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

1. Call to Order by the Mayor
2. Prayer by community pastor
3. Pledge by Alderman
4. Roll Call
5. Adoption of the Agenda
6. Approval of Minutes of the January 21st meeting
7. Welcome Visitors
8. Public Hearings
    a. **Ordinance 16-01**: An ordinance amending the Municipal Code Title 5, Chapter 4 Wholesale Beer Tax, section 5-401. *Second Reading.*
    b. **Ordinance 16-02**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *Second Reading.*
    c. **Ordinance 16-03**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-301. *Second Reading.*
    d. **Ordinance 16-04**: An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, adding section 2-210. *Second Reading.*
    e. **Ordinance 16-05**: An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-101. *Second Reading.*
    f. **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. *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 16-01**: An ordinance amending the Municipal Code Title 5, Chapter 4 Wholesale Beer Tax, section 5-401. *Second Reading.*

b. **Ordinance 16-02**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *Second Reading.*

c. **Ordinance 16-03**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-301. *Second Reading.*

d. **Ordinance 16-04**: An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, adding section 2-210. *Second Reading.*

e. **Ordinance 16-05**: An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-101. *Second Reading.*

f. **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. *Second Reading.*

g. **Ordinance 16-07**: An ordinance amending the Municipal Code Title 18, Chapter 3 Sewer Rates, Fees, and Charges, section 18-302. *First Reading.*

13. Purchasing

    a. To approve or reject the City Administrator entering into an agreement with Jacobs Engineering Group, Inc (Knoxville, TN) for professional engineering services. The Public Services Director recommends approval.

    b. To approve or reject the City Administrator entering into a three year agreement with Wade's Lawn Service from Goodlettsville, TN, for lawn care services in the amount of $40,775.00 (annually).

14. Other Business

    a. None

15. Discussion Items

    a. None

16. Other Information

    a. None

17. Adjournment

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

1. Call to Order by the Mayor

   Meeting was called to order at 7:00 pm.

2. Prayer by community pastor

   Special guest Pastor Patrick Nix from The Church at Grace Park 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. Paltzik, second by Ald. Decker to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

6. Approval of Minutes of the December 17th and December 22nd meetings

   Motion was made by Ald. Bibb, second by Ald. Paltzik to approve the minutes. A voice vote was called for with all members voting aye. **December 17th and December 22nd minutes were approved.**

7. Welcome Visitors

   Mayor Arnold welcomed all 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.*

      No one spoke for or against.

9. Communication from Mayor, Aldermen, and City Administrator

   City Administrator Gerald Herman provided an update on the correspondences between staff and TDOT officials pertaining to improvements between Charles Drive and Interstate 65.

   City Administrator Gerald Herman gave an update on drainage projects.

   City Administrator Gerald Herman stated that the architects are working on finalizing the bid specifications for the Chamber/Museum renovations, and the bid documents are expected to be release February 19th.

   City Administrator Gerald Herman informed the Board that the new app has been widely received by the community.

City Administrator Gerald Herman provided an update on the monument sign/flag pole project. City Administrator Gerald Herman mentioned that grading has begun on the restroom facility for the Municipal Recreation Complex.

City Administrator Gerald Herman stated that staff has begun planning the Farmers Market that is slated to open this summer.

City Administrator Gerald Herman informed the Board that staff has been meeting with representatives of interest in Brookside Village, to discuss how to assist their community.

City Administrator Gerald Herman stated that the department head budget retreat is on February 4th.

10. Acknowledge Reports

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

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

11. Consideration of the Following Resolutions:

    a. 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.*

    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 15-31 was approved on Second Reading.**

    b. **Ordinance 16-01**: An ordinance amending the Municipal Code Title 5, Chapter 4 Wholesale Beer Tax, section 5-401. *First Reading.*

    Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 16-01 passed on First Reading.**

    c. **Ordinance 16-02**: An ordinance amending the Municipal Code Title 18, Chapter 2 Sewer Use Ordinance, section 18-201. *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 16-02 passed on 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.*

    Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 16-03 passed on First Reading.**

e. **Ordinance 16-04**: An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, adding section 2-210. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Ordinance 16-04 passed on First Reading.**

f. **Ordinance 16-05**: An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services Board, section 2-101. *First Reading.*

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 16-05 passed on First Reading.**

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.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 16-06 passed on 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.

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

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.

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

c. To approve or reject 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.

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

14. Other Business

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

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

15. Discussion Items

a. None

16. Other Information

a. None

17. Adjournment

Meeting was adjourned at 7:27 pm.

ATTEST:

Michael Arnold, Mayor

Kerry Harville, City Recorder

RFI

REPORTS….

General Government Department
January 2016

Administration

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

- January 05:
  - Cemetery Board Meeting
  - Brookside Village Follow-up Meeting
- January 07:
  - Library Board - Budget Committee Meeting
  - Robertson County Joint Economic Development Meeting
  - Leisure Services Board
- January 11:
  - Bid Opening: Stadium Drive Lighting Project
  - Planning Commission Meeting
- January 12:
  - Bid Opening: Flagpoles/Monument Sign Project
  - City Hall Hazard Communication Planning Meeting
- January 13:
  - Pre-construction Meeting: Municipal Recreation Complex Restroom and Municipal Park Restroom Project
  - Hylant Group Meeting
  - Conference call pertaining to Werthan PILOT
- January 14:
  - Construction Meeting: Wastewater Treatment Plant Project
  - 6-Month Update Meeting for Soteria Café
  - Ribbon Cutting: Soteria Café
  - Library Board Meeting
- January 19: White House Chamber of Commerce Luncheon
- January 20: Custodian Interviews
- January 21:
  - Baseball/Softball Programs in White House Brainstorming Session
  - Custodian Interviews
  - Board of Mayor and Aldermen Meeting
- January 26:
  - City Administrator Mike McClanahan Budget Process Meeting
  - White House Museum/Chamber Office Renovations
- January 27: Sumner County Council of Governments Luncheon
- January 28:
  - Forward Sumner Annual Stakeholder Meeting
  - Tourism Commissioner Triplett Meeting with Robertson County Chamber of Commerce
  - GNRC Executive Committee Meeting

General Government Department
January 2016

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	$5,383,821	↓5.26
Industrial Development	$118,500	$32,745	↓30.70
State Street Aid	$275,000	$200,947	↑14.74
Parks Sales Tax	$410,569	$311,093	↑17.44
Solid Waste	$882,617	$517,567	↑0.31
Impact Fees	$3,290	$0	↓58.33
Police Drug Fund	$35,633	$33,713	↑36.28
Debt Services	$751,058	$122,482	↓42.02
Wastewater	$7,086,888	$5,385,420	↑9.95
Healthcare	$68,500	$33,286	↓9.74
Stormwater Fund	$359,485	$179,016	↓8.53
Cemetery Fund	$63,300	$25,923	↓17.38

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

Purchasing

The Purchasing Specialist's goal is to have an error rate of less than 5% on purchase orders submitted for processing. The January 2016 error rate was 0.63%.

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	158	124	119
February		88	132
March		145	154
April		147	157
May		129	149
June		122	156
Total	**1,147**	**1,655**	**1,733**

Purchase Order Errors by Department

	January 2016	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	1	2	0
Library	0	3	8
Parks	0	1	3
Police	0	2	2
Public Works	0	0	2
Sanitation	0	1	0
Stormwater	0	1	-
Wastewater	0	6	3
Total	**1**	**17**	**20**

*Errors by department started being tracked in July 2014.

General Government Department
January 2016

Purchase Orders by Dollars	Jan. 2016	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	148	410			$370,955.19		
Purchase Orders $10,000-$24,999	2	6			$82,815.42		
Purchase Orders over $25,000	8	13			$1,309,554.37		
Total	**158**	**429**			**$1,763,324.98**		
Total	**158**	**1,147**	**1,655**	**1,733**	**$7,905,029.52**	**$13,280,467.89**	**$7,302,320.43**

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

Website Management

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

	2015-2016 Update Requests	2014-2015 Update Requests	2013-2014 Update Requests	2015-2016 Page Visits	2014-2015 Page Visits	2013-2014 Page Visits
July	112	102	162	266,304	562,455	250,487
August	79	83	186	401,773	265,548	468,840
September	154	107	126	287,363	352,406	262,563
October	64	93	86	331,565	328,241	296,397
November	92	67	92	281,096	361,124	282,249
December	123	96	137	293,316	393,777	279,207
January	94	89	126	363,641	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	**718**	**1,100**	**1,355**	**2,225,058**	**4,513,102**	**5,124,420**

General Government Department
January 2016

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	137	34	36	38	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	**441**	**623**	**320**	**190**	**422**	**200**

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

	2015 – 2016 Total Followers	2014 - 2015 Total Followers	2013 - 2014 Total Followers	2015 – 2016 # of Tweets	2014 - 2015 # of Tweets	2013 - 2014 # of Tweets
July	539	418	294	12	42	14
August	548	422	314	15	30	22
September	553	432	322	17	32	11
October	576	439	322	21	33	18
November	583	446	322	13	22	10
December	593	451	337	14	28	17
January	615	462	346	28	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**	**120**	**340**	**162**

General Government Department
January 2016

"City of White House, TN" Mobile App Management
The Administration Department's goal is to increase the number of downloads and have an 80% or higher request completion rate each month.

	2015 - 2016 New Downloads
July	N/A
August	N/A
September	N/A
October	N/A
November	25
December	40
January	1,236
February	
March	
April	
May	
June	
Total	1,301

	# of Push Notifications	# of Requests	Percentage Complete
July	N/A	N/A	N/A
August	N/A	N/A	N/A
September	N/A	N/A	N/A
October	N/A	N/A	N/A
November	N/A	N/A	N/A
December	N/A	N/A	N/A
January	2	95	100%
February			
March			
April			
May			
June			
FY Total	2	95	N/A

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

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

Special Maintenance Projects

- Snow removal
- Museum renovation assistance
- Construct and install chair rail for conference room

	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	28	31	19
February		23	33
March		24	15
April		22	15
May		13	31
June		25	20
Total	188	249	141

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

Finance Department
January 2016

Finance Section

On January 5th the Finance Director attended the Cemetery Board meeting. On January 7th the Finance Director along with other members of the software committee attended part 2 of the software demonstration by United Systems Technology Inc. On January 12th the Finance Director attended the City Hall Hazard Communication Program meeting. On January 13th the Assistant Finance Director attended the CMFO "Governmental Environment" class. On January 14th the Finance Director and the Assistant Director attended a Federal Highway Administration class on 2CFR200 requirements pertaining to grants. On January 19th several finance office associates attended the wellness program presentation at Fire Hall #2. On January 21st the Finance Director attended a community meeting to discuss youth baseball and softball programs. Also on January 21st the Finance Director attended the monthly BMA meeting. On January 26th several finance office associates and the software committee attended a software demonstration by Tyler Technologies. Immediately following that demonstration, the software committee met with a representative from Skyward to discuss the city needs for software and a potential software demonstration. On January 28th the Finance Director along with the Public Services Director met with Ralph Cross (MTAS) & Sharon Rollins (MTAS) as a follow up meeting for the sewer rate study. Immediately following this meeting the Finance Director along with the City Recorder attended a HOME Program Workshop hosted by the Tennessee Housing Development Agency.

Performance Measures

Utility Billing

	January 2016	YTD FY 2016	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
New Builds (#)	3	44	62	55	28	15
Move Ins (#)	39	308	488	506	481	493
Move Outs (#)	32	302	514	516	479	455
Late Payments ($)	5,519	41,489	68,103	69,241	65,074	67,810
Late Payments (#)	1,033	7,228	15,641	12,840	12,685	12,857
Disconnect for non-payment (#)	26**	251	442	514	258*	n/a

*Only 6 months of data available for disconnects in FY 2013
**Disconnections not performed until 2/3/16 due to scheduling concerns

Accounts Payable

	Jan. 2016	Dec. 2015	Nov. 2015	Oct. 2015
Total # of Invoices Processed	322	397	335	293

Business License Activity

	January 2016	FY 2016 YTD	FY 2015 Total	FY 2014 Total	FY 2013 Total	FY 2012 Total
Opened	6	51	105	74	80	52
Closed	0	2	5	13	140*	6

*129 businesses deemed uncollectable in October 2012

Finance Department
January 2016

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

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments or errors	Number of Void Checks
2 regular 0 special	211 direct deposits 1 check	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	4,388,107	54%
Cemetery Fund			165,677	
Debt Services			243,804	
Healthcare			243,645	
Impact Fees			95,291	
Industrial Development			147,574	
Park Sales Tax			300,926	
Police Drug Fund			13,547	
Solid Waste			447,945	
State Street Aid			142,451	
Stormwater Fund			100,047	
Wastewater			3,730,613	

*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	4,617,205	↓1.48%
Cemetery Fund	26,775	14,871	↓2.79%
Debt Services	750,200	475,015	↑4.99%
Healthcare	62,200	33,491	↓4.49%
Impact Fees	12,700	13,378	↑47.01%
Industrial Development	70,100	65,132	↑34.58%
Park Sales Tax	494,766	305,800	↑3.47%
Police Drug Fund	4,520	2,743	↑2.35%
Solid Waste	800,400	477,585	↑1.33%
State Street Aid	269,264	168,225	↑4.14%
Stormwater Fund	368,730	224,471	↑2.54%
Wastewater	5,722,700	2,822,667	↓9.01%

*Realized amounts reflect revenues realized from July 1, 2015—January 31, 2016

Human Resources Department
January 2016

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

- January 06: Chamber of Commerce Ambassador Council Meeting
- January 19: Chamber of Commerce Monthly Luncheon
- January 20: Custodian Interviews
- January 21: Custodian Interviews
- January 27: Firefighter Interviews

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	2	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	**4**	**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	0	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
January 2016

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	1	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	**6**	**5**	**6**	**8**	**19**
Percentage	**6.38%**	**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	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
January 2016

Highlights

On January 23rd, a woman left a puppy in the freezing cold outside White House Animal Hospital. Officer Ryan Spraggins, who was the responding officer, has adopted the puppy. Officer Spraggins and his wife, Jessica, named the dog Elsa, after the Disney princess who can control ice.

Meetings/Civic Organizations

- ***Chief Brady attended the following meetings in January:*** Department Head Staff Meeting (Jan. 11th & Jan. 25th), Rotary Club Meeting (Jan. 7th, 14th, 21st, and 28th), Robertson County Chief's Meeting (Jan. 12th), Board of Mayor & Alderman Meeting (Jan. 21st), Command Staff Meeting (Jan. 21st), and Indian Ridge Traffic Issue Follow-up (Jan. 25th).

Police Department Administration Performance Measurements

1. ***Achieve re-accreditation from the Tennessee Law Enforcement Accreditation program by October 31, 2017.*** The accreditation process has 161 professional standards that need to be met. 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, has started the collection of 2016 proofs. She has 16 proofs completed for 2016

2. ***Our department training goal is that each police employee receives 40 hours of in-service training each year.*** The White House Police Department has 25 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 1,000 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	0	52	52
Grand Total	**0**	**0**	**52**	**52**

Patrol Division Performance Measurements

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

Police Department
January 2016

Number of Officers on Shift	*January*	*FY 2015-2016*
Three (3) Officers per Shift	28	279
Four (4) Officers per Shift	22	42

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 62 per 1, 000 population during the calendar year of 2016.***

Group A Offenses	January	Per 1,000 Pop.	Total 2015	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	8	<1	8	<1
Crimes Against Property	26	2	26	2
Crimes Against Society	14	1	14	1
Total	48	4	48	4
Arrests	35		35	

**U.S. Census Estimate 2014 – 11,042*

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

	January 2016	TOTAL 2016
Traffic Crashes Reported	31	**31**
Enforce Traffic Laws:		
Written Citations	**167**	**167**
Written Warnings	**77**	**77**
Verbal Warnings	168	168

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

COLLISION RATIO				
2016	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
January	31	3	10%	10%

Police Department
January 2016

Traffic School: There was no Traffic school in January.

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. Applications have been received and testing will take place on Wednesday, February 24th.

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

Sumner County Emergency Response Team: ERT held their monthly training by shooting at the TVA gun range.

Volunteer Reserve Officers: On January 12th, the Reserves had their Annual Dinner at Rodizio Grill – The Brazilian Steakhouse.

Support Services Performance Measurements

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

2016 CLEARANCE RATE		
Month	**Group A Offenses**	**Year to Date**
January	71%	71%

Communications Section

	January	**Total 2016**
Calls for Service	993	993
Alarm Calls	37	37

Request for Reports

	January 2016	**FY 2015-2016**
Requests for Reports	15	172
Amount taken in	$10.95	$125.60
Tow Bills	$0.00	$263.00
Emailed at no charge	23	187
Storage Fees	$0.00	$0.00

Governor's Highway Safety Office (GHSO): The White House Police Department hosted the GHSO monthly meeting on January 28th.

Volunteer Police Explorers: In the month of January, the Explorers went over felony traffic stops, report writing and handcuffing.

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

Police Department
January 2016

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. will begin February 17th for White House Middle School.
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.*** We have received 30+ applications for the 2016 Citizen's Police Academy. The application process is closed and the class is full to capacity. Classes will begin Monday, February 22nd.
4. ***Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.***
   - On January 9th, Sgt. Enck hosted a S.P.E.A.R.E. class with 12 women attending.

Special Events: ***WHPD Officers participated in the following events during January:***
Nothing to report at this time.

Upcoming Events:
Citizen's Police Academy (February)

2016 Participation in Joint Community Events		
	January 2016	**Year to Date**
Community Activities	1	1

Fire Department
January 2016

Summary of Month's Activities

Fire Operations
The Department responded to 86 requests for service during the month with 58 responses being medical emergencies. The Department responded to 2 vehicle accidents with reported injuries with two patients transported to area hospitals.

January 7th 7:45pm– The Department was dispatched to a reported fire alarm on Hester Drive, when fire units arrived on scene there was no fire or smoke visible. There was a smell of something burning and after some investigation an electric motor in the HVAC unit had overheated causing the alarm. The damage was confined to the unit and there were no injuries reported with this incident.
January 19th 5:46pm – The Department was dispatched to a reported fire alarm on Savannah Ct. when fire units arrived on scene the occupants were out of the home. Upon entry to the structure there was light smoke visible, the cause of the incident was the water heater had an electrical issue. The damage was confined to the water heater there were no injuries reported with this incident.
January 29th 9:57pm – The Department was dispatched to a grass fire located on Overlook Ct. when fire units arrived a small fire was located in the yard of the residence. The apparent cause of the fire was a landscape light in the area, the fire was confined to a small area and no other damage was reported.

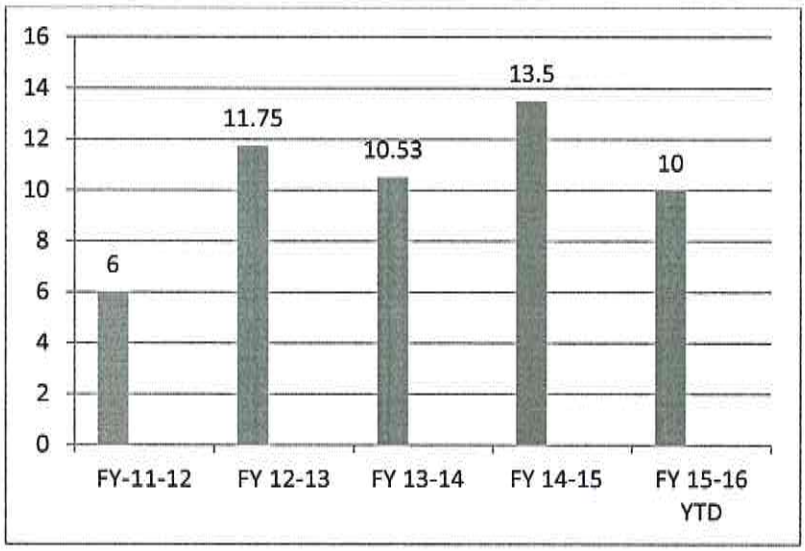
Fire Administration

January 13th & 14th – Chief Palmer, Asst. Chief Sisk and Firefighter Richard Dorris attended the new fire engine pre-construction meeting at Sutphen Corporation in Columbus Ohio.
January 20th & 21st – Asst. Chief Sisk attended a Strike Team/ Task Force Leader training at the state fire academy.
January 21st –Asst. Chief Sisk attended the Middle Tennessee Fire Chiefs Association meeting in Murfreesboro.
January 25th – Chief Palmer along with other city staff attended a meeting at city hall to follow up on a traffic issue in the Indian Ridge subdivision.
January 26th – Chief Palmer and Asst. Chief Sisk attended the monthly Safety Committee meeting held at fire station 2.

Asst. Chief Sisk attended six 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.



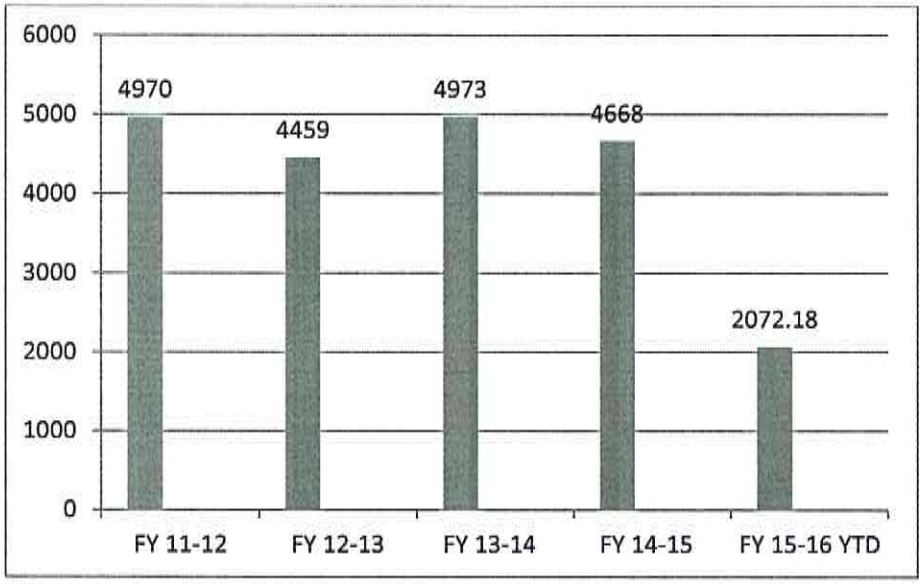
Fire Department
January 2016

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	2
Other Fires	2	Vehicle Accidents(With injuries)	2
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	1	False Alarms/Calls	10
Hazmat	0	Assist other Governmental Agency	1
Other Calls	10	Total Responses for the Month	86
Emergency Medical Responses	58	Total Responses Year to Date	630

Fire Fighter Training

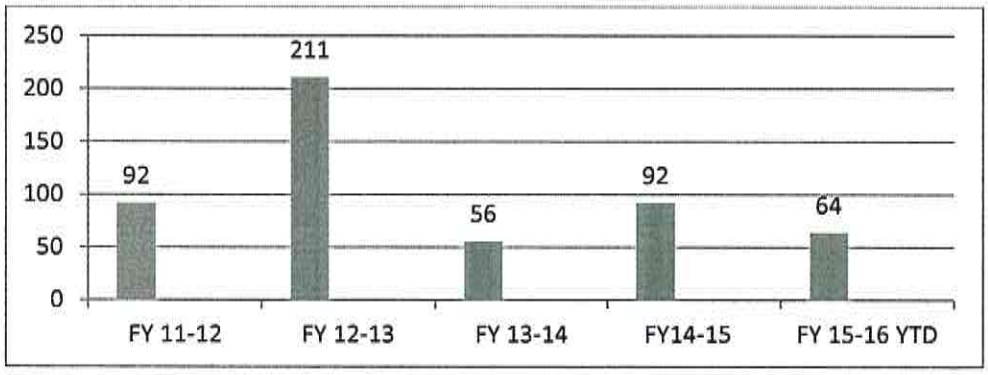
The Department goal is to complete the annual firefighter training of 240 hours for career and 48 hours for Part-time and Volunteer Firefighters for a total of 4176 hours per year.



Total Training Man-hours for the Month	180.54	Total Training Man-hours Year to Date	2072.18

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.

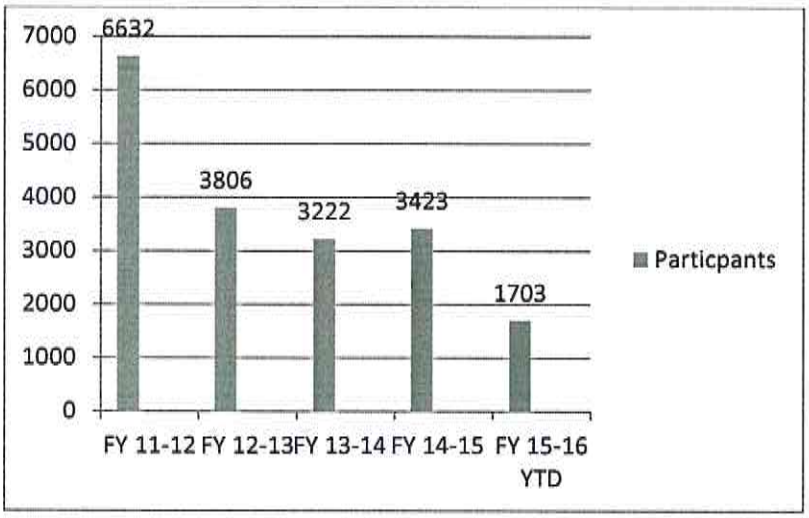


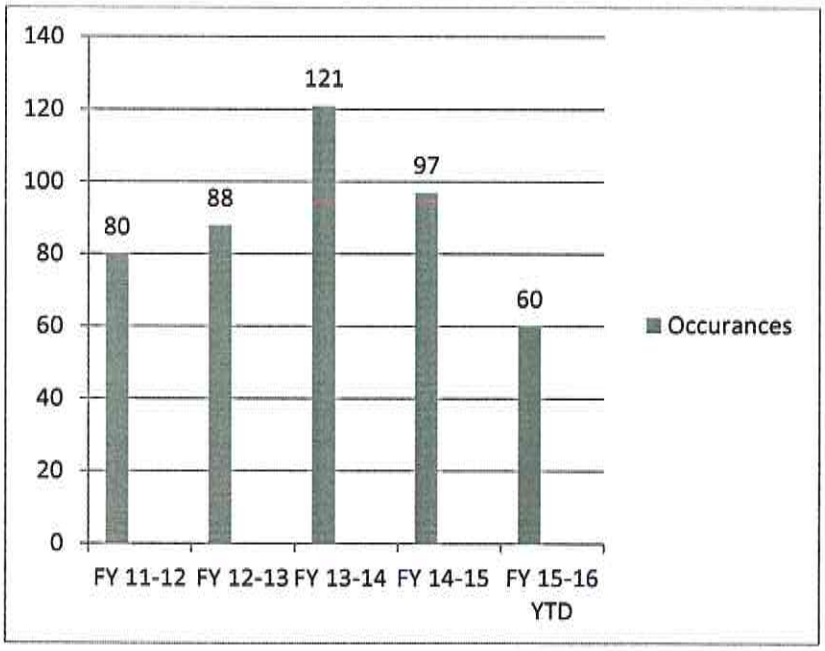
Fire Department
January 2016

Fire Inspections	1	Year to Date 64	Plat / Plan Reviews	2	Year to Date 20
Fire Investigations	0	Year to Date 4	Fire Preplans	0	Year to Date 6

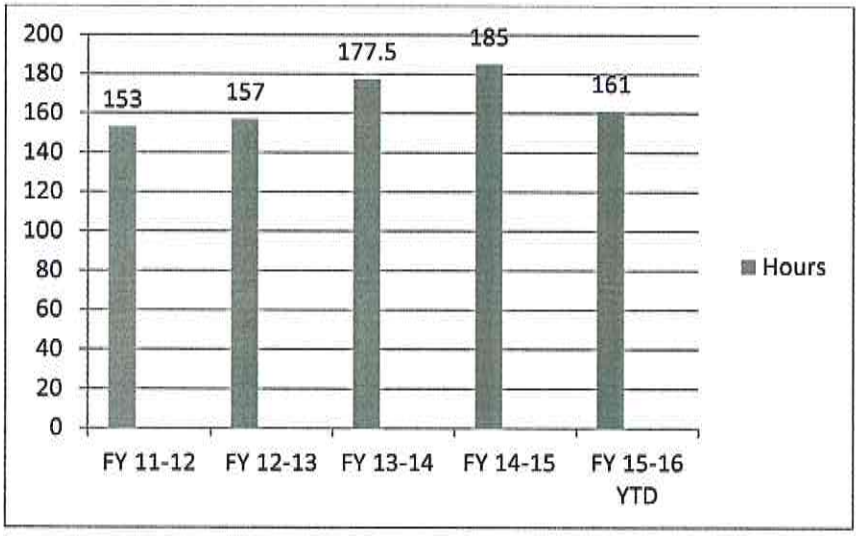
Public Fire Education

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
January 2016



Participants	15	Education Hours	3.5
Participants Year to Date	1703	Education Hours Year to Date	161
Number of Occurrences	4	Number of Occurrences Year to Date	60

Public Services Department - Public Works Division
January 2016

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

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

Total Hours Worked	FY 11/12	FY 12/13	FY 13/14	FY 14/15		DEC-15	JAN-16	YTD 15/16
Stormwater	0	0	0	0		417	318	3,376
Sanitation	8,930	5,975	3,138	2,914		234	168	1,505
Street	3,539	3,765	4,485	4,040		823	962	3,135
Facility Maintenance	100	124	839	2,049		275	216	1,269
Fleet Maintenance	147	445	857	1,157		54	139	584
Meeting/Training	135	332	653	572		26	44	264
Leave	915	1,005	1022	807		68	170	718
Holiday	1,040	650	730	850		165	60	555
Overtime	0	70	166	263		36	95	309
Administrative	0	0	496	781		41	29	187

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		DEC-15	JAN-16	YTD 15/16
Brush Collection Stops	2,970	2,787	5,394	5,915		394	309	3,160
Brush Truck Loads	468	302	644	503		31	22	233
Leaves Pickup Bags	N/A	519	4,324	4,016		264	217	2,214
Brush/Leaves Hours	N/A	585	2,119	1,634		106	85	721
Litter Pickup Bags	0	168	535	309		19	13	126
Litter Pickup Hours	N/A	443	829	1,147		128	83	784

Public Services Department - Public Works Division
January 2016

Sanitation Collection:

The goal for the curbside garbage and recycling collection program is ***to maintain an error rate of less than 1%.*** The **January 2016** work order report shows that staff made **75** requests on the WI web portal system, of which only **24** 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		DEC-15	JAN-16	YTD 15/16
Tons	3,634	3,458	3,315	3,081		305	222	1,908
Disposal Fee	$88,325.03	$85,077.60	$82,869.34	$86,098.70		$6,930.38	$5,580.44	$47,750

SW Accounting	FY 11/12	FY 12/13	FY 13/14	FY 14/15		DEC-15	JAN-16	YTD 15/16
Units Billed	44,485	44,244	44,953.00	45,763		3,902	3,924	27,334
Receivables	$683,625.00	$690,098.50	$692,727.50	$795,325.12		$67,439.00	67,609	$471,495
Revenue	$654,858.69	$684,487.53	$705,287.91	$781,004.41		$65,427.49	$69,492	$474,796

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		DEC-15	JAN-16	YTD 15/16
Participants	715	809	525	712		51	23	331
Tons	168	141	168	166		12	6	74
Disposal Fee	$16,513.14	$15,473.00	$16,913.54	$13,208.16		$920.74	$657	$6,180

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		DEC-15	JAN-16	YTD 15/16
Curbside Tons	244	393	456	408		35	52	245
Recycling Rate	7%	13%	14.3%	13.5%		13%	19%	16%
Revenue (curbside)	-	$4,749.94	$3,469.56	$2,472.91		$0	$0	$19.08
Fee (old program)	$6,736.13	-	-	-		$527.40	$779.25	$1,307
Metal (drop-off) Tons	11	62	42	33		4	0	22
Metal Revenue	$3,167.45	$10,555.50	$6,240.40	$4,333.90		$78.80	0	$1,426

Public Services Department - Public Works Division
January 2016

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

Stormwater	FY 11/12	FY 12/13	FY 13/14	FY 14/15		DEC-15	JAN-16	YTD 15/16
Drainage Requests	3	27	17	23		0	0	13
Drainage Work (feet)	58	1,457	2,513	2,232		203	0	1,674
Drainage Man Hours	N/A	891	1,261	1,135		267	139	2,362
Debris Removed Loads	N/A	75	57	75		392	20	468
Sweeping Man Hours	0	0	272	460		25	10	154

Stormwater Accounting	FY 14-15		DEC-15	JAN-16	YTD 15/16
Units Billed	24,410.00		4,103	4,125	24,653
Receivables (Billed)	$107,249.28		$34,396.08	$34,432.56	$205,926
Revenue (Received)	$105,118.28		$34,343.16	$34,010.52	$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		DEC-15	JAN-16	YTD 15/16
Curb Repair	0	1	1	0		0	0	0
Shoulder LF	0	788	3,331	100		320	0	6,054
Shoulder Hours	0	0	88	54		24	7	49
Potholes	168	125	202	269		30	32	122
Pothole Hours	N/A	N/A	600	908		23	61	189
Mowing Hours	0	101	446	146		0	0	140
R-O-W Hours	N/A	N/A	12	299		53	9	168
Signs	119	153	106	251		7	10	44
Sign Work Hours	N/A	N/A	219	473		55	23	111
Salt Tons	55	4	79	76		0	204	204
Salt Hours	N/A	N/A	159	385		0	24	24
Decorative Streetlight Hours	0	0	0	33		3	0	25

Public Services Department - Public Works Division
January 2016

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

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

Public Services Department - Wastewater Division
January 2016

Collection System Activities

Employee Recognition:
Our ballot selection process has been completed and Curtis Earls and Derrick McMillin have been selected as the staff most deserving of attending the WEF (Water Environment Federation) conference this year. This utility technology conference alternates annually between Chicago and New Orleans. This year it's in New Orleans. Two (2) years ago the attendance at the New Orleans conference was approximately 35,000 attendee's. The proceedings concentrate on various wastewater technical subjects and provides for a great learning platform for the operators. The show draws thousands of exhibitors which allow the attendees the opportunity to learn about new and existing equipment that is used in the wastewater field.

WWTP Headworks Project:
Some of the mechanical equipment has been delivered. In digging the trenches for the new piping and meter vaults, the contractor has uncovered lines that were not on the original drawings. Therefore, we've had to make some adjustments on the piping installations. We found that the fiber optics and electrical lines were direct buried. We asked for a price to put them in conduit and the contractor has submitted a proposal for $45,000.00. We'll keep it direct buried and install fiber optic markers along the trench line. **(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.)**

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

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	DEC-15	JAN-16	YTD
Late Payments	11,790	12,857	12,685	12,068	913	1,033	7,228
Disconnects for non-pay	N/A	N/A	258	442	26	29	260
Revenue Late Payments	$62,880	$67,810	$65,074	$61,350	$5,079	$5,519	$41,489

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

Line Marking	FY 11/12	FY 12/13	FY 13/14	FY 14/15		DEC-15	JAN-16	YTD
Tennessee 811	948	866	1,306	1,416		106	113	887

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
January 2016

Lift Station Location	FY 11/12	FY 12/13	FY 13/14	FY 14/15		DEC-15	JAN-16	YTD
North Palmers Chapel	1,483	1,736	3,559	483		4	4	29
Calista Road	985	1,058	2,014	418		2	2	16
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.

Public Services Department - Wastewater Division
January 2016

Work Orders	FY 10/11	FY 12/13	FY 13/14	FY 14/15		DEC-15	JAN-16	YTD
"Grinder Project"	144	229	3	0		0	0	0
PD to Centrifugal Converts			4	10		0	0	3
2000 to Extreme C/O	0	85	86	60		1	6	30
2000 to 2000 C/O	271	19	13	23		1	0	7
Extreme to 2000 C/O	0	33	14	28		5	3	15
Extreme to Extreme C/O	0	157	110	117		6	11	67
Centrifugal to Centrifugal C/O	-	-	-	5		0	0	0
2000 Conversions	159	26	3	0		0	0	2
Extreme Converts	0	43	83	74		2	4	30
Total Pumps Replaced	**430**	**363**	**313**	**321**		**15**	**24**	**170**
Low Pressure Service Request	554	977	750	723		33	42	303
Vacuum System Service Request	96	127	102	58		5	3	50
Gravity Service Request				14		1	1	5
Inspection for New Service	0	0	27	51		3	1	24
Final Inspection for New Service	0	0	47	66		8	1	27
Sanitary Sewer Overflow (SSO)	0	4	2	3		1	1	5
Odor Complaints	0	0	11	14		1	1	13

System Repairs Goal:

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

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

Repairs	FY 10/11	FY 11/12	FY 12/13	FY 12/13	FY 14/15		DEC-15	JAN-16	YTD
Major Lift Stations	12	5	5	18	26		8	2	41
Mainline	0	1	7	18	14		1	1	7
Service Line	82	52	65	136	49		3	4	20

Public Services Department - Wastewater Division
January 2016

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) sewage 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.

The weather has caused multiple issues with the air control valves at the residences, which required staff to work through the night tracking down leaking valves and replacing with a new controller. The same was an issue at the North Palmers Chapel vacuum station. We are waiting for AirVac to release the new generation of valves and controllers that are designed to prevent water from entering the controllers and making them inoperable. AirVac has set a tentative release date of March 2016.

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.

	NOV- 2015	DEC - 2015	JAN - 2016	
Flow	**0.834 MGD**	**0.909 MGD**	**0.814 MGD**	
Capacity	**1.40 MGD**	**1.40 MGD**	**1.40 MGD**	
% of Plant Throughput	**59.5%**	**65%**	**58%**	(0.814 MGD) / (1.40 MGD)
Actual Capacity	**1.12 MGD**	**1.12 MGD**	**1.12 MGD**	(1.4 MGD x 80%)
% of Allocated Capacity	**74.4%**	**81.2%**	**72.6%**	(0.814 MGD) / (1.12 MGD
Rainfall	**5.28"**	**5.56"**	**3.35"**	

Effluent	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY14/15		DEC-15	JAN-16	YTD
Violations		4	6	2	1		0	0	7

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

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

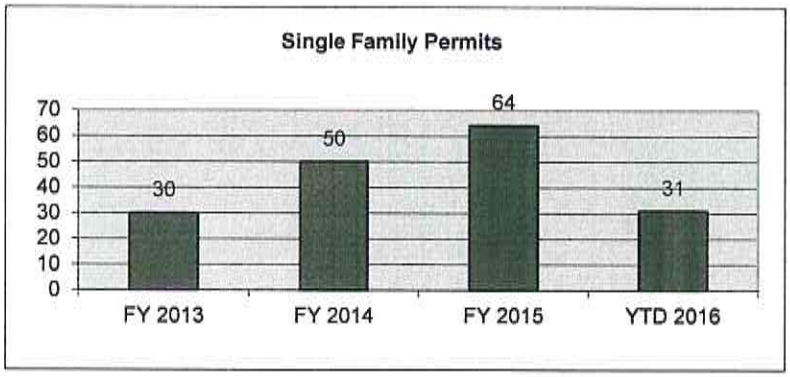
Public Services Department - Wastewater Division
January 2016

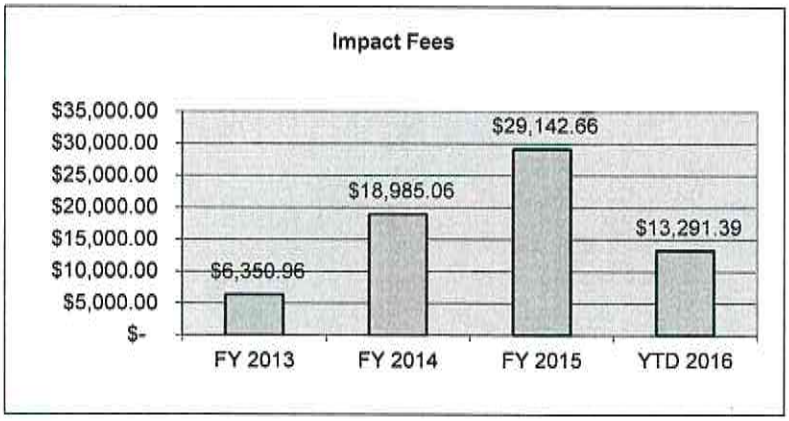
The PAA feed rate is now operating at a constant **1.41** parts per million (ppm) which is still well below the expected usage levels.

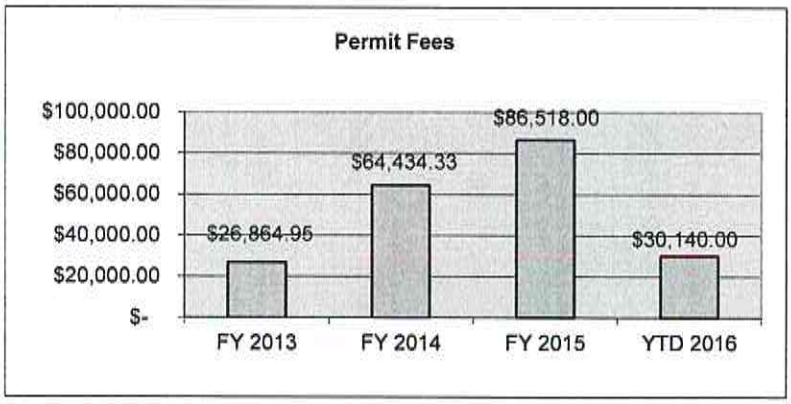
Our TDEC permit states in part that, "The concentration of the E. Coli group after disinfection shall not exceed 126 cfu's (colony forming units) per 100 ml." Additionally, our daily maximum concentration limit is 941/100ml.

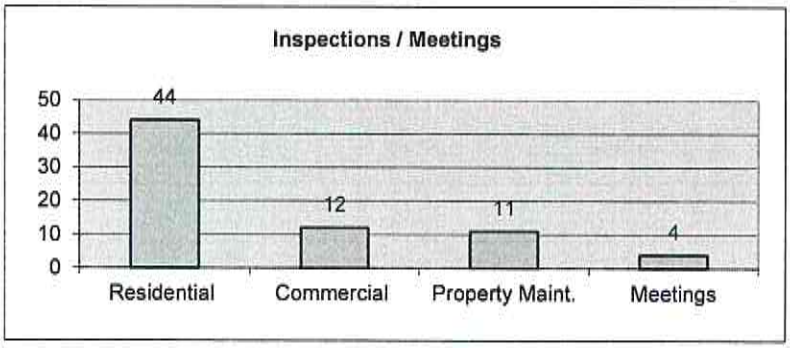
Our E. Coli testing for the month was an average of **16** cfu's, which is well below the limit.

Planning and Codes Department
JANUARY 2016









Planning and Codes Department
JANUARY 2016

	Month	YTD 16	FY2015	FY2014	FY2013
MEETING AGENDA ITEMS#					
Planning Commission	5	33	50	38	39
Construction Appeals	0	1	1	0	0
Zoning Appeals	0	9	8	9	5
Training/Study Session	0	0	1	0	0
Property Maintenance	0	0	0	0	0
PERMITS					
Single Family Residential	2	31	64	50	30
Multi-Family Residential	0	0	3	123	2
Other Residential	7	103	367	132	133
New Commercial	0	2	7	2	1
New Industrial	0	1	1	0	0
Other Com/Ind	1	16	51	26	27
State Electrical	34	322	657	478	329
Sign	2	10	17	16	11
Occupancy Permits	0	36	54	59	62
Commercial Certificate of Occupancy-					
Other	0	1	1	71	18
BUILDING INSPECTIONS					
Residential	44	931	1194	519	334
Hours	16.92	181.08	295.61	175.59	111.25
Commercial /Industrial	12	74	360	189	151
Hours	5.67	29.99	127.41	79.33	94.34
CODE ENFORCEMENT					
Total Cases	11	214	612	531	735
Hours	1	33.5	70.49	83.42	113.92
Complaints Received	5	65	145	141	126
MEETINGS					
Administration	3	20	29	39	55
Hours	4.5	42	56.92	67.95	89.06
Planning	1	18	23	31	40
Hours	1	45.75	56.8	101.25	51.1
Codes	0	21	34	50	53
Hours	0	14.08	28.74	58.25	73.5
FEES					
Permit Fees	$1,906.50	$ 30,140.00	$ 86,518.00	$ 64,434.33	$ 26,864.95
Board Review Fees	$925.00	$ 6,300.00	$ 17,244.50	$ 7,297.90	$ 3,150.00
City Impact Fee	**$249.00**	**$ 13,291.39**	**$ 29,142.66**	**$ 18,985.06**	**$ 6,350.96**
Roads	$76.30	$ 6,910.07	$ 12,820.88	$ 5,405.07	$ 3,056.90
Parks	$79.20	$ 1,227.60	$ 5,943.60	$ 4,993.50	$ 1,197.40
Police	$56.40	$ 3,104.39	$ 6,155.15	$ 4,494.28	$ 1,262.70
Fire	$37.20	$ 2,049.13	$ 4,067.80	$ 2,976.51	$ 796.76
OTHER ITEMS					
Subdivision Lots	0	51	0	0	0
Commercial/Ind. Sq Ft	0	0	61,486	3,936	3,423
Multi-Family Units	0	0	144	123	n/a
Other	n/a	n/a	n/a	n/a	n/a
Subdivision Bonds: 10	$565,590.00	$ 592,040.00	$632,150.00	$693,270.00	$ 974,300.00
Builders Bonds	44,366.43	$ 43,866.43	$ 43,366.43	$ 43,366.43	$ 42,866.53
Workings Days in Month	15	17	16	16	16

Parks, Recreation, & Cultural Arts Department
January 2016

Summary of Month's Activities
The Municipal Complex restroom construction project and the Municipal Park restroom renovation project have commenced. The pre-construction meeting was held on Jan 13th. The concrete footing for the new building was poured on February 9th. The renovation project has been progressing very well because it is indoor work.

Remaining items to complete at the splash pad site include installing 3-phase electrical service, fencing, and seeding / soil stabilization.

The Municipal Park street lighting project is set to begin on February 10th. Knight Electric, Inc. was the contractor with the lowest bid. The city is supplying the poles, fixtures, cable-in-conduit, and a new load center to replace an existing load center. The contractor has up to 60 days to complete the project.

The double-sided 48-niche columbarium for Hillcrest Cemetery is expected to arrive in Georgia March 15-March 31. City forces will install the footing prior to the shipment's arrival. An additional granite base is being installed under the columbarium. Surveying and staking has been performed for locating 2 columbaria, and also the location of both rock columns at the front corners of the property. The 5' tall decorative fencing for the front of the cemetery has been ordered, and the installation will be performed by a fencing contractor. Ron Heinz Masonry is performing the stonework on the rock columns.

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

Adult Co-ed Volleyball began 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 started January 4th and will end February 15th. The registration fee is $50 for City Residents/$62 for Out-of-City Residents. This is for grades 3 – 8. Practices begin in March and games begin in April.

Little League Challenger Baseball registration started January 4th and runs through 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 started January 25th and will end March 7th. It is $450 per team – Non-Resident Fees May Apply. Games will be on Tuesdays and Thursdays.

Adult Co-ed Kickball registration started January 25th and will end March 7th. It is $350 per team – Non-Resident Fees May Apply. Games will be on Mondays and/or Fridays.

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.
- Employees have been using a rented limb chipper to grind up small trees and limbs along the disc golf course in the back of the park, along the recreational trail, and along the greenway.
- At the Municipal Park, lighting for fields 5, 6, 8, and the Jr. Pro Football field will all be controlled via the Sky Logix system.
- Many young trees were fertilized this month in the park system.

Parks, Recreation, & Cultural Arts Department
January 2016

Update on Department Goals and Objectives
A work party was held on Jan. 31st for volunteers to come out in force to continue working on the disc golf course. The course is nearly finished with only one basket remaining to be installed. The last step will be installing permanent tee pads and tee signs.

Department Highlight
Seniors
The seniors enjoyed a trip to the unique Nashville Jam Café on January 7th. They also went on a Mystery Trip to Thistle Farms in West Nashville. This organization helps abused women, former prostitutes, and recovering female drug addicts by providing a place to make and sell their own products and to earn an income from the onsite restaurant where they cook and serve. Products sold include candles, soap, and oils.

Parks, Recreation, Cultural Arts Department
JANUARY 2016

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	Current Year Dec. 15	Current Year Jan. 16	Current Year YTD 2015-16
Maintenance								
Mowing Hours	1,486	1,346	1,276	1,134	887	10	8	586
Pounds of Grass Seed Sown	3,140	2,275	3,280	2,560	2,265	15	10	3,875
Pounds of Fertilizer Applied	8,150	2,540	5,525	1,620	3,050	0	20	3,520
Number of Trees/Shrubs Planted	20	39	3	23	15	0	0	0
Recreation								
Number of Youth Program Participants	354	448	818	762	767	0	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	500	0	2,680
Total Number of Special Events Offered	19	17	19	12	11	2	0	11
Total Number of Programs Offered	68	78	51	46	43	0	5	18
Youth Program Revenue	$29,068.00	$29,702.00	$ 49,676.00	$49,197.40	$53,736.37	$0.00	$731.00	$ 36,469.00
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	$50.00	$ 999.00
Number of Facilities Reservations	63	136	261	207	191	32	31	161
Hours of Facility Reservations				145	584	94	87	502
Facility Reservation Revenue	$6,475.63	$ 16,224.25	$ 36,686.43	$26,540.00	$21,028.62	$3,918.77	$3,756.25	$ 18,712.52
Field Rental Revenue				$4,498.33	$3,248.00	$0.00	$25.00	$ 2,253.00
Misc. Revenue	$60,991.46	$ 56,423.35	$ 71,032.39	$37,420.52	$28,644.18	$250.00	$1,870.95	$ 12,310.65
Senior Center								
Senior Center Participants	2,860	3,269	3,586	3,478	3,770	775	549	4,917
Number of Trip Participants	473	387	477	507	538	21	21	241
Number of Meals Participants	2,912	3,315	2,867	2,910	2,932	265	203	1,848
Number of Program Participants	632	4,486	4,030	3,419	4,618	489	325	2,758
Number of Trips Offered	42	31	34	38	45	2	2	20
Number of Meals Served	46	49	49	49	50	4	3	28
Number of Programs Offered	50	90	87	81	74	11	9	65

White House Library
January 2016

Summary of Activities

The library had a total of 18 programs for children ranging in age from 0 to 12. We added story times to Saturday for our first time. We had a small turn out at first as we built up awareness for the program. However, the Saturday before the snow hit, we had a total of 19 people show up, which is what our normal story times tend to have. The library hopes to continue to have that level of success with this program. Additionally, we had three afterschool programs on Mondays at 4pm. Two of those dates did well with 14 and then 12 showing up, while the last one did not have any due to the snow. We also had a Star Wars game night for our teens in which 8 teens showed up, which is average size for our teen programs. We also had computer classes, our adult book club, and our regular story time and homeschool group which had normal attendance numbers except during the week of snow.

The library director had a One Book One Community meeting at Vol. State on January 8th. This program was started by Vol. State and its purposes is to try and have as many people in a community read the same book and then be able to go to educational panels/workshops to further discuss themes in the book. The White House Library has decided to do four programs based on the book- two book discussions, and two documentary showings that discuss similar themes of the book *I Am Malala.*

The library's budget committee met on January 7th to discuss a proposed budget to present to the library board for approval before submission to the Board Mayor and Alderman. The budget proposal included increases in the electrical line, contractual services, telephone budget, legal notices, publications, office supplies, and collection development.

The library board met on January 14th. They voted to accept the proposed budget submitted by the committee and to expand the library hours from 45 hours a week to 49 hours starting July 1st. There will not be a staffing increase with this change as current employee schedules will be adjusted to accommodate this need. Lastly, the board voted to accept a form to use when checking out study rooms.

The coffee shop in the library had a ribbon cutting on January 14th to help bring awareness to the community that the shop is there. Additionally, the city met with the coffee shop to discuss their business and any concerns. The coffee shop talked about being allowed to have a cart that they could roll down to the splash pad in order to sell ice cream, which the city administrator will look into. There was also discussion about the coffee shop having a hanging sign on the building, which the city administrator will discuss at a later date.

The library director and city administrator met with HFR engineer David Peters, Trane, Sparta Heating and Cooling, and Lindsey Vanzin from PBG about the continual problems with the HVAC system. This group discussed the children's librarian's office being extremely hot, the children's stacks being hot, the issue of certain boxes losing communication, and additional training for the library staff. While onsite, the group saw a couple of thermostats that had lost communication, that one grill ceiling tile was missing, that the children's librarian's office had no way to get air circulation, and that two thermostats were on exterior walls, which was causing the thermostat to get the wrong temperature reading and constantly blow out hot air. A hole was cut in the ceiling above the ceiling tiles in the children's librarian's office to allow air flow, adjustments were made to the thermostats that lost communication, and it was decided that the two thermostats on the exterior walls will have to be moved to interior walls.

Department Highlights

The highlights for the month were the success of our newly added programs even with the snow storm and the progress made towards getting the HVAC system working properly.

White House Library & Museum
January 2016
Performance Measures

Official Service Area Populations

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

January Membership **Cumulative Members**

Year	New Members	Updated Members	Total Members	% of Population with Membership
2013	42	2	10,628	80
2014	31	876	8,691	65
2015	46	169	9,208	68
2016	123	320	10,651	78

The library's goal is to maintain or exceed total membership from the previous calendar year. In October 2013, the library did a purge of inactive users, which is why there is such a difference in membership from 2013 to 2014. However, even with the purge, our users have increased greatly with the new library opening.

Total Material Available: 28,944
Estimated Value of Total Materials: $723,600 **Last Month:** $714,675
Total Materials Available Per Capita: 2.12 **Last Month:** 2.09
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 January

2011	2012	2013	2014	2015	2016
285	129	252	238	216	388

Yearly Material Added

2011	2012	2013	2014	2015	2016
3,036	2,671	4,108	3,488	2,830	388

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. However, we are hoping to add more items in 2016 than in previous years.

Physical Items Checked Out in January

2011	2012	2013	2014	2015	2016
5,334	4,444	3,318	3,057	3,846	4,944

Cumulative Physical Items Check Out

2011	2012	2013	2014	2015	2016
63,395	51,116	47,160	47,509	49,442	4,944

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.

January Users **Yearly Users**

	2015	2016		2015	2016
Technology Devices	0	7		48	7
Kids Tech Devices	0	0		33	0
Study Rooms	0	43		300	43
Lego Table	0	147		145	147

The library has added video games, kids' touch pads, and viewable books for children to check out in addition to Kindles and Hot Spots for adults. All of these devices are checking well considering most of them check out for a 2 week period. Additionally, the study rooms are checking out in great numbers. We are also trying to keep track of the number of kids that use the Lego table during the month through general observation.

Volunteers: 20 **Hours:** 105 hours and 22 minutes

White House Library & Museum
January 2016
Performance Measures

January Computer Users

	2011	2012	2013	2014	2015	2016
Wireless	***	***	98	79	62	547
Internet Computers	598	436	339	265	385	337
Kids Computers	234	340	186	94	115	117

Yearly Computer Users

2011	2012	2013	2014	2015	2016
***	***	1,071	1,315	3,704	547
5,983	4,282	3,791	3,743	3,882	337
3,244	2,874	1,691	1,478	1,857	117

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. The new library has better WI-FI which is being used greatly. Our computers are still checking out in great numbers as well.

Kids Programs

January	Kids Sessions	Kids Attendance
2011	10	209
2012	10	162
2013	9	173
2014	10	112
2015	9	95
2016	16	155

Yearly Totals

Kids Sessions	Kids Attendance
91	2,805
76	2,232
92	2,193
109	2,225
96	1,743
16	155

The library had 16 kids' programs. Despite the large amount of programs, we had a low participant turnout due to the snow that kept many people stuck indoors during the program times.

January	Teen Sessions	Teen Attendance
2011	0	0
2012	0	0
2013	0	0
2014	0	0
2015	0	0
2016	4	10

Teen Sessions	Teen Attendance
0	0
4	31
7	35
14	100
16	87
4	10

The library had a total of four teen events in January. The turnout was still a little lower than expected due to the snow.

January Totals	Adult Sessions	Adult Attendance
2011	1	7
2012	1	10
2013	1	9
2014	1	7
2015	1	5
2016	4	17

Adult Sessions	Adult Attendance
14	217
16	245
11	107
15	243
25	294
4	17

The library had four adult programs in December which included our regular book club, two computer classes, and one Tuesday talk.

Services Provided by Contracting with State
January Interlibrary Loan Services

	2011	2012	2013	2014	2015	2016
Borrowed	20	32	35	19	19	27
Loaned	7	12	5	17	43	30

Yearly Interlibrary Loan Services

2011	2012	2013	2014	2015	2016
337	362	136	271	303	27
64	100	165	411	253	30

White House Library & Museum
January 2016
Performance Measures

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	3,262
Audios	1,717	2,501	2,521	3,308	2,246

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
JANUARY 2016

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH	$5,817.80	
TOTAL MONIES COLLECTED YTD		**$50,287.55**
STATE FINES		
TOTAL MONIES COLLECTED FOR MONTH	$1,556.11	
TOTAL MONIES COLLECTED YTD		**$11,585.49**
TOTAL REVENUE FOR MONTH	$7,373.91	
TOTAL REVENUE YTD		**$61,873.04**
DISBURSEMENTS		
LITIGATION TAX	$411.15	
DOS/DOH FINES & FEES	$142.50	
DOS TITLE & REGISTRATION	$114.00	
RESTITUTION/REFUNDS	$0.00	
TBI-EXPUNGEMENT/FEES	$0.00	
CASH BOND	$0.00	
WORTHLESS CHECKS	$0.00	
TOTAL DISBURSEMENTS FOR MONTH	$667.65	
TOTAL DISBURSEMENTS YTD		**$6,112.80**
ADJUSTED REVENUE FOR MONTH	$6,706.26	
TOTAL ADJUSTED REVENUE YTD		**$55,760.24**

DRUG FUND

DRUG FUND DONATIONS FOR MONTH	$118.75	
DRUG FUND DONATIONS YTD		**$1,999.22**

Disposition	Jan-16	Dec-15	Nov-15
Ticket Paid in Full – Prior to Court	27	33	19
Guilty as Charged	3	6	7
Dismissal	6	12	9
Dismissed upon presentation of insurance	30	25	16
Not Guilty	1	0	2
Dismissed to Traffic School	0	10	0
Dismissed with Costs and Fines	27	33	22
Dismissed with Costs	12	16	5
Dismissed with Fine	1	1	0
Case Transferred to County	0	0	0
Dismissed with Public Service	0	0	0
Total	107	136	80

110 General Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31100	Property Taxes (Sumner To Distribute)	0.00	(23,798.00)	0.00 %	0.00	(23,798.00)	0.00 %
31110	Real & Personal Property Tax(Current)	2,085,719.00	(1,424,883.35)	68.32 %	173,809.92	(430,635.62)	247.76 %
31120	Public Utilities Property Tax (Current)	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	35,000.00	(40,100.00)	114.57 %	2,916.67	(14,183.82)	486.30 %
31212	Property Tax Delinquent 2nd Year	7,000.00	(1,189.18)	16.99 %	583.33	851.82	-146.03 %
31213	Property Tax Delinquent 3rd Year	2,500.00	(1,736.00)	69.44 %	208.33	(138.00)	66.24 %
31214	Property Tax Delinquent 4th Year	1,200.00	(1,494.00)	124.50 %	100.00	(304.00)	304.00 %
31215	Property Tax Delinquent 5th Year	1,500.00	(1,803.00)	120.20 %	125.00	(1,600.00)	1,280.00 %
31216	Property Tax Delinquent 6th Year	1,000.00	(307.00)	30.70 %	83.33	(51.00)	61.20 %
31219	Property Tax Delinquent - Other Prior	1,000.00	(152.00)	15.20 %	83.33	(152.00)	182.40 %
31300	Int, Penalty, And Court Cost On Prop	21,000.00	(8,006.87)	38.13 %	1,750.00	(1,652.99)	94.46 %
31513	Payment In Lieu Of Tax -Sewer	136,000.00	(76,561.24)	56.30 %	11,333.33	(8,561.26)	75.54 %
31520	Payments From Industry	14,000.00	0.00	0.00 %	1,166.67	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	2,042,287.00	(1,261,825.50)	61.78 %	170,190.58	(171,649.54)	100.86 %
31709	Beer And Liquor Local Priv Tax	6,800.00	(5,416.24)	79.65 %	566.67	(5,050.00)	891.18 %
31710	Wholesale Beer Tax	270,000.00	(194,957.07)	72.21 %	22,500.00	(28,730.12)	127.69 %
31720	Wholesale Liquor Tax	5,000.00	(26,238.69)	524.77 %	416.67	(7,925.14)	1,902.03 %
31800	Business Taxes	120,000.00	(56,078.42)	46.73 %	10,000.00	(7,045.35)	70.45 %
31911	Natural Gas Franchise Tax	135,000.00	(147,356.29)	109.15 %	11,250.00	0.00	0.00 %
31912	Cable TV Franchise Tax	120,000.00	(71,410.78)	59.51 %	10,000.00	0.00	0.00 %
31960	Special Assessment - Liens	500.00	(470.00)	94.00 %	41.67	(470.00)	1,128.00 %
31980	Mixed Drink Taxes	10,500.00	(8,732.04)	83.16 %	875.00	(1,859.50)	212.51 %
32209	Beer And Liquor License Application	2,550.00	(750.00)	29.41 %	212.50	(500.00)	235.29 %

110 General Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
32610	Building Permits	60,000.00	(31,535.00)	52.56 %	5,000.00	(1,709.00)	34.18 %
32710	Sign Permits	1,000.00	(950.00)	95.00 %	83.33	(200.00)	240.00 %
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	(76,749.95)	65.42 %	9,776.67	(30,085.64)	307.73 %
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	(470,736.07)	61.94 %	63,333.33	(65,366.73)	103.21 %
33520	State Income Tax	23,000.00	(38,703.23)	168.27 %	1,916.67	(72.79)	3.80 %
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	(12,175.44)	57.98 %	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	(9,500.00)	100.00 %	791.67	(4,750.00)	600.00 %
34120	Fees And Commissions	8,500.00	(5,879.07)	69.17 %	708.33	(545.15)	76.96 %
34740	Parks And Rec League Fees	73,000.00	(42,651.73)	58.43 %	6,083.33	(731.00)	12.02 %
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	(6,267.62)	113.96 %	458.33	(997.81)	217.70 %
34762	Museum Donations	0.00	(1,000.00)	0.00 %	0.00	0.00	0.00 %
34793	Community Center Fees	20,000.00	(20,230.02)	101.15 %	1,666.67	(3,531.25)	211.88 %
34900	Other Charges For Services	8,000.00	(4,854.50)	60.68 %	666.67	(540.00)	81.00 %
35110	City Court Fines And Costs	140,000.00	(56,700.56)	40.50 %	11,666.67	(6,706.26)	57.48 %
35130	Impoundment Charges	100.00	(263.00)	263.00 %	8.33	0.00	0.00 %
36000	Other Revenues	7,500.00	(4,599.93)	61.33 %	625.00	(2,587.50)	414.00 %

110 General Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
36100	Interest Earnings	4,200.00	(3,570.03)	85.00 %	350.00	(806.99)	230.57 %
36210	Rent	17,000.00	(4,922.74)	28.96 %	1,416.67	0.00	0.00 %
36330	Sale Of Equipment	500.00	(3,101.77)	620.35 %	41.67	(100.00)	240.00 %
36350	Insurance Recoveries	0.00	(29,995.42)	0.00 %	0.00	(154.10)	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(12,543.28)	0.00 %	0.00	(4,525.80)	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	(72,398.35)	762.09 %	791.67	(1,500.00)	189.47 %
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**	**(4,617,204.55)**	**56.85 %**	**676,773.08**	**(830,103.15)**	**122.66 %**
Expenditures							
41000	General Government	(488,928.00)	295,911.80	60.52 %	(40,744.00)	25,586.92	62.80 %
41210	City Court	(80,520.00)	48,424.99	60.14 %	(6,710.00)	3,961.83	59.04 %
41500	Financial Administration	(394,932.00)	221,675.71	56.13 %	(32,911.00)	18,913.72	57.47 %
41650	Human Resources	(154,078.00)	94,928.18	61.61 %	(12,839.83)	8,362.23	65.13 %
41670	Engineering	(1,156,375.00)	100,279.19	8.67 %	(96,364.58)	37.21	0.04 %
41700	Planning And Zoning	(320,025.00)	170,072.77	53.14 %	(26,668.75)	22,160.78	83.10 %
41800	General Government Buildings	(275,104.00)	122,708.05	44.60 %	(22,925.33)	4,291.60	18.72 %
41921	Special Events	(14,000.00)	4,067.50	29.05 %	(1,166.67)	0.00	0.00 %
42100	Police Patrol	(1,250,054.00)	654,396.65	52.35 %	(104,171.17)	53,759.85	51.61 %
42120	Police Support Services	(343,340.00)	201,262.77	58.62 %	(28,611.67)	22,391.88	78.26 %
42150	Police Administration	(347,205.00)	165,427.43	47.65 %	(28,933.75)	21,226.35	73.36 %
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)	1,065,708.40	65.60 %	(135,387.92)	72,395.02	53.47 %

110 General Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
42210	Fire Administration And Inspection	(321,566.00)	187,773.46	58.39 %	(26,797.17)	19,985.72	74.58 %
43000	Public Works	(764,354.00)	492,688.66	64.46 %	(63,696.17)	267,711.30	420.29 %
43100	Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310	Senior Citizen Activities	(43,303.00)	18,273.50	42.20 %	(3,608.58)	973.62	26.98 %
44520	Museum Services	(152,640.00)	23,830.57	15.61 %	(12,720.00)	2,012.07	15.82 %
44700	Parks	(331,595.00)	165,597.26	49.94 %	(27,632.92)	14,983.76	54.22 %
44740	Park Maintenance	(1,144,131.00)	888,220.33	77.63 %	(95,344.25)	232,860.97	244.23 %
44800	Libraries	(443,542.00)	275,419.84	62.10 %	(36,961.83)	19,083.30	51.63 %
44880	Children's Library Services	(37,677.00)	21,750.55	57.73 %	(3,139.75)	2,130.90	67.87 %
51000	Misc Exp	(265,000.00)	56,158.79	21.19 %	(22,083.33)	1,563.41	7.08 %
52210	Collection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Expenditures	**(10,145,024.00)**	**5,383,821.69**	**53.07 %**	**(845,418.67)**	**814,392.44**	**96.33 %**
Total 110	General Fund	**(2,023,747.00)**	**766,617.14**	**37.88 %**	**(168,645.58)**	**(15,710.71)**	**-9.32 %**

120 Industrial Development Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33800	Local Revenue Allocations	70,000.00	(65,002.73)	92.86 %	5,833.33	0.00	0.00 %
36100	Interest Earnings	100.00	(129.46)	129.46 %	8.33	(16.99)	203.88 %
	Total Revenues	**70,100.00**	**(65,132.19)**	**92.91 %**	**5,841.67**	**(16.99)**	**0.29 %**
Expenditures							
48000	Economic Opportunity	(118,500.00)	32,745.10	27.63 %	(9,875.00)	0.00	0.00 %
	Total Expenditures	**(118,500.00)**	**32,745.10**	**27.63 %**	**(9,875.00)**	**0.00**	**0.00 %**
Total 120	Industrial Development Fund	**(48,400.00)**	**(32,387.09)**	**-66.92 %**	**(4,033.33)**	**(16.99)**	**-0.42 %**

121 State Street Aid Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	269,194.00	(168,097.76)	62.44 %	22,432.83	(23,415.21)	104.38 %
36100	Interest Earnings	70.00	(127.58)	182.26 %	5.83	(19.93)	341.66 %
	Total Revenues	**269,264.00**	**(168,225.34)**	**62.48 %**	**22,438.67**	**(23,435.14)**	**104.44 %**
Expenditures							
43100	Highways And Streets	(275,000.00)	200,947.49	73.07 %	(22,916.67)	119,513.54	521.51 %
	Total Expenditures	**(275,000.00)**	**200,947.49**	**73.07 %**	**(22,916.67)**	**119,513.54**	**521.51 %**
Total 121	State Street Aid Fund	**(5,736.00)**	**32,722.15**	**570.47 %**	**(478.00)**	**96,078.40**	**20,100.08**

122 Parks Sales Tax Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(131.51)	65.76 %	16.67	(37.53)	225.18 %
36425	Parks Sales Tax Receipts	494,566.00	(305,668.89)	61.81 %	41,213.83	(44,438.34)	107.82 %
	Total Revenues	**494,766.00**	**(305,800.40)**	**61.81 %**	**41,230.50**	**(44,475.87)**	**107.87 %**
Expenditures							
44400	Recreation	(300,000.00)	300,000.00	100.00 %	(25,000.00)	300,000.00	1,200.00 %
49000	Debt Service	(110,569.00)	11,093.14	10.03 %	(9,214.08)	0.00	0.00 %
	Total Expenditures	**(410,569.00)**	**311,093.14**	**75.77 %**	**(34,214.08)**	**300,000.00**	**876.83 %**
Total 122	Parks Sales Tax Fund	**84,197.00**	**5,292.74**	**-6.29 %**	**7,016.42**	**255,524.13**	**-3,641.80**

123 Solid Waste Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34400	Sanitation - User Fees	790,000.00	(472,176.17)	59.77 %	65,833.33	(65,444.49)	99.41 %
36000	Other Revenues	0.00	(2,375.00)	0.00 %	0.00	(2,375.00)	0.00 %
36100	Interest Earnings	400.00	(440.35)	110.09 %	33.33	(82.74)	248.22 %
36350	Insurance Recoveries	0.00	(261.20)	0.00 %	0.00	0.00	0.00 %
37794	Sale Of Materials	10,000.00	(2,332.20)	23.32 %	833.33	(78.80)	9.46 %
	Total Revenues	**800,400.00**	**(477,584.92)**	**59.67 %**	**66,700.00**	**(67,981.03)**	**101.92 %**
Expenditures							
43200	Sanitation	(882,527.00)	517,531.11	58.64 %	(73,543.92)	1,524.56	2.07 %
49000	Debt Service	(90.00)	35.31	39.23 %	(7.50)	0.00	0.00 %
	Total Expenditures	**(882,617.00)**	**517,566.42**	**58.64 %**	**(73,551.42)**	**1,524.56**	**2.07 %**
Total 123	Solid Waste Fund	**(82,217.00)**	**39,981.50**	**48.63 %**	**(6,851.42)**	**(66,456.47)**	**-969.97**

124 Impact Fees

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(86.72)	43.36 %	16.67	(18.33)	109.98 %
36421	Roads Impact Fees	4,000.00	(6,909.97)	172.75 %	333.33	(76.20)	22.86 %
36422	Parks Impact Fees	2,500.00	(1,227.60)	49.10 %	208.33	(79.20)	38.02 %
36423	Police Impact Fees	3,500.00	(3,104.69)	88.71 %	291.67	(56.40)	19.34 %
36424	Fire Impact Fees	2,500.00	(2,049.13)	81.97 %	208.33	(37.20)	17.86 %
	Total Revenues	**12,700.00**	**(13,378.11)**	**105.34 %**	**1,058.33**	**(267.33)**	**25.26 %**
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**	**(13,378.11)**	**142.17 %**	**784.17**	**(267.33)**	**34.09 %**

140 Police Drug Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	350.00	(725.00)	207.14 %	29.17	(375.00)	1,285.71 %
35130	Impoundment Charges	120.00	0.00	0.00 %	10.00	0.00	0.00 %
35140	Drug Related Fines	4,000.00	(1,999.22)	49.98 %	333.33	(118.75)	35.63 %
36100	Interest Earnings	50.00	(18.83)	37.66 %	4.17	(1.57)	37.68 %
36330	Sale Of Equipment	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Total Revenues	**4,520.00**	**(2,743.05)**	**60.69 %**	**376.67**	**(495.32)**	**131.50 %**
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)**	**30,969.54**	**99.54 %**	**(2,592.75)**	**(495.32)**	**-19.10 %**

200 Debt Service Fund (General)

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
31110	Real & Personal Property Tax	750,000.00	(474,961.11)	63.33 %	62,500.00	(143,545.20)	229.67 %
36000	Other Revenues	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	200.00	(54.19)	27.10 %	16.67	(19.78)	118.68 %
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**	**(475,015.30)**	**63.32 %**	**62,516.67**	**(143,564.98)**	**229.64 %**
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)**	**(352,533.73)**	**-37,463.73**	**(78.42)**	**(143,564.98)**	-

412 Sewer Fund

58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Monthly Comparative: Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
36000	Other Revenues	8,000.00	(7,550.00)	94.38 %	666.67	(5,250.00)	787.50 %
36100	Interest Earnings	2,700.00	(3,265.15)	120.93 %	225.00	(686.38)	305.06 %
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	0.00	0.00 %
37210	Application Fees	21,000.00	(17,965.00)	85.55 %	1,750.00	(2,365.00)	135.14 %
37220	Administrative Fees	11,000.00	(7,000.00)	63.64 %	916.67	(800.00)	87.27 %
37230	Sewer User Fees	2,834,000.00	(1,900,249.80)	67.05 %	236,166.67	(246,822.92)	104.51 %
37298	Capacity Fees	414,500.00	(317,370.00)	76.57 %	34,541.67	(14,460.00)	41.86 %
37499	Commitment Fees	0.00	(450.00)	0.00 %	0.00	0.00	0.00 %
37995	Connection Fees	7,500.00	(5,400.00)	72.00 %	625.00	(450.00)	72.00 %
	Total Revenues	**5,722,700.00**	**(2,822,666.95)**	**49.32 %**	**476,891.67**	**(270,834.30)**	**56.79 %**
Expenditures							
49000	Debt Service	(729,005.00)	195,987.27	26.88 %	(60,750.42)	25,735.19	42.36 %
52117	Administration And General Expenses	(561,279.00)	282,919.47	50.41 %	(46,773.25)	39,961.45	85.44 %
52210	Collection	(2,923,430.00)	1,791,488.61	61.28 %	(243,619.17)	(24,598.80)	-10.10 %
52213	Sewer Treatment And Disposal	(2,955,550.00)	2,683,206.82	90.79 %	(246,295.83)	19,418.53	7.88 %
52223	Depreciation	(717,624.00)	431,817.75	60.17 %	(59,802.00)	73,005.75	122.08 %
	Total Expenditures	**(7,886,888.00)**	**5,385,419.92**	**68.28 %**	**(657,240.67)**	**133,522.12**	**20.32 %**
Total 412	Sewer Fund	**(2,164,188.00)**	**2,562,752.97**	**118.42 %**	**(180,349.00)**	**(137,312.18)**	**-76.14 %**

416 Healthcare Fund

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	200.00	(251.41)	125.71 %	16.67	(56.21)	337.26 %
36960	Operating Transfer In From Other	62,000.00	(33,239.18)	53.61 %	5,166.67	(5,026.57)	97.29 %
	Total Revenues	**62,200.00**	**(33,490.59)**	**53.84 %**	**5,183.33**	**(5,082.78)**	**98.06 %**
Expenditures							
51520	Insurance Employers Share	(68,500.00)	33,286.01	48.59 %	(5,708.33)	0.00	0.00 %
	Total Expenditures	**(68,500.00)**	**33,286.01**	**48.59 %**	**(5,708.33)**	**0.00**	**0.00 %**
Total 416	Healthcare Fund	**(6,300.00)**	**(204.58)**	**-3.25 %**	**(525.00)**	**(5,082.78)**	**-968.15**

417 Stormwater Utility

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34124	Stormwater Utility Fee	368,430.00	(224,380.42)	60.90 %	30,702.50	(34,396.08)	112.03 %
36100	Interest Earnings	300.00	(90.31)	30.10 %	25.00	(12.10)	48.40 %
	Total Revenues	**368,730.00**	**(224,470.73)**	**60.88 %**	**30,727.50**	**(34,408.18)**	**111.98 %**
Expenditures							
51520	Insurance Employers Share	0.00	0.00	0.00 %	0.00	0.00	0.00 %
51530	Stormwater Administration	(359,482.00)	179,016.00	49.80 %	(29,956.83)	14,576.40	48.66 %
	Total Expenditures	**(359,482.00)**	**179,016.00**	**49.80 %**	**(29,956.83)**	**14,576.40**	**48.66 %**
Total 417	Stormwater Utility	**9,248.00**	**(45,454.73)**	**491.51 %**	**770.67**	**(19,831.78)**	**2,573.33**

433 Hillcrest City Cemetery

Monthly Comparative: 58.33%

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
34110	General Services	2,300.00	(1,305.00)	56.74 %	191.67	(180.00)	93.91 %
34321	Cemetery Burial Charges	300.00	(2,250.00)	750.00 %	25.00	(300.00)	1,200.00 %
34323	Grave - Opening And Closing Fees	18,000.00	(5,900.00)	32.78 %	1,500.00	(1,300.00)	86.67 %
36100	Interest Earnings	175.00	(165.61)	94.63 %	14.58	(34.11)	233.90 %
36340	Sale Of Cemetery Lots	6,000.00	(5,250.00)	87.50 %	500.00	(1,500.00)	300.00 %
	Total Revenues	**26,775.00**	**(14,870.61)**	**55.54 %**	**2,231.25**	**(3,314.11)**	**148.53 %**
Expenditures							
43400	Cemeteries	(63,300.00)	25,922.83	40.95 %	(5,275.00)	105.48	2.00 %
	Total Expenditures	**(63,300.00)**	**25,922.83**	**40.95 %**	**(5,275.00)**	**105.48**	**2.00 %**
Total 433	Hillcrest City Cemetery	**(36,525.00)**	**11,052.22**	**30.26 %**	**(3,043.75)**	**(3,208.63)**	**-105.42**

RESOLUTIONS....

ORDINANCES….

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)***~~

~~[1]**State 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 PASSED

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 PASSED

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***~~ ***R***~~r~~ates. 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 ecases, 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

	Residential	Non-residential
Fixed Rate ~~**Minimum**~~	$17.44	$38.15
Consumption ~~**Usage**~~	$7.52 per 1,000 gallons	$7.52 per 1,000 gallons

City of White House
Wastewater ~~***Usage***~~ Rate Schedule
Single Metere~~d~~ ***with*** Multiple Units
Exhibit B

	Residential	Non-residential
Fixed Rate ~~**Minimum Bill**~~	$17.44	$38.15
Consumption ~~**Usage**~~	$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 PASSED

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 recommends 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.

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

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 PASSED

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 1 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 PASSED

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 where 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 warrented at two intersections at US-31W 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	PASSED
Second Reading:	February 18, 2016	

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

BURRUS RIDGE SITE DATA

OWNER: WALTON DEVELOPMENT & MANAGEMENT, INC.
CONTACT: ANTHONY SPARROW
(P) 615.406.5723
(E) ASparrow@walton.com

PLAT DESIGNER: KISER + VOGRIN DESIGN
CONTACT: JEFFREY ROSIAK
(P) 615.813.0863
(E) jeff@kiservogrin.com

ZONING: NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT
ALL ADJACENT PROPERTIES CLASSIFIED AS R-20 LOW DENSITY RESIDENTIAL

KV+D KISER VOGRIN DESIGN

Walton™ APPRECIATE THE LAND

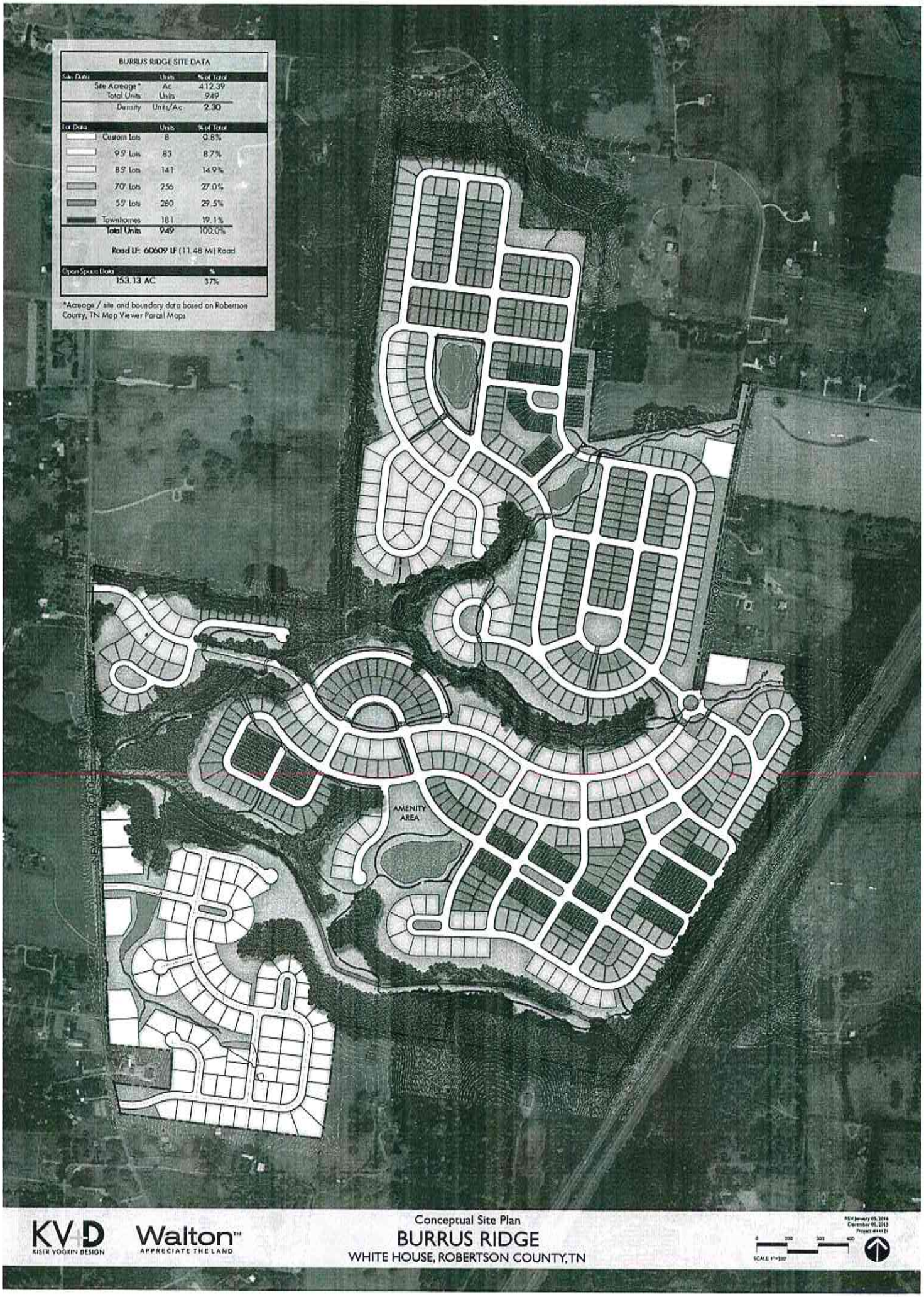
Existing Conditions

BURRUS RIDGE

WHITE HOUSE, ROBERTSON COUNTY, TN

December 01, 2015
Project #14133

SCALE: 1" = 200'



BURRUS RIDGE SITE DATA

Site Data	Units	% of Total
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

KVD KISER VOGKIN DESIGN

Walton™ APPRECIATE THE LAND

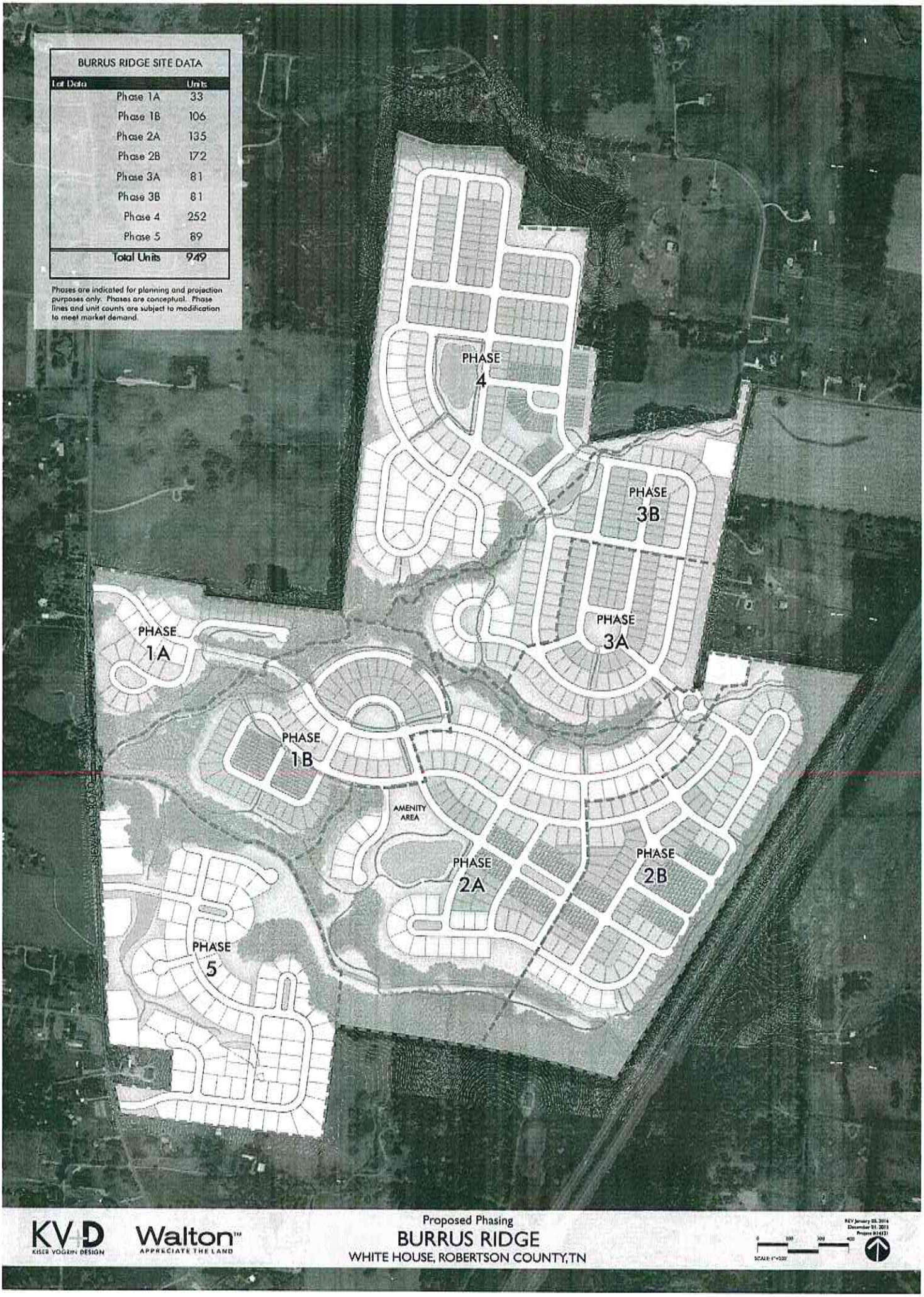
Conceptual Site Plan

BURRUS RIDGE

WHITE HOUSE, ROBERTSON COUNTY, TN

REV January 05, 2016
December 01, 2015
Project #14121

0 200 300 400
SCALE: 1"=200'


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.
PHASE 4
PHASE 3B
PHASE 3A
PHASE 1A
PHASE 1B
AMENITY AREA
PHASE 2A
PHASE 2B
PHASE 5
NEW HALL ROAD
KVD
KISER VOGRIN DESIGN
Walton™
APPRECIATE THE LAND
Proposed Phasing
BURRUS RIDGE
WHITE HOUSE, ROBERTSON COUNTY, TN

Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: February 8, 2016

Re: Request to Amend Sewer Ordinance Chapter 3

On this date, February 8, 2016, I am requesting that the Mayor and Board of Alderman approve the amendment to the Sewer Ordinance Title 18, Chapter 3.

The effective date for this Sewer Ordinance revision would be approximately April 1, 2016.

The requested change is to Chapter 3, Section 18-302 (4), which is entitled, "Capacity Fee".

Capacity Fee – a nonrefundable fee charged to accommodate the additional demands that are placed on the existing sewer system from these new customers. Typical demands would be system expansions (wastewater plant, centralized lift station), and accelerated wear on existing facilities (lift stations, force mains, plant mechanical equipment).

Additionally, Capacity fees for new developments are charged to offset additional costs and/or future improvements that the City's makes to its sewer system to provide service to that particular development (this will be the case of Burris Ridge).

Therefore, the City has established capacity fees for wastewater as a means to help recover those capital improvement costs related to the construction of new lift stations and sewer lines, as well as, the rehabilitation of its existing, aging, infrastructure. We know that the extension of service to new developments will cause an acceleration of wear to the existing wastewater system.

Another reason for the Capacity Fee is that large residential developments can take years to fully develop. Therefore, the Capacity Fee becomes a mechanism used to reserve system capacity for that development.

Because the City has a responsibility to make sure all capacity fees have been paid before issuance of a Certificate of Occupancy Permit, we require that the developer/builder pays the Capacity Fee ***PRIOR TO*** obtaining a grading permit.

As written, the Ordinance ***requires*** the developer/builder to pay the Capacity Fee ***PRIOR TO*** the construction of the sewer facility. For large projects, such as the proposed Burris Ridge development, this may not make the project financially feasible. At 949 proposed units at $2,500.00 per unit, it would require the developer to put out over $2.3 million dollars before turning dirt.

Therefore, as a point of clarification in the existing language, I'm requesting that the BMA consider removing the following verbiage outlined in red:

> (4) Capacity fee. A non-refundable fee in the amount appropriate in the following table shall be paid prior to beginning construction of the ~~**facility to be completed by the applicant, including**~~ individual service connections, to cover the value of the wastewater system capacity to be consumed by the applicant.

The new section would then read as follows:

> (4) Capacity fee. A non-refundable fee in the amount appropriate in the following table shall be paid prior to beginning construction of the individual service connections to cover the value of the wastewater system capacity to be consumed by the applicant.

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

W. Joe Moss
Director of Public Services

ORDINANCE 16-07

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

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 SEWER RATES, FEES, AND CHARGES, Sections 18-302 be amended from the Municipal Code as follows:

TITLE 18: WATER AND SEWERS
CHAPTER 3: SEWER RATES, FEES, AND CHARGES
SECTION: 18-302. Fees and charges.
SUBSECTION: (4) Capacity Fee.
Amends are made in bold, italics, and underlined text.

Section 18-302. Fees and charges.

(4) Capacity Fee. A non-refundable fee in the amount appropriate in the following table shall be paid to beginning construction of the ~~***facility to be completed by the applicant, including***~~ individual service connections~~,~~ to cover the value of the wastewater system capacity to be consumed by the applicant. The only exceptions allowed to this table will be made for:

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: February 18, 2016 PASSED

Second Reading: March 17, 2016

_____
Michael Arnold, Mayor

ATTEST:

_____
Kerry Harville, City Recorder

PURCHASING....

Public Services Department

Memo

To: Board of Mayor and Alderman

From: W. Joe Moss, DPS

Date: February 11, 2016

Re: Request to Approve Engineer's Service Agreement

On this date, February 11, 2016, I'm requesting that the Mayor and Board of Alderman approve the attached Jacobs Engineering Master Agreement for Professional Services (MSA).

As you are aware, Ben Simerl left McGill Engineers last October. Ben had been working on the wastewater systems use of Peracetic Acid (PAA) as a disinfection method since our initial "trial" period back in April of 2014.

As part of our NPDES permit, TDEC is requiring an engineering report on the results of PAA and its potential degradation of the receiving stream. In checking with McGill and Civil Environmental, neither firm is willing to step in to complete the report, siting a liability concern.

To this end, I've asked Ben to finish this necessary report. Additionally, we need to move forward with a review of our Wastewater Master Plan, discussing the need for a possible plant expansion in the not so distant future. Since Ben has been the person driving the Master Plan, I see no reason to change engineers at this juncture. Therefore, we need the MSA in place for us to use Ben's services.

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

W. Joe Moss
Director of Public Services

MASTER AGREEMENT

FOR

PROFESSIONAL SERVICES

BETWEEN

JACOBS ENGINEERING GROUP INC.

AND

CITY OF WHITE HOUSE, TN

MASTER AGREEMENT FOR
PROFESSIONAL SERVICES

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MASTER AGREEMENT FOR

PROFESSIONAL SERVICES

THIS AGREEMENT, made and executed as of the _____ day of _____, 2016 by and between **JACOBS ENGINEERING GROUP INC.**, with a place of business at 9721 Cogdill Road, Suite 201, Knoxville TN 37932 (hereinafter called "Engineer") and **CITY OF WHITE HOUSE, TN** with its principal office located at 105 College Street, White House, TN (hereinafter called "Client"), collectively referred to herein as "Parties", provides as follows:

ARTICLE 1

SERVICES AND AUTHORIZATION

Engineer will provide the engineering, consulting and other professional Services as authorized from time to time by written Task Orders, using the form provided in Appendix A hereto, issued by Client and accepted by Engineer, as evidenced by Client's and Engineer's signatures thereon. Each Task Order issued by Client shall clearly state that it is issued pursuant to this Agreement and shall identify the scope of Services to be performed by Engineer, the schedule for performance of the Services, the method of pricing and/or compensation for Services (if different from the method under Article 3 below), and such other matters as may be pertinent to the individual authorization. The terms of this Agreement shall supersede any standard or preprinted terms that may be attached to or referenced in any Task Order.

ARTICLE 2

GENERAL OBLIGATIONS OF CLIENT

Client shall provide Engineer full information regarding Client's requirements for a project and shall provide information regarding existing facilities, such as drawings, as-built drawings, legal description, easements, rights of way, agreements with any utilities, or any other information in Client's possession which is necessary or useful in connection with the project.

Client shall appoint a representative that will have the authority to make decisions on behalf of Client regarding the project. Client shall make decisions regarding the project in a timely manner.

ARTICLE 3

COMPENSATION

Unless a Task Order specifies otherwise, Engineer will be compensated on a Time and Expense basis in accordance with the provisions of Appendix B, which is an integral part of this Agreement.

ARTICLE 4

PAYMENTS

Engineer will submit monthly invoices for compensation and expenses by electronic transmission. Payments will be due within 30 days after receipt of invoices and shall be made by electronic funds transfer to the bank and account designated in the invoice. Past due amounts will accrue interest at one and one-half percent (1½ percent) per month, without limiting other remedies.

ARTICLE 5

PERIOD OF SERVICE

Engineer shall make its best efforts to complete its Services within the time period set forth in the Task Order.

ARTICLE 6

CHANGES IN SCOPE OF SERVICES

Client may, at any time, make changes in the scope of Services required under a Task Order or in the definition of Services to be performed. In the event Client notifies Engineer of its desire to make a change in the scope of Services that may change the cost of performance, Engineer shall, within ten (10) working days after receiving such notice, give Client notification of any potential change in price for the Services. Equitable adjustments to price and time of performance resulting from scope of Services changes will be negotiated and upon mutual agreement by Client and Engineer, the Task Order will be modified by a written instrument, signed by both parties, to reflect the changes in scope of Services, price and schedule.

ARTICLE 7

WARRANTY

A. Engineer warrants that its engineering, consulting and other professional Services will be performed in accordance with generally accepted standards in the industry. Following completion of its Services and for a period of twelve (12) months thereafter, if the Services provided hereunder do not conform to the warranty above stated and the same is reported to Engineer by Client in writing promptly after recognition thereof, Engineer shall, at no cost to Client, furnish all remedial engineering, design or consulting Services required in connection therewith as soon as reasonably possible after receipt of such report from Client; and Engineer shall have no liability for costs related to the repair, replacement, addition or deletion of materials, equipment or facilities as a result of such failure to conform to the above-referenced warranties, which costs shall be deemed costs of the project, whether incurred during performance of the Services or after completion of the Services.

B. All representations, warranties and guarantees made by Engineer in connection with its Services are limited to those set forth in this Article 7. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE

SPECIFICALLY EXCLUDED. For any deficiencies in the Services, Client shall be restricted to the remedies expressly set forth in this Article 7; such remedies are Client's sole remedies for deficiencies or nonconformities in the Services, whether at law or in equity, and regardless of whether the claim is asserted under contract, tort (including the concurrent or sole and exclusive negligence of Engineer), strict liability or otherwise.

ARTICLE 8

INDEMNIFICATION

Engineer will defend, indemnify and hold the Client harmless from all claims, liabilities, demands, costs, expenses (including attorneys' fees) and causes of action arising out of third party claims for bodily injury (including death) and damage to tangible property to the extent caused by a negligent act or omission of Engineer, its employee or subconsultant.

ARTICLE 9

LIMITATION OF LIABILITY

Excluding the liability of Engineer under Article 7, which is not limited by this sentence, the total aggregate liability of Engineer arising out of the performance or breach of this Agreement or any Task Order hereunder shall not exceed the total compensation paid to Engineer under the applicable Task Order or $500,000, whichever is less. Notwithstanding any other provision of this Agreement, Engineer shall have no liability to the Client for contingent, consequential or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime; or other similar interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including the concurrent or sole and exclusive negligence), strict liability or otherwise of Engineer, its employees or subconsultants. The parties agree that the limitations of liability and waiver of damages as set forth herein shall not be interpreted as a form of indemnification.

ARTICLE 10

INSURANCE

A. During the term of this Agreement, Engineer shall, at its sole expense, secure and maintain in force policies of insurance of the following types:

1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which services are to be performed.

2. Employer's liability insurance with a minimum of $250,000.

3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined of at least $1,000,000 aggregate.

4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least $1,000,000 per occurrence.

B. Engineer shall furnish Client certificates of insurance evidencing the insurance coverages required in this Article 10. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this Agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

ARTICLE 11

RELATIONSHIP OF ENGINEER TO CLIENT

The Engineer shall be and shall operate as an independent contractor with respect to the Services performed under this Agreement and shall not be nor operate as an agent or employee of Client. This Agreement is not intended to be one of hiring under the provisions of a Workers' Compensation statute or other law and shall not be so construed.

ARTICLE 12

PERSONNEL

Engineer agrees that during Engineer's performance of Services hereunder, adequate provision shall be made to staff and retain the services of such competent personnel as may be appropriate or necessary for the performance of such Services. Client shall have the right to review the personnel assigned by Engineer, and Engineer shall remove any personnel not acceptable to Client. Engineer may remove personnel assigned to a Task Order without Client's prior approval, provided the progress of the Services shall not be impaired.

ARTICLE 13

OWNERSHIP OF INSTRUMENTS OF SERVICE AND DATA

A. Client agrees to defend, indemnify and hold harmless Engineer and its employees from and against claims resulting from re-use of the design data, drawings, estimates, calculations and specifications prepared by Engineer ("instruments of service") on extensions of the project or at a location other than that contemplated by the Task Order. Client is advised that should Client re-use the instruments of service at another location, the instruments of service should be reviewed and sealed by Client or an engineer licensed in the jurisdiction where the instruments of service are sought to be re-used.

B. All materials and information that are the property of Client and all copies or duplications thereof shall be delivered to Client by Engineer, if requested by Client, upon completion of Services. Engineer may retain one complete set of reproducible copies of all of its instruments of service.

ARTICLE 14

PERMITS AND LICENSES

Engineer represents to Client that it has and will maintain during the performance of the Services under this Agreement any permits or licenses which, under the regulations of federal, state, or local governmental authority, it may be required to maintain in order to perform the Services.

ARTICLE 15

ADHERENCE TO LAWS

Engineer shall adhere to federal, state, and local laws, rules, regulations, and ordinances applicable to performance of the Services hereunder including, without limitation, all applicable provisions of federal and state law relating to equal employment opportunity and non-discrimination.

ARTICLE 16

FORCE MAJEURE

Any delays in or failure of performance by Engineer or Client, other than the payment of money, shall not constitute default hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the reasonable control of Client or Engineer, as the case may be, including but not limited to, acts of God or the public enemy; compliance with any order or request of any governmental authority; fires, floods, explosion, accidents; riots, strikes or other concerted acts of workmen, whether direct or indirect; or any causes, whether or not of the same class or kind as those specifically named above, which are not within the reasonable control of Client or Engineer respectively. In the event that any event of force majeure as herein defined occurs, Engineer shall be entitled to a reasonable extension of time for performance of its Services under the affected Task Order.

ARTICLE 17

PROJECT DELAY

If a Task Order calls for provision of Services under a guaranteed maximum price, fixed fee, or stipulated lump sum basis and the Engineer's work on any phase of the Services is extended by one or more force majeure events or other delays not attributable in whole or in part to the fault of Engineer, then the guaranteed maximum price, fixed fee, or stipulated lump sum, as the case may be, shall be equitably adjusted.

ARTICLE 18

CONSTRUCTION PHASE SERVICES

If this Agreement includes the furnishing of any Services during the construction phase of the Project, the following terms will apply:

A. If Engineer is called upon to observe the work of Client's construction contractor(s) for the detection of defects or deficiencies in such work, Engineer will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect. Engineer shall not review or manage the means, methods, techniques, sequences or procedures utilized by any construction contractor. Engineer shall not make inspections or reviews of the safety programs or procedures of the construction contractor(s), and shall not review their work for the purpose of ensuring their compliance with safety standards. The construction contractor(s) shall be solely responsible for construction safety.

B. If Engineer is called upon to review submittals from construction contractors, Engineer shall review and approve or take other appropriate action upon construction contractor(s)' submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. The Engineer's action shall be taken with such reasonable promptness as to cause no delay in the work while allowing sufficient time in the Engineer's professional judgment to permit adequate review. Review of such submittals will not be conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the construction contractor, all of which remain the responsibility of the construction contractor. The Engineer's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures. The Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

C. Engineer shall not assume any responsibility or liability for performance of the construction services, or for the safety of persons and property during construction, or for compliance with federal, state and local statutes, rules, regulations and codes applicable to the conduct of the construction services.

D. All services performed by others, including construction contractors and their subcontractors, shall be warranted only by such others and not by the Engineer.

E. All contracts between Client and its construction contractor(s) shall contain broad form indemnity and insurance clauses in favor of Client and Engineer, in a form satisfactory to Engineer.

ARTICLE 19

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard for its rules governing conflict of laws.

ARTICLE 20

NOTICES AND/OR COMMUNICATIONS

All notices and/or communications to be given under this Agreement shall be in writing and shall be addressed as follows:

To Engineer

Original to: David Reece
Position: Tennessee Operations Manager
Address: Jacobs Engineering Group Inc.
9721 Cogdill Road, Suite 201
Knoxville TN 37932

To Client

Original to: Mike Arnold
Position: Mayor
Address: 105 College Street
White House, TN 37188

Copy to: Bob Frear
Position: Knoxville Operations Manager
Address: Jacobs Engineering Group Inc.

Copy to: Joe Moss
Position: Director of Public Services
Address: 105 College Street
White House, TN 37188

Either party may, by written notice to the other, change the representative or the address to which such notices, certificates, or communications are to be sent.

Any notice required in writing hereunder shall be given by e-mail or by registered, certified, or first class mail (postage required), addressed to the party at its address set forth above. Any required notice given by e-mail shall be confirmed by depositing a copy on the same day with the U.S. Post Office for transmission by registered, certified, or first class mail in an envelope properly addressed. The postmark date of notices sent by mail (except for confirmatory notices) shall be the date of notice.

ARTICLE 21

WAIVER

Waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way effect, limit, or waive such party's rights thereafter to enforce and compel strict compliance with all the terms and conditions of this Agreement.

ARTICLE 22

SEVERABILITY

Any provision of this Agreement prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions of this Agreement.

ARTICLE 23

ENTIRETY OF AGREEMENT

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations and discussions concerning the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

ENGINEER: **JACOBS ENGINEERING GROUP INC.**	**CLIENT:** **CITY OF WHITE HOUSE, TN**
By: _____	By: _____
Title: _____	Title: _____

Appendix A

MASTER AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER FORM

Effective Date _____ Task Order No. _____

Client Project No. _____ Engineer Project No. _____

This Task Order is entered into on the effective date noted above pursuant to the "Master Agreement for Professional Services" between _____ ("Client") and JACOBS ENGINEERING GROUP INC. ("Engineer"), dated _____, 20___ ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order.

[*All blank spaces should be filled in. Use "N/A" where no other response is appropriate.*]

Services Authorized

Client authorizes Engineer to perform the Services described in Exhibit A attached hereto and incorporated herein, which Exhibit A is marked with the above noted Task Order No. and consists of _____ page(s).

Pricing

_____ Time and Expense per Agreement and Appendix B to the Agreement.

_____ Firm Fixed Price of $_____.

_____ Other (Describe):

Schedule

Services may commence on _____.

Services will cease by _____.

Other

CLIENT: **JACOBS ENGINEERING GROUP INC.**

By: _____ By: _____

Appendix B

MASTER AGREEMENT FOR PROFESSIONAL SERVICES

TIME AND EXPENSE COMPENSATION

February 11, 2016

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Lawn Care Maintenance Agreement

In the years leading up to 2016 we have been able to keep the lawn care maintenance expenses under the purchasing threshold because we had different agreements for each building. This year we decided that it would be in the City's best interest to group all of our lawn care needs together and do a request for bids. The bid specifications requested pricing for a three year agreement.

Wade's Lawn Service was the lowest bidder at $40,775.00 per year for lawn care services. The breakdown of lots to be mowed is included in the bid tabulation.

I would like approval to enter a three year agreement with Wade's Lawn Service for lawn care services. If you have any questions please contact me at 615-672-4350, ext. 2105.

CITY OF WHITE HOUSE
Bid# 15-1029A
LAWN CARE SERVICE
Bid Opening: February 8, 2016 at 2:00 pm

Department	Location Address	Location Description	Approx. Lot Size	Times to Cut	Darci's Landscape	Stewart's Lawncare	TKI Landscaping	Wade's Lawn Service
Building Maintenance	105 College Street	City Hall and Library	5 acres	After Business Hours	$325.00	$198.98	$250.00	$125.00
Museum	414 Hwy 76	Museum and Welcome Center	1 acre	After Business Hours	$30.00	$28.98	$40.00	$40.00
Police	303 N. Palmers Chapel	Police Station	2.5 acres	During Business Hours	$165.00	$133.98	$155.00	$150.00
Police	725 Industrial Drive	Gun Range	1 acre	During Business Hours	$40.00	$28.98	$40.00	$40.00
Parks and Recreation	3042 Hwy 31W	Hillcrest Cemetery	5.5 acres	Any time	$475.00	$548.98	$400.00	$325.00
Parks and Recreation	Hwy 76 by Sonic	Andrew Jackson Trailhead	Less than 1 acre	Any time	$30.00	$28.98	$30.00	$40.00
Parks and Recreation	Hwy 31W by Vet Clinic	James K. Polk Trailhead (both sides of 31W)	1.5 acre	Any time	$45.00	$43.98	$60.00	$90.00
Parks and Recreation	Tyree Springs by WHHS	Tyree Springs Trailhead	Less than 1 acre	Any time	$30.00	$9.98	$35.00	$35.00
Parks and Recreation	Hwy 31W North	Honey Run Trailhead	Less than 1 acre	Any time	$30.00	$23.98	$35.00	$35.00
Parks and Recreation	Brinkley Lane	Veterans Memorial Trailhead	Less than 1 acre	Any time	$30.00	$23.98	$55.00	$30.00
Public Service	123 Calista Road (empty lot)	Calista Property	2 acres	Anytime	$60.00	$32.00	$125.00	$45.00
Wastewater	2533 Union Road	Union Road Lift station	Less than 1 acre	Any time	$20.00	$14.98	$20.00	$25.00
Wastewater	400 Artesa Drive (behind)	Cambria Lift station	Less than 1 acre	Any time	$20.00	$14.98	$20.00	$25.00
Wastewater	508 Tyree Springs Rd	Tyree Springs/Copes Crossing Lift station	Less than 1 acre	Any time	$20.00	$23.98	$20.00	$25.00
Wastewater	119 Brookview Drive	North Palmer's Chapel Lift station	Less than 1 acre	Any time	$30.00	$14.98	$20.00	$25.00
Wastewater	469 Portland Road	Portland Road Lift station	Less than 1 acre	Any time	$20.00	$14.98	$20.00	$30.00
Wastewater	342 Calista Road	Calista Road Lift station	Less than 1 acre	Any time	$20.00	$14.98	$20.00	$25.00
Wastewater	1113 TN-76	Hwy 76 Lift Station	Less than acre	Any time	$30.00	$14.98	$20.00	$30.00
Wastewater	409-A Wilkinson Lane	Wilkinson Lane lift station	Less than 1 acre	Any time	$20.00	$9.98	$20.00	$25.00
TOTAL BID FOR ALL PROPERTIES PER WEEK					$1,440.00	$1,226.64	$1,385.00	$1,165.00
TOTAL BID FOR ALL PROPERTIES PER YEAR **AT MAXIMUM 35 WEEKS/CUTS** (Per Week Cut multiplied by 35 weeks)					$50,400.00	$42,932.40	$48,475.00	$40,775.00

OTHER BUSINESS…

DISCUSSION ITEMS…

OTHER INFORMATION….