CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
December 16, 2010
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer / Pledge
3. Roll Call
4. Adoption of the Agenda
5. Approval of Minutes of the November 18, 2010 meeting.
6. Welcome Visitors
7. Public Hearings
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports

A. General Government	E. Wastewater	I. Engineering
B. Police	F. Planning and Codes	J. Court Clerk
C. Fire	G. Parks	K. Monthly Financial Summary
D. Public Works	H. Library	

10. Consideration of the Following Resolutions:

    a. **Resolution 10-18** - A resolution approving certain amendments and revisions to the personnel manual.

11. Consideration of the Following Ordinances:

    a. None

12. Finance

    a. To approve or reject the acceptance of roadway and drainage improvements associated with CPB Properties Subdivision. The City Engineer recommends approving these improvements.

b. To approve or reject CWA 2009-246 Cope's Crossing Lift Station Change Order #5. The Wastewater Director recommends approving Change Order #5.

c. To approve or reject Amendment #1 to Task Order #2 Cope's Crossing Lift Station. The Wastewater Director recommends approving Amendment #1.

d. To approve or reject E-505 Task Order #10 - Wastewater System Master Plan Update. The Wastewater Director recommends approving Task Order #10.

13. Other Business

a. None

14. Discussion Items

a. City Attorney Contract - Expires January 24, 2011

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
November 18, 2010
7:00 p.m.

1. Call to Order by the Mayor

   Mayor Decker called the meeting to order at 7:00 pm.

2. Prayer/Pledge

   Prayer and Pledge to the American Flag by Mayor Decker

3. Roll Call

   Ald. Arnold – Present; Ald. Bibb – Present; Ald. Bracey – Absent; Ald. Hutson – Present; Mayor Decker – Present; Quorum – Present

4. Adoption of the Agenda

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

5. Approval of Minutes of the October 21, 2010 meeting.

   Motion was made by Ald. Arnold, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **October 21, 2010 minutes were adopted.**

6. Welcome Visitors

   Mayor Decker welcomed all visitors.

7. Public Hearings

   There were no Public Hearings.

8. Communications from Mayor, Aldermen and City Administrator

   a. Ald. Bibb congratulated and recognized Planning and Codes Director for his recent award of Sumner County Municipal Employee of the Year.

   b. City Administrator Angie Carrier announced the Swearing In Ceremony for elected officials on January 3, 2011 at 6:00 p.m.

c. City Administrator Angie Carrier discussed the TML Board Meeting at which they approved the upcoming year's policies and procedures.

d. City Administrator Angie Carrier reminded the Board of Mayor and Alderman of the upcoming TML District 5 luncheon on December 9, 2010.

e. City Administrator Angie Carrier discussed how her recent ICSC Conference went.

f. Mayor Decker discussed the upcoming budget retreats for the 2011 budget retreat and possible issues.

g. Mothers Against Drunk Driving presented the MADD Hero Award to Officer Jason Ghee for having 26 DUI arrests and over a 75% conviction rate for 2009.

9. Acknowledge Reports

A. General Government	E. Wastewater	I. Engineering
B. Police	F. Planning and Codes	J. Court Clerk
C. Fire	G. Parks	K. Monthly Financial Summary
D. Public Works	H. Library	

Motion was made by Ald. Bibb, second by Ald. Hutson to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Reports were acknowledged and ordered to be filed.**

10. Consideration of the following resolutions:

There were no resolutions to be considered.

11. Consideration of the following ordinances:

There were no ordinances to be considered.

12. Finance

a. To approve or reject the renewal of the Maintenance of Effort Agreement. The Library Director recommends approving the agreement.

Motion was made by Ald. Arnold, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Maintenance of Effort Agreement was approved.**

b. To approve or reject CWA 2009-246 Cope's Crossing Lift Station Change Order #4. The Wastewater Director recommends approving Change Order #4.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Change Order #4 was approved.**

c. To approve or reject the Diamond Tours bid for the Senior Trip to Chicago. The Parks and Recreation Director recommends approving bid.

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

d. To approve or reject the Crosslin and Associates, PC contract to audit accounts. The Finance Director recommends approving the contract.

Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Crosslin and Associates, PC contract was approved.**

e. To approve or reject Delta Dental's bid for self-funded group dental benefits. Sherrill Morgan recommends approving the bid.

Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Delta Dental's bid was approved.**

13. Other Business

To approve or reject Good Moral Character Certificate for Joseph Mark Janco of That Steak Place, Inc. located at 2934 Hwy 31W, Suites #1 & #2.

Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Good Moral Character was approved.**

14. Discussion Items

a. Charter Requirements for the Appointment of Board Member

Members decided to have any candidate complete the Board Application. They scheduled a work session for December 16, 2010 at 6:00 p.m. to evaluate the candidates.

b. NCS - National Citizen Survey - Custom Questions

City Administrator Angie Carrier requested that members send her their areas of interest the custom questions.

c. Rescheduling of April 2011 Board of Mayor and Alderman Meeting

Members decided to reschedule the April 2011 Board of Mayor and Alderman Meeting due to the Good Friday Holiday.

15. Adjournment

Motion was made by Ald. Bibb to adjourn at 7:39 p.m.

John Decker, Mayor

Amanda Priest, City Recorder

REPORTS....

City of White House
General Government Department
Monthly Report of November 2010

Administration

November proved to be a busy month for preparation and attendance of the Southeast ICSC Conference in Atlanta. Appointments and meetings were set up prior to the conference along with a dinner with a potential developer and the Robertson County Chamber of Commerce director. All materials had to be prepared and copied to attend the conference. The Shopping Center Group proved to be reliable again in updating the City's materials within the timeframe needed to prepare for the conference.

The City Recorder and building maintenance staff helped decorate to make the city hall facilities beautiful for the holiday season. Much time and effort goes into preparing for the Holiday Extravaganza every year.

The WHIRL Luncheon was held at Northridge Church and the highlighted speaker was Terex. David Hanks, with Terex, discussed the capabilities of converting bucket trucks into hybrids. He discussed this new line for Terex. He even demonstrated with one of the brave volunteers that attended the luncheon.

The City Administrator attended the Tennessee Municipal League Board Meeting to vote on legislative priorities for the upcoming legislative session. These priorities were provided to the Board in their mail boxes last week. The City Administrator along with the Goodlettsville City Manager attended the TML Risk Management Pool Board meeting. The Board discussed rates and premiums, along with updates to the website and financial statements for the last year.

The Middle TN City Managers met this month in Goodlettsville to discuss items that should be of concern to municipalities such as CMFOA certification requirements, health care legislation, the risk pool and its desire to be more transparent.

The Sumner County JECDB met to tour J&K Tractor in Portland. This site is a great museum of equipment and is highlighted in the Days Gone by Festival.

Other notable meetings that the City Administrator attended included the MPO, RTA, and GNRC. The RTA is discussing the reconstitution and the possibilities of that with new legislation passed in the last General Assembly. The City Administrator included the information for this in your last packets. The RTA Board will be voting on this item in January. More information regarding this process is provided in the "other info" section.

City of White House
Administration
November 2010

Website Management			
	October	**FY 10 - 11**	**FY 09 - 10**
Number of Internal Requests for Website Updates	8	41	73
Visits	6,404	37,005	89,307

Our city website has had 6,404 visits during the month of November, which was a decrease of 1,278 visits from the number of last month's visits. Below are the top 10 places that have visited our website along with the number of visits per city.

City	**Visits**
Nashville, TN	3,055
Gallatin, TN	349
Hendersonville, TN	273
Franklin, KY	173
White House, TN	172
Brentwood, TN	100
Madison, TN	64
Clarksville, TN	51
Williamson County	39
Goodlettsville, TN	39

Did you know 32% of this month's visitors accessed the City's website directly and 45% of visitors accessed the website through the Google search engine? In addition, the percentage of returning visitors was 48% and 52% of visitors were new to the website. Our website was accessed by visitors in 50 different countries from around the world.

City of White House
Finance Department
November 2010

Finance Section

At the close of November an additional 4% of the tax base has been paid for a total of 8% since the cards were mailed out in October. This puts us 2% ahead of where we were at this point last year in terms of total collections.

The Finance Director worked with Crosslin & Associates to complete the fieldwork portion of the audit during the month of November. The Finance Director also attended one final review and passed the final exam for the CMFO (Certified Municipal Finance Officer) program this month. The Comptroller's Office is planning a recognition event for those receiving the initial certification from this program. The event is tentatively scheduled to occur in the State of Tennessee, Supreme Court Chambers during the month of January. The Finance Director also worked on the performance appraisal committee during the month of November as further attempts were made to find an appraisal method that is more suitable than the one currently being used.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	$495,616.07	$1,434,698.94
Sanitation	$244,775.29	$270,404.29
Wastewater	$421,637.89*	$973,575.54

- All Fund Balances are bank balances reported as of December 7, 2010.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at $56,475.18.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular	7 paper checks 209 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	November	FY	Last November	Last FY
Total Invoices Processed	**303**	**1,540**	**273**	**1,479**

Call and Counter Logs

	Finance	Admin.	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	259	1	30	5	72	4	2	22	10	15	28	448
Customers	139	3	1	2	0	0	0	3	2	1	23	174

City of White House
Finance Department
November 2010

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	1	15	109	96	34	4	259
Customers	0	11	62	66	0	0	139

Purchase Orders

Codes	7	$660.41
Fire	4	$1,281.70
Police	9	$3,464.33
Human Resources	0	$0.00
Engineering	7	$52,885.00
Administration	5	$1,658.38
Finance	4	$366.63
Court	0	$0.00
Library	8	$3,939.16
Waste Water	23	$17,190.57
Public Works	5	$2,089.54
Sanitation	2	$850.00
Parks	41	$33,057.02
Bldg. Maintenance	9	$1,429.82
Cemetery	1	$75.08
Total	125	$118,947.64
Void	6	

	NUMBER OF PO'S	Value of PO's
PURCHASE ORDERS $0-$999	108	$24,510.40
PURCHASE ORDERS $1000-$9999	15	$42,767.14
PURCHASE ORDERS OVER $10,000	2	$51,670.10
Total	125	$118,947.64

Emergency Purchase Orders – November

Number	Vendor	Items	Amount	Nature of Emergency	Department
15146E	Craig Johnson Construction	Sewer Line Repair	$3,060.00	Vacuum Lift Station	Wastewater
15106E	Stansell Electric	Installation of flashing school zone assembly	$7,000.00	Vehicle struck pole	Engineering

City of White House
Finance Department
November 2010

Business License Activity

Opened	Closed	
4	0	
Cumulative Information		
Class	Total Licenses	Delinquencies
1	47	32
2	140	73
3	277	174
4	203	82
Total	667	361
Delinquency Rate		55%

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15 (1st Offense)	2
Child Restraint-under 4	0
Anti-Noise Regulations	0
Improper Backing	0
Failure to Yield Right of Way	0
Financial Responsibility Law	35
Following Too Closely	0
Motor Vehicle Requirements	2
Improper Passing	2
Drivers Exercise Due Care	6
Codes Violations/Animal Control	0
Drivers License Law	5
Stop Signs	8
Open Container Law	0
Parking Violation	1
Vehicle Registration Law	14
Seat Belt Violation – 18 and Older	23
Speeding	76
Careless Driving	0
Disobedience to Traffic Control Device	1
Enter Access Roadway	0
Total	175

City of White House
Finance Department
November 2010

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	59
Guilty as Charged	13
Dismissal	14
Dismissed upon presentation of insurance	26
Not Guilty	0
Dismissed to Traffic School	13
Dismissed with Costs and Fines	41
Dismissed with Costs	8
Dismissed with Fines	1
Case Transferred to County	0
Dismissed with Public Service	0
Total	175

City of White House
Human Resources Department
November 2010

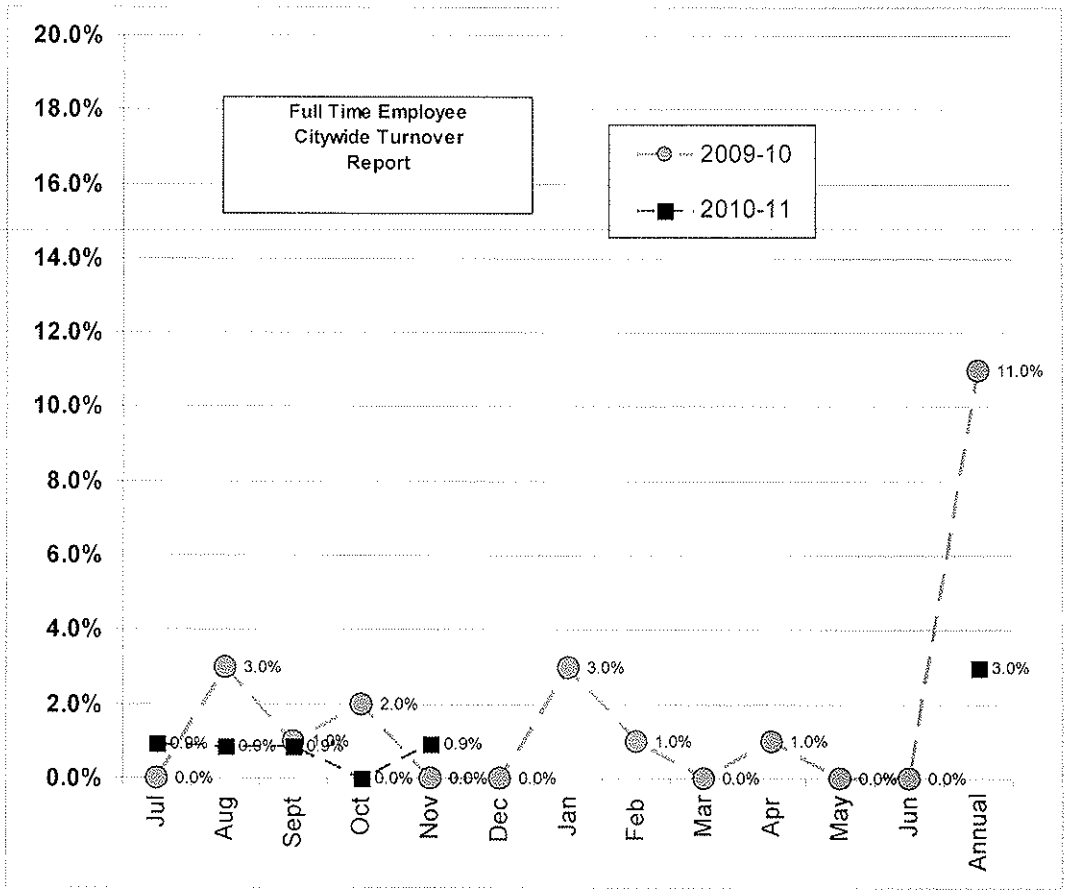
Human Resources:

- Attended TnPRIMA conference in Nashville
- Continued to work on handbook revisions, receiving input from MTAS and TML
- Finalized performance appraisal guidelines with Performance Appraisal Committee
- Revised a job description; created a new job description, and posted and filled the position internally (Public Works)

Key Performance Indicators (Performance Measurements)

Citywide Turnover

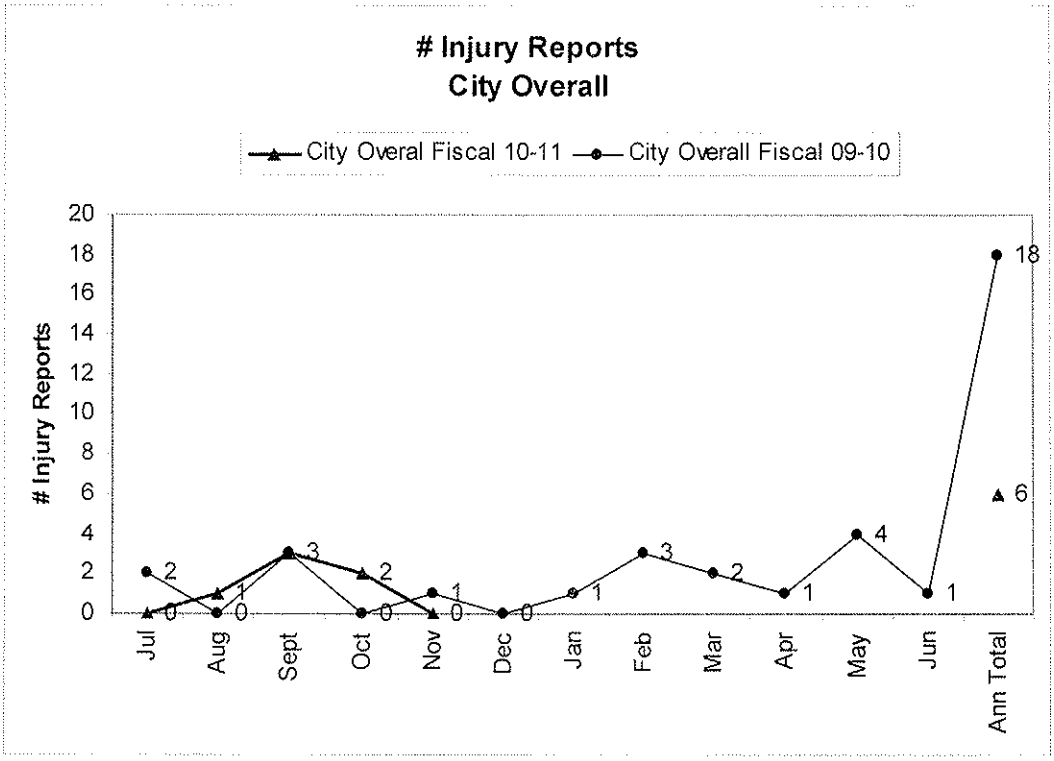
- Turnover overall for month of November 2010 for full-time employees was **0.9%**, up from November 2009 (**0.0%**).



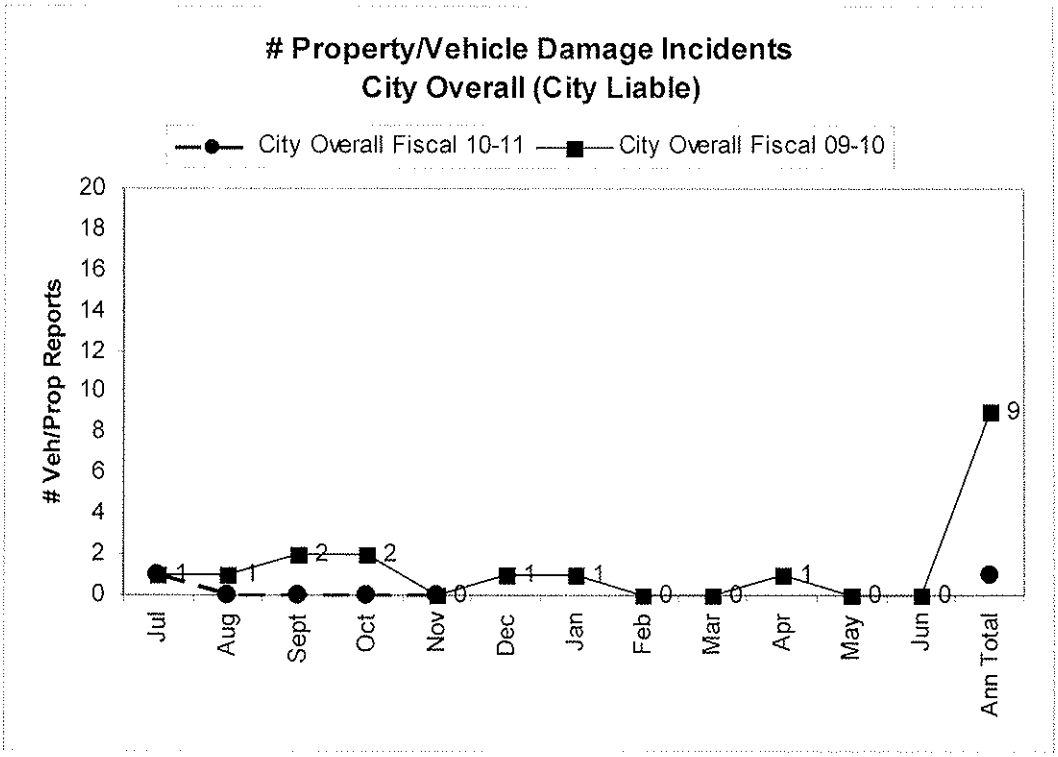
Safety

- Accidents resulting in injury in November 2010 were **0**, unchanged from November 2009.

City of White House
Human Resources Department
November 2010



- Vehicle/Property damage claims (City liability) for the month of November 2010 were 0, unchanged from November 2009.



City of White House
Police Department
November 2010

Departmental Highlights

- Officer Jason Ghee was recognized by MADD at the Board of Mayor and Alderman Meeting for DUI arrests.

Monthly Meetings/Civic Organizations

- Chief Herman attended the following monthly meetings in November: Robertson County Chief's Meeting and Sumner County Drug Task Force.
- Captain Mingledorff attended the following monthly meetings in November: Rotary Club, White House Chamber of Commerce and Safety Committee Meeting.
- Sergeant Dan Hunter and Officer Keith Anglin instructed Traffic School on November 4th.

Police Department Administration Performance Measurements

1. ***Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.*** We submitted our first Initial Report. All requirements were met. On November 17th, Chief Herman, Captain Ring, Libby Scannell, and Patti Aric went to meet Major Bryan Denton with the McMinnville Police Department regarding the Accreditation process. Major Denton was very helpful and presented many examples on how to set up our folders. McMinnville is a State Accredited Police Department.

2. ***Acquire grant funds to unfreeze the police patrol officer position.*** Unfortunately, we received notice that we would not receive The Department of Justice grant. The Department of Justice reported only 8% of the 4,423 eligible agencies received the grant.

3. ***Maintain or reduce TBI Group A offenses at the three-year average of 72 per 1, 000 population during the calendar year of 2010.***

Group A Offenses	November 2010	Per 1,000 Pop.	Total 2010	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	14	1.4	149	15
Crimes Against Property	32	3.2	407	41
Crimes Against Society	8	.008	248	25
Total	54	5.4	804	80
Arrests	34		441	

**TBI 2008 Population Estimate – 10,048.*

4. ***Maintain or exceed a Group A crime clearance rate at the three-year average of 33% during calendar year 2010.***

City of White House
Police Department
November 2010

2010 CLEARANCE RATE		
Month	**Group A Offenses**	**Year to Date**
November	39%	70%

5. ***Maintain a traffic collision rate at or below the three-year average of 258 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2010.***

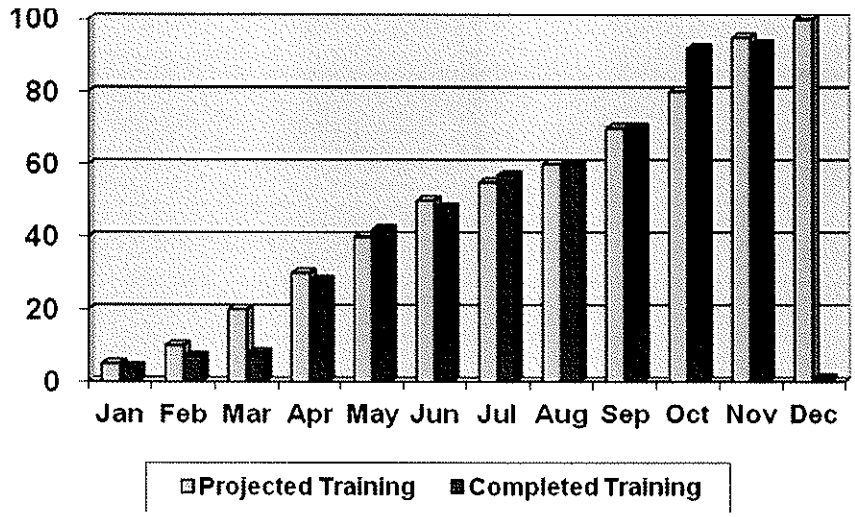
	November 2010	**TOTAL 2010**
Traffic Crashes Reported	23	264
Enforce Traffic Laws:		
Written Citations	135	2,104
Written Warnings	41	872
Verbal Warnings	247	2,442

6. ***Maintain an injury to collision ratio of not more than the three-year average of 21% by selective traffic enforcement and education during the calendar year 2010.***

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
November 2010	23	5	22%	16%

City of White House
Police Department
November 2010

7. ***Our department training goal is that each police employee receives 40 hours of in-service training each year.***



November Training Hours

Patrol	56 Hours
Support Services	48 Hours

Patrol Division Performance Measurements

1. ***Acquire and place into service one Police Patrol Vehicle by October 5, 2010.*** The 2010 Ford Crown Victoria Police Pursuit Vehicle from Alexander Automall in Murfreesboro has arrived. Truckers Lighthouse installed the accessory equipment. The vehicle is being shared by Sergeant Dan Hunter and Sergeant Eric Enck. ***Complete.***

2. ***Acquire and place into service an Animal Control vehicle by December 31, 2010.*** The 2010 Ford F150 from Alexander Automall in Murfreesboro has arrived. Deerskin Manufacturing installed the accessory equipment. The vehicle is now in service. ***Complete.***

3. ***Acquire and place into service three in-car digital cameras by February 28, 2011.*** We received $4,992.20 for High Visibility Law Enforcement Campaign. With these funds we will purchase one in-car digital camera. The cost of one camera is $3,995. With the rest of the grant, we were authorized to purchase equipment for our advanced accident investigation to use at fatal and serious crashes. On November 9th, Chief Herman and Officer Jason Ghee attended the Governor's Highway Safety Office Grant Orientation Workshop. We are in the process of getting quotes and Purchase Orders approved to purchase these items.

4. ***Acquire and place into service three in-car radar units by February 28, 2011.*** We received notice that we fell short of receiving funding.

5. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2010-2011.*** Letters have been delivered to all White House businesses that sell liquor to advise Compliance Checks will take place sometime around the holiday.

Staffing

- On November 30th, interviews were held for Sergeant Promotions.
- Officer Bob Parks was released from Light Duty to Full Duty on November 12th.
- Officer Jason Shapton was released from Light Duty to Full Duty on November 16th.

Volunteer Reserve Officers

- The Reserve Officers had firearms training on November 6th.

K-9

- Officer Jason Ghee and K9, Nike, completed their annual Drug Certification on November 18th. Harry's Towing supplied the cars used in the certification and moved them with no charge.

Sumner County Emergency Response Team

- Officer David Segerson and Officer Joel Brisson attended 36 hours of Advanced SWAT Operator Level training.
- On November 29th, the ERT was called out to Portland regarding a barricaded suspect with a gun. Suspect was taken into custody.

Support Services Performance Measurements

1. ***To work with the Robertson County Emergency Communications District E-911 to consolidate our Communication Center with theirs for use by June 30, 2011.*** We are working on determining personnel cost with the Assistant City Administrator of the City of Springfield, Gina Holt. She is responsible for personnel cost at the Robertson County 911Communications Center.

- Chief Herman attended the Robertson County 911 Board Meeting at the 911 center on November 16th.

Communications Section

	November 2010	Total 2010
Calls for Service	781	10,316
911 Calls	38	544
Alarm Calls	11	317

City of White House
Police Department
November 2010

Animal Control

	November 2010	Total 2010
Complaint Calls	26	357
Animal Contacts	17	171
Returned to Owner	10	86
Sent to County Impound	1	61
Adopted	0	8
Animal Bite Incidents	2	10
Traps Set	0	7

Request for Reports

	November 2010	FY 2010-2011
Requests for Reports	45	415
Amount taken in	$38.30	$481.40
Tow Bills	$100.00	$955.00
Emailed at no charge	10	*

*Collection of data began in May 2010.

Staffing

Volunteer Police Explorers

- Nothing to report at this time.

Item(s) sold on Govdeals:

- 2001 Ford F-150 XLT (Animal Control Vehicle) sold on Nov 8th for $3,010.00.

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E Classes (10 Week Program) to three elementary schools, 2 public and 1 private, by the end of each school year.*** Captain Mingledorff is currently instructing the ten week course to six fifth grade classes (157 Students) at White House Heritage Elementary. Graduation set for December 14th. White House Middle School and Christian Community Schools scheduled for Spring 2011.

2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.*** Eleventh Annual Safety Day was held on Labor Day September 6th. Sixteen public safety agencies were involved. One hundred eighty-six (186) bike riders rode through the bike safety course and an estimated 400 citizens attended the event. ***Complete.***

City of White House
Police Department
November 2010

3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** The next class is scheduled for February 2011. Applications are currently being accepted. Eleven applications have been collected as of November 29th.

4. ***Participate in a joint community event annually in order to promote the department's crime prevention efforts and community relations programs.***

   - ***Wheels in Motion:*** Monthly presentation was held at H.B. Williams Elementary School on Thursday, November 18th. The Rotary Club presented a bicycle and Captain Mingledorff presented a helmet to the school's award recipient.

   - ***Captain StreetSmart:*** Captain Mingledorff taught six 5th grade classes at Heritage Elementary on November 12th about Online Computer Safety.

   - ***Toys for Tots:*** Annual toy drive commenced on November 10th. WHPD and WHFD are designated as toy collection sites for Sumner and Robertson Counties. 1st Annual 5K "Trot for Tots" Run/Walk is planned for Saturday, December 11th to raise awareness as a community event.

   - Sergeant Eric Enck instructed a S.P.E.A.R.E. presentation at the Church of Grace Park for MOPS (Mothers of Preschoolers) on November 17th.

City of White House
Fire Department
November 2010

Summary of Month's Activities

Fire Operations

The Department responded to 63 requests for service during the month with 37 responses being medical emergencies. During the month the Department responded to five vehicle accidents with reported injuries of which eight patients being transported to area hospitals.

On November 10th the Department responded to a reported apartment fire on Mt Vernon Ct. when fire units arrived the apartment was filled with smoke. A neighbor had extinguished the fire with an extinguisher prior to our arrival. The building was ventilated with fans, and we completed an investigation of the area to be sure the fire was extinguished. There was smoke damage throughout the apartment and minor fire damage to the kitchen.

On November 8th fire units were dispatched to the area of Hwy 76 and Wilkinson Lane for a fuel spill; the fuel had been spilled from Hester Dr. to near Sage Road on Hwy 76. A semi truck had a mechanical problem that spilled the fuel, and because it was such a large area, it was necessary to contact Robertson County EMA and TDOT to request a truck load of sand to return the roadway to a safe level for travel.

Fire Administration

November 2nd thru 5th Chief Palmer and Fire Marshal Sisk attended the Tennessee Fire Safety Inspectors conference in Murfreesboro. The in-service training consisted of 21 contact class hours toward fire inspector recertification.
November 17th thru 19th Chief Palmer and Candyce Shelton attended the Tennessee Public Risk Managers conference in Nashville.
Chief Palmer and Fire Marshal Sisk attended the Fire Corps Board meeting on November 18th.
On November 30th Chief Palmer chaired the monthly Safety Committee Meeting. There were not any Supervisor Accident Reports filed this month.

Update on the Department's Goals and Objectives

- Complete the annual apparatus fire pump testing by December 1st, 2010.
- Send four firefighters to the Driver/Pump Operator course at the State Fire Academy and complete it by June 1st, 2011. **(This project is currently 50% complete.)**
- Update our Emergency Operations Plan to include changes in contact information and utilize the FIRE Corps Program to assist in the compiling of local resources to add to the EOP by November 1, 2010. **(This project is currently in progress.)**

Departmental Highlight

The first class of the Risk Watch Program began this month with Bus and Vehicle Safety being the subject. There are fourteen classrooms of first grade students with approximately 280 students in both H.B. Williams and R.F. Woodall schools who attended the class.

City of White House
Fire Department
November 2010

Department Cost Saving Report

There was not any significant cost savings associated with purchasing supplies or any project this month although fire personnel contributed to cost savings by making in-house repairs to the buildings and equipment.

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	4
Cooking/Electrical Fires	1	Vehicle Accidents(With injuries)	5
Vehicle Fires	1	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	8
Hazmat	1	Assist other Governmental Agency	0
Other Calls	6	Total Responses for the Month	63
Emergency Medical Responses	37	Total Responses Year to Date	339

Fire Fighter Training

Total Training Man-hours for the Month	358.5	Total Training Man-hours Year to Date	1925

Fire Inspection

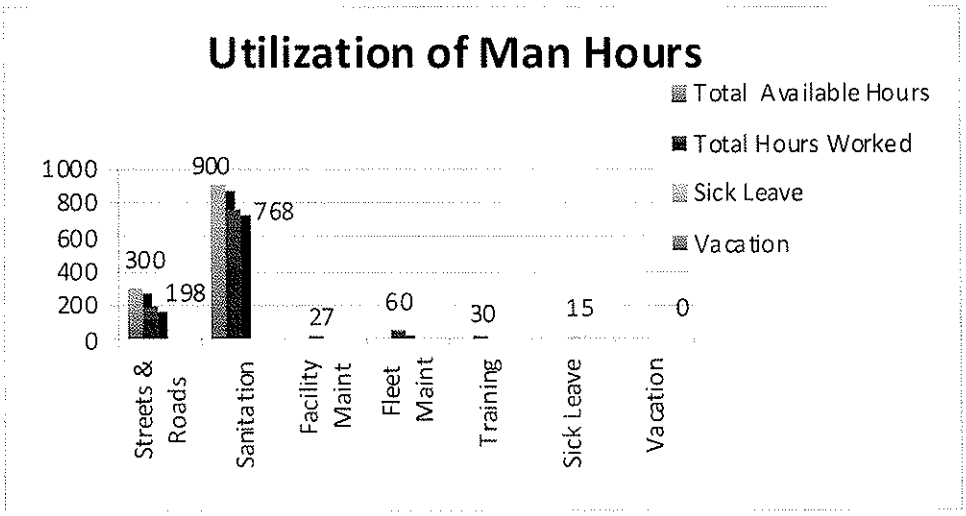
Fire Inspections	17	Year to Date 50	Plat / Plan Reviews	0	Year to Date 5
Fire Investigations	0	Year to Date 4	Fire Preplans	0	Year to Date 3

Public Fire Education

Participants	778	Education Hours	9
Participants Year to Date	3878	Education Hours Year to Date	62.5
Number of Occurrences	9	Number of Occurrences Year to Date	39

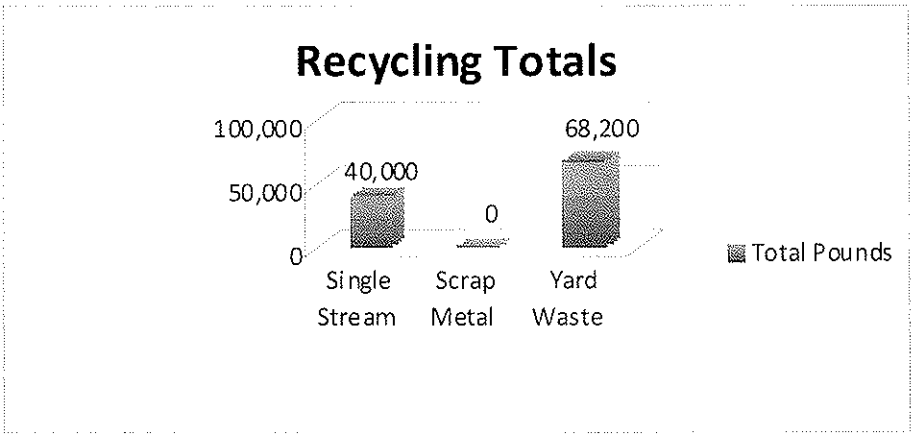
City of White House
Public Works Department
November 2010

Monthly Performance Indicators



The above chart represents the number of man hours vs. the total number of hours worked for the month of November by department. It also represents the number of sick and vacation days used. There is no longer a vehicle maintenance mechanic; routine maintenance has been performed by the Public Works staff on vehicles as needed.

Recycling



The above chart shows estimates of single stream recycling and yard waste recycling.

Convenience Center

There were a total of 4 citizens that utilized our Convenience Center for the month of November. The total revenue received $164.00 includes revenue received by the recycling of oil at Universal Environmental Services. Total operating cost for the month of November is to be determined.

City of White House
Public Works Department
November 2010

City of White House Clean up days

For the month of November there were a total of 46 citizens who took advantage of the free drop off service provided by the City of White House. Citizens seemed to appreciate being able to bring items in at their convenience as opposed to 2 designated weeks in the spring and fall.

Year to Date Total 599

Note: Year to date total is for the calendar year of 2010.

Sanitation Enterprise Fund Totals

Monthly Performance Indicators

Number of Customers Billed	Total Billed (Net Amount)	Total Billed Year to Date	Revenue Received	Revenue Received Year to Date
3,624	$56,325.00	$281,775.20	$55,396.52	$276,627.15

Staffing

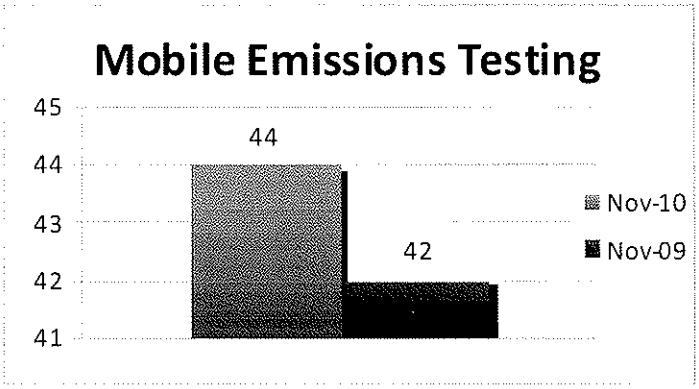
The public works department is authorized 13 full time employees. Currently we are down one full-time Street and Roads position and one Mechanic position. Due to the hiring freeze these positions will remain open at this time.

Fleet Maintenance

The fleet maintenance service provided by the City for vehicles is no longer available at Public Works. Each department is utilizing the temporary services negotiated by our Purchasing Clerk until further notice.

Mobile Emissions Testing for Sumner County

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2011; the schedule will be published in the next issue of *The Word on White House*. For the month of November we had a total of 44 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart to the right and notice the usage since November of 2009.



City of White House
Public Works Department
November 2010

Departmental On-Site Safety Training November 2010

- Air Tool Hazards
- Aerial Truck Training
- Proper Lifting Techniques

November 2010 Truck Poundage and Fuel Costs

- 20.00 average tons per day 600,580 pounds for the month of November.
- Total tonnage for the month of November was 300.29
- Total cost of fuel used for truck # 319 $523.48
- Total cost of fuel used for truck # 320 $1,147.03
- Total cost of fuel used for truck # 323 $655.67
- Total cost of fuel used for #324 $394.95
- Total cost of fuel for November = $2,721.13

Fuel increased $442.67 from the month of October

July 2010 – June 2011	Year to Date Totals
Tons per day	18.08
Pounds for 5 months	1,807,380.58
Tonnage for 5 months	1203.68
Fuel used Truck #319	$2,372.53
Fuel used Truck #320	$4,129.26
Fuel used Truck # 323	$1,923.25
Fuel used #324	$1,412.48
Total Fuel cost for 5 months	$10,037.52

City of White House
Public Works Department
November 2010

NOVEMBER B.M.A. REPORT 2010		
MONTHLY INDICATORS		
STREETS AND ROADS/SANITATION		
SERVICES PROVIDED	***TOTAL***	***YTD***
BRUSH PICK UP	176 Stops	1167 Stops
BRUSH TRUCK LOAD	30	151
EMERGENCY CALL OUTS	0	2
DAMAGED CARTS REPLACED	4	38
NEW CARTS FOR NEW HOME CONSTRUCTION	7	36
ADDITIONAL CART REQUEST	2	5
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	1	2
DRAINAGE REQUESTS	3	17
DRAINAGE WORK	33 feet	58 feet
POTHOLES REPAIRED	2	41
SALT USAGE (TONS)	0	0
SIGNS INSTALLED	14	67
HANDICAPPED PICK UP	79 Homes	395 Homes
MOVE IN SPECIAL PICK UP	1	15
MOVE OUT SPECIAL PICK UP	0	3
DEAD ANIMAL REMOVALS	1	5
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED.	12	41

City of White House
TENNESSEE

Wastewater Department Monthly Report for November 2010

Summary of Month's Activities:

Administration:

Update on the SRF/ARRA funded Cope's Crossing project: The project is 65% completed. The Contractor has submitted and received payment on seven disbursement requests. We have submitted six disbursement requests to SRF and received payment on all six.

The Director and Wastewater Secretary attended TAUD's Utility Leadership Conference in Gatlinburg; this workshop is designed for Board Members, Utility Commissioners and Managers to assist with the effectiveness in their roles as a utility leader. It also improves organizational, operational and ethical responsibilities of Commissioners, Board Members and Managers. Presentations attended:

- **Legal and Legislative Update**
  John Hall, TAUD
- **Recent Cases of Fraud and How They Happened**
  Comptrollers Representative
- **How to Properly Explain and Handle Customer Complaints Due to Rate Increase**
  John Shadwick, TAUD
- **Asset Management and Capital Improvement Planning**
  John Shadwick, TAUD
- **Comptrollers Requirements and What Investigators Look For**
  Comptrollers Representative

Goals and Objectives Progress:

- We have completed the loan package for the ARRA/SRF CG0 2011-278 Loan which includes principal forgiveness of 20% and should receive approval to begin bid process before the end of February.
- GEO-Jobe began creating the database to contain all of the collection system and the treatment plants GPS asset tracking requirements. Connectivity between the GIS/GPS and the current wastewater billing system will begin after a trail of locations and assets have been marked and installed into the database to insure queries can be performed properly to best leverage the new technology.

Collection system:

Over the past month staff has retro fitted thirty-six low pressure grinder systems, to E-one and installed seven rebuilt vacuum valves and controllers within the vacuum systems. The department has also provided inspections to three new sewer service connections. (Includes finals and repeats due to failures)

Wastewater Treatment:

The plant continues to operate well below permit levels. The preventative maintenance program is done daily. The bi-weekly maintenance continues to go as scheduled.

Departmental Highlight:

- Congratulations to Derek Hough for successfully obtaining the State's Grade II Collection System Operator Certification.

Monthly Performance Indicators and Year to Date Totals

Service Provided	Month	Totals for 2010-2011	Amount Billed	Revenue Received	Revenue Totals 2010-2011
New service connections (Capacity fees)	3	16	$4,900.00	$4,900.00	$26,202.50
Customers billed	3,883	N/A	Net amount billed $215,630.65	*$226,491.83	$640,324.40
Applications or transfers for service	40	200	$2,675.00	$2,675.00	$13,755.00
Late penalties applied	1,119	5,171	Amount Applied $8,764.98		
Wastewater Adjustments	24	63	N/A	($2,794.33)	($7,961.15)
Administrative Fees	17	80	$850.00	$850.00	$4,425.00
Service availability Requests	0	0	$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	3	16	$450.00	$450.00	$2,400.00
Field inspection fee	0	0	$0.00	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	54	109	$850.00	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	0	$0	$0	$0
Bulk disposal	1	1	$150.00	$150.00	$150.00
Work Orders	**56**	**585**			
Billing related service requests	67	372		**Months Total $235,516.83**	**Total $687,256.90**
Mainline repairs	0	0	*** Revenue from previous month's service**		
Service lines repaired	6	35			
L.P. service requests	75	261	**Responses to SCADA Alarms**		
Gravity service requests	0	0	North Palmers	130	904
Vacuum service requests	7	33	Calista	185	1,781
All service requests	**157**	**712**	Wilkinson	19	40
Major Lift Station Repairs	2	5	Portland Road	0	6
			Tyree	36	67
			Union Road	0	0
			Meadowlark	35	46
			Hwy 76	0	24
			Cambria	12	12
			Treatment Plant	38	176
			Total Responses	**455**	**3,054**
			TN. One-call Request	142	815

	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity
Average Daily Flow (effluent)	.202	1.4 MGD	1.36	14%

City of White House
Planning & Codes Department
November 2010

Update on Department Objectives:

Staff attended a gas line awareness seminar in Brentwood. The seminar included safety precautions to use during excavation work adjacent to gas line easements. Staff attended an open space training session in Goodlettsville. The session included subdivision design methods for incorporating designated open space and land preservation methods for property owners and governments. Staff worked with Building Maintenance Staff to set up holiday lighting at City Hall. Staff completed inspections for new businesses.

Department Highlight: Sign Permits

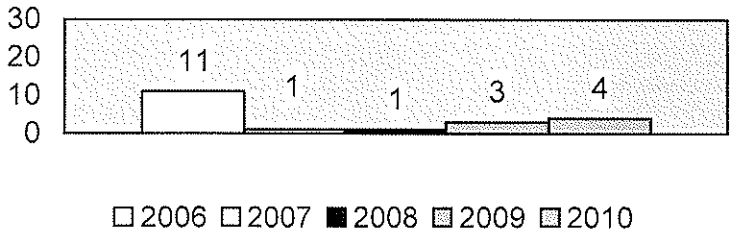
Staff receives multiple calls and emails regarding commercial business signs. The City requires sign permits for all new monument and building type signs. Staff does not require a permit for simply changing a sign face out within an existing sign cabinet. Due to revisions to the sign ordinance, pole type signs are now non-conforming signs. Permits for non-conforming signs are an issue because the structure of the sign can not be altered but non-conforming sign structure can be repaired if damaged.

Cost Savings:

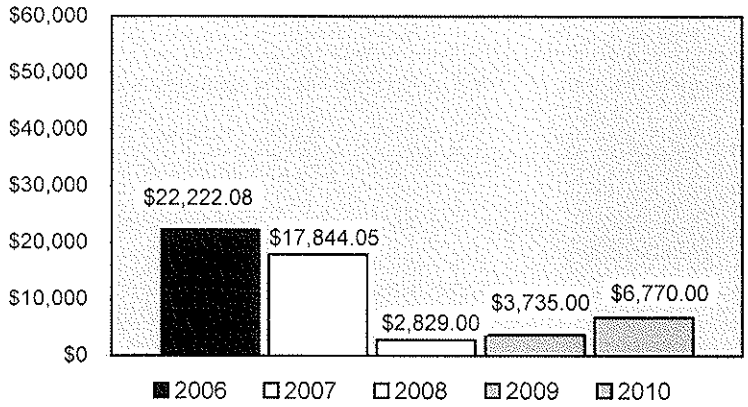
The City has a plotter for printing up to 40" color maps and drawings for an estimated $5 per sheet. Staff received a price quote of $75 to print a copy of the new digital format zoning maps.

Monthly Report November 2010

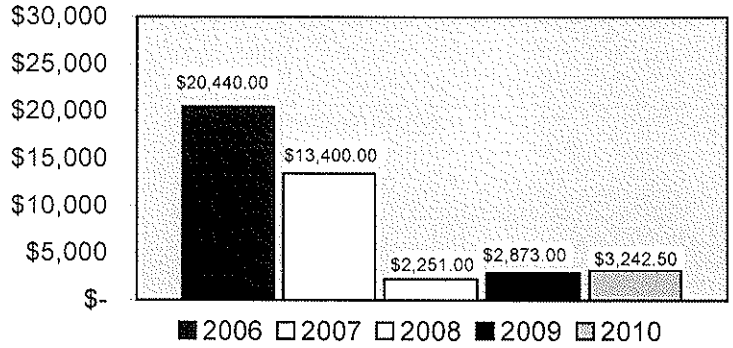
Single Family Permits



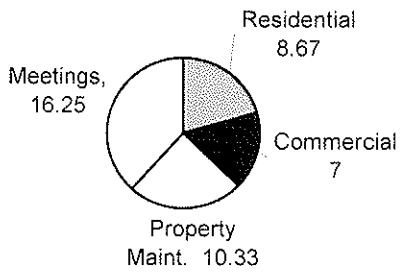
Impact Fees



Permit Fees



Inspections / Meetings Hours



	Month	FY 10-11
MEETING AGENDA ITEMS#		
Planning Commission	6	27
Construction Appeals	0	0
Zoning Appeals	1	3
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	4	11
Multi-Family Residential	0	2
Other Residential	20	57
New Commercial	0	0
New Industrial	0	2
Other Com/Ind	4	16
State Electrical	16	161
Sign	1	7
Occupancy Permits	16	78
Other	0	3
BUILDING INSPECTIONS		
Residential	26	154
Hours	8.67	41.17
Commercial /Industrial	20	93
Hours	7	33.16
CODE ENFORCEMENT		
Total Cases	41	315
Hours	10.33	49.24
Complaints Received	6	41
MEETINGS		
Administration	2	14
Hours	4.5	13.17
Planning	5	22
Hours	10.75	29.42
Codes	3	25
Hours	1	10
FEES		
Permit Fees	$ 3,242.50	$ 13,432.50
Board Review Fees	$100.00	$ 1,673.00
City Impact Fee	**$ 6,770.00**	**$ 20,530.00**
Roads	$ 2,040.00	$ 6,969.80
Parks	$ 2,168.00	$ 5,430.00
Police	$ 1,544.00	$ 1,826.00
Fire	$ 1,018.00	$ 3,228.30
PLANNING COMMISSION APPROVAL		
Subdivision Lots	N/A	0
Commercial/Industrial Sq ft	0	0
Multi-Family Units	N/A	0
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds	32 @ $ 1,653,800	
Builders Bonds	$	51,450.00
Workings Days in Month	15	

City of White House
Parks, Recreation, & Cultural Arts Department
November 2010

Summary of Month's Activities

Municipal Park Renovation Progress

A site observation was conducted by City staff, Littlejohn Engineering Associates, and Choice Construction on November 22nd in order to compose a list of items to be addressed prior to final acceptance.

Parsons Engineering has provided a proposal to provide specifications for the electrical panel replacement at Field 5 & 6 in the Municipal Park. If the proposal is acceptable, they will be awarded the job. The intent is to have the work completed by the spring season.

Michael Marzialo has been hired to design the new gate for the back exit of the Municipal Park.

The Director met with representatives of McGill and Associates to get the electrical engineering work of the stadium lighting project underway.

The Director and Recreation Superintendent attended a meeting of the National Alliance for Youth Sports (N.A.Y.S.) at the Metro Parks Department offices in Nashville to learn more about their organization.

Recreation

Youth Basketball practices began on November 1st. We have 148 players in the league this year and 20 teams. Games will begin on December 4th. We are all looking forward to a fun season!

Men's Adult Church League Basketball games started on November 16th. There are 4 teams in the league and they play every Tuesday night. Their season will run through the end of January.

Zumba classes are still ongoing and aerobics will be back in January.

Maintenance

Employees worked to winterize all of the unheated buildings and drinking fountains throughout the park system.

Several areas of bare ground at the Park have been cultivated, leveled, and sown to get grass established again.

Additional drainage work was performed at the playground, and a section of the concrete sidewalk was re-poured.

Leaf removal and landscape maintenance has been a high priority for the month in preparation for the winter.

City of White House
Parks, Recreation, & Cultural Arts Department
November 2010

Update on Department Goals and Objectives
The concession stand / bathroom facility at the Municipal Park near the new quad has been undergoing work to improve its look. Flaking paint and grime have been removed with a pressure washer, and re-painting is currently underway. Currently pricing is being obtained to see if a stone veneer and Hardie lap siding on the front wall will be affordable. Electric hand dryers for this location are being researched as well.

Department Highlight
The annual Christmas Parade was held Saturday, December 4th. Mr. Lelan Statom, meteorologist for News Channel 5, served as the Grand Marshal of the parade this year. There was an excellent turnout for the parade and 45 entries. We used many methods to market the parade and we are looking at other options for next year's event to generate even more awareness.

Department Cost Savings Report
We saved over $1,000 by winterizing the athletic field irrigation systems versus contracting it out. Currently 12 fields have irrigation. An industrial engine driven air compressor was rented to make the task quicker.

PARKS AND RECREATION DEPARTMENT
November 2010

		Prior Years						Current Year				
		Year End	Year End	Year End	Year End	Year End						YTD
Division	Activity	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010		Aug-10	Sep-10	Oct-10	Nov.-10	FY-2010-11
Maintenance												
	Mowing Hours	1176	1020	1044	1853	1469		203	255	108	82	863
	Pounds of Grass Seed Sown	1990	4350	3670	5130	1895		0	550	2190	150	2890
	Pounds of Fertilizer Applied	11885	16795	6150	9200	4590		2850	0	0	0	5700
	Number of Trees/Shrubs Planted	22	69	57	259	11		0	0	0	0	0
Recreation												
	Number of Youth Program Participants	358	326	377	353	336		0	0	0	148	314
	Number of Adult Program Participants	409	291	857	2309	1343		190	359	155	178	987
	Number of Theatre Production Attendees	651	271	102	0	0		0	0	0	0	0
	Number of Special Event Attendees	2881	3453	2865	2989	2505		0	100	2544	0	2984
	Total Number of Special Events Offered	5	6	8	11	17		4	4	2	1	15
	Total Number of Programs Offered	16	13	23	46	38		3	5	4	2	19
	Youth Program Revenue	$32,137.06	$31,045.38	$22,095.25	$25,414.98	$27,728.00		$150.00	$1,675.00	$9,091.00	$150.00	$21,345.00
	Adult Program Revenue	$19,080.40	$14,713.00	$15,246.25	$19,337.35	$9,368.25		$488.65	$790.00	$2,799.00	$354.00	$4,752.80
	Theatre Production Revenue	$3,005.00	$1,195.00	$485.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00
	Special Event Revenue	$1,492.15	$7,557.50	$6,476.00	$4,993.25	$4,530.00		$635.00	$860.00	$1,045.00	$0.00	$4,415.00
Administration												
	Number of Shelter Reservations	114	115	112	139	153		9	24	18	1	66
	Hours of Shelter Reservations											
	Shelter Reservation Revenue	$3,445.00	$3,612.50	$3,732.00	$4,183.00	$4,083.00		$310.00	$365.00	$260.00	$60.00	$1,320.00
	Number of Facilities Reservations	242	257	305	256	105		1	5	2	3	13
	Hours of Facility Reservations											
	Facility Reservation Revenue	$16,928.31	$19,601.34	$28,514.05	$20,813.71	$6,345.82		$187.50	$445.00	$123.75	$1,037.50	$1,823.75
	Misc. Revenue	$25,914.38	$36,238.58	$39,729.53	$115,858.99	$52,032.78		$243.35	$3,096.73	$2,578.25	$7,137.50	$13,092.83
Senior Center												
	Senior Center Participants	1812	2619	3993	2326	2399		164	221	180	175	926
	Number of Trip Participants	418	274	366	293	316		40	25	17	35	132
	Number of Meals Participants	3757	3433	3430	3555	3848		190	248	209	202	1003
	Number of Program Participants				1407	587		27	76	48	30	196
	Number of Trips Offered	48	45	43	31	31		4	2	3	4	15
	Number of Meals Served	49	50	48	48	50		4	5	4	3	19
	Number of Programs Offered	7	4	5	45	54		4	5	4	4	21

City of White House
Library
November 2010

Summary of November Activities

Rebecca Whipple attended LEAD (Leading, Educating, and Developing) from November 7-12, hosted at the Weldon Cooper Center for Public Service at the University of Virginia. The LEAD program was a great opportunity and an enjoyable experience.

The library board met on November 15th. Items discussed included a possible reorganization of the current state-wide regional library system; the Christmas Open House; the Image Evaluation Report; a joint meeting with the Friends of the Library; and the project to replace the flooring in the library and repaint the interior of the building.

Janet Parchman attended a consortium meeting on November 10th at the Gallatin Public Library. Attendees discussed issues related to the shared circulation system, including merging item records and purging expired library accounts. Also discussed was the Interlibrary Loan system, which allows the library to provide books from libraries across Tennessee to local patrons.

Rebecca Whipple applied for a federal Library Services and Technology Act (LSTA) grant. All libraries applying for the grant must agree to match the federal funds with an equal or greater amount of local funds. For 2011, the library requested $600 to replace a laptop.

Library staff members were busy assisting students with research and book projects during the month. Many students use the library computers to type reports and assignments and create PowerPoint presentations.

All library staff members completed a survey concerning the Warioto Regional Library Center. The survey was conducted by Himmel and Wilson Library Consultants to examine the organization of the state-wide regional library system.

Departmental Highlight

The library added close to 25 new large print titles ordered with 2nd quarter federal funds. The new large print items were displayed together in the front room of the library, and within two days all of the items were checked out. Circulation of large print titles for the month was 114, an increase from 85 in October. The library has seen an increase in patrons requesting large print items, and many patrons commented on how much they enjoyed having new titles to choose from in the collection.

Department Cost Saving Report

No cost saving to report.

WHITE HOUSE INN LIBRARY & MUSEUM
PERFORMANCE MEASURES
October 2010

Official Service Area Population:	13,316
*Memberships:	9,170
Percent of the Population with Membership:	69
Total Materials Available:	25,419
Estimated Value of Total Materials:	$635,475
Last Month:	$631,275
Total Materials Available Per Capita:	1.91
Last Month:	1.90
State Minimum Standard:	2.00

Materials Added

Adult Fiction:	48
Adult Non-Fiction:	32
Child/Juvenile/Young Adult Fiction:	41
Juvenile/Young Adult Non-Fiction:	4
Audiobooks:	24
Movies:	7
Music CDs:	1
Total:	157

Library Circulation

Total # of Check-outs:	5,032
Last Month:	5,862
Items per Patron:	2.77
State Minimum Standard:	2.5

New Memberships

Adult:	46
Senior Adult:	5
Child:	3
Student:	15
Young Adult:	3
Total:	72

Program	Sessions	Attendance
Toddler	4	135
Preschool	4	77
Teen	0	0
Adult	0	0
Total	8	212

Wireless Internet Users:	58
Computer Internet Users:	761
Volunteers:	3
Total Hours:	26

Services Provided by Contracting with State

Interlibrary Loan Service

Items Borrowed:	24
Items Loaned:	2

TN Electronic Library (TEL) Sessions

Total sessions:	17
Connect time (min):	112

R.E.A.D.S. 1st Qtr. Statistics

eBooks Downloaded:	175
Audiobooks Downloaded:	413

R.E.A.D.S. 2nd Qtr. Statistics
eBooks Downloaded:
Audiobooks Downloaded:

R.E.A.D.S. 3rd Qtr. Statistics
eBooks Downloaded:
Audiobooks Downloaded:

R.E.A.D.S. 4th Qtr. Statistics
eBooks Downloaded:
Audiobooks Downloaded

*Please note that the library completed a routine purge of all expired accounts (borrowers). Expired library accounts that met the following criteria were deleted: inactive for 5 years, no fines, no outstanding items. This process changed the total number of memberships, as well as some related statistics.

City of White House
Engineering Department
November 2010

We completed the repairs to the Autumn Wood Drive box culvert. This crossing was damaged during the May flood and needed replacing of the corrugated metal pipe. We are still pending on whether FEMA will reimburse on certain road and drainage projects created by the May flood. Utility issues and the weather have caused us to halt the ARRA Calista Road Project until spring. TDOT regulations do not allow paving in weather this cold. Engineering reviewed TDOT plans to install a signal at the southbound ramp off I-65. It should be installed this summer.

Performance Indicators:
(Yearly numbers are based on the fiscal year July 1 to June 30)

►Inspections

	This Month # Inspections	This Month Last Year # Inspections	FY 10-11 YTD # Inspections	FY 09-10 Total # Inspections
Erosion & Sediment Control	9	9	50	103
Detention / Retention Pond	3	3	17	59
Grading / Storm Drainage	4	10	38	64
Proof-roll (sub-grade & stone)	0	3	7	17
Binder	3	2	8	15
Sidewalks	2	0	13	44
Asphalt topping	0	0	3	18
Bond	5	10	27	83
Existing roads for repair	8	14	24	213
Surveying	1	2	6	14

	This Month	This Month Last Year	FY 10-11 YTD	FY 09-10 Total
Total # Hours on Inspections	48	42	228	480

City of White House
Engineering Department
November 2010

▶ **Citizen Calls**

	This Month			This Month Last Year	FY 10-11	FY 09-10
	Calls	Resolved	Outstanding	# Calls	YTD	Total Calls
Drainage	7	5	2	5	0.2	87
Sidewalk	0	0	0	0	0	2
Roadway	1	1	0	2	6	58
Signs & Signals	10	9	1	4	47	70

▶ Projects

	Funding	Status
ARRA – Calista Road	$ 514,812 / Federal	Construction
ARRA – Fiber Optics	$ 960,000 / City, Fed	Construction
Hwy 76 Sidewalks	$ 585,000 / State, Fed	Right-of-way/easement approved
Tyree / Palmers Intersection	$ 230,000 / City, State	Right-of-way acquisition
Paving & Roadway Repair	$ 200,000 / City	Construction
LPRF Grant - Parks Renovation	$ 1,726,289 / City, Fed	Final Punch List

▶ Training seminars / conferences:
Gas Pipeline Safety Awareness Training – Brentwood, TN

CITY COURT REPORT NOVEMBER 2010

CITATIONS:	
TOTAL MONIES COLLECTED FOR THE MONTH	$10,230.75
TOTAL MONIES COLLECTED YTD	**$45,355.25**
STATE FINES:	
TOTAL MONIES COLLECTED FOR MONTH	$2,817.46
TOTAL MONIES COLLECTED YTD	**$12,442.87**
TOTAL REVENUE FOR MONTH	**$13,048.21**
TOTAL REVENUE YTD	**$57,798.12**

DISBURSEMENTS

LITIGATION TAX	$401.53
DOS/DOH FINES & FEES	$679.25
TBI FINES & FEES	$0.00
RESTITUTION/REFUNDS	$15.00
WORTHLESS CHECKS	$95.00
ADM. FEE FOR STATE	$0.00
TOTAL DISBURSEMENTS FOR MONTH	**$1,190.78**
TOTAL DISBURSEMENTS YTD	**$5,762.81**
ADJUSTED REVENUE FOR MONTH	**$11,857.43**
TOTAL ADJUSTED REVENUE YTD	**$52,035.31**
DONATION TO DRUG FUND FOR MONTH	$1,429.22
TRANSFER TO DRUG FUND	$0.00
	$0.00
DONATIONS YEAR TO DATE	**$3,861.22**
DONATION TO CAMERA FUND FOR MONTH	$0.00
	$0.00
DONATIONS YEAR TO DATE	**$0.00**

CITY COURT CLERK Sharon Jessee

Summary Financial Statement
NOVEMBER 30, 2010

Fiscal Year Time Lapse: 41.66

110 GENERAL FUND

DRAFT

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
31110	REAL & PERSONAL PROPERTY TAX(CURRENT)	1,874,644.00	150,111.27-	8.0	156,220.33	79,231.74-	50.7
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	0.00	0.0	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	45,783.00	17,456.83-	38.1	3,815.25	2,794.32-	73.2
31212	PROPERTY TAX DELINQUENT 2ND YEAR	21,922.00	7,283.00-	33.2	1,826.83	4,207.00-	230.3
31213	PROPERTY TAX DELINQUENT 3RD YEAR	12,608.00	2,404.00-	19.1	1,050.67	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	12,298.00	1,239.00-	10.1	1,024.83	0.00	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	11,422.00	1,343.00-	11.8	951.83	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	7,275.00	2,589.00-	35.6	606.25	1,362.00-	224.7
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,340.00	1,536.00-	20.9	611.67	0.00	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	24,000.00	12,721.48-	53.0	2,000.00	1,609.53-	80.5
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	86,937.00	36,223.75-	41.7	7,244.75	7,244.75-	100.0
31610	LOCAL SALES TAX - CO. TRUSTEE	1,750,000.00	803,711.37-	45.9	145,833.33	156,602.76-	107.4
31709	BEER AND LIQUOR LOCAL PRIV TAX	5,000.00	2,250.00-	45.0	416.67	0.00	0.0
31710	WHOLESALE BEER TAX	200,000.00	104,509.96-	52.3	16,666.67	19,614.44-	117.7
31800	BUSINESS TAXES	95,000.00	36,927.42-	38.9	7,916.67	1,437.33-	18.2
31911	NATURAL GAS FRANCHISE TAX	132,000.00	0.00	0.0	11,000.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	90,000.00	47,006.48-	52.2	7,500.00	23,545.35-	313.9
31960	SPECIAL ASSESSMENT - LIENS	300.00	80.00-	26.7	25.00	80.00-	320.0
31980	MIXED DRINK TAXES	5,690.00	3,042.63-	53.5	474.17	717.79-	151.4
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	1,500.00	550.00-	36.7	125.00	0.00	0.0
32610	BUILDING PERMITS	30,000.00	12,549.00-	41.8	2,500.00	2,974.50-	119.0
32690	OTHER PERMITS	75.00	25.00-	33.3	6.25	25.00-	400.0
32710	SIGN PERMITS	1,450.00	550.00-	37.9	120.83	0.00	0.0
33100	FEDERAL GRANTS	1,020,688.00	244,327.71-	23.9	85,057.33	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	655,000.00	0.00	0.0	54,583.33	0.00	0.0
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	179,000.00	25,267.50-	14.1	14,916.67	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	97,822.00	27,827.92-	28.4	8,151.83	27,827.92-	341.4
33400	STATE GRANTS	1,218,000.00	189,148.92-	15.5	101,500.00	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	18,600.00	0.00	0.0	1,550.00	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	35,500.00	0.00	0.0	2,958.33	0.00	0.0
33510	STATE SALES TAX	637,376.00	275,188.79-	43.2	53,114.67	55,322.64-	104.2
33520	STATE INCOME TAX	16,000.00	34,985.95-	218.7	1,333.33	62.00-	4.7
33530	STATE BEER TAX	5,143.00	2,587.06-	50.3	428.58	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	21,266.00	8,844.09-	41.6	1,772.17	1,769.10-	99.8
33593	CORPORATE EXCISE TAX	16,000.00	0.00	0.0	1,333.33	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	4,250.00-	50.0	708.33	0.00	0.0
34120	FEES AND COMMISSIONS	3,400.00	1,966.00-	57.8	283.33	300.00-	105.9
34740	PARKS AND REC LEAGUE FEES	48,000.00	31,116.05-	64.8	4,000.00	3,160.75-	79.0
34741	FIELD MAINTENANCE FEES	7,000.00	3,337.00-	47.7	583.33	1,740.00-	298.3
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	8,000.00	2,840.50-	35.5	666.67	463.93-	69.6
34793	COMMUNITY CENTER FEES	14,000.00	3,143.75-	22.5	1,166.67	1,097.50-	94.1
34900	OTHER CHARGES FOR SERVICES	10,000.00	4,464.00-	44.6	833.33	562.50-	67.5
35110	CITY COURT FINES AND COSTS	166,000.00	52,030.31-	31.3	13,833.33	10,867.05-	78.6
35130	IMPOUNDMENT CHARGES	350.00	0.00	0.0	29.17	0.00	0.0
36000	OTHER REVENUES	16,000.00	2,105.05-	13.2	1,333.33	40.40-	3.0

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110 GENERAL FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
36100	INTEREST EARNINGS	10,000.00	1,399.62-	14.0	833.33	280.15-	33.6
36210	RENT	15,015.00	6,897.59-	45.9	1,251.25	2,762.00-	220.7
36330	SALE OF EQUIPMENT	0.00	3,686.25-	0.0	0.00	2,784.25-	0.0
36350	INSURANCE RECOVERIES	0.00	10,556.03-	0.0	0.00	0.00	0.0
36420	STADIUM RECEIPTS	7,800.00	6,706.50-	86.0	650.00	2,479.50-	381.5
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	1.66-	0.0	0.00	0.00	0.0
36450	PARKS CONCESSIONS	7,000.00	582.83-	8.3	583.33	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	2,423.91-	0.0	0.00	150.00-	0.0
36920	SALE OF BONDS	357,000.00	958,621.24-	268.5	29,750.00	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	50,000.00	0.00	0.0	4,166.67	0.00	0.0
	Total REVENUES	9,123,754.00	3,148,415.42-	34.5	760,312.81	413,116.20-	54.3
	EXPENDITURES						
41000	GENERAL GOVERNMENT	329,510.00-	152,167.70	46.2	27,459.17-	19,801.77	72.1
41210	CITY COURT	75,554.00-	30,602.21	40.5	6,296.16-	5,340.36	84.8
41500	FINANCIAL ADMINISTRATION	385,365.00-	159,147.75	41.3	32,113.74-	21,836.24	68.0
41650	HUMAN RESOURCES	120,251.00-	48,994.18	40.7	10,020.90-	7,960.99	79.4
41670	ENGINEERING	670,947.00-	387,168.89	57.7	55,912.26-	45,368.71	81.1
41700	PLANNING AND ZONING	1,229,024.00-	105,826.38	8.6	102,418.65-	16,689.57	16.3
41800	GENERAL GOVERNMENT BUILDINGS	63,313.00-	24,519.07	38.7	5,276.06-	5,196.29	98.5
41921	SPECIAL EVENTS	3,500.00-	1,772.02	50.6	291.67-	440.52	151.0
42100	POLICE PATROL	813,463.00-	330,394.75	40.6	67,788.56-	54,547.62	80.5
42120	POLICE SUPPORT SERVICES	274,688.00-	122,422.83	44.6	22,890.65-	19,399.91	84.8
42150	POLICE ADMINISTRATION	191,702.00-	72,386.38	37.8	15,975.16-	10,383.54	65.0
42151	COMMUNICATIONS SERVICES	201,193.00-	77,818.69	38.7	16,766.07-	14,514.54	86.6
42200	FIRE PROTECTION AND CONTROL	2,017,419.00-	359,339.58	17.8	168,118.27-	67,834.05	40.3
42210	FIRE ADMINISTRATION AND INSPECTION	235,560.00-	74,908.30	31.8	19,630.00-	11,953.04	60.9
43000	PUBLIC WORKS	75,429.00-	27,480.90	36.4	6,285.77-	3,839.42	61.1
43100	HIGHWAYS AND STREETS	168,803.00-	64,644.82	38.3	14,066.95-	9,260.86	65.8
43170	CITY GARAGE	400.00-	0.00	0.0	33.33-	0.00	0.0
44310	SENIOR CITIZEN ACTIVITIES	90,693.00-	39,732.40	43.8	7,557.76-	18,861.84	249.6
44700	PARKS	239,954.00-	104,777.40	43.7	19,996.16-	24,422.71	122.1
44740	PARK MAINTENANCE	481,535.00-	564,292.00	117.2	40,127.91-	19,435.78	48.4
44800	LIBRARIES	149,661.00-	60,657.97	40.5	12,471.73-	13,030.50	104.5
44880	CHILDREN'S LIBRARY SERVICES	36,782.00-	14,254.81	38.8	3,065.17-	2,549.77	83.2
51000	MISC EXP	235,000.00-	2,983.00-	1.3	19,583.34-	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	855,000.00-	411,181.40	48.1	71,250.00-	0.00	0.0
58803	ARRA GRANT #2 - CALISTA ROAD PROJECT	179,000.00-	482,474.15	269.5	14,916.67-	5,400.00	36.2
	Total EXPENDITURES	9,123,746.00-	3,713,981.58	40.7	760,312.11-	398,068.03	52.4
	Total GENERAL FUND	8.00	565,566.16	9577.0	0.70	15,048.17-	9738.6

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120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
33800	LOCAL REVENUE ALLOCATIONS	47,000.00	19,240.29-	40.9	3,916.67	4,255.43-	108.6
36100	INTEREST EARNINGS	200.00	0.00	0.0	16.67	0.00	0.0
	Total REVENUES	47,200.00	19,240.29-	40.8	3,933.34	4,255.43-	108.2
	EXPENDITURES						
48000	ECONOMIC OPPORTUNITY	48,500.00-	11,181.28	23.1	4,041.67-	171.50	4.2
	Total EXPENDITURES	48,500.00-	11,181.28	23.1	4,041.67-	171.50	4.2
	Total INDUSTRIAL DEVELOPMENT FUND	1,300.00-	8,059.01-	619.9	108.33-	4,083.93-	3769.9

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121 STATE STREET AID FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
33551	STATE GASOLINE AND MOTOR FUEL TAX	251,924.00	118,219.51-	46.9	20,993.67	22,191.05-	105.7
36100	INTEREST EARNINGS	300.00	0.00	0.0	25.00	0.00	0.0
	Total REVENUES	252,224.00	118,219.51-	46.9	21,018.67	22,191.05-	105.6
	EXPENDITURES						
43100	HIGHWAYS AND STREETS	253,127.00-	147,209.07	58.2	21,093.91-	0.00	0.0
	Total EXPENDITURES	253,127.00-	147,209.07	58.2	21,093.91-	0.00	0.0
	Total STATE STREET AID FUND	903.00-	28,989.56	3210.4	75.24-	22,191.05-	9493.7

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122 PARKS SALES TAX FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
36000	OTHER REVENUES	0.00	75,000.00-	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	3,000.00	363.91-	12.1	250.00	71.18-	28.5
36425	PARKS SALES TAX RECEIPTS	84,000.00	32,699.22-	38.9	7,000.00	6,565.34-	93.8
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	0.00	0.0	1,666.67	0.00	0.0
	Total REVENUES	107,000.00	108,063.13-	101.0	8,916.67	6,636.52-	74.4
	EXPENDITURES						
49000	DEBT SERVICE	297,118.00-	29,770.38	10.0	24,759.83-	18,529.38	74.8
	Total EXPENDITURES	297,118.00-	29,770.38	10.0	24,759.83-	18,529.38	74.8
	Total PARKS SALES TAX FUND	190,118.00-	78,292.75-	41.2	15,843.16-	11,892.86	75.1

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123 SOLID WASTE FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
34400	SANITATION - USER FEES	665,000.00	112,215.00-	16.9	55,416.67	75.00	0.1
36000	OTHER REVENUES	25.00	0.00	0.0	2.08	0.00	0.0
36100	INTEREST EARNINGS	1,400.00	211.13-	15.1	116.67	52.80-	45.3
37794	SALE OF MATERIALS	5,500.00	1,953.35-	35.5	458.33	164.00-	35.8
	Total REVENUES	671,925.00	114,379.48-	17.0	55,993.75	141.80-	0.3
	EXPENDITURES						
43200	SANITATION	660,656.00-	258,051.66	39.1	55,054.67-	34,622.13	62.9
49000	DEBT SERVICE	103,706.00-	6,265.62	6.0	8,642.17-	6,265.62	72.5
	Total EXPENDITURES	764,362.00-	264,317.28	34.6	63,696.84-	40,887.75	64.2
	Total SOLID WASTE FUND	92,437.00-	149,937.80	162.2	7,703.09-	40,745.95	529.0

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124 IMPACT FEES

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
33400	STATE GRANTS	90,000.00	0.00	0.0	7,500.00	0.00	0.0
36100	INTEREST EARNINGS	6,000.00	461.42-	7.7	500.00	98.32-	19.7
36421	ROADS IMPACT FEES	22,000.00	7,647.20-	34.8	1,833.33	2,717.40-	148.2
36422	PARKS IMPACT FEES	14,000.00	5,430.00-	38.8	1,166.67	2,168.00-	185.8
36423	POLICE IMPACT FEES	14,000.00	4,892.00-	34.9	1,166.67	1,544.00-	132.3
36424	FIRE IMPACT FEES	9,000.00	3,228.30-	35.9	750.00	1,018.00-	135.7
	Total REVENUES	155,000.00	21,658.92-	14.0	12,916.67	7,545.72-	58.4
	EXPENDITURES						
51010	ROADS IMPACT FEES	294,936.00-	780.40	0.3	24,578.00-	325.00	1.3
51020	PARKS IMPACT FEES	22,595.00-	372.60	1.6	1,882.91-	0.00	0.0
51030	POLICE IMPACT FEES	117,428.00-	33,114.00	28.2	9,785.67-	33,114.00	338.4
51040	FIRE IMPACT FEES	45,020.00-	2,066.25	4.6	3,751.67-	2,066.25	55.1
	Total EXPENDITURES	479,979.00-	36,333.25	7.6	39,998.25-	35,505.25	88.8
	Total IMPACT FEES	324,979.00-	14,674.33	4.5	27,081.58-	27,959.53	103.2

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140 POLICE DRUG FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
31610	LOCAL SALES TAX - CO. TRUSTEE	750.00	1,919.35-	255.9	62.50	1,844.35-	2951.0
35130	IMPOUNDMENT CHARGES	100.00	200.00-	200.0	8.33	100.00-	1200.5
35140	DRUG RELATED FINES	15,000.00	4,397.22-	29.3	1,250.00	1,429.22-	114.3
36100	INTEREST EARNINGS	200.00	0.00	0.0	16.67	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	500.00-	0.0	0.00	0.00	0.0
	Total REVENUES	16,050.00	7,016.57-	43.7	1,337.50	3,373.57-	252.2
	EXPENDITURES						
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	2,948.39	31.2	787.50-	1,171.94	148.8
	Total EXPENDITURES	9,450.00-	2,948.39	31.2	787.50-	1,171.94	148.8
	Total POLICE DRUG FUND	6,600.00	4,068.18-	61.6	550.00	2,201.63-	400.3

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200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	228,538.00	61,925.73-	27.1	19,044.83	32,362.26-	169.9
36100	INTEREST EARNINGS	43,806.00	288.44-	0.7	3,650.50	65.45-	1.8
	Total REVENUES	272,344.00	62,214.17-	22.8	22,695.33	32,427.71-	142.9
	EXPENDITURES						
49000	DEBT SERVICE	511,192.00-	82,207.88	16.1	42,599.33-	77,007.88	180.8
	Total EXPENDITURES	511,192.00-	82,207.88	16.1	42,599.33-	77,007.88	180.8
	Total DEBT SERVICE FUND (GENERAL)	238,848.00-	19,993.71	8.4	19,904.00-	44,580.17	224.0

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412 SEWER FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
33141	ARRA ASSISTANCE - COPES CROSSING PROJECT	31,005.00	0.00	0.0	2,583.75	0.00	0.0
34900	BULK DISPOSAL FEE	400.00	150.00-	37.5	33.33	150.00-	450.0
36000	OTHER REVENUES	11,500.00	0.00	0.0	958.33	0.00	0.0
36100	INTEREST EARNINGS	7,000.00	836.60-	12.0	583.33	173.51-	29.7
36350	INSURANCE RECOVERIES	0.00	64,637.54-	0.0	0.00	0.00	0.0
36920	SALE OF BONDS	1,844,687.00	606,451.00-	32.9	153,723.92	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	17,000.00	13,780.00-	81.1	1,416.67	3,025.00-	213.5
37220	ADMINISTRATIVE FEES	12,000.00	4,325.00-	36.0	1,000.00	1,250.00-	125.0
37230	SEWER USER FEES	1,950,000.00	333,364.61-	17.1	162,500.00	320.74	0.2
37298	CAPACITY FEES	110,000.00	27,702.50-	25.2	9,166.67	4,900.00-	53.5
37499	COMMITMENT FEES	87,500.00	0.00	0.0	7,291.67	0.00	0.0
37995	CONNECTION FEES	7,000.00	2,550.00-	36.4	583.33	450.00-	77.1
	Total REVENUES	4,078,092.00	1,053,797.25-	25.8	339,841.00	9,627.77-	2.8
	EXPENDITURES						
49000	DEBT SERVICE	712,389.00-	126,365.10	17.7	59,365.75-	30,290.82	51.0
52117	ADMINISTRATION AND GENERAL EXPENSES	522,455.00-	143,878.75	27.5	43,537.90-	20,432.95	46.9
52210	COLLECTION	1,916,205.00-	429,684.64	22.4	159,683.77-	31,755.73	19.9
52213	SEWER TREATMENT AND DISPOSAL	763,760.00-	133,266.31	17.4	63,646.66-	8,706.38	13.7
52223	DEPRECIATION	609,590.00-	253,995.85	41.7	50,799.17-	50,799.17	100.0
58801	ARRA ASSISTANCE - COPES CROSSING PROJECT	77,512.00-	744,618.55	960.6	6,459.33-	0.00	0.0
	Total EXPENDITURES	4,601,911.00-	1,831,809.20	39.8	383,492.58-	141,985.05	37.0
	Total SEWER FUND	523,819.00-	778,011.95	148.5	43,651.58-	132,357.28	303.2

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Fiscal Year Time Lapse: 41.66

416 HEALTHCARE FUND

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
36000	OTHER REVENUES	0.00	1,327.67-	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	400.00	19.94-	5.0	33.33	19.94-	59.8
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	823,399.00	394,205.82-	47.9	68,616.58	63,659.44-	92.8
	Total REVENUES	823,799.00	395,553.43-	48.0	68,649.91	63,679.38-	92.8
	EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	1,117,010.00-	446,554.87	40.0	93,084.16-	116,628.48	125.3
	Total EXPENDITURES	1,117,010.00-	446,554.87	40.0	93,084.16-	116,628.48	125.3
	Total HEALTHCARE FUND	293,211.00-	51,001.44	17.4	24,434.25-	52,949.10	216.7

Summary Financial Statement
NOVEMBER 30, 2010

Fiscal Year Time Lapse: 41.66

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date Percent Of Budget	NOVEMBER Estimate Avg/Mth	NOVEMBER Actual	NOVEMBER Percent Of Avg
	REVENUES						
34110	GENERAL SERVICES	300.00	50.00-	16.7	25.00	25.00-	100.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	14,850.00	9,125.00-	61.4	1,237.50	1,225.00-	99.0
36100	INTEREST EARNINGS	500.00	82.02-	16.4	41.67	15.80-	37.9
36340	SALE OF CEMETERY LOTS	8,500.00	12,750.00-	150.0	708.33	0.00	0.0
	Total REVENUES	24,450.00	22,007.02-	90.0	2,037.50	1,265.80-	62.1
	EXPENDITURES						
43400	CEMETERIES	17,549.00-	12,704.21	72.4	1,462.42-	0.00	0.0
	Total EXPENDITURES	17,549.00-	12,704.21	72.4	1,462.42-	0.00	0.0
	Total HILLCREST CITY CEMETERY	6,901.00	9,302.81-	134.8	575.08	1,265.80-	220.1

G/L Month: 11 NOVEMBER
Beginning Fund: 110 Beginning Function:
Ending Fund: 433 Ending Function: ZZZZZ

* End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....

December 8, 2010

MEMORANDUM

To: Angie Carrier, City Administrator
Board of Mayor and Aldermen

From: Candyce Shelton, Human Resources Director CS

Re: Amendment of the City of White House Personnel Manual, Section 7.10.5.1 under Use of City Vehicles and Equipment to include ERT Officers

---

I recommend to approve Resolution 10-18 to amend Section 7.10 (Use of City Vehicles and Equipment) of the Personnel Manual, specifically section 7.10.5.1, to include Emergency Response Team Officers. If permitted to take home vehicles, Emergency Response Team Officers would be able to respond directly to calls.

RESOLUTION 10-18

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel use of City vehicles and equipment to include Emergency Response Team individuals as employees required to commute to and from the workplace in a qualified, non-personal use vehicle;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating section 7.10.5.1 as detailed in the attachment.

This resolution shall be effective upon passage.

Adopted this 16th day of December 2010.

_____
John Decker, Mayor

ATTEST:

_____
Amanda Priest, City Recorder

7.10.5.1 The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. §1.274-5T(k., Reg. § 1.132-5(h):

- Animal Control Officer
- Police K9 Officer
- Police Patrol Division Supervisor
- Detective Sergeant
- Police Chief
- Fire Chief
- Fire Marshall
- Scheduled on-call utility worker
- Wastewater Collections Supervisor
- Emergency Response Team

ORDINANCES….

FINANCE….

MEMO

TO: Board of Mayor and Aldermen
FROM: Ron Bailey, City Engineer
DATE: December 16, 2010
SUBJECT: Street Acceptance

The Engineering Department has conducted a formal inspection of the roadway and drainage improvements associated with:

CPB Properties Subdivision

All roadway and drainage improvements in this phase are installed and in an acceptable condition. Any off-site roadway and drainage improvement requirements associated with this phase are also installed and in an acceptable condition. The Engineering Department **recommends acceptance** of the subdivision phase listed above with the following conditions:

1. Provide a **Maintenance Bond** for one year in the amount of **$ 13,600 .**
2. Provide a Performance Bond for Off-site Improvements for one year in the amount of $40,000 to insure the installation of turn lanes on Hwy 31.
3. Correct all issues before the Maintenance Bond expires.

Please see attached Street Acceptance Worksheet for quantities and values.

Street Acceptance Worksheet

Date: December 7, 2010

Subdivision / Phase: **CPB Properties**

Dedicated by: David Cochran

This letter is being submitted to the City of White House Planning Commission and the Board of Mayor and Alderman for acceptance of the rights-of-way, roadways, and improvements listed below.

Street Name: **Business Park Drive**

Beginning at: Hwy 31 EOP
Ending at: Station 4+60

Length (ft)	Width (ft)	ROW width (ft)	Curb (lf)	Sidewalk (lf)
442	varies	60	910	835

Costs:	Unit	Quantity	Rate	Cost
Land	Acre	.75	24,000	$18,000
Roadbed:				
Sub-grade	SY	442	46	$20,332
Stone Base	Ton	650	44	$28,600
Binder	Ton	140	30	$4,200
Surface:				
Tack Coat	Gallon	400	15	$6,000
Final Overlay	Ton	115	50	$5,750
Storm Drainage	LS	1	-	$40,000
Sidewalks	LF	835	8.982	$7,500
Curb and gutter	LF	910	5	$4,550
Signals	LS	-	-	$0
Decorative Street Lighting	EA	4	2,500	$10,000
Landscaping	LS	1	7,500	$7,500
Signage / Pavement Markings	LS	1	1,400	$1,400

Business Park Drive: $ 153,832

Total Cost for CPB Properties: $ 153,832

City of White House
TENNESSEE

Memo

TO: Board of Mayor and Alderman
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: December 8, 2010

SUBJECT: CWA 2009-246 Cope's Crossing Lift Station Change Order #5

I recommend approval of Change Order #5.

I would be happy to answer any questions you may have. Thank you.

McGill
ASSOCIATES

December 8, 2010

Bill Crusenberry
Director of Wastewater
City of White House
105 College Street
White House, Tennessee 37188

RE: Recommendation of Change Order No. 5

Dear Bill:

We hereby recommend the attached Change Order No. 5, which includes the addition of electrical service, a 15-inch gate valve, and a ¾-inch water service to the Copes Crossing Pumping Station; modifying the entrance to the pumping station and modifying a bore location due to rock conditions encountered during installation; and the installation of a gravity sewer service for White House High School. Change Order No. 5 adds a total of $53,500 to the current contract price of $1,061,817.60. The new contract price for the work is $1,115,317.60.

The current Contract Completion Date for the project is Change Order is March 2, 2011. The Contract Time for the work is not changed as a result of this change order.

Should you have any questions or need any additional information, please contact me at your convenience.

Sincerely,
McGILL ASSOCIATES, P. A.

Benjamin R. Simerl
Project Manager

Enclosure
06608/letters/bc08dec10.doc

McGill Associates, P.A. • P.O. Box 4187, Sevierville, TN 37864 • 248 Bruce Street, Sevierville, TN 37862
865-908-0575 • Fax 865-908-0110

COOK UTILITY CONSTRUCTION INC.
6682 LOVELL COOK RD.
SPRINGFIELD TENN. 37172
615-207-7209

December 7, 2010

Re-Change order # 5 for Copes Crossing Sewer Project

Electrical Service for Copes Crossing Pump Station including

Electrical bank on pole
300' of rock excavation for underground primary, including all labor& material needed to complete project.
TOTAL=$18,000.00
Gate valve at pumping station

Addition of 15'' Sewer gate valve at Pump-Station, including and all material & labor needed to complete project.
TOTAL =$8000.00
Water service to pumping station

Water service to Pump-station, including 600' of ¾ copper 1-¾ Back-flow and all material & labor needed to complete project TOTAL=$11,500.00

Connecting Existing sewer taps from white house high school to new gravity sewer line.

All labor and material needed to connect 2-sewer taps to new man-hole including inside drop in new man-hole

TOTAL=$4,000.00

Bore on Tyree springs.

Change to bore elevation due to unsuitable boring conditions.

TOTAL= $8,000.00

Change of entrance to pump-station

Change of entrance to new pump-station to, allow better access including rock excavation.

TOTAL=$4,000.00

Total of all change orders

TOTAL=$53,500.00

Thanks,
Brian Cook
CUC Inc.

Change Order
No. 5

Date of Issuance: _____ Effective Date: _____

Project: Copes Crossing Sewage Pumping Station, Gravity Sewer, and Force Main	Owner: City of White House	Owner's Contract No.:
Contract:		Date of Contract: 01/27/2010
Contractor: Cook Utility Construction, Inc.		Engineer's Project No.: 06608

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Addition of work to the project scope as detailed in the attached description.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times: ☐ Working days ☐ Calendar days
$893,022.60	Substantial completion (days or date): 7/15/10
	Ready for final payment (days or date): 7/15/10
Increase from previously approved Change Orders No. 1 to No. 2:	Increase from previously approved Change Orders No. 1 to No. 4:
$168,795.00	Substantial completion (days): 210
	Ready for final payment (days): 210
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
$1,061,817.60	Substantial completion (days or date): 03/02/11
	Ready for final payment (days or date): 03/02/11
Increase/Decrease of this Change Order:	Increase of this Change Order:
$53,500.00	Substantial completion (days or date): 0 days
	Ready for final payment (days or date): 0 days
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
$1,115,317.60	Substantial completion (days or date): 03/02/2011
	Ready for final payment (days or date): 03/02/2011

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: _____
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: 12/8/10	Date: _____	Date: _____

Approved by Funding Agency (if applicable): _____ Date: _____

City of White House
TENNESSEE

Memo

TO: Board of Mayor and Alderman
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: December 7, 2010

SUBJECT: Amendment to Task Order #2 Cope's Crossing Lift Station

---

I recommend approval of this amendment. As the Board is aware the Engineer's have had to complete several re-designs and surveys during the construction of this project due to issues with land acquisition, utility conflicts and changes in requirements.

The amendment also includes $10,000.00 to design and survey an additional gravity line along Meadows Drive to the project. I have talked to Emily Kelly with the SRF loan program and adding this line to remove more service connections away from North Palmers Vacuum Station will not be a problem to get included. We have two loans funding the project totaling $1,360,000.00 with the following projection in cost:

Current Contract amount	$1,061,817.60
Change Order #5	$53,500.00
Amendment to task order #2	$38,000.00
Cost of upcoming water line relocation	$26,000.00
Received disbursement from SRF2010-256 For engineering costs	$57,204.00
Possible change order for creek crossing	$17,000.00
Projected cost of additional 1,400LF of eight-inch gravity sewer main	$131,500.00
TOTAL COST	**$1,385,021.60**

This will create a re-budget of $25,021.60 to local share which will come from our operating budget and as you were informed during our budget retreat we always intended to put the recovered engineering cost back into the system. Drawing attached.

I will be happy to answer any questions you may have. Thank you

TASK ORDER 2007-02

This is Task Order No. 2007-2, consisting of 3 pages.

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated _____ ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

   A. Title: Copes Crossing Lift Station and Sewer Lines

   B. Description: The project consists of the design, permitting, bidding/award, and construction phase services for the construction of a new sewer lift station to service the proposed Cope's Crossing and BrookHaven subdivision developments and the extension of gravity sanitary sewer and existing force main collection lines. The project will provide gravity sanitary sewer service to the existing customers along Tyree Spring Road.

   A sewer lift station will be designed for the above referenced developments east of the intersection of Raymond Hirsch Parkway and Tennessee State Route 258 and north of White House High School. A new 8-inch sewer line will convey flow by gravity from the proposed Cope's Crossing subdivision, under Tyree Springs Road, and following the unnamed tributary of Honey Run, approximately 1,200 linear feet to the east side of the City's greenway. The flow from the existing Tyree Springs Lift Station will be conveyed to the Cope's Crossing Lift Station via a combination of new force main and gravity sewer collection lines along Tyree Springs Road. The exact length of the proposed sewer line will be determined during the design phase, but for the purposes of this task order we have assumed the total length to be approximately 3,300 linear feet.

   The new lift station will be designed to accommodate the Cope's Crossing and BrookHaven developments, White House High School and Middle School, other areas of potential future gravity sewer extensions, and the flow from the existing Tyree Springs Lift Station. The project also includes demolition of the existing Tyree Springs Lift Station.

2. **Services of Engineer**

   The ENGINEER will perform all applicable services from the following phases as detailed in Exhibit A – Schedule of Engineer's Services:

   Part 1 – Basic Services
   A.1.02 – Preliminary Design Phase
   A.1.03 – Final Design Phase
   A.1.04 – Bidding or Negotiating Phase
   A.1.05 – Construction Phase
   A.107- Easement Survey and Plats

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3. **Owner's Responsibilities**

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

4. **Times for Rendering Services**

The ENGINEER will be obligated to render services hereunder for a period which may reasonably be required for the services described herein. The ENGINEER may decline to render further services hereunder if the OWNER fails to give prompt approval of the various phases as outlined. Upon receiving a written authorization to proceed, the ENGINEER shall provide the OWNER with a written schedule of completion for the services so authorized.

5. **Payments to Engineer**

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

Category of Services	Compensation Method		Lump Sum, or Estimate of Compensation for Services
Basic Services			
Preliminary Design Phase	A.	Lump Sum	$18,750.00
Final Design Phase	A.	Lump Sum	$41,650.00
Bidding or Negotiating Phase	A.	Lump Sum	$7,500.00
Construction Phase	A.	Lump Sum	$12,900.00
Easement Surveys and Descriptions	A.	Lump Sum	$600 each
Additional Services	B.	Standard Hourly Rates	

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

6. **Consultants:** None

7. **Other Modifications to Agreement:** None

8. **Attachments:** None

9. **Documents Incorporated By Reference:** None

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TASK ORDER 2007-02

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

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

OWNER: City of White House, Tennessee	ENGINEER: McGill Associates, P.A.
By: _____	By: _____
Name: _____	Name: Gary R. McGill, P.E.
Title: _____	Title: Principal
	Engineer License or Firm's Certificate No. (if required by law): Firm #2784
	State of : Tennessee
Date Signed: _____	Date Signed: _____
Address for giving notices:	Address for giving notices:
_____	McGill Associates, P.A.
_____	P.O. Box 4187
_____	Sevierville, Tennessee 37864-4187
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
_____	Thomas M. Bennett
Title: _____	Title: Principal
Phone Number: _____	Phone Number: 865-908-0575
Facsimile Number: _____	Facsimile Number: 865-908-0110
E-Mail Address: _____	E-Mail Address: tom@mcgillengineers.com

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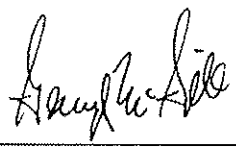
AMENDMENT NO. 1
AGREEMENT FOR ENGINEERING SERVICES
TASK ORDER NO. 2 – COPES CROSSING LIFT STATION AND SEWER LINE

1. **Background Data**
   a. Effective Date of Owner-Engineer Agreement: December 20, 2007
   b. Owner: City of White House, Tennessee
   c. Engineer: McGill Associates, P.A.
   d. Project: Copes Crossing Lift Station and Sewer Line

2. **Nature of Amendment**
   ☒ Modifications to Services of Engineer
   ☒ Modifications to Payment to Engineer

3. **Description of Modifications**
   Attachment 1, "Modifications"
   Amendments to the Agreement for Engineering Services

Owner and Engineer hereby mutually agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER: City of White House, Tennessee	ENGINEER: McGill Associates, P.A.
	
By: _____	By: Gary R. McGill, P.E.
Title: _____	Title: Principal
Date Signed: _____	Date Signed: 12/6/10

This is **Attachment 1,** consisting of 1 page1,
to Amendment No. 1, dated _____.

MODIFICATIONS

The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:

- Amend Section 1. B. Description. by adding the following after the third paragraph to clarify the additional services required on the project:

  Multiple realignments of the Copes Crossing Gravity Sewer Line and Force Main were required to obtain final approval of the project from property owners and permitting agencies. These realignments were required after the initial project design was complete and the project had been awarded for construction. These realignments were expedited to facilitate meeting the funding agency requirements pertaining to the start of construction. This work was performed as an additional service of the Engineer under the original design contract.

  The Copes Sewer project will also include survey, design, and permitting of an additional gravity sewer line extension along Meadows Drive from the intersection of Meadows Drive and Tyree Springs Road to the intersection of Meadows Drive and Pantana Drive, a distance of approximately 1,600 linear feet.

- Amend Section 5 – Payments to the Engineer, by adding the following lines:

  Additional Services – Copes Sewer Line Design
  Final Design Phase $28,000

  Meadows Drive Sewer Line Extension
  Preliminary and Final Design Phases $10,000

This change increases the maximum not to exceed fee for project $38,000.

This will remove 48 service connections from the N. Palmers vacuum system.

City of White House
TENNESSEE

Memo

TO: Board of Mayor and Alderman
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: December 8, 2010

SUBJECT: E-505 Task Order- No. 10 - Wastewater System Master Plan Update

---

After completion of this year's Green ARRA/SRF funded project we will have completed 58% of the five-year primary focus of the Wastewater Master Plan of Service. Due to the change in our growth rate, uncertainty of the current economy and which agency we will obtain monies from, I recommend we update our Master Plan of Service.

I will be happy to answer any questions you may have. Thank you

TASK ORDER 2007-10

This is Task Order No. 2007-10, consisting of 3 pages.

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 20, 2007 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

   A. Title: Wastewater System Master Plan Update

   Description: The project consists of updating the City's 2007 Wastewater System Master Plan to current conditions, including accounting for work completed since the original plan's adoption by the City, accounting for current and projected growth in the City its planning areas, and documenting the evolving needs of the City's wastewater collection and treatment system. The updated plan will include an updated capital improvements plan and presentation of the plan to the City's BOMA and participation in any public meetings about the updated plan.

2. **Services of Engineer**

   The ENGINEER will perform all applicable services from the following phases as detailed in Exhibit A – Schedule of Engineer's Services:

   Part 1 – Basic Services
   A.1.01 – Study and Report Phase

3. **Owner's Responsibilities**

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

4. **Times for Rendering Services**

   The ENGINEER will be obligated to render services hereunder for a period which may reasonably be required for the services described herein. The ENGINEER may decline to render further services hereunder if the OWNER fails to give prompt approval of the various phases as outlined. Upon receiving a written authorization to proceed, the ENGINEER shall provide the OWNER with a written schedule of completion for the services so authorized.

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5. **Payments to Engineer**

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

Category of Services		Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services			
Study and Report Phase	A.	Lump Sum	$25,000.00
Additional Services	B.	Standard Hourly Rates	

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

6. **Consultants:** None

7. **Other Modifications to Agreement:** None

8. **Attachments:** None

9. **Documents Incorporated By Reference:** None

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TASK ORDER 2007-10

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

The Effective Date of this Task Order is _____, 2010.

OWNER: City of White House, Tennessee	ENGINEER: McGill Associates, P.A.
By:	By:
_____	_____
Name: _____	Name: Gary R. McGill, P.E.
Title: _____	Title: Principal
	Engineer License or Firm's Certificate No. (if required by law): Firm #2784
	State of : Tennessee
Date Signed: _____	Date Signed: _____
Address for giving notices:	Address for giving notices:
_____	McGill Associates, P.A.
_____	P.O. Box 4187
_____	Sevierville, Tennessee 37864-4187
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
_____	Benjamin R. Simerl
Title: _____	Title: Senior Project Manager
Phone Number: _____	Phone Number: 865-908-0575
Facsimile Number: _____	Facsimile Number: 865-908-0110
E-Mail Address: _____	E-Mail Address: ben.simerl@mcgillengineers.com

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OTHER BUSINESS…

DISCUSSION ITEMS….

OTHER INFORMATION....