Salt Tons	55	4	79	76	0	0	0
Salt Hours	N/A	N/A	159	385	0	0	0
Decorative Streetlight Hours	0	0	0	33	3	3	25

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

1. SIGN REPLACEMENT:

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

Departmental News:

On December 3, 2015 *Shelia White* completed the necessary coursework criteria and proficiently passed the TAUD Administrative Professionals Exam. She is now recognized as a TAUD Certified Administrative Professional.

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.

1. Moved directional signs at the Highway 31W and Highway 76 intersections back to the South.
-

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

Collection System Activities

Employee Recognition:

Curtis Earls received news that he passed his State Certification exam and is now a Grade II Collection System Operator. This is not only great for Curtis for his personal career advancement, but is equally good for the City, with regards to having Curtis being able to share in responsibility in the operation of the system.

WWTP Headworks Project:

The mechanical materials have been ordered. The spray field piping has been installed and once the testing has been completed, the standpipes and spray heads will be installed. We have not run into any substantial obstacles at this point in the project. (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 and a 270-day final completion date.)

Meadows Road Area Sewer Improvement Project:

The official start date for this project was March 23, 2015. The City has negotiated a settlement to remove Dove Construction (Bell Group) from the project. Sessions Paving has completed the street paving, but was not able to do the joint tie-ins due to the cold weather setting in. City forces will complete the property restoration when the weather permits.

Calista Lift Station Rehabilitation Project:

This project is replacing the motor control center (MCC), the installation of VFD's, the installation of grinders at the vertical turbine pumps and the replacement of the auxiliary power generator. The Calista MCC project will also include the installation of two (2) VFD's and grinders at the North Palmers Chapel vacuum station. The mechanical and electrical materials are in production and the project CPM schedule shows work commencement on January 15. (We had the preconstruction meeting on September 15, 2015 and the official construction commencement date is October 5. The project has a 150 day substantial completion date and a 180 day final completion date.)

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

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

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>NOV-15</u>	<u>DEC-15</u>	<u>YTD</u>
Late Payments	11,790	12,857	12,685	12,068	1,214	913	6,195
Disconnects for non-pay	N/A	N/A	258	442	21	26	231
Revenue Late Payments	\$62,880	\$67,810	\$65,074	\$61,350	\$7,035	\$5,079	\$35,970

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

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

<u>Line Marking</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>NOV-15</u>	<u>DEC-15</u>	<u>YTD</u>
Tennessee 811	948	866	1,306	1,416	117	106	774

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
December 2015**

<u>Lift Station Location</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>NOV-15</u>	<u>DEC-15</u>	<u>YTD</u>
North Palmers Chapel	1,483	1,736	3,559	483	2	4	25
Calista Road	985	1,058	2,014	418	2	2	14
Wilkinson Lane	417	231	219	101	0	0	0
Portland Road	13	25	36	13	0	0	1
Cope's Crossing	109	445	208	72	0	0	4
Union Road	16	149	93	45	0	0	91
Meadowlark Drive	32	40		33	0	0	0
Highway 76	20	9	6	2	0	0	0
Cambria Drive	32	16	9	0	0	0	1
Treatment Plant	439	359	333	122	0	0	0

Work Order Maintenance Response Goal:

The primary goal of the wastewater department is to provide fast, efficient and effective service to the City's approximately 4,009 utility customers. Dispatched and managed through *our GIS Cloud-Based work order system*, staff responds to sewer related calls on a 24/7 basis. Our secondary goal is to manage the over 2,800+ *mini-lift stations* (grinder pumps) in our system using a proactive, programmatic approach. This is done by periodic scheduled maintenance. Additionally, the system has not been completely changed out from the prior two (2) generations of pumps. Thus, we have a large number of "change-outs" (C/O) as listed below.

Some of these change-outs can also be attributed to customer negligence (throwing foreign materials down the toilet). When abuse is the contributing factor, I will charge back the cost of the pumps, panels and service costs to the customer. Another area of concentration is converting the *positive displacement (PD)* pumps that were installed in a *centrifugal pump* application. These *PD to Centrifugal Converts* can be found primarily in the commercial sector.

<u>F Work Orders</u>	<u>FY 10/11</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>NOV-15</u>	<u>DEC-15</u>	<u>YTD</u>
"Grinder Project"	144	229	3	0	0	0	0
PD to Centrifugal Converts			4	10	0	1	3
2000 to Extreme C/O	0	85	86	60	1	4	24
2000 to 2000 C/O	271	19	13	23	1	0	7
Extreme to 2000 C/O	0	33	14	28	5	2	12
Extreme to Extreme C/O	0	157	110	117	6	15	56
Centrifugal to Centrifugal C/O				5	0	0	0
2000 Conversions	159	26	3	0	0	1	2
Extreme Converts	0	43	83	74	2	5	26
Total Pumps Replaced	430	363	313	321	15	28	146
Low Pressure Service Request	554	977	750	723	33	49	261
Vacuum System Service Request	96	127	102	58	5	9	47
Gravity Service Request				14	1	1	4
Inspection for New Service	0	0	27	51	3	3	23
Final Inspection for New Service	0	0	47	66	8	3	26
Sanitary Sewer Overflow (SSO)	0	4	2	3	1	0	4
Odor Complaints	0	0	11	14	1	1	12

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

System Repairs Goal:

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

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

<u>Repairs</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 12/13</u>	<u>FY 14/15</u>	<u>NOV-15</u>	<u>DEC-15</u>	<u>YTD</u>
Major Lift Stations	12	5	5	18	26	5	8	39
Mainline	0	1	7	18	14	0	1	6
Service Line	82	52	65	136	49	1	3	16

Major Lift Stations Repairs:

WILKINSON LANE:

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

CALISTA:

We've installed one (1) VFD on a temporary basis. The vertical inline (VI) sewerage pump #2 has a cracked volute and due to the age of the pump, the City can no longer get the volute. The new Yeoman VI pump is on order and we are awaiting delivery.

COPE'S CROSSING:

The issues with Cope's Crossing were resolved by WASCON and is running normal.

UNION ROAD:

WASCON has replaced the impellers and check valves and the station is running normal.

Wastewater Treatment Plant Goal:

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

	<u>OCT - 2015</u>	<u>NOV - 2015</u>	<u>DEC - 2015</u>	
Flow	0.800 MGD	0.834 MGD	0.909 MGD	
Capacity	1.40 MGD	1.40 MGD	1.40 MGD	
% of Plant Throughput	57.1%	59.5%	65%	(0.909 MGD) / (1.40 MGD)
Actual Capacity	1.12 MGD	1.12 MGD	1.12 MGD	(1.4 MGD x 80%)
% of Allocated Capacity	71.4%	74.4%	81.2%	(0.909 MGD) / (1.12 MGD)
Rainfall	3.49	5.28"	5.56"	

<u>Effluent</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY14/15</u>	<u>NOV-15</u>	<u>DEC-15</u>	<u>YTD</u>
Violations		4	6	2	1	0	6	7

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

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

1. **H₂S & Ferric Sulfate:**

Staff continues to monitor the carbonaceous biochemical oxygen demand (**CBOD**) and the total suspended solids (**TSS**) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. The feed rate is 17 gallons per day at the Union Road lift station and 20 gallons per day at the Old Tyree lift station.

2. **Oxidation Ditch:**

Running optimally.

3. **UV System:**

We have turned the UV System off in order to see the truest results possible from the Peracetic Acid. We have received the approval from TDEC to go ahead with the 90-day Peracetic acid trial which began the last week of March 2014.

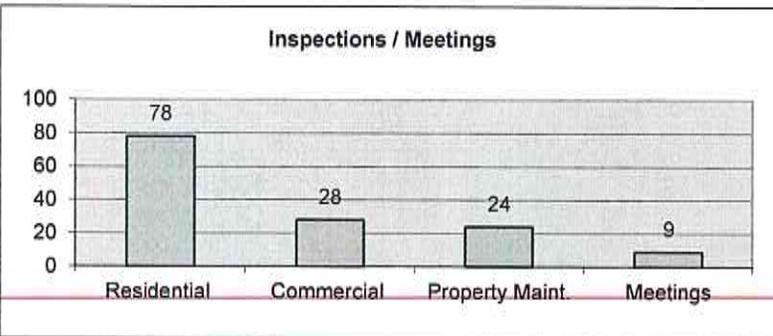
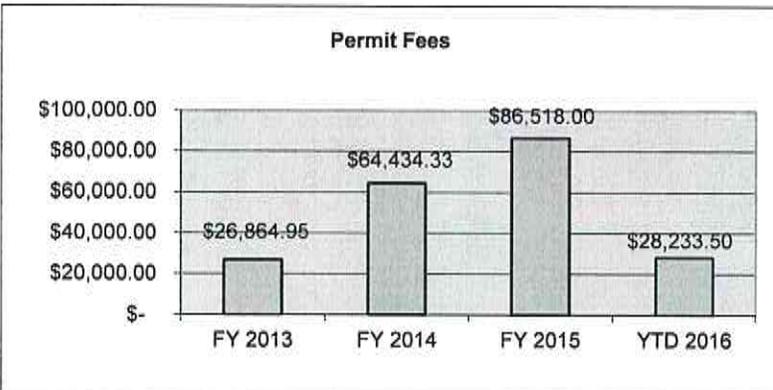
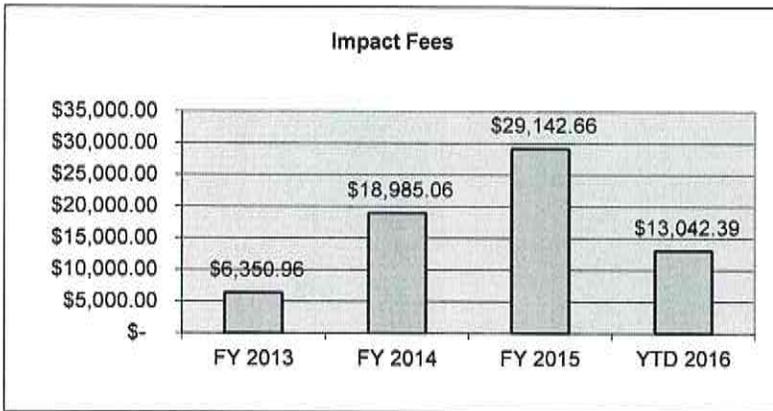
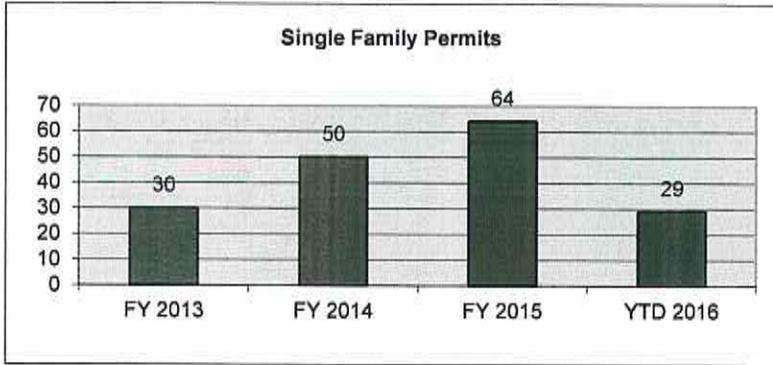
TDEC has responded to our use of PAA as the method of disinfection and the agency wants to study the process in more detail before making a final response. The next phase involves further testing, bio-assay sampling of the streams, quantifying daily use rate and an engineering report.

The PAA feed rate is now operating at a constant **1.43** parts per million (ppm) which is still well below the expected usage levels.

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

Our E. Coli testing for the month was an average of **33** cfu's, which is well below the limit.

**Planning and Codes Department
DECEMBER 2015**



**Planning and Codes Department
DECEMBER 2015**

	Month	YTD 16	FY2015	FY2014	FY2013
MEETING AGENDA ITEMS#					
Planning Commission	5	28	50	38	39
Construction Appeals	0	1	1	0	0
Zoning Appeals	4	9	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	4	29	64	50	30
Multi-Family Residential	0	0	3	123	2
Other Residential	10	96	367	132	133
New Commercial	0	2	7	2	1
New Industrial	0	1	1	0	0
Other Com/Ind	2	15	51	26	27
State Electrical	51	288	657	478	329
Sign	0	8	17	16	11
Occupancy Permits	0	36	54	59	62
Commercial Certificate of Occupancy-					
Other	0	1	1	71	18
BUILDING INSPECTIONS					
Residential	78	887	1194	519	334
Hours	19	164.16	295.61	175.59	111.25
Commercial /Industrial	28	62	360	189	151
Hours	5.25	24.32	127.41	79.33	94.34
CODE ENFORCEMENT					
Total Cases	28	203	612	531	735
Hours	10.83	32.5	70.49	83.42	113.92
Complaints Received	9	60	145	141	126
MEETINGS					
Administration	2	17	29	39	55
Hours	1.75	37.5	56.92	67.95	89.06
Planning	3	17	23	31	40
Hours	3.25	44.75	56.8	101.25	51.1
Codes	4	21	34	50	53
Hours	1.33	14.08	28.74	58.25	73.5
FEES					
Permit Fees	\$2,555.50	\$ 28,233.50	\$ 86,518.00	\$ 64,434.33	\$ 26,864.95
Board Review Fees	\$925.00	\$ 5,375.00	\$ 17,244.50	\$ 7,297.90	\$ 3,150.00
City Impact Fee	\$498.00	\$ 13,042.39	\$ 29,142.66	\$ 18,985.06	\$ 6,350.96
Roads	\$152.40	\$ 6,833.77	\$ 12,820.88	\$ 5,405.07	\$ 3,056.90
Parks	\$158.40	\$ 1,148.40	\$ 5,943.60	\$ 4,993.50	\$ 1,197.40
Police	\$112.80	\$ 3,047.99	\$ 6,155.15	\$ 4,494.28	\$ 1,262.70
Fire	\$74.40	\$ 2,011.93	\$ 4,067.80	\$ 2,976.51	\$ 796.76
OTHER ITEMS					
Subdivision Lots	0	51	0	0	0
Commercial/Ind. Sq Ft	0	0	61,486	3,936	3,423
Multi-Family Units	0	0	144	123	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	\$565,590.00	\$ 592,040.00	\$632,150.00	\$693,270.00	\$ 974,300.00
Builders Bonds	44,366.43	\$ 43,866.43	\$ 43,366.43	\$ 43,366.43	\$ 42,866.53
Workings Days in Month	15.5	17	16	16	16

Parks, Recreation, & Cultural Arts Department
December 2015

Summary of Month's Activities

The splash pad equipment has been installed on the new concrete pad, and all controls are in place. Remaining items to complete the project include running 3-phase electrical service, site cleanup, and seeding / soil stabilization.

Lose and Associates is pulling together the contract documents for the construction of the Municipal Complex pavilion and restroom building, and the renovation of the Municipal Park restrooms. We anticipate work beginning promptly as soon as the contract documents are signed and the notice to proceed is issued. The Pre-Construction Meeting is scheduled for 1PM on Jan 13th.

The Municipal Park street lighting project is out for bids until January 11th. The city is supplying the poles, fixtures, cable-in-conduit, and a new load center to replace an existing load center. There has been considerable interest from prospective bidders on this project.

CSR Engineering was hired to prepare an analysis of the soccer complex parking area lighting so they we may replace metal halide fixtures with LED fixtures. The purpose is to make the proper luminaire choices based upon actual data so that we maintain light levels while reaping the savings that LED lighting affords. By having this data, accurate budgeting projections will be possible.

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

A 40'x40' square is being staked and reserved for up to 6 columbaria. Plans are to eventually put a low, garden-style ornamental fence around this square, to install some benches, and to landscape with shrubs or small trees. The 5' tall decorative fencing for the front of the cemetery is being ordered in January, and the installation will be performed by a fencing contractor.

The annual Christmas Parade was held Saturday, December 5th at 1:00PM. Mrs. Rachel Juillerat served as the Grand Marshal this year. There were approximately 60 entries in the parade, which was themed "A Storybook Christmas". The weather was spectacular and the parade ran smoothly. Jr. Pro Football won the award for "Best Decorated Float." Revolution Church came in 2nd Place and Character Units 4U came in 3rd Place.

Recreation

Youth Basketball games started December 12th. We have approximately 270 participants and 34 teams. Games will end in February.

The Trot for Tots was also Saturday, December 5th. It was held at the White House High School Greenway Trailhead at 8:00AM. The entry fee was one toy per participant. There were 121 participants and 274 toys collected!

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

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

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

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

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

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

Parks Maintenance

- There are currently 2 positions to fill in this division, the Parks Maintenance Supervisor and a part-time Groundskeeper position.
- Workers have been performing landscaping maintenance at the trailheads, Municipal Park, and Soccer Complex.
- Continued sanding and staining picnic tables
- Mowed / mulched leaves in some areas.
- A new 8' high backstop fence was installed at one of the basketball half-courts.
- The swing seats, chains, and hangers were all replaced at the "old" playground in the Municipal Park.
- The seating shelter on the greenway was painted.
- The construction access road was installed for the new Restroom / Pavilion project.

Seniors

The seniors enjoyed a Christmas Dance at 6PM on December 8th with "Casey and the Cowboys" performing. Twenty-seven (27) seniors attended the dance. The Farmers Bank treated eighty (80) seniors to a Christmas breakfast at the City Hall cafeteria on Monday, December 14th.

Update on Department Goals and Objectives

A work party is scheduled for Jan 31st for volunteers to come out in force to continue working on the disc golf course. The intent is to get the final two holes installed by removing some small trees and clearing undergrowth. The last step will be installing permanent tee pads and tee signs.

Department Highlight

Our department was represented at the LPRF grant application workshop held in Murfreesboro on December 8th. We are planning to apply for another grant in this grant cycle to continue accomplishing the Master Plan for the Municipal Recreation Complex, including the playground and outdoor amphitheater. Lose and Associates is working with the city on this project.

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

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Current Year	
						Nov. 15	Dec. 15

Maintenance

Mowing Hours	1,486	1,346	1,276	1,134	887	25	10	578
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	385	15	3,865
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	0	0	3,500
Number of Trees/Shrubs Planted	20	39	3	23	15	0	0	0

Recreation

Number of Youth Program Participants	354	448	818	762	767	270	0	539
Number of Adult Program Participants	2,353	2,471	1,726	855	537	0	0	131
Number of Special Event Attendees	3,484	3,970	2,796	4,145	2,643	0	500	2,680
Total Number of Special Events Offered	19	17	19	12	11	2	2	11
Total Number of Programs Offered	68	78	51	46	43	0	0	13
Youth Program Revenue	\$29,068.00	\$29,702.00	\$ 49,676.00	\$49,197.40	\$53,736.37	\$840.00	\$0.00	\$ 35,738.00
Adult Program Revenue	\$14,899.65	\$19,216.05	\$ 16,060.90	\$13,155.30	\$8,855.00	\$0.00	\$0.00	\$ 3,202.00
Special Event Revenue	\$8,010.00	\$7,355.00	\$ 5,970.00	\$4,965.00	\$3,920.00	\$0.00	\$0.00	\$ 2,320.00

Administration

Number of Shelter Reservations	116	112	110	103	112	0	0	45
Hours of Shelter Reservations				130	311	0	0	153
Shelter Reservation Revenue	\$3,415.00	\$ 3,396.00	\$ 3,270.00	\$2,823.00	\$3,379.50	\$0.00	\$0.00	\$ 949.00
Number of Facilities Reservations	63	136	261	207	191	20	32	130
Hours of Facility Reservations				145	584	63	94	415
Facility Reservation Revenue	\$6,475.63	\$ 16,224.25	\$ 36,686.43	\$26,540.00	\$21,028.62	\$3,393.75	\$3,918.77	\$ 14,956.27
Field Rental Revenue				\$4,498.33	\$3,248.00	\$50.00	\$0.00	\$ 2,228.00
Misc. Revenue	\$60,991.46	\$ 56,423.35	\$ 71,032.39	\$37,420.52	\$28,644.18	\$242.00	\$250.00	\$ 10,439.70

Senior Center

Senior Center Participants	2,860	3,269	3,586	3,478	3,770	569	775	4,368
Number of Trip Participants	473	387	477	507	538	30	21	220
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	199	265	1,645
Number of Program Participants	632	4,486	4,030	3,419	4,618	340	489	2,433
Number of Trips Offered	42	31	34	38	45	3	2	18
Number of Meals Served	46	49	49	49	50	3	4	25
Number of Programs Offered	50	90	87	81	74	9	11	56

White House Library
December 2015

Summary of Activities

The library had a total of 6 special programs outside our normal story times and book club. At these programs, we had a total of 321 people attend. These special events included movie nights for kids, family, teens, and seniors, our Christmas Open house which had an estimated 175 people come through, and our open craft during the city's Christmas Parade which had an estimated 110 people make the craft. We also had a total of 87 attend our regular monthly events. The library believes that this was a great turn out of attendees especially around the holiday season.

The library had a Christmas Float in the city parade this year. The display went over well, and was used as the backdrop for our pictures with Santa at our Christmas Open House. The library hopes to have another display at the parade next year as the library staff believes that it was a good source of advertisement since many library cards were made after that day and many came to our open craft as well.

The circulation clerk and one library clerk attended an in-service at the region on, December 8th. The in-service was on puppetry and how to use puppets not just in children programs, but also with teen programs. Currently, the library does not have any puppets, but we are looking into purchasing some to use in these types of programs.

The catalog librarian attended a state in-service on December 9th about e-rate. E-rate is a federal government program that helps libraries pay for their phone and internet services. The in-service explained the changes to e-rate, and what steps to take to make sure libraries were compliant with e-rate restrictions. Currently, the library is only getting funding for the phone lines through e-rate as fiber internet cannot be turned in for e-rate. The library has been applying for e-rate in 2007 and has received a total of \$19,000 back in federal funding. However, e-rate changes means that phones will only be eligible for funding for another 2 years. As such, after that time, there will be no more e-rate funding that the library can apply to receive.

Department Highlights

The highlights for this month were the success with the Christmas parade and the special movie nights. The library's float provided a great source of advertisement for the library which the library director believes helped to cause an increase in the number of library cards made that same day and the large number of people that attended our open craft. Also, the movie nights went over well despite that fact that they were shown around the holidays.

**White House Library & Museum
December 2015
Performance Measures**

Official Service Area Populations

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

December Membership

Cumulative Members

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	26	958	8,660	65
2014	30	194	9,161	67
2015	84	247	10,534	77

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 new library opening.

Total Material Available: 28,587

Estimated Value of Total Materials: \$714,675

Last Month: \$708,375

Total Materials Available Per Capita: 2.09

Last Month: 2.08

State Minimum Standard: 2.00

The library's goal is to meet or exceed the state standard of 2.00 items per capita either with print or electronic items, which the library is currently meeting.

Materials Added In December

2011	2012	2013	2014	2015
328	203	294	282	355

Yearly Material Added

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

The library's goal is to add material that meets the current and future needs of city patrons. Due to anticipation of moving to the new building, the library did not purchase as much during the beginning of the year, which is why the overall added material for 2015 is lower than 2014.

Physical Items Checked Out in December

2011	2012	2013	2014	2015
3,508	2,487	3,023	3,634	3,942

Cumulative Physical Items Check Out

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

The library's goal is to maintain or exceed the state standard of every item checking out 2.5 times a year. The library managed to slightly increase the number of print items it checked out in 2015 compared to 2014. Even with this increase, the library may still be a little below the 2.5 state standards.

December	2015	Yearly
Technology Devices	10	48
Kids Tech Devices	2	33
Study Rooms	56	300
Lego Table	145	145

The library has added video games, kid's touch pads and viewable books for children to check out in addition to Kindles and Hot Spots for adults. All of these devices are checking out well considering most of them check out for a 2 week period. Additionally, the study rooms are checking out in great numbers.

December Computer Users

	2011	2012	2013	2014	2015
Wireless	***	***	75	170	498
Internet Computers	381	339	222	315	303
Kids Computers	306	100	86	89	139

Yearly Computer Users

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

The library's goal is to stay current with technological needs in the community by observing technology's use and making changes to increase usage. As such, we have added more computers in our new computer lab to accommodate computer classes. Additionally, we have added access points to have a better range of WIFI inside the new library which is being used more greatly than in the old building.

White House Library & Museum

December 2015

Performance Measures

Volunteers: 26 Hours: 113 hours and 30 minutes

Kids Programs

December	Kids Sessions	Kids Attendance
2011	4	93
2012	4	97
2013	7	87
2014	15	147
2015	6	201

Yearly Totals

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

The library only had 6 kids programs due to the amount of preparation needed to work on our Christmas Float and because of the amount of time closed for the holidays. These six programs consisted of our regular story times and homeschool group in addition to two special movie days and our open craft on the Saturday of the Christmas Parade. The open craft had a total of 110 kids/parents participate.

December	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	1	4
2015	3	15

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

The library had a total of three teen events in December which included: a movie day, a craft day, and work on our Christmas Float.

December Totals	Adult Sessions	Adult Attendance
2011	2	105
2012	2	125
2013	2	75
2014	2	158
2015	3	165

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

The library had three adult programs in December which included our regular book club, our Christmas Open House, and a movie day.

Services Provided by Contracting with State

December Interlibrary Loan Services

	2011	2012	2013	2014	2015
Borrowed	13	18	16	28	23
Loaned	0	0	18	13	20

Yearly Interlibrary Loan Services

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

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

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
eBooks	792	2,010	3,688	5,664	3,211
Audios	1,717	2,501	2,521	3,308	2,192

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

CITY COURT REPORT
DECEMBER 2015

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,555.00	
TOTAL MONIES COLLECTED YTD		\$44,469.75

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH	\$1,758.30	
TOTAL MONIES COLLECTED YTD		\$10,029.38

TOTAL REVENUE FOR MONTH	\$10,313.30	
TOTAL REVENUE YTD		\$54,499.13

DISBURSEMENTS

LITIGATION TAX	\$563.77	
DOS/DOH FINES & FEES	\$180.50	
DOS TITLE & REGISTRATION	\$171.00	
RESTITUTION/REFUNDS	\$0.00	
TBI-EXPUNGEMENT/FEES	\$0.00	
CASH BOND	\$0.00	
WORTHLESS CHECKS	\$0.00	
TOTAL DISBURSEMENTS FOR MONTH	\$915.27	
TOTAL DISBURSEMENTS YTD		\$5,445.15

ADJUSTED REVENUE FOR MONTH	\$9,398.03	
TOTAL ADJUSTED REVENUE YTD		\$49,053.98

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	\$556.59	
DRUG FUND DONATIONS YTD		\$1,880.47

Disposition	Dec-15	Nov-15	Oct-15
Ticket Paid in Full – Prior to Court	33	19	32
Guilty as Charged	6	7	5
Dismissal	12	9	8
Dismissed upon presentation of insurance	25	16	31
Not Guilty	0	2	0
Dismissed to Traffic School	10	0	4
Dismissed with Costs and Fines	33	22	17
Dismissed with Costs	16	5	24
Dismissed with Fine	1	0	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	136	80	121

DRAFT

Account	Description	Year-To-Date		Month-To-Date		Estimate Avg/Mth	% of Budget	% of Avg
		Budget Estimate	Actual	Actual	Actual			
110	General Fund							50.00%
Revenues								
31100	Property Taxes (Summer To Distribute)	0.00	0.00	0.00 %	0.00	0.00 %	0.00 %	0.00 %
31110	Real & Personal Property Tax(Current)	2,085,719.00	(994,247.73)	47.67 %	173,809.92	(874,252.23)	502.99 %	502.99 %
31120	Public Utilities Property Tax (Current)	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %	0.00 %
31211	Property Tax Delinquent 1st Year	35,000.00	(25,916.18)	74.05 %	2,916.67	(121.18)	4.15 %	4.15 %
31212	Property Tax Delinquent 2nd Year	7,000.00	(2,041.00)	29.16 %	583.33	0.00	0.00 %	0.00 %
31213	Property Tax Delinquent 3rd Year	2,500.00	(1,598.00)	63.92 %	208.33	(104.00)	49.92 %	49.92 %
31214	Property Tax Delinquent 4th Year	1,200.00	(1,190.00)	99.17 %	100.00	0.00	0.00 %	0.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	(203.00)	13.53 %	125.00	0.00	0.00 %	0.00 %
31216	Property Tax Delinquent 6th Year	1,000.00	(256.00)	25.60 %	83.33	(104.00)	124.80 %	124.80 %
31219	Property Tax Delinquent - Other Prior	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %	0.00 %
31300	Int, Penalty, And Court Cost On Prop	21,000.00	(6,353.88)	30.26 %	1,750.00	(1,408.50)	80.49 %	80.49 %
31513	Payment In Lieu Of Tax -Sewer	136,000.00	(67,999.98)	50.00 %	11,333.33	(11,333.33)	100.00 %	100.00 %
31520	Payments From Industry	14,000.00	0.00	0.00 %	1,166.67	0.00	0.00 %	0.00 %
31610	Local Sales Tax - Co. Trustee	2,042,287.00	(1,090,175.96)	53.38 %	170,190.58	(195,811.88)	115.05 %	115.05 %
31709	Beer And Liquor Local Priv Tax	6,800.00	(366.24)	5.39 %	566.67	(200.00)	35.29 %	35.29 %
31710	Wholesale Beer Tax	270,000.00	(166,226.95)	61.57 %	22,500.00	(24,161.83)	107.39 %	107.39 %
31720	Wholesale Liquor Tax	5,000.00	(18,313.55)	366.27 %	416.67	(4,835.19)	1,160.45 %	1,160.45 %
31800	Business Taxes	120,000.00	(49,033.07)	40.86 %	10,000.00	(4,399.91)	44.00 %	44.00 %
31911	Natural Gas Franchise Tax	135,000.00	(147,356.29)	109.15 %	11,250.00	0.00	0.00 %	0.00 %
31912	Cable TV Franchise Tax	120,000.00	(71,410.78)	59.51 %	10,000.00	0.00	0.00 %	0.00 %
31960	Special Assessment - Liens	500.00	0.00	0.00 %	41.67	0.00	0.00 %	0.00 %
31980	Mixed Drink Taxes	10,500.00	(7,802.29)	74.31 %	875.00	(2,206.85)	252.21 %	252.21 %
32209	Beer And Liquor License Application	2,550.00	(250.00)	9.80 %	212.50	0.00	0.00 %	0.00 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						50.00%
32610	Building Permits	60,000.00	(29,826.00)	49.71 %	5,000.00	(2,561.50)	51.23 %
32710	Sign Permits	1,000.00	(750.00)	75.00 %	83.33	0.00	0.00 %
33100	Federal Grants	1,337,651.00	(348,115.05)	26.02 %	111,470.92	0.00	0.00 %
33191	Fema Reimbursement	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33320	Tva Payments In Lieu Of Taxes	117,320.00	(46,664.31)	39.78 %	9,776.67	(46,664.31)	477.30 %
33400	State Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
33410	State Law Enforcement Education	11,400.00	0.00	0.00 %	950.00	0.00	0.00 %
33460	State Grant-Library Technology	1,200.00	0.00	0.00 %	100.00	0.00	0.00 %
33510	State Sales Tax	760,000.00	(405,369.34)	53.34 %	63,333.33	(66,857.21)	105.56 %
33520	State Income Tax	23,000.00	(38,630.44)	167.96 %	1,916.67	(74.49)	3.89 %
33530	State Beer Tax	5,000.00	(2,670.32)	53.41 %	416.67	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,000.00	(10,436.83)	49.70 %	1,750.00	(1,738.61)	99.35 %
33593	Corporate Excise Tax	11,000.00	0.00	0.00 %	916.67	0.00	0.00 %
33710	County Grant - Senior Nutrition	9,500.00	(4,750.00)	50.00 %	791.67	0.00	0.00 %
34120	Fees And Commissions	8,500.00	(5,333.92)	62.75 %	708.33	(275.00)	38.82 %
34740	Parks And Rec League Fees	73,000.00	(41,920.73)	57.43 %	6,083.33	0.00	0.00 %
34741	Field Maintenance Fees	8,100.00	(3,567.00)	44.04 %	675.00	0.00	0.00 %
34760	Library Fines, Fees, And Other	5,500.00	(5,269.81)	95.81 %	458.33	(573.95)	125.23 %
34762	Museum Donations	0.00	(1,000.00)	0.00 %	0.00	0.00	0.00 %
34793	Community Center Fees	20,000.00	(16,698.77)	83.49 %	1,666.67	(3,718.77)	223.13 %
34900	Other Charges For Services	8,000.00	(4,314.50)	53.93 %	666.67	(870.50)	130.58 %
35110	City Court Fines And Costs	140,000.00	(49,994.30)	35.71 %	11,666.67	(9,398.03)	80.55 %
35130	Impoundment Charges	100.00	(263.00)	263.00 %	8.33	(65.00)	780.00 %
36000	Other Revenues	7,500.00	(2,012.43)	26.83 %	625.00	(776.40)	124.22 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						50.00%
36100	Interest Earnings	4,200.00	(2,763.04)	65.79 %	350.00	(604.31)	172.66 %
36210	Rent	17,000.00	(4,922.74)	28.96 %	1,416.67	(1,648.98)	116.40 %
36330	Sale Of Equipment	500.00	(3,001.77)	600.35 %	41.67	(472.85)	1,134.84 %
36350	Insurance Recoveries	0.00	(29,841.32)	0.00 %	0.00	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(8,017.48)	0.00 %	0.00	(7,765.82)	0.00 %
36450	Parks Concessions	1,500.00	(258.80)	17.25 %	125.00	0.00	0.00 %
36700	Contri And Donation From Private	9,500.00	(70,898.35)	746.30 %	791.67	(2,750.00)	347.37 %
36930	Sale Of Notes	351,250.00	0.00	0.00 %	29,270.83	0.00	0.00 %
36966	Operating Tran In From Capitol Proj	0.00	0.00	0.00 %	0.00	0.00	0.00 %
Total	Revenues	8,121,277.00	(3,788,031.15)	46.64 %	676,773.08	(1,265,754.63)	187.03 %
41000	General Government	(488,928.00)	269,837.65	55.19 %	(40,744.00)	42,765.74	104.96 %
41210	City Court	(80,520.00)	44,402.42	55.14 %	(6,710.00)	10,796.27	160.90 %
41500	Financial Administration	(394,932.00)	202,596.81	51.30 %	(32,911.00)	33,767.53	102.60 %
41650	Human Resources	(154,078.00)	85,425.21	55.44 %	(12,839.83)	16,591.94	129.22 %
41670	Engineering	(1,156,375.00)	100,241.98	8.67 %	(96,364.58)	38.06	0.04 %
41700	Planning And Zoning	(320,025.00)	146,555.17	45.79 %	(26,668.75)	32,031.47	120.11 %
41800	General Government Buildings	(275,104.00)	115,311.92	41.92 %	(22,925.33)	9,413.23	41.06 %
41921	Special Events	(14,000.00)	4,067.50	29.05 %	(1,166.67)	1,200.00	102.86 %
42100	Police Patrol	(1,250,054.00)	598,380.73	47.87 %	(104,171.17)	105,710.98	101.48 %
42120	Police Support Services	(343,340.00)	178,539.11	52.00 %	(28,611.67)	45,478.61	158.95 %
42150	Police Administration	(347,205.00)	142,686.55	41.10 %	(28,933.75)	30,032.32	103.80 %
42151	Communications Services	(192,000.00)	109,245.29	56.90 %	(16,000.00)	0.00	0.00 %
42200	Fire Protection And Control	(1,624,655.00)	992,426.15	61.09 %	(135,387.92)	123,570.41	91.27 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						50.00%
42210	Fire Administration And Inspection	(321,566.00)	167,576.09	52.11 %	(26,797.17)	33,641.24	125.54 %
43000	Public Works	(764,354.00)	222,786.82	29.15 %	(63,696.17)	30,935.37	48.57 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(43,303.00)	17,137.58	39.58 %	(3,608.58)	1,602.46	44.41 %
44520	Museum Services	(152,640.00)	21,788.13	14.27 %	(12,720.00)	4,816.28	37.86 %
44700	Parks	(331,595.00)	150,434.18	45.37 %	(27,632.92)	38,637.21	139.82 %
44740	Park Maintenance	(1,144,131.00)	646,307.76	56.49 %	(95,344.25)	134,484.69	141.05 %
44800	Libraries	(443,542.00)	255,591.98	57.63 %	(36,961.83)	31,498.46	85.22 %
44880	Children's Library Services	(37,677.00)	19,494.53	51.74 %	(3,139.75)	4,175.94	133.00 %
51000	Misc Exp	(265,000.00)	54,595.38	20.60 %	(22,083.33)	234.60	1.06 %
52210	Collection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
Total	Expenditures	(10,145,024.00)	4,545,428.94	44.80 %	(845,418.67)	731,422.81	86.52 %
Total 110	General Fund	(2,023,747.00)	757,397.79	37.43 %	(168,645.58)	(534,331.82)	-316.84

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
120	Industrial Development Fund						50.00%
Revenues							
33800	Local Revenue Allocations	70,000.00	(65,002.73)	92.86 %	5,833.33	0.00	0.00 %
36100	Interest Earnings	100.00	(112.47)	112.47 %	8.33	(11.20)	134.40 %
	Total Revenues	70,100.00	(65,115.20)	92.89 %	5,841.67	(11.20)	0.19 %
Expenditures							
48000	Economic Opportunity	(118,500.00)	31,895.18	26.92 %	(9,875.00)	25,000.00	253.16 %
	Total Expenditures	(118,500.00)	31,895.18	26.92 %	(9,875.00)	25,000.00	253.16 %
Total 120	Industrial Development Fund	(48,400.00)	(33,220.02)	-68.64 %	(4,033.33)	24,988.80	619.56 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
121	State Street Aid Fund						50.00%
Revenues							
33551	State Gasoline And Motor Fuel Tax	269,194.00	(144,682.55)	53.75 %	22,432.83	(23,960.64)	106.81 %
36100	Interest Earnings	70.00	(107.65)	153.79 %	5.83	(21.61)	370.46 %
	Total Revenues	269,264.00	(144,790.20)	53.77 %	22,438.67	(23,982.25)	106.88 %
Expenditures							
43100	Highways And Streets	(275,000.00)	76,715.12	27.90 %	(22,916.67)	10,122.16	44.17 %
	Total Expenditures	(275,000.00)	76,715.12	27.90 %	(22,916.67)	10,122.16	44.17 %
Total 121	State Street Aid Fund	(5,736.00)	(68,075.08)	-1,186.80 %	(478.00)	(13,860.09)	-2,899.60

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
122	Parks Sales Tax Fund						50.00%
Revenues							
36100	Interest Earnings	200.00	(93.98)	46.99 %	16.67	(22.27)	133.62 %
36425	Parks Sales Tax Receipts	494,566.00	(261,230.55)	52.82 %	41,213.83	(43,352.49)	105.19 %
	Total Revenues	494,766.00	(261,324.53)	52.82 %	41,230.50	(43,374.76)	105.20 %
Expenditures							
44400	Recreation	(300,000.00)	0.00	0.00 %	(25,000.00)	0.00	0.00 %
49000	Debt Service	(110,569.00)	11,093.14	10.03 %	(9,214.08)	0.00	0.00 %
	Total Expenditures	(410,569.00)	11,093.14	2.70 %	(34,214.08)	0.00	0.00 %
Total 122	Parks Sales Tax Fund	84,197.00	(250,231.39)	297.20 %	7,016.42	(43,374.76)	618.19 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
123	Solid Waste Fund						50.00%
Revenues							
34400	Sanitation - User Fees	790,000.00	(406,731.68)	51.49 %	65,833.33	(67,660.00)	102.77 %
36100	Interest Earnings	400.00	(357.61)	89.40 %	33.33	(76.18)	228.54 %
36350	Insurance Recoveries	0.00	(261.20)	0.00 %	0.00	0.00	0.00 %
37794	Sale Of Materials	10,000.00	(2,253.40)	22.53 %	833.33	(50.00)	6.00 %
Total Revenues		800,400.00	(409,603.89)	51.17 %	66,700.00	(67,786.18)	101.63 %
Expenditures							
43200	Sanitation	(882,527.00)	515,667.40	58.43 %	(73,543.92)	20,650.19	28.08 %
49000	Debt Service	(90.00)	35.31	39.23 %	(7.50)	0.00	0.00 %
Total Expenditures		(882,617.00)	515,702.71	58.43 %	(73,551.42)	20,650.19	28.08 %
Total 123	Solid Waste Fund	(82,217.00)	106,098.82	129.05 %	(6,851.42)	(47,135.99)	-687.97

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
124	Impact Fees						50.00%
Revenues							
36100	Interest Earnings	200.00	(68.39)	34.20 %	16.67	(14.38)	86.28 %
36421	Roads Impact Fees	4,000.00	(6,833.77)	170.84 %	333.33	(152.40)	45.72 %
36422	Parks Impact Fees	2,500.00	(1,148.40)	45.94 %	208.33	(158.40)	76.03 %
36423	Police Impact Fees	3,500.00	(3,048.29)	87.09 %	291.67	(112.80)	38.67 %
36424	Fire Impact Fees	2,500.00	(2,011.93)	80.48 %	208.33	(74.40)	35.71 %
Total	Revenues	12,700.00	(13,110.78)	103.23 %	1,058.33	(512.38)	48.41 %
Expenditures							
51010	Roads Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51020	Parks Impact Fees	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51040	Fire Impact Fees	(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %
Total	Expenditures	(3,290.00)	0.00	0.00 %	(274.17)	0.00	0.00 %
Total	124 Impact Fees	9,410.00	(13,110.78)	139.33 %	784.17	(512.38)	65.34 %

Account	Description	Year-To-Date		Monthly Comparative:		% of Budget	Estimate Avg/Mth	% of AVG
		Budget Estimate	Actual	Month-To-Date	Actual			
140	Police Drug Fund							50.00%
Revenues								
31610	Local Sales Tax - Co. Trustee	350.00	(350.00)	100.00 %	29.17	0.00	0.00	0.00 %
35130	Impoundment Charges	120.00	0.00	0.00 %	10.00	0.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(1,880.47)	47.01 %	333.33	(556.59)	166.98 %	
36100	Interest Earnings	50.00	(17.26)	34.52 %	4.17	(1.66)	39.84 %	
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
	Total Revenues	4,520.00	(2,247.73)	49.73 %	376.67	(558.25)	148.21 %	
Expenditures								
42129	Drug Investigation And Control	(35,633.00)	33,712.59	94.61 %	(2,969.42)	0.00	0.00	
	Total Expenditures	(35,633.00)	33,712.59	94.61 %	(2,969.42)	0.00	0.00 %	
Total 140	Police Drug Fund	(31,113.00)	31,464.86	101.13 %	(2,592.75)	(558.25)	-21.53 %	

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
200	Debt Service Fund (General)						50.00%
Revenues							
31110	Real & Personal Property Tax	750,000.00	(331,415.91)	44.19 %	62,500.00	(291,417.41)	466.27 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(34.41)	17.21 %	16.67	(4.92)	29.52 %
36910	Premiums On Bonds Sold	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36920	Sale Of Bonds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	750,200.00	(331,450.32)	44.18 %	62,516.67	(291,422.33)	466.15 %
Expenditures							
49000	Debt Service	(751,141.00)	122,481.57	16.31 %	(62,595.08)	0.00	0.00 %
	Total Expenditures	(751,141.00)	122,481.57	16.31 %	(62,595.08)	0.00	0.00 %
Total 200	Debt Service Fund (General)	(941.00)	(208,968.75)	-22,207.09	(78.42)	(291,422.33)	-

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
412	Sewer Fund						50.00%
Revenues							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	8,000.00	(2,300.00)	28.75 %	666.67	0.00	0.00 %
36100	Interest Earnings	2,700.00	(2,575.19)	95.38 %	225.00	(613.59)	272.71 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36920	Sale Of Bonds	2,424,000.00	(563,417.00)	23.24 %	202,000.00	(139,334.00)	68.98 %
37210	Application Fees	21,000.00	(15,600.00)	74.29 %	1,750.00	(2,365.00)	135.14 %
37220	Administrative Fees	11,000.00	(6,200.00)	56.36 %	916.67	(400.00)	43.64 %
37230	Sewer User Fees	2,834,000.00	(1,653,426.88)	58.34 %	236,166.67	(263,610.82)	111.62 %
37298	Capacity Fees	414,500.00	(302,910.00)	73.08 %	34,541.67	(10,000.00)	28.95 %
37499	Commitment Fees	0.00	(450.00)	0.00 %	0.00	0.00	0.00 %
37995	Connection Fees	7,500.00	(4,950.00)	66.00 %	625.00	(600.00)	96.00 %
	Total Revenues	5,722,700.00	(2,551,829.07)	44.59 %	476,891.67	(416,923.41)	87.43 %
Expenditures							
49000	Debt Service	(729,005.00)	170,252.08	23.35 %	(60,750.42)	25,735.19	42.36 %
52117	Administration And General Expenses	(561,279.00)	242,543.48	43.21 %	(46,773.25)	34,266.34	73.26 %
52210	Collection	(2,923,430.00)	1,716,695.57	58.72 %	(243,619.17)	77,984.72	32.01 %
52213	Sewer Treatment And Disposal	(2,955,550.00)	2,662,825.27	90.10 %	(246,295.83)	35,656.17	14.48 %
52223	Depreciation	(717,624.00)	358,812.00	50.00 %	(59,802.00)	59,802.00	100.00 %
	Total Expenditures	(7,886,888.00)	5,151,128.40	65.31 %	(657,240.67)	233,444.42	35.52 %
Total 412	Sewer Fund	(2,164,188.00)	2,599,299.33	120.11 %	(180,349.00)	(183,478.99)	-101.74

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
416	Healthcare Fund					50.00%
Revenues						
36100	Interest Earnings	200.00	(195.20)	16.67	(46.81)	280.86 %
36960	Operating Transfer In From Other	62,000.00	(28,212.61)	5,166.67	(2,302.36)	44.56 %
	Total Revenues	62,200.00	(28,407.81)	5,183.33	(2,349.17)	45.32 %
Expenditures						
51520	Insurance Employers Share	(68,500.00)	32,387.01	(5,708.33)	4,658.54	81.61 %
	Total Expenditures	(68,500.00)	32,387.01	(5,708.33)	4,658.54	81.61 %
Total 416	Healthcare Fund	(6,300.00)	3,979.20	(525.00)	2,309.37	439.88 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
417	Stormwater Utility						50.00%
Revenues							
34124	Stormwater Utility Fee	368,430.00	(189,984.34)	51.57 %	30,702.50	(34,432.56)	112.15 %
36100	Interest Earnings	300.00	(78.21)	26.07 %	25.00	(14.61)	58.44 %
	Total Revenues	368,730.00	(190,062.55)	51.55 %	30,727.50	(34,447.17)	112.11 %
Expenditures							
51520	Insurance Employers Share	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51530	Stormwater Administration	(359,482.00)	164,123.87	45.66 %	(29,956.83)	36,469.55	121.74 %
	Total Expenditures	(359,482.00)	164,123.87	45.66 %	(29,956.83)	36,469.55	121.74 %
Total	417 Stormwater Utility	9,248.00	(25,938.68)	280.48 %	770.67	2,022.38	-262.42

433 Hillcrest City Cemetery	Year-To-Date			Monthly Comparative:				
	Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues								
34110	General Services		2,300.00	(1,125.00)	48.91 %	191.67	(108.00)	56.35 %
34321	Cemetery Burial Charges		300.00	(1,950.00)	650.00 %	25.00	0.00	0.00 %
34323	Grave - Opening And Closing Fees		18,000.00	(4,600.00)	25.56 %	1,500.00	(900.00)	60.00 %
36100	Interest Earnings		175.00	(131.50)	75.14 %	14.58	(29.17)	200.02 %
36340	Sale Of Cemetery Lots		6,000.00	(3,750.00)	62.50 %	500.00	(750.00)	150.00 %
Total Revenues			26,775.00	(11,556.50)	43.16 %	2,231.25	(1,787.17)	80.10 %
Expenditures								
43400	Cemeteries		(63,300.00)	25,817.35	40.79 %	(5,275.00)	10,312.53	195.50 %
Total Expenditures			(63,300.00)	25,817.35	40.79 %	(5,275.00)	10,312.53	195.50 %
Total 433	Hillcrest City Cemetery		(36,525.00)	14,260.85	39.04 %	(3,043.75)	8,525.36	280.09 %

RESOLUTIONS....

ORDINANCES....

MEMORANDUM

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

FROM: Reed Hillen, Planning Department

DATE: December 8, 2015

RE: Webster Road De-Annexation

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

ORDINANCE 15-31

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

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

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

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

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

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

Robertson County Tax Map 106 Parcel 150.01

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

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

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

First Reading: December 17, 2015 PASSED

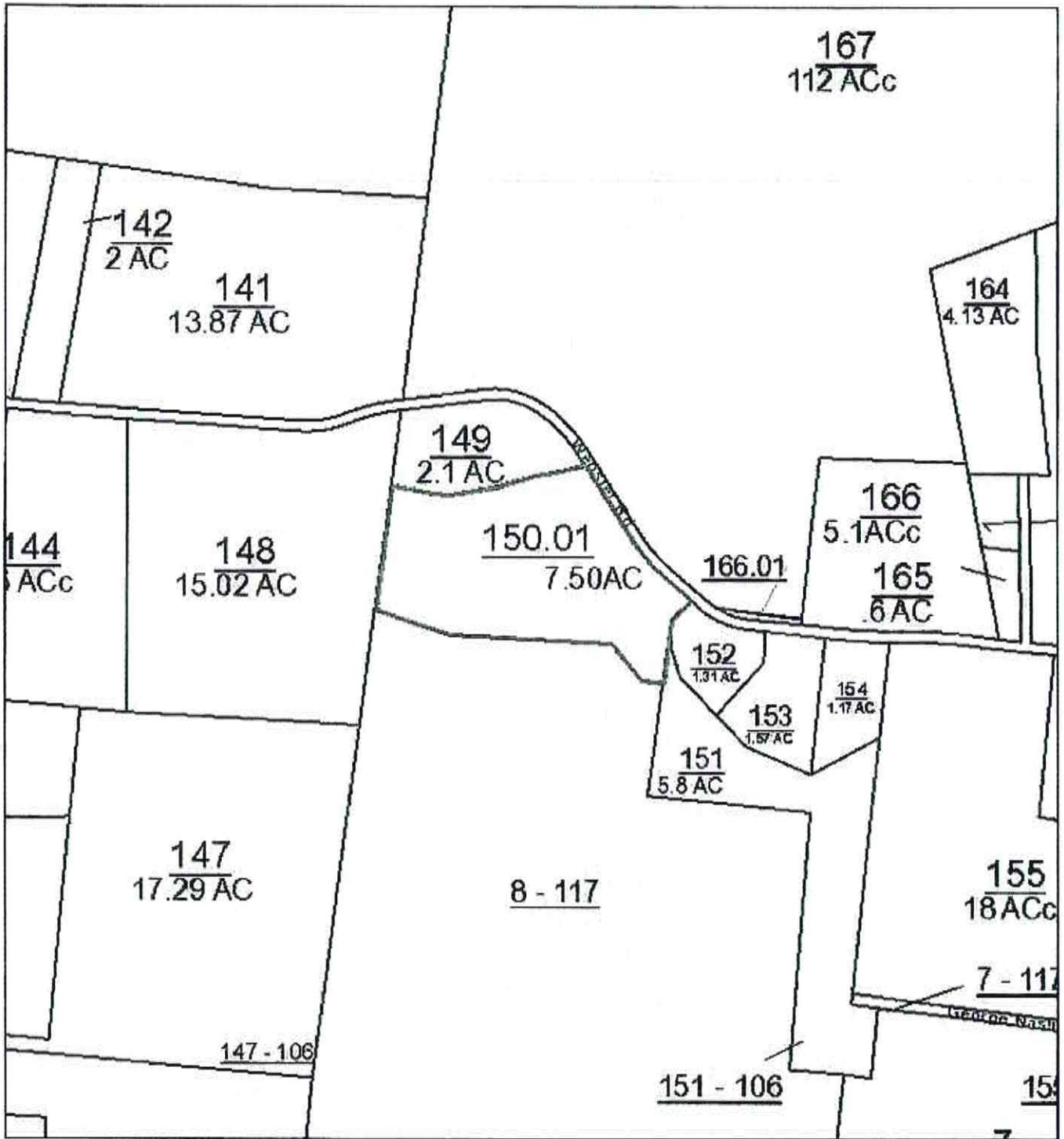
Second Reading: January 21, 2016

Michael Arnold, Mayor

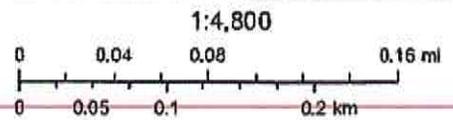
ATTEST:

Kerry Harville, City Recorder

Robertson County - Parcel: 106 150.01



December 9, 2015



January 7, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Wholesale Beer Tax Ordinance

Ordinance 16-01 proposes a change to the person responsible for collecting wholesale beer tax. This will transfer responsibility from the recorder to finance director. This change is in line with the current tax collection procedures.

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

ORDINANCE 16-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 5, CHAPTER 4 WHOLESALE BEER TAX, SECTION 5-401.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the wholesale beer tax;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 5, Chapter 4 Wholesale Beer Tax, be revised from the Municipal Code as follows:

ARTICLE V: MUNICIPAL FINANCE AND TAXATION
CHAPTER IV: WHOLESALE BEER TAX
SECTION: 5-401. To be collected.

5-401. To be collected. The ~~recorder~~ *finance director* is hereby directed to take appropriate action to assure payment to the city of the wholesale beer tax levied by the "Wholesale Beer Tax Act," as set out in Tennessee Code Annotated, title 57, chapter 6.¹ ~~(1979 Code, § 6-401)~~

¹State law reference

~~Tennessee Code Annotated, title 57, chapter 6 provides for a tax of 17% on the sale of beer at wholesale. Every wholesaler is required to remit to each municipality the amount of the net tax on beer wholesale sales to retailers and other persons within the corporate limits of the municipality.~~

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: January 21, 2016

Second Reading: February 18, 2016

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

Public Services Department

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: December 22, 2015
Re: Request to Amend Sewer Ordinance Chapter 2 and Chapter 3

On this date, December 22, 2015, I am requesting that the Mayor and Board of Alderman approve amendments to the Sewer Ordinance Chapter 2, Section 18-201, and Chapter 3, Section 18-301.

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

The first requested change is to **Chapter 2, Section 18-201 (53)**, entitled, ***Definitions – Residential***, and is as follows:

1. We discussed a change to the term ***Residential*** in the definitions section of the Sewer Ordinance at the BMA workshop meeting December 17, 2015. In an effort to reclassify the multifamily complexes within the City, the BMA has requested the following substantive change to the definition:

a. **“Residential”**. Residential shall include single or multiple family dwelling units up to and including apartment complexes, condominiums, or trailer parks.

In addition, I’ve been requested to change **Chapter 3, Section 18-301**, entitled, ***“Rates”***, to further clarify certain verbiage contained within this section. The changes are as follows:

1. Change the terms ***“Minimum Bill”*** and ***“Usage”***, and any reference to these terms, to ***“Fixed Rate”*** and ***“Consumption”***.

These changes have been made to the ordinance and attached for your review and consideration. Should you have any questions regarding this sewer amendment revision request, please call me at 615-406-0177.

W. Joe Moss
Director of Public Services

ORDINANCE 16-02

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

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

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

TITLE 18: WATER AND SEWERS
CHAPTER 2: SEWER USE ORDINANCE
SECTION: 18-201. Definitions.
**Amends are made in bold, italics, and underlined text.*

Section 18-201. Definitions.

(53) "Residential." Residential shall include single or multiple family dwelling units up to and including apartment complexes, condominiums, or trailer parks ~~*of four (4) units or less.*~~

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: January 21, 2016

Second Reading: February 18, 2016

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

ORDINANCE 16-03

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 3 SEWER RATES, FEES, AND CHARGES, AMENDING SECTION 18-301.

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 and renumbered from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
 CHAPTER 3: SEWER RATES, FEES, AND CHARGES
 SECTION: 18-301. Rates.

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

Section 18-301. Rates.

(2) Wastewater usage Rates. Wastewater service shall be charged at rates established by the City of White House. Users will be charged a **fixed amount minimum** based on the number of water meters installed unless one (1) water meter is used to serve multiple units. In such ~~ec~~ases, each unit will charged at least the **fixed minimum usage** rate for each individual unit served. The monthly wastewater rate schedule shall be as follows:

City of White House
 Wastewater *Usage* Rate
 Schedule Exhibit A

	<u>Residential</u>	<u>Non-residential</u>
<u>Fixed Rate Minimum</u>	\$17.44	\$38.15
<u>Consumption Usage</u>	\$7.52 per 1,000 gallons	\$7.52 per 1,000 gallons

City of White House
 Wastewater *Usage* Rate Schedule
 Single Metered with Multiple Units
 Exhibit B

	<u>Residential</u>	<u>Non-residential</u>
<u>Fixed Rate Minimum-Bill</u>	\$17.44	\$38.15
<u>Consumption Usage</u>	\$7.52 per 1,000 gallons	\$7.52 per 1,000 gallons

(3) Wastewater usage consumption adjustments. Users may be entitled to an adjustment to their wastewater **usage consumption** charges for the use of water not being discharged into the wastewater system. Users wishing to have their wastewater **usage consumption** charges adjusted must fill out a wastewater adjustment request form and submit it to the City of White House Finance Department. Each adjustment will be reviewed on a case-by-case basis by the finance director, then the user will be notified in writing of the city's decision. When an adjustment is granted, the user charges will be changed to reflect an average **usage consumption** based on the previous twelve (12) months of water **usage consumption** billing, or the water **usage consumption** billing that is available if it is less

than twelve (12) months, or the average consumption for all residential users that month if requested by customers who do not meet the other criteria. Wastewater user rates in effect at the time of the adjustment request will be applied to the adjusted usage consumption figure. Wastewater usage consumption adjustments may be granted according to the following schedule:

Time frame	Situation
Once per calendar year	Filling of swimming pool.
Anytime	Water leak that does not enter the municipal sewer system in the sole judgment of the city

(4) Delinquent payments. Wastewater usage consumption charges shall be paid by the due date. Usage Consumption 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 consumption charges and related penalties remain unpaid for fifteen (15) days 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 consumption charges are assessed to pay all charges and past due amounts before reconnection of service.

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: January 21, 2016

Second Reading: February 18, 2016

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

January 14, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Library Board Code Update

As mentioned to you last month fines that the City imposes needs to be in ordinance form and not in resolution format as we have done in the past. The Library Board has reviewed and approved the recommended schedule of fines, services, and damages. The Library Board is recommending approval.

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

ORDINANCE 16-04

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LIBRARY BOARD, ADDING SECTION 2-210.

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

WHEREAS, this resolution replaces Resolution 13-19, pertaining to non-resident fees, in its entirety;

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

TITLE II: BOARDS AND COMMISSIONS, ECT.
CHAPTER 2: LIBRARY BOARD
ADDING SECTION: 2-210. Schedule of fines, services, and damages.
**Amends are made in bold, italics, and underlined text.*

2-210. Schedule of fines, services, and damages. (1) Individuals inside or outside the building may be held liable for any damages/vandalism that the said individual(s) causes. Upon determination of the cost of repairs to the damages area/item, the library director has the right to add said cost to the individual's library card or file a vandalism report with the White House Police Department for large expenses. If the individual does not have a library card, the individual will be banned from the library, and the library director and library board will decide whether to pursue additional charges.

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

(3) Schedule of fines and services.

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

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: January 21, 2016

Second Reading: February 18, 2016

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

January 14, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Leisure Services Board Code Update

The requested ordinance is to give the Mayor the option of designating the City Administrator to vote during the Leisure Services Board meetings on his behalf.

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

ORDINANCE 16-05

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 2 LEISURE SERVICES BOARD, AMENDING SECTION 2-101.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the Leisure Services Board appointments;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 2 Leisure Services Board, section 2-101 be amended from the Municipal Code as follows:

TITLE 2: BOARDS AND COMMISSIONS, ECT.
CHAPTER 1: LEISURE SERVICES BOARD
SECTION: 2-101. Board created, membership, terms, appointments and vacancies.
**Amends are made in bold, italics, and underlined text.*

2-101. Board created, membership, terms, appointments and vacancies. There is hereby created the White House Board of Leisure Services, hereinafter called "the board." The board shall consist of seven (7) members who shall serve without compensation and who shall be appointed by the mayor. The board shall be composed of the mayor, or the mayor's designee from the board of mayor and aldermen *or city administrator*, one (1) alderman elected by the mayor and aldermen and five (5) citizens who are residents of the City of White House and appointed by the mayor. The term of office for the five (5) citizens shall be staggered three (3) years or until their successors are appointed. Vacancies in such board shall be filled by the mayor for the unexpired term.

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: January 21, 2016
Second Reading: February 18, 2016

Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

MEMORANDUM

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

FROM: Reed Hillen, Planning Department

DATE: January 12, 2016

RE: Burris Ridge Rezoning and Preliminary Master Development Plan (PMDP)

This is a rezoning request for the Burris Ridge subdivision and PMDP submittal. The original Burris Ridge Plan has become invalid because of the time restrictions for a development to start have passed. The city's Planned Unit Development (PUD) zones must be accompanied by a valid PMDP in order to be a valid zone, therefore this rezoning is necessary. Even though it is remaining the same zone, the board must also approve the PMDP.

This new PMDP has a proposed maximum density of 949 units. This includes a variety of lot sizes, and includes some townhomes. A golf course will not be included in this development, but the amenities will include several small green spaces and parks as well as making use of the natural environment with several walking trails. Overall this plan meets all the requirements for a PMDP. The major concern with a development of this size is the traffic impact. A traffic study has been completed and reviewed by City Staff and the Planning Commission. It was a thorough report that included some sufficient upgrades to near by intersections. There were two concerns brought up that the developer will correct or have a plan for by the time the Planning Commission reviews the Final Master Development Plan. The first are the traffic counts along SR-76. They were done on a day that Robertson County Schools were not in session. The counts will be redone and the plan adjusted accordingly. The second would be that studies are needed to see if traffic signals are warranted at two intersections at US-31 W at Union Road and New Hall Road. These studies will be set at a later date, but will be required before the beginning of the later phases of the development.

Staff, along with the Planning Commission, recommends the rezoning and approval of the PMDP.

ORDINANCE 16-06

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR A 412.53 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 117, PARCEL 008 FROM NCRPUD (NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT) WITHOUT A VALID PRELIMINARY MASTER DEVELOPMENT PLAN, TO NCRPUD WITH A VALID PRELIMINARY MASTER DEVELOPMENT PLAN.

WHEREAS, an application has been received from a property representative to rezone 412.53 acres relative to Robertson County Tax Map 117, Parcel 008, and a Preliminary Master Development Plan has been submitted with this application;

WHEREAS, this rezoning and PMDP was recommended for approval by the Planning Commission at the January 11, 2016 meeting;

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

Robertson County Tax Map 117, Parcel 008 (Map Attached)

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

First Reading: January 21, 2016

Second Reading: February 18, 2016

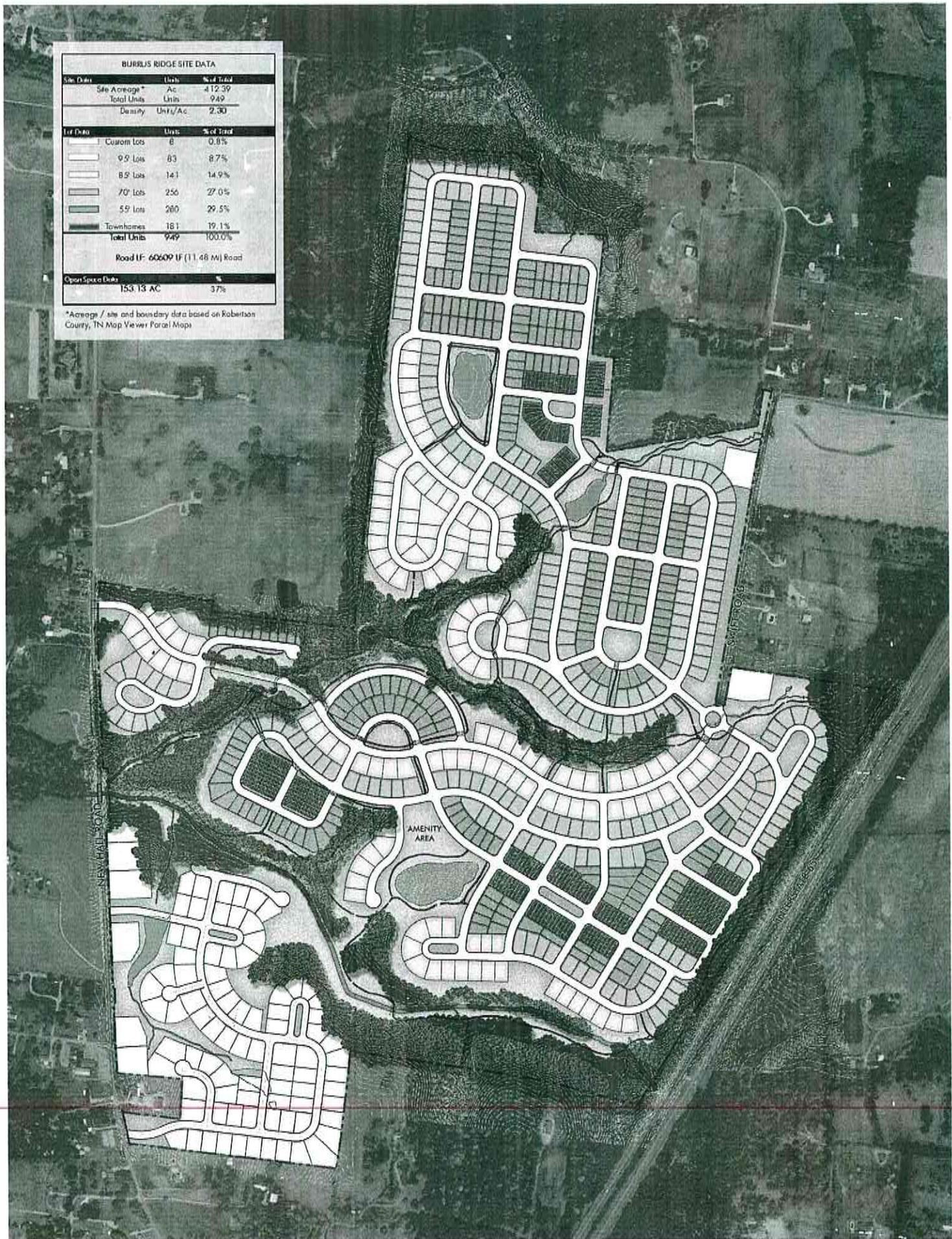
Michael Arnold, Mayor

ATTEST:

Kerry Harville, City Recorder

BURRUS RIDGE SITE DATA			
Site Data			
Site Acreage *	Ac		412.39
Total Units	Units		949
Density	Units/Ac		2.30
Lot Data			
	Units		% of Total
Custom Lots	8		0.8%
95' Lots	83		8.7%
85' Lots	141		14.9%
70' Lots	256		27.0%
55' Lots	280		29.5%
Townhomes	181		19.1%
Total Units	949		100.0%
Road LF: 60609 LF (11.48 MI) Road			
Open Space Data			
	153.13 AC		37%

*Acreage / site and boundary data based on Robertson County, TN Map Viewer Parcel Maps



Conceptual Site Plan
BURRUS RIDGE
 WHITE HOUSE, ROBERTSON COUNTY, TN

KV January 21, 2016
 December 01, 2015
 Project #1431

SCALE: 1"=100'

BURRUS RIDGE SITE DATA

Lot Data	Units
Phase 1A	33
Phase 1B	106
Phase 2A	135
Phase 2B	172
Phase 3A	81
Phase 3B	81
Phase 4	252
Phase 5	89
Total Units	949

Phases are indicated for planning and projection purposes only. Phases are conceptual. Phase lines and unit counts are subject to modification to meet market demand.



PURCHASING....



City of White House

Parks, Recreation & Cultural Arts

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

Ashley Smith
Director

Linda Brooks
Office Administrator

Kevin Whittaker
Recreation Superintendent

Steven Russell
Parks Maintenance Supervisor

MEMORANDUM

Date: January 13, 2016

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

From: Ashley Smith, Director

Re: Street lighting installation at the Municipal Park

Bids were opened for the street lighting installation at the Municipal Park on January 11th. Five bids were received, and the bid tabulation follows this memo. The base bid price includes the installation of 20 concrete foundations, conduit/wire placement for lights, pole and light fixture mounting, and the replacement of an existing breaker panel. Alternate #1 includes the installation of an additional 2 poles and fixtures to illuminate one basketball half-court. Poles, fixtures, and conduit/wire will be supplied by the City for this alternate just like in the base bid.

The lowest bid for the base bid and alternate #1 is from Knight Electric, Inc. for \$45,800. I am requesting approval. Thank you.



CITY OF WHITE HOUSE

Bid# 15-1028PK

STADIUM DRIVE LIGHTING PROJECT

Bid Opening: January 11, 2016 at 3:00 pm

DESCRIPTION	
Company Name	CEC Electrical LLC
Stansell Electric Company, Inc.	Reynolds Electrical Contractors, LLC
Southwest Electric, Inc.	Knights Electric, Inc.
860 Visco Drive Nashville, TN 37210	1171 Tidwell Switch Rd. Dickson, TN 37055
P.O. Box 1504 White House, TN 37188	286 Farmers Drive Russellville, KY 42276
3989	38793
4/30/2017	11/30/2017
CE: HRA-E.1; BC Unlimited	CE: Unlimited
IF ALL ITEMS LISTED ABOVE ARE INCLUDED- OPEN BID	
SIGNED BID	√
BASE BID	\$85,714.00
Alternate 1 - Basketball Court Lighting and Appertenances	\$5,900.00
Alternate 2 - Tennis Court Lighting and Appertenances	\$18,300.00
BID TOTAL with Alternates 1 & 2	\$109,914.00
BID TOTAL with Alternate 1 Only	\$91,614.00
	\$45,800.00
	\$48,000.00
	\$195,700.00
	\$142,900.00
	\$16,000.00
	\$48,000.00
	\$60,800.00
	\$189,400.00
	\$155,500.00

Public Services Department

Memo

To: Board of Mayor and Alderman
From: W. Joe Moss, DPS
Date: December 29, 2015
Re: Request to Approve Engineer's Task Order #9 – Fire Hydrant

On this date, December 29, 2015, I'm requesting that the Mayor and Board of Alderman approve McGill Associate's **Task Order #9** for Engineering Services entitled: "**Industrial Drive Fire Line**"; which is for the Public Services Department.

This project is part of my 2015/2016 CIP project list and a code requirement for the new equipment building that has been completed. I've attached McGill's Task Order #9 document for your further review and consideration.

The engineering fee associated with this task is approximately \$30,100.00.

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

W. Joe Moss
Director of Public Services

This is Task Order No. 9,
consisting of 3 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated February 5, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Industrial Drive Fire Line

Description: The project consists of the design, permitting, bidding/award, and construction phase services for a Water Line along Industrial Drive to provide Fire Protection for the Public Works Buildings. The project consists of the installation of approximately 1,200 linear feet of 6-inch force main along Industrial Drive from Center Drive to the Public Works main gate.

B. Number of Construction Contracts

The project is anticipated to be constructed in one (1) construction contract.

2. Services of Engineer

Design Services

Bidding Services

Construction Services, part-time

(20 Construction Admin, 80 Construction Field Rep hours)

Post-Construction Services

Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date (Duration)</u>
Design Phase	2 months after Contract Approval
Bidding and Award Phase	2 months after Agency Approval of Design Plans
Construction Phase	3 months after Bidding and Award

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Design Phase	A. Not to Exceed	\$13,000
Bidding and Award Phase	A. Lump Sum	\$7,500
Construction Phase	A. Not to Exceed	\$8,100
Post-Construction Phase	A. Lump Sum	\$1,500
Basement Survey and Plats	B. Standard Hourly Rates	
Additional Services Requiring an Amendment to Task Order	B. Standard Hourly Rates	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER: City of White House, TN

ENGINEER: McGill Associates, P.A.

By: _____

By:  _____

Name: _____

Name: Joel Storrow, P.E.

Title: _____

Title: Principal

Engineer License or Firm's
Certificate No. (if required by law): Firm #2784

State of: Tennessee

Date Signed: _____

Date Signed: Dec. 28, 2015

Address for giving notices:

Address for giving notices:
McGill Associates, P.A.
2240 Sutherland Avenue, Suite 2
Knoxville, Tennessee 37919

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:
Cynthia Wheeler, P.E.

Title: _____

Title: Project Manager

Phone Number: _____

Phone Number: 865-540-0801

Facsimile Number: _____

Facsimile Number: 865-595-4999

E-Mail
Address: _____

E-Mail
Address: cindy.wheeler@mcgillengineers.com

MEMORANDUM

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

FROM: Reed Hillen, Planning Department

DATE: January 13, 2016

RE: Planning and Codes Vehicle

The Planning and Codes Department needs to purchase a Four Wheel Drive Truck for inspections of construction sites and developing subdivisions. This purchase was approved for in the 15/16 FY budget for an amount of \$25,000. Staff has selected a Dodge Ram Regular Cab 4x4 from CDRJ of Columbia. This truck will be purchased on a State Contract at value of \$24,793.

Ram 1500 Reg Cab 4x4 V8 (DS6L62)
 Statewide Contract #209 - 40051
 State Contract Price as Configured \$24,793.00

Vehicle will have to be ordered. Price is valid until order bank closes

Prepared By:
 Rodney King Sr.
 CDJR of Columbia
 106 S. James Campbell Blvd
 Columbia, TN 38401
 Phone: (615) 631-1248
 Fax: (888) 628-4003
 Email: rking@cdjrcolumbia.com

2016 Fleet/Non-Retail Ram 1500 4WD Reg Cab 140.5" Tradesman DS6L62

WINDOW STICKER

2016 Ram 1500 4WD Reg Cab 140.5" Tradesman		Interior: - No color has been selected.
* 5.7 L/345 CID * Regular Unleaded V-8		Exterior 1: - No color has been selected.
* 6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
DS6L62	2016 Ram 1500 4WD Reg Cab 140.5" Tradesman	\$30,615.00
OPTIONS		
DG1	TRANSMISSION: 6-SPEED AUTOMATIC (65RFE)	-\$1,840.00
DMD	3.55 REAR AXLE RATIO	INC
EZH	ENGINE: 5.7L V8 HEMI MDS VVT	\$1,150.00
—	STANDARD PAINT	\$0.00
PW7	BRIGHT WHITE CLEARCOAT	\$0.00
TTM	TIRES: P265/70R17 BSW AS	\$0.00
TXX8	DIESEL GRAY/BLACK, HEAVY DUTY VINYL 40/20/40 SPLIT BENCH SEAT	\$0.00
WFP	WHEELS: 17" X 7" STEEL	\$0.00
XM9	DELETE SPRAY IN BEDLINER	-\$325.00
YEP	MANUFACTURER'S STATEMENT OF ORIGIN	\$0.00
SUBTOTAL		\$29,600.00
Advert/Adjustments		\$0.00
Destination Charge		\$1,195.00
TOTAL PRICE		\$30,795.00
Est City: * 13.00 mpg		
Est Highway: * 19.00 mpg		
Est Highway Cruising Range: * 608.00 mi		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 419.0, Data updated 12/29/2015
 © Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

OTHER BUSINESS...

January 4, 2016

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Employment Contract

It has been an honor and privilege to serve you, the employees, and most importantly the citizens of White House these past (4) years. Making the transition from police chief to city administrator has been very challenging and yet very rewarding. Each day in this position has given me an opportunity to grow professionally and personally. The encouragement received from each of you is very uplifting and much appreciated. It is with great respect that I request you renew the city administrator contract with me for another four (4) years.

As a frame of reference my current salary is \$81,298.71. After much consideration, research on salaries of middle Tennessee managers/administrators, and equity of pay between myself and our highest paid department heads, I am requesting a 12.5% increase. This would increase my salary to \$91,458.80. No other change in benefits are being requested during the length of this contract.

Please contact me directly or Amanda Brewton, our Human Resource Director, if you would like more information concerning salary and benefits or other language in the contract.

Respectfully,



Gerald O. Herman

CITY ADMINISTRATOR CONTRACT OF EMPLOYMENT

This **Contract of Employment** made and entered into this 21st day of **January, 2016**, by and between the Board of Mayor and Alderman, hereinafter "Board" of the CITY OF WHITE HOUSE, TENNESSEE, a municipal corporation, hereinafter "City", and Gerald O. Herman, hereinafter "City Administrator":

RECITALS

WHEREAS, pursuant to Title 6, *Tennessee Code Annotated*, and in accordance with TCA 6-4-101, the Board has created by Title 1, Chapter 6 of the White House Municipal Code, the office of City Administrator and set qualifications for the office; and

WHEREAS, the Board has extended an offer of employment to the City Administrator subject to the terms and conditions set forth in this agreement; and

WHEREAS, the City Administrator has agreed to accept the offer made by the Board in accordance with the terms and conditions set forth in this agreement.

NOW THEREFORE, in consideration of the mutual promises set forth in this agreement, the City and the City Administrator agree as follows:

A. EMPLOYMENT

The Board appoints the City Administrator and the City Administrator accepts the appointment with the Board on the terms and conditions set forth in this agreement.

B. POWERS AND DUTIES OF OFFICE

1. The City Administrator shall be the Chief Administrative Officer of the City (White House Municipal Code 1-601).
2. The City Administrator will have the following duties:
 - a. The City Administrator shall be under the control and direction of the Board. The City Administrator shall report and be responsible to the Board;
 - b. The City Administrator administers the business of the municipality;
 - c. The City Administrator makes recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
 - d. The City Administrator keeps the board fully advised as to the conditions and needs of the municipality;
 - e. The City Administrator reports to the Board the condition of all property, real and personal, owned by the municipality and recommends repairs or replacements as needed;

- f. The City Administrator recommends to the Board and suggests the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
 - g. The City Administrator recommends specific personnel positions, as may be required for the needs and operations of the municipality, and may propose personnel policies and procedures for approval of the Board;
 - h. The City Administrator performs such duties as may from time to time be designated or required by the Board;
 - 1. The City Administrator shall employ, promote, discipline, suspend, and discharge all employees and department heads, in accordance with personnel policies and procedures, as adopted by the Board;
 - j. The City Administrator shall act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business; provided, that all purchases shall be in accordance with policies, practices and procedures established by the Board;
 - k. The City Administrator shall prepare and submit the annual budget and capital program to the Board for their adoption by ordinance.
- 3. The City Administrator shall enforce and follow all personnel rules as contained in the adopted personnel rules and regulations manual, which may be amended by the Board when necessary.
 - 4. The City Administrator shall log all requests for service from the Board and from citizens. Requests will be sent out within 24 hours to the department that could best respond to the request. Requests for service will be responded to with a resolution and information in a timely manner.

C. COMPENSATION

The compensation of the City Administrator shall be set annually in the operating budget. The position of the City Administrator shall be separate from the established employee compensation plan as set forth in *White House Municipal Code* 1-604.

Beginning January 25, 2016, the City Administrator shall be paid an annual salary of \$91,458.80 payable in equal bi-weekly installments so long as he remains employed. The salary shall be increased by two and one-half percent (2.5%) on July 1, 2016, and every July 1st thereafter, during the term of this contract.

D. BENEFITS

The City Administrator shall be entitled to all of the benefits afforded to regular employees. In addition, the City Administrator shall be entitled to

family medical and dental insurance paid entirely by the city. Further, the City Administrator shall have the use of a city owned vehicle or the execution of duties as set forth in *White House Municipal Code* 1-605.

E. PERFORMANCE EVALUATION

The Board shall conduct annually a performance evaluation of the City Administrator provided that he is still employed. The performance evaluation shall consist of a session between the members of the Board and the City Administrator.

F. TERM OF OFFICE

The City Administrator shall be appointed for a term of four (4) years and may be terminated by a majority vote of the fully constituted Board. If such termination should occur the City Administrator shall be entitled to severance pay for four (4) months. Severance pay in this contract is to include regular compensation, accrued vacation time, and holiday pay. If the City Administrator desires to resign his position, he shall give the Board sixty (60) days prior written notice of his resignation.

G. MISCELLANEOUS

1. The failure to insist or enforce any of the terms, provisions or conditions of this agreement shall not constitute a waiver of any rights to either party under this agreement or constitute acquiescence in or consent to any further or succeeding breach of the same provision or condition or any other provision of this agreement. No delay or omission to exercise or assert any right or remedy under this agreement shall be construed as a waiver thereof or as a waiver of any right or remedy arising under this agreement.
2. This agreement has been executed in and shall be construed and enforced in accordance with the laws of the State of Tennessee and the White House Municipal Code. This agreement is intended to be severable in that if any provision is determined to be unenforceable; such determination shall have no effect on the remainder of this agreement. This agreement shall be binding upon, and inure to the benefit of, the parties hereto, and their respective heirs, successors, assigns, and personal and legal representatives.
3. The City shall defend, hold harmless and indemnify the City Administrator against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as City Administrator or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities unless the act or omission involved is willful or wanton conduct. The City Administrator may request and the City shall not unreasonably refuse to provide independent legal representation at the City's expense and the City Administrator may not unreasonably withhold approval. Legal representation, provided

by the City for the City Administrator, shall extend until a final determination to the legal action including any appeals brought by either party. The City shall indemnify the City Administrator against any and all loses, damages, judgments, interest settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such City Administrator in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened arising out of or in connection with the performance of his duties provided the claim or action does not arise out of the willful or wanton conduct of the City Administrator. Any settlement of any claim must be made with prior approval of the Board in order for indemnification, as provided in this Section, to be available.

4. This agreement contains all the terms and conditions agreed on by the parties hereto, and no other agreement (oral or otherwise) regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties to this agreement, and formally approved by the Board of Mayor and Alderman.

IN TESTIMONY WHEREOF, witness the signatures of the parties hereto on the day and date first above written.

CITY OF WHITE HOUSE, TENNESSEE

ATTEST:

By: _____
Kerry Harville, City Recorder

By: _____
Michael Arnold, Mayor

ACCEPTED AND AGREED TO:

By: _____
Gerald O. Herman

DISCUSSION ITEMS...

OTHER INFORMATION....
