

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
April 26, 2011
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 March 17, 2011 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 11-06** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board. *Second Reading*.
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 11-05** - A resolution amending the schedule of fees for Hillcrest Municipal Cemetery.
 - b. **Resolution 11-06** - A resolution ratifying continued membership in the Regional Transportation Authority of Middle Tennessee.
 - c. **Resolution 11-07** - A resolution approving transfer of the City of White House dispatch employees to the City of Springfield, TN.

11. Consideration of the Following Ordinances:

- a. **Ordinance 11-06** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board. *Second Reading*.
- b. **Ordinance 11-07** - An ordinance adopting the Property Tax Freeze Program as provided for in 2007 Public Chapter 581. *First Reading*.

12. Finance

- a. To approve or reject McGill and Associate's recommendation of Reynolds Electric, LLC's bid for the Municipal Football Field Lighting Project.
- b. To approve or reject an increase of \$5,545.16 for Florence & Hutcheson's CEI Services for the Calista Road ARRA Project. The Planning and Codes Director recommends approving the increase.
- c. To approve or reject Tax Freeze Agreement between Sumner County, TN, and the City of White House.

13. Discussion Items

14. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
March 17, 2011
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Mayor Arnold at 7:00 p.m.

2. Prayer / Pledge

Prayer and Pledge to the American Flag by Mayor Arnold.

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the February 17, 2011 meeting.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **February 17, 2011 minutes were adopted.**

6. Welcome Visitors

7. Public Hearings

- a. **Ordinance 11-05** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. *Second Reading.*

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

City Administrator Angie Carrier announced that the new census data revealed that White House has a current population of 10,255.

City Administrator Angie Carrier provided a reminder that the Budget Work Session was scheduled for Wednesday, March 23rd and Thursday, March 24th.

City Administrator Angie Carrier provided a reminder that the Chamber of Commerce's banquet was scheduled for Thursday, March 23rd.

City Administrator Angie Carrier provided an update regarding the 911 Consolidation with Robertson County.

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:

- a. **Resolution 11-03** - A resolution approving certain amendments and revisions to the personnel manual.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Resolution 11-03 was approved.**

- b. **Resolution 11-04** - A resolution establishing a revised schedule of fees for Parks and Recreation Co-Sponsored Leagues.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 11-04 was approved.**

11. Consideration of the Following Ordinances:

- a. **Ordinance 11-05** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. *Second Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 11-05 was approved on Second Reading.**

- b. **Ordinance 11-06** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote

was called for with all members voting aye. **Ordinance 11-06 was approved on first reading.**

12. Finance

- a. To approve and adopt or reject the Fiscal Year Ending 2010 audit report presented by Crosslin & Associates.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **The Fiscal Year Ending 2010 audit report was approved.**

- b. To approve or reject Reynolds Electrical Contractors, LLC bid for the Municipal Park Electrical Panel Replacement.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Reynolds Electrical Contracts, LLC bid of \$20,400 was approved.**

- c. To approve or reject SHERRILL MORGAN's recommendation for health administrative services provider.

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Meritain Health's bid of \$26,373 was approved.**

13. Other Business

- a. Board Appointments

- i. Beer Board

1. Farris H. Bibb, Jr. - Reappointing - Expires with Term

- ii. Board of Zoning Appeals

1. John Decker - Replacing Mike Arnold - Expires with Term

- iii. Leisure Services Board

1. Farris H. Bibb, Jr. - Reappointing - Expires with Term
2. Mike Arnold - Replacing John Decker - Expires with Term

- iv. Library Board

1. Dave Paltzik - Replacing Jim Bracey - Expires with Term

- v. Planning Commission

1. Mike Arnold - Reappointing - Expires with Term

- vi. Museum & Welcome Center Board

1. John Decker - Reappointing - Expires with Term

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **All board appointments were approved.**

14. Discussion Items

a. Church of Christ Spring Street Request

It was decided that the City will work with the Church on costs of survey, that the City will look at making improvements on Spring Street in the future, and that the City will investigate safety concerns discussed.

15. Adjournment

The meeting was adjourned at 8:25 p.m.

Mike Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

REPORTS....

**City of White House
General Government Department
March 2011**

Administration

The staff kicked off the month of March with the orientation of the newly appointed alderman for Ward 3, Dave Paltzik. Staff reviewed all the functions of departments, Sunshine Law, the charter, form of government, and an overview of the budget and on-going projects.

The City Administrator attended the Tennessee Municipal Legislative Conference with Aldermen Bibb and Hutson in Nashville. A brief overview was presented of the legislative agenda for the upcoming session from our state legislators as well as newly appointed state staff.

The Robertson County Industrial Development Board sent representatives to meet with the City Administrator and Mayor regarding White House and the County working together with economic development. It was a good meeting and both parties are looking forward to the new relationship. Both Robertson and Sumner County held a three star strategic planning workshop this month to review progress and evaluate goals.

Leadership Sumner visited White House on Government Day. The Mayor and City Administrator talked with them briefly, and then they visited the public safety departments.

The City Administrator attended the ICMA Southeast Summit in Asheville, North Carolina. There were business meetings to discuss affiliation agreements with the state associations and the new nominating process for board appointments. We also discussed leadership styles and self-evaluated our own styles and how we can improve with our staff.

The City Administrator met with those department heads that wanted to present non-CIP projects for approval. These projects were discussed and prioritized. The Board of Mayor and Aldermen met in budget work session this month for two full days. They also met to discuss the updates to the Wastewater Master Plan.

Both Chiefs and the City Administrator attended the Robertson County E-911 Board meeting to have the City approved in the consolidation efforts of Robertson County.

The BMA and CA attended the Chamber of Commerce Banquet this year. It was great food and fun. Congratulations to our Leisure Services Chairman Fran Hutson for the Community Service Award and Alderman Decker for best costume.

The Planning Director and City Administrator met with TDOT officials of the Local Programs office to discuss the City's enhancement and ARRA projects that were managed by the City Engineer. Both the Planning Director and CA are dividing the duties on these projects.

**City of White House
General Government Department
March 2011**

Website Management			
	March	FY 10 - 11	FY 09 - 10
Number of Internal Requests for Website Updates	12	92	73
Visits	7,410	63,530	89,307

Our city website has had 7,410 visits during the month of March, which was an increase of 1,201 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	2,304
Oak Ridge, TN	1,349
Gallatin, TN	299
Hendersonville, TN	261
White House, TN	184
Franklin, KY	162
Brentwood, TN	96
Clarksville, TN	67
Williamson County, TN	63
Madison, TN	61

Did you know 32% of this month's visitors accessed the City's website directly and 40% 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 60 different countries from around the world.

**City of White House
Finance Department
March 2011**

Finance Section

Delinquent property tax payments continued to trickle in during March. There is currently 7% outstanding, which puts us exactly in line with where we have been for the last two years. However, the delinquency rate continues to be about 4% higher than pre-recession rates.

The Finance Director continued to be extremely busy in March with the budget schedule in full swing. Revenue projections were completed and submitted to the City Administrator for every fund, expense projections were completed for the current fiscal year, and preparations were made for the new board member orientation, and the budget retreat. The Finance Director also met with each member of the department to discuss performance evaluations, and the merit increases that were awarded.

There were a number of training opportunities for Finance staff during the month of March. The Finance Director attended the Tennessee Government Finance Officers Association Spring Institute in Chattanooga. Topics discussed included Economic Development Strategies, Health & Wellness – Containing Costs, Future of Public Retirement Plans & Changes in Accounting, and Debt Policy Development. The Purchasing Coordinator attended a webinar entitled How to Write a Request for Proposals That Will Get You What You Want, and attended a one day class on filing Unclaimed Property with the State of Tennessee. The Court Clerk attended the Court Clerks Conference in Franklin. The main topics for the conference were: Courtroom Security, Defensive Driving Course: TCA 55-10-301 (The city is in compliance with this new law), Open Records, and Department of Safety updates for their website.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$1,987,947.16	\$1,785,764.72
Sanitation	\$124,617.78	\$270,588.20
Wastewater	\$279,156.45*	\$1,001,242.47

- All Fund Balances are bank balances reported as of April 14, 2011.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$238,695.79.

Payroll

No. of Payrolls	No. of Checks & Direct Deposits	No. of adjustments	No. of Void Checks
2 regular	2 paper checks 202 direct deposits	2 Retroactive Adjustments for Holiday pay	0 Voids

**City of White House
Finance Department
March 2011**

Accounts Payable

	March	FY	Last March	Last FY
Total Invoices Processed	357	2,785	257	2,847

Call and Counter Logs

	Finance	Admin.	Planning /Codes	HR	Parks	PD	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	230	31	45	14	67	7	6	21	3	5	23	452
Customers	112	2	4	4	4	0	0	4	3	0	16	149

	Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls		1	8	71	86	57	7	230
Customers		0	13	17	67	15	0	112

Purchase Orders

Codes	3	\$88.33
Fire	8	\$3,975.98
Police	26	\$7,116.54
Human Resources	0	\$0.00
Engineering	0	\$0.00
Administration	6	\$213.91
Finance	3	\$74.58
Court	1	\$26.34
Library	4	\$857.95
Waste Water	41	\$179,402.35
Public Works	3	\$6,526.59
Sanitation	3	\$2,828.73
Parks	39	\$7,232.76
Bldg. Maintenance	1	\$92.70
Cemetery	1	\$25.16
Total	139	\$208,461.92
Void	8	

**City of White House
Finance Department
March 2011**

Purchase Orders Continued

	Number of PO'S	Value of PO's
Purchase Orders \$0 - \$999	121	\$27,462.47
Purchase Orders \$1000 - \$9999	17	\$32,979.45
Purchase Orders Over \$10,000	1	\$148,020.00
Total	139	\$208,461.92

Emergency Purchase Orders – March

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
15621E	Craig Johnson Construction	4" valve, mobilization	\$1,550.00	605 Hwy 76 and Industrial	Wastewater
15755E	O'Reilly Auto	Battery and booster cable	\$125.86	Vehicle #205	Wastewater
15748E	Craig Johnson Construction	Mobilization	\$2,820.00	North Palmer's Chapel, broken main	Wastewater
15747E	Craig Johnson Construction	Gravel, concrete, fiberglass	\$1,855.00	Heritage Middle School	Wastewater
15618E	Richards Septic Tank Service	Pumped tank	\$1,390.00	Worthan Pkg.	Wastewater
15760E	Rogers Group	Gravel	\$1,008.02	North Palmers Chapel	Wastewater

Business License Activity

Opened	Closed	
7	0	
Cumulative Information		
Class	Total Licenses	Delinquencies
1	49	46
2	138	68
3	281	168
4	212	128
Total	680	410
Delinquency Rate		61%

Worthan

**City of White House
Finance Department
March 2011**

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15 (1 st Offense)	3
Child Restraint-under 4	0
Anti-Noise Regulations	0
Improper Backing	0
Failure to Yield Right of Way	5
Financial Responsibility Law	53
Following Too Closely	1
Motor Vehicle Requirements	1
Improper Passing	1
Drivers Exercise Due Care	13
Codes Violations/Animal Control	1
Drivers License Law	1
Stop Signs	3
Open Container Law	0
Parking Violation	1
Vehicle Registration Law	13
Seat Belt Violation – 18 and Older	27
Speeding	58
Careless Driving	3
Disobedience to Traffic Control Device	3
Enter Access Roadway	0
Move Over Law	1
Total	188

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	75
Guilty as Charged	13
Dismissal	6
Dismissed upon presentation of insurance	35
Not Guilty	0
Dismissed to Traffic School	25
Dismissed with Costs and Fines	28
Dismissed with Costs	6
Dismissed with Fines	0
Case Transferred to County	0
Dismissed with Public Service	0
Total	188

**City of White House
Human Resources Department
March 2011**

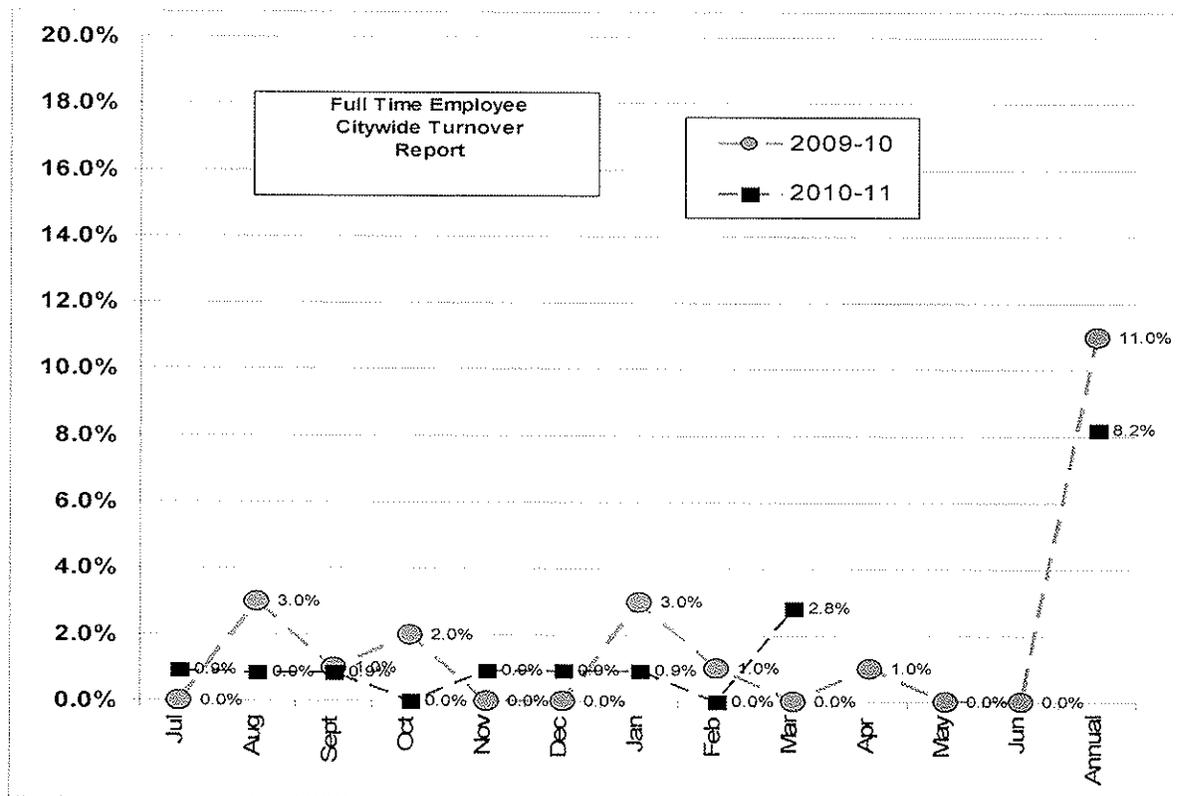
Human Resources

- Collected and reviewed performance appraisals; determined and distributed pay increases
- Assisted in conducting police officer and reserve officer interviews; offer extended to Melissa Taylor for full-time officer position
- Selected and implemented new TPA, Meritain Health

Key Performance Indicators (Performance Measurements)

Citywide Turnover

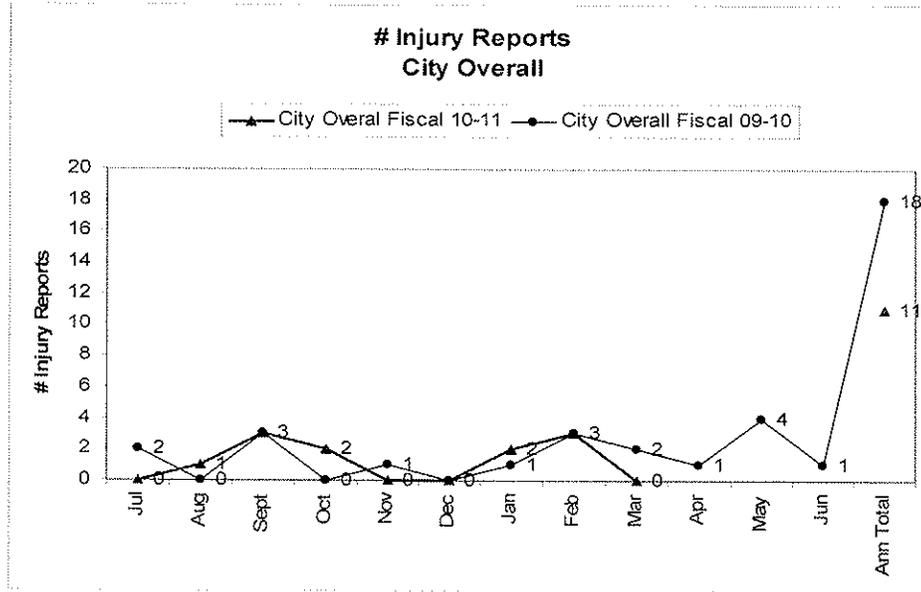
- Turnover overall for month of March 2011 was **2.8%**, up from March 2010 (**0%**).



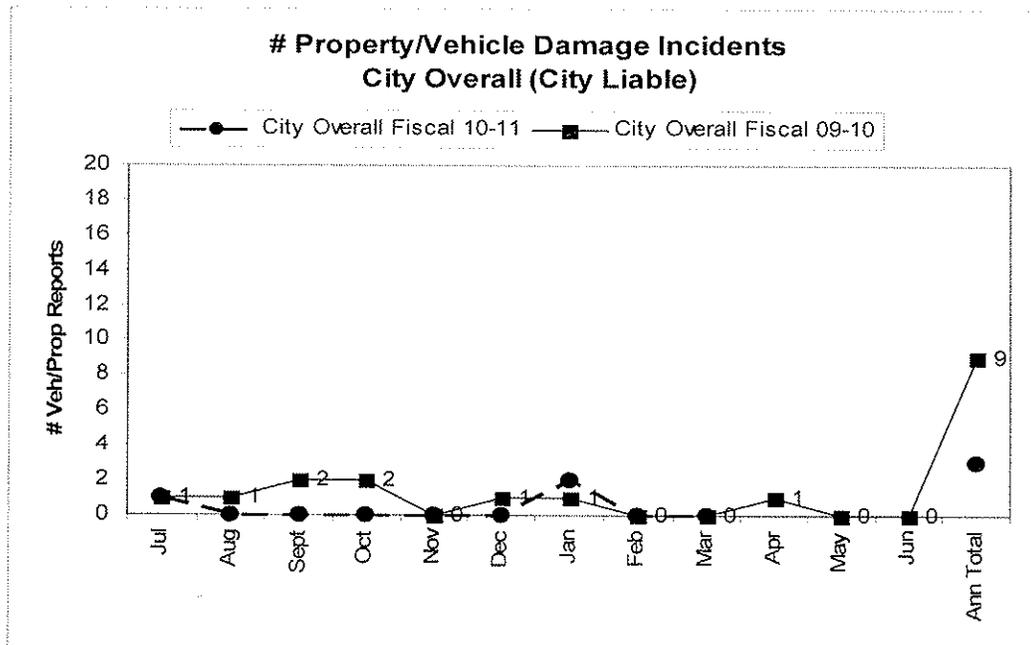
**City of White House
Human Resources Department
March 2011**

Safety

- Accidents resulting in injury in March 2011 were **0**, down from March 2010 (**2**).



- Vehicle/Property damage for the month of March 2011 was **0**, consistent with March 2010 (**0**).



**City of White House
Police Department
March 2011**

Departmental Highlights

- Interviews were conducted at the end of March to fill the frozen police position. The candidate chosen to fill that position is Melissa Taylor. She will start with the police department on April 25th.

Meetings/Civic Organizations

- Chief Herman attended the following meetings in February: Robertson County 911 Board, CPIT Management Meeting, Tennessee Crime Prevention Coalition, and Tennessee Crime Prevention Coalition Conference Meeting.
- Captain Mingledorff attended the following meetings in February: Chamber of Commerce (preparation and set-up) and Rotary Club weekly meetings.

Police Department Administration Performance Measurements

1. ***Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.*** This is ongoing. Policies are being reviewed and standard files are beginning to be put together. We have met benchmark reporting requirements.
2. ***Acquire grant funds to unfreeze the police patrol officer position.*** The City Administrator has determined that the position could be unfrozen. Interviews were conducted at the end of March. The new officer is expected to start April 25th.
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 74 per 1, 000 population during the calendar year of 2011.***

Group A Offenses	March 2011	Per 1,000 Pop	Total 2011	Per 1,000 Pop
<i>Serious Crime Reported</i>				
Crimes Against Persons	9	<1	33	3
Crimes Against Property	32	3	92	9
Crimes Against Society	17	2	68	7
Total	58	6	193	19
Arrests	29		112	

**U.S. Census Estimate 2009 – 10,316.*

**City of White House
Police Department
March 2011**

4. *Maintain or exceed a Group A crime clearance rate at the three-year average of 50% during calendar year 2011.*

2011 CLEARANCE RATE		
Month	Group A Offenses	YTD
February	61%	64%

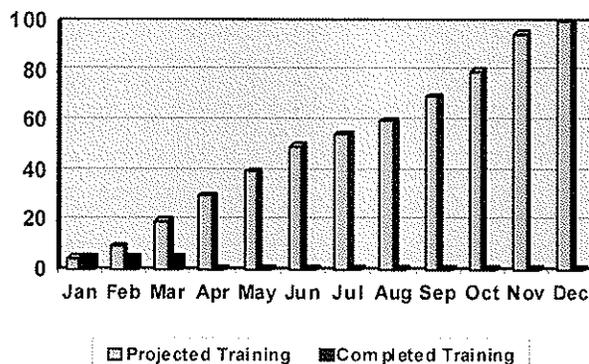
5. *Maintain a traffic collision rate at or below the three-year average of 278 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2011.*

	March 2011	TOTAL 2011
Traffic Crashes Reported	19	71
Enforce Traffic Laws:		
Written Citations	154	489
Written Warnings	54	134
Verbal Warnings	202	814

6. *Maintain an injury to collision ratio of not more than the three-year average of 17% by selective traffic enforcement and education during the calendar year 2011.*

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
March 2011	19	3	16%	19%

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



**City of White House
Police Department
March 2011**

March Training Hours:

Administration – 8 hours

K9 – 8 hours Monthly Training

Patrol Division Performance Measurements

1. ***Acquire and place into service one Police Patrol Vehicle by October 5, 2010.***
The 2011 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 Sgt. Dan Hunter and Sgt. 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.***
Funding of \$4,992.20 allowed us to purchase one in-car digital camera and items of equipment for our advanced accident investigation to use at fatal and serious crashes. The camera has been installed in the new police vehicle and is now operational. The crash investigation tools have been distributed and our operational. Submission for reimbursed is forthcoming from the High Visibility Law Enforcement Campaign Grant.
Complete.

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.***
The first Compliance check of the Fiscal Year was completed on December 30th. There are nineteen establishments in the city that sell alcohol. Two establishments had closed for business for the day. One establishment, Pizza Hut, failed compliance.

Staffing

- ***Volunteer Reserve Officers***
 - i. On March 30, the Police Reserves had classroom Defensive Tactics training.

- ***K-9***
 - i. Officer Jason Ghee and Nike completed their 8 hours of monthly training.

- ***Sumner County Emergency Response Team***
 - i. The ERT responded to a High Risk Welfare Check on March 8th.
 - ii. On March 18th, the ERT had 8 hours of training in Chemical/Less Lethal Munitions.

**City of White House
Police Department
March 2011**

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 currently waiting on getting the radio system operational with the Robertson County 911 Communications Center. We attended the 911 Board meeting to stay current with decisions being made in reference to the Center. Contract decisions have been made pending legislative approval.

Communications Section

	March 2011	YTD
Calls for Service	803	2,611
911 Calls	41	99
Alarm Calls	27	63

Animal Control

	March 2011	YTD
Complaint Calls	30	89
Animal Contacts	15	45
Returned to Owner	3	10
Sent to County Impound	2	13
Adopted	0	0
Animal Bite Incidents	0	0
Traps Set	6	6

Request for Reports

	March 2011	FY 2010-2011
Requests for Reports	28	515
Amount taken in	\$60.55	\$600.60
Tow Bills	\$0.00	\$1,255.00
*Emailed at no charge	17	
Storage Fees	\$0.00	**

* Collection of data began January 2011

**City of White House
Police Department
March 2011**

Staffing

Volunteer Police Explorers

- In March, the Police Explorers trained on the Firearms Simulator and had a pizza party.

Item(s) sold on Govdeals:

Nothing sold during the month of March.

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.*** The D.A.R.E. program resumed February 28th at White House Middle School. Captain Mingledorff is instructing the ten week course to six fifth grade classes (180 students). Graduation is set for May 17th.
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. The 12th Annual event is scheduled for Monday, September 5, 2011.***
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** The eleventh annual Citizen Police Academy class began on Tuesday, February 22nd. There are 26 citizens attending. Classes are held once a week for three hours for ten weeks. Graduation is set for April 26th.
4. ***Participate in a joint community event monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - ***Captain StreetSmart*** – Captain Mingledorff read to Mrs. Brown's twenty-six first grade students at H. B. Williams elementary school in support of the "Read Across America" program on Tuesday, March 1st. Captain Mingledorff also talked to the students about Stranger Danger and the importance of seat belts and bicycle helmets.
 - ***Defensive Driving Course*** – Sgt. Dan Hunter instructed 27 people in the Defensive Driving Course (Traffic School) on March 10th.
 - ***Wheels In Motion*** – The White House Rotary Club and Captain Mingledorff presented 3 bikes and 3 helmets to the elementary student award winners at H. B. Williams, White House Heritage and Robert F. Woodall Elementary Schools on Thursday March 24th.
 - ***S.P.E.A.R.E*** – Sgt. Enck instructed 22 students at Heritage High School on March 22nd. On March 26th he instructed 12 women at the White House First United Methodist Church.

**City of White House
Fire Department
March 2011**

Summary of Month's Activities

Fire Operations

The department responded to 64 requests for service during the month with 48 responses being medical emergencies. The department responded to 2 vehicle accidents with reported injuries. Three patients were transported to area hospitals. The Department responded to a grass fire and a trash fire during the month. Neither incident had injuries or property damage reported.

Fire Administration

- On March 2nd Fire Marshal Sisk participated in the "Read Across America Program" at H.B. Williams School.
- On March 2nd Chief Palmer attended the New Aldermen Orientation at Fire Station 2.
- On March 8th Chief Palmer and Fire Marshal Sisk attended the annual Fire Department Day on the Hill at the State Capital.
- On March 10th Chief Palmer met with Tennessee OSHA at the Public Works facility.
- On March 15th Chief Palmer, Angie Carrier, and Chief Herman attended the Robertson County 911 Meeting.
- On March 21st Chief Palmer met with a representative of the Red Cross at City Hall for an inspection of the shelter facility.
- On March 23rd and 24th Fire Marshal Sisk attended the Tennessee Interoperability Conference in Franklin, TN.
- On March 22nd and March 31st Fire Marshal Sisk attended the Fire Corps meetings at fire station 2.
- On March 29th Chief Palmer, Fire Marshal Sisk attended a Tennessee OSHA class on Occupational Safety and Health at Volunteer State Community College in Gallatin, TN.

Update on the Department's Goals and Objectives

- 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.)**
- Complete pre-incident surveys of all commercial and industrial properties in the City by May 1st, 2011. **(This project is currently in progress.)**
- Provide information to the ISO Community Outreach Program to assist in future ISO evaluations by March 1st, 2011. **(This project is currently in progress.)**

**City of White House
Fire Department
March 2011**

Departmental Highlight

The highlight for March would be the training on March 28th. The Volunteer Training meeting was conducted and the topic was Ventilation Practices (Positive Pressure, Horizontal, and Vertical). The volunteer and career firefighters participated.

Department Cost Saving Report

We have had some problems with the Personal Alert Systems on our self contained breathing apparatus. It became apparent an upgrade was necessary to maintain firefighter safety standards. At first, the cost quoted was \$200.00 per unit. Due to the quote price, a decision was made to contact the factory representative. The factory representative was able to help by reducing the cost to \$75.00 per unit for a total project cost of \$1350.00. This created a savings of \$2250.00.

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	3
Cooking/Electrical Fires	0	Vehicle Accidents(With injuries)	2
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	2	False Alarms/Calls	6
Hazmat	0	Assist other Governmental Agency	0
Other Calls	3	Total Responses for the Month	64
Emergency Medical Responses	48	Total Responses Year to Date	620

Fire Fighter Training

Total Training Man-hours for the Month	421	Total Training Man-hours Year to Date	3353
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Fire Inspection

Fire Inspections	9	Year to Date	76	Plat / Plan Reviews	0	Year to Date	6
Fire Investigations	0	Year to Date	9	Fire Preplans	2	Year to Date	9

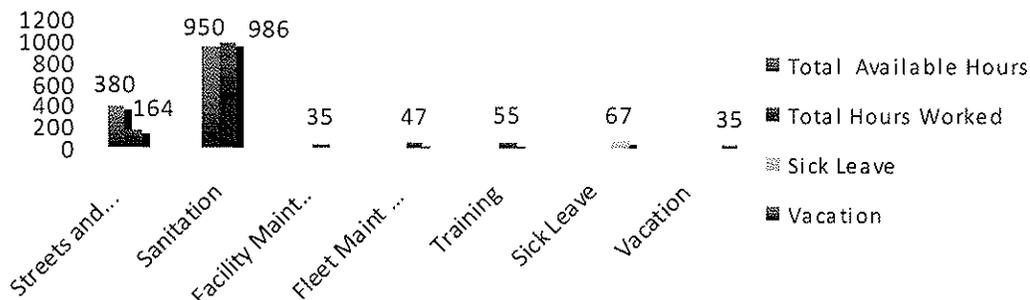
Public Fire Education

Participants	281	Education Hours	9.5
Participants Year to Date	5125	Education Hours Year to Date	98.5
Number of Occurrences	5	Number of Occurrences Year to Date	60

**City of White House
Public Works Department
March 2011**

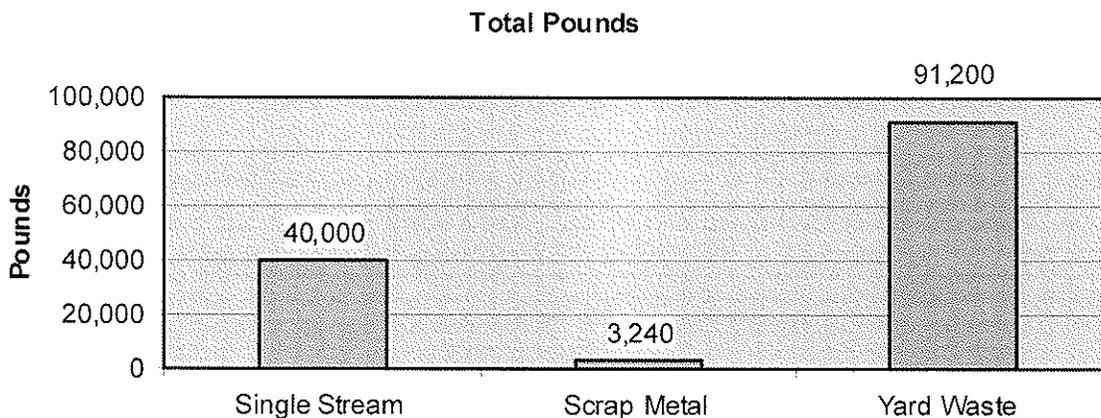
Monthly Performance Indicators

Utilization of Man Hours



The above chart represents the number of man hours vs. the total number of hours worked for the month of February 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

No citizens utilized our Convenience Center for the month of March. Total revenue received \$324.00 from the recycling of steel. Total operating cost for the month of March to be determined.

**City of White House
Public Works Department
March 2011**

City of White House Clean up days

For the month of March there were a total of 70 citizens who took advantage of the free drop off service provided by the City. 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 139

Note: Year to date total is for the calendar year of 2011

Sanitation Enterprise Fund Totals

Monthly Performance Indicators

Number of Customers Billed	Total Net Amount Billed	Total Billed Year to Date	Revenue Received	Revenue Received YTD
3,624	\$56,535.00	\$507,540.20	\$59,922.50	\$497,025.71

Staffing

The public works department is authorized for 11 full time employees. Currently we are down one half Street and Roads position and one Mechanic position. Due to the hiring freeze these positions will remain open at this time.

Departmental On-Site Safety Training March 2011

- Confined Space
- Confine Space Entry Program
- Rear Load Sanitation Training
- Storm Patrol
- Sign Installation
- Public Works Policies

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. For the month of March we had a total of 46 citizens utilize the mobile emissions testing station located at the Public Works Facility. See the table below and notice the usage since March of 2010.

March 2010	March 2011
80	46

**City of White House
Public Works Department
March 2011**

March 2011 Truck Poundage and Fuel Costs

- 17.96 average tons per day 649,600 pounds for the month of March.
- Total tonnage for the month of March was 324.80
- Total cost of fuel used for truck # 319 \$851.07
- Total cost of fuel used for truck # 320 \$1,529.53
- Total cost of fuel used for truck #321 \$144.49
- Total cost of fuel used for truck # 323 \$601.75
- Total cost of fuel used for #324 \$626.16
- Total cost of fuel for March = \$3,753.00

Fuel increased \$904.60 from the month of February

July 2010 – June 2011	Year to Date Totals
Tons per day	18.07
Pounds for 9 months	4,122,200.58
Tonnage for 9 months	2,360.09
Fuel used Truck #319	\$5,489.24
Fuel used Truck #320	\$9,203.90
Fuel used Truck #321	\$394.44
Fuel used Truck # 323	\$3,974.94
Fuel used #324	\$3,162.43
Total Fuel cost for 9 months	\$22,424.95

Streets and Roads / Sanitation Monthly Indicators		
<i>Services Provided</i>	<i>Total</i>	<i>YTD</i>
Brush Pick Up	229 Stops	1802 Stops
Brush Truck Load	46	279
Emergency Call Outs	0	2
Damaged Carts Replaced	8	70
New Carts for New Home Construction	7	60
Additional Cart Request	2	9
Curbs Repaired	0	0
Shoulders Repaired	0	2
Drainage Requests	3	24
Drainage Work	0 feet	58 feet
Potholes Repaired	29	112
Salt Usage (Tons)	0	55
SIGNS INSTALLED	0	107
Handicapped Pick Up	80 Homes	714 Homes
Move In Special Pick Up	3	29
Move Out Special Pick Up	2	8
Dead Animal Removals	1	6
Citizens Requesting a Pickup Due to Forgetting to Place Cart at Curb on Time	6	59

**City of White House
Wastewater Department
March 2011**

Summary of Month's Activities:

Administration:

Update on the SRF/ARRA funded Cope's Crossing project: The ARRA funded portion of the project is 100% completed and we are awaiting the last disbursement of funds. The wet well, generator and pumps have been installed and the pump around connection and meter installation is nearly completed. Due to the lack of cooperation from White House Utility District to accept our offer to pay for design and relocation of their water line, it was necessary to acquire additional easements and shift our gravity and force mains. SRF has approved this change to take place in the field without additional design costs. It is unfortunate that WHUD's lack of cooperation has kept us from meeting the State's design criteria's recommendation of 10 foot minimum separation of water and sewer, however I am hopeful that in the future we will work better together to achieve improved service for our shared customers.

We've received notification from the State Revolving Loan program to be at the Life and Casualty building on May 3, 2011 for the release of the 2011-2012 priority ranking list. I have talked with SRF staff and although they will not divulge the rankings, our chances of being funded are above average due to the business case scenario and being classified categorically green.

Joe Lemons, Ray Johns and the Wastewater Director attended the technology conference in Gatlinburg hosted by the Tennessee Association of Utility Districts. This was a three day conference in which vendors demonstrate their new technologies associated with improving operations of the water and wastewater industry.

Goals and Objectives Progress:

- ❖ **On-going:** We have received the approved loan package from the State of Tennessee's Revolving Loan Program. We are now moving forward at receiving approval to sole source Wascon and Eone to purchase the grinder pumps. The design of the new motor control center at North Palmer's vacuum station is on hold while we look at a new design from Air Vac which could save us at a considerable amount of money which would allow us to purchase a new backup generator and air conditioning for the station. We are also working on an Infrastructure Services Contract similar to the Wastewater Services contract which will have all of the necessary language to meet the Federal and state guidelines which would allow it to be used on all future projects.
- ❖ **On-going:** GEO-Jobe is still acquiring the GPS X; Y coordinates to meet our asset tracking requirements. The creation of a bridge between the GIS/GPS and the current wastewater billing system is still on-going. We have begun preparations of purchasing the necessary hardware and software for the codes department staff to begin inspections of our sewer system and customers connections two identify places of inflow and infiltration and to have it easily uploaded into the GPS tracking system. We are confident that this cooperative effort between the codes department and wastewater department will have a positive impact on the collection systems operations and its future operating costs.

**City of White House
Wastewater Department
March 2011**

- ❖ **Completed:** Ben Simerl, Gary McGill and the Wastewater Director presented the updated Wastewater Master Plan of Service to the Board of Mayor and Alderman at the study session conducted on March 23rd.

Collection system:

Over the past month staff has retro fitted sixteen low pressure grinder systems, to E/one and installed eight rebuilt vacuum valves and controllers within the vacuum systems. The department has also provided inspections to thirteen 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:

- Ray Johns went to Air Vac's one week training in Rochester, Indiana, to learn the hydraulics, operation and maintenance of their systems. It was during this time that we discovered they had developed the new and much improved motor control center for their vacuum stations. It is approximately one third the size of their previous design and therefore could be constructed and the existing building and save us the cost of a secondary building to house the new control center.

**City of White House
Wastewater Department
March 2011**

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)	5	33	\$7,500.00	\$7,500.00	\$52,002.50
Customers billed	3,858	N/A	Net amount billed \$201,252.63	*\$233,215.44	\$1,473,193.20
Applications or transfers for service	39	334	\$3,000.00	\$3,000.00	\$25,005.00
Late penalties applied	865	9,230	Amount Applied \$4,879.48		
Wastewater Adjustments	28	132	N/A	(\$3,521.69)	(\$20,163.41)
Administrative Fees	13	136	\$650.00	\$650.00	\$18,351.65
Service availability Requests	1	1	\$300.00	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	5	33	\$750.00	\$750.00	\$4,850.00
Field inspection fee	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	13	136	\$650.00	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	0	\$0	\$0	\$0
Bulk disposal	0	1	\$0	\$0	\$150.00
Work Orders	5	623			
Billing related service requests	10	550		Months Total \$245,115.44	Total \$1,573,552.30
Mainline repairs	0	0	* Revenue from previous month's service		
Service lines repaired	12	63			
L.P. service requests	61	449	Responses to SCADA Alarms		
Gravity service requests	0	0	North Palmers	429	1,605
Vacuum service requests	8	54	Calista	460	2,671
All service requests	91	1123	Wilkinson	15	74
Major Lift Station Repairs	0	11	Portland Road	0	54
			Tyree	7	133
			Union Road	0	0
			Meadowlark	0	49
			Hwy 76	6	36
			Cambria	0	28
			Treatment Plant	60	370
			Total Responses	977	5,020
			TN. One-call Request	117	1,154
	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity	
Average Daily Flow (effluent)	.715	1.4 MGD	6.7	51%	

**City of White House
Planning and Codes Department
March 2011**

Summary of Department Activities:

Staff attended FEMA meeting regarding updated Sumner County Federal Flood Insurance Maps (FIRM) that the City will be required to adopt within the year. Staff completed final inspections for new commercial and industrial sites. Staff attended site meeting on Oakdale Drive with State of TN Geologist representatives regarding a resident's request. Staff attended Facilities Maintenance Expo in Nashville. Staff met with TDOT representatives regarding status of ARRA and other local roadway projects on State right-of-ways.

Department Highlight:

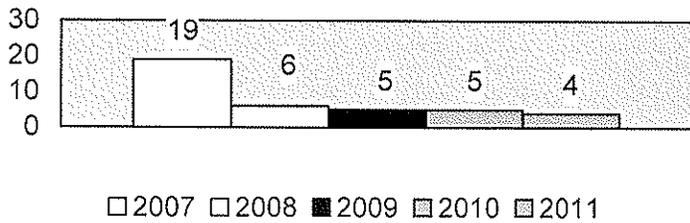
Staff receives emails and phone calls for building maintenance requests for all city buildings. Building Maintenance staff prioritizes the work tasks. Currently building maintenance staff is working with the Wastewater Department on an office remodel project.

Cost Savings:

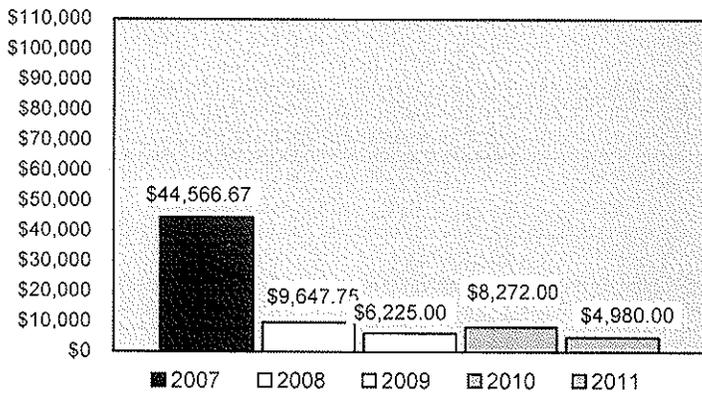
Codes staff completes preliminary walk-thru inspections for new business proposals. The extra inspection typically saves staff time during the inspection process due to the prior understanding of the code requirements by the contractor, business owner and inspector. The preliminary inspection allows the business owner to determine before leasing or purchasing the property the code requirements for the business proposal.

**City of White House
Planning and Codes Department
March 2011**

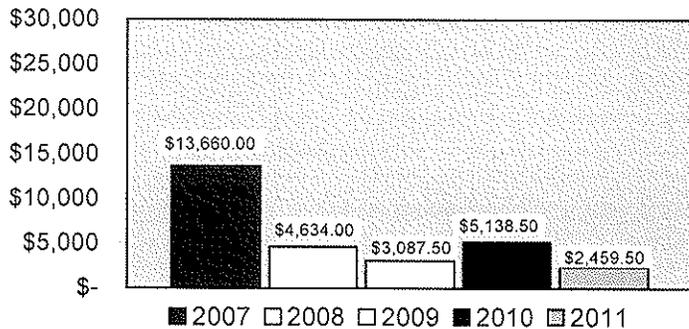
Single Family Permits



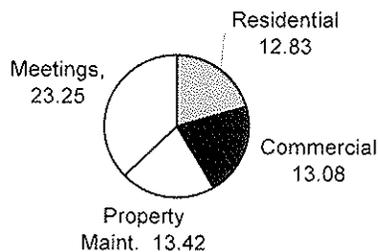
Impact Fees



Permit Fees



Inspections / Meetings Hours



	Month	FY 10-11
MEETING AGENDA ITEMS#		
Planning Commission	2	43
Construction Appeals	0	0
Zoning Appeals	0	7
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	4	27
Multi-Family Residential	0	2
Other Residential	6	96
New Commercial	0	0
New Industrial	0	2
Other Com/Ind	1	22
State Electrical	34	294
Sign	1	11
Occupancy Permits	17	125
Other	2	7
BUILDING INSPECTIONS		
Residential	43	299
Hours	12.83	83.25
Commercial /Industrial	32	191
Hours	13.08	67.16
CODE ENFORCEMENT		
Total Cases	82	477
Hours	13.42	80.58
Complaints Received	10	62
MEETINGS		
Administration	9	36
Hours	18	57.42
Planning	3	32
Hours	2.5	42.17
Codes	3	33
Hours	2.75	17.58
FEES		
Permit Fees	\$ 2,459.50	\$ 24,137.00
Board Review Fees	\$0.00	\$ 1,898.00
City Impact Fee	\$ 4,980.00	\$ 40,450.00
Roads	\$ 1,524.00	\$ 11,665.80
Parks	\$ 1,584.00	\$ 11,766.00
Police	\$ 1,128.00	\$ 6,338.00
Fire	\$ 744.00	\$ 6,204.30
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 @ \$ 1,621,800	
Builders Bonds	\$	51,950.00
Workings Days in Month		19

**City of White House
Parks, Recreation, & Cultural Arts Department
March 2011**

Summary of Month's Activities

Municipal Park Renovation Project

The ribbon cutting ceremony for the Baseball / Softball Complex was held on April 1st. In addition, the Dixie Youth Baseball / USFA Softball organization held opening night and opening day festivities for the season on the 1st & 2nd of April. This has been a very exciting start to the season!

Stadium lights

On April 5th, a transformer exploded on the southwest pole at the football field, immediately knocking out both visitor side poles and the baseball field lights across the road in the quad. The field lights have been disconnected by CEMC. The damage was initially believed to be contained to the stadium. However, as we investigated it became apparent that several of the electrical contactors in the scorer's tower had been damaged and several fuses had blown in the ballast boxes. We are still working to get the damage fixed from this incident.

Recreation

Church League Co-ed Volleyball began Tuesday, the 29th. We have 8 teams in the league this year. The games will be played on Tuesday's and Thursday's and will finish up the first week of May.

Adult Softball sign-ups ended on the 10th. We have 8 teams in the Men's Open Division and 3 in the Co-ed Open League. The men will play on Monday's and Friday's on Field 6. The Co-ed league will play on Tuesday's.

Little League Challenger held their first practice at the end of March. There are 16 participants and they are divided into two teams. They will practice on Tuesday and Saturday and their Saturday games will begin April 23rd. Everyone is really supportive of this league and all of the children and parents are having a great time playing baseball! We had \$1,100 in sponsorship donations for this league and have used it to buy equipment for the league. New bats and helmets are among the items we were able purchase. We also submitted a grant application through Little League ranging from \$500-\$5,000. If we receive this one-time grant, we will be able to keep improving the league and also create an ADA accessible walkway joining Field 8 and the parking lot.

Big League Baseball registration is available through May 5th. This league is for teams and individuals between the ages of 15 and 17. Registration per team is \$400 and Individual sign-up is \$30 for City Residents and \$42 for Non-Residents. Games will be played on Tuesday and Thursday nights beginning at the end of May. We are excited about this new league and bringing players onto our brand new full size field.

Gymnastics is coming back to the Civic Center this summer. Charles Harding will bring his satellite program to White House every Thursday for 8 weeks beginning June 9th.

**City of White House
Parks, Recreation, & Cultural Arts Department
March 2011**

Registration is \$85 for all 8 weeks. Classes will include the basics of gymnastics: tumbling, balance beam, bar and vault.

We will also be hosting the Father/Daughter Dance again this year! The dance will be Friday, August 19th from 6:00 p.m. - 8:00 p.m. Registration details will be posted at a later date.

Movie in the City will be back this summer! Long Hollow Baptist is once again donating money to fund this event. We have two tentative dates set at this time but would like to host a third date. More details to come closer to summer.

Turbo Kick started March 15th. We have a new certified instructor, Kimberly Caldwell. Classes are held on Tuesday's and Thursday's at 6:00 p.m. The first class is free!

Zumba is still going strong! Classes are held on Monday from 9:00 a.m. - 10:00 a.m., Tuesday from 9:15 a.m. - 10:15 a.m., and on Wednesday at 6:30 p.m. Fee per class is \$3 and the first class is free! We have offered the first class for free for almost one year and are still getting new participants every week! Come check out what all of the buzz is about!

Maintenance

Maintenance employees repaired the backstop nets and top rails of Fields 1, 2, 3, and 4 that had fallen due to wind. Pre-emergent herbicide has been applied to all flower beds. Employees have been extremely busy with mowing and field maintenance tasks.

Update on Department Goals and Objectives

A new 65' soccer net system was installed at the Soccer Complex.

Department Highlight

May Madness Men's Open Basketball Tournament will be held May 13th - 15th. Registration fee is \$125 per team. The tournament will be full-court 5 on 5 and double elimination. The winners will be awarded a \$200 cash prize and 2nd place will receive t-shirts.

Department Cost Savings Report

A digital time clock was installed inside the new electrical enclosure beside Field 8 in the Park this month. By doing this, we can prevent the lights from being left on all night. This time clock formerly controlled the field lights at the Soccer Complex before the Sky Logix system was installed there. The only cost was the labor to move it to the Park and re-install it.

City of White House
Parks, Recreation, Cultural Arts Department
March 2011

Prior Years				
FY	FY	FY	FY	FY
2005-2006	2006-2007	2007-2008	2008-2009	2009-2010

Current Year		
	YTD	
Feb-11	Mar-11	FY 2010-11

Maintenance

Mowing Hours	1176	1020	1044	1853	1469
Pounds of Grass Seed Sown	1990	4350	3670	5130	1895
Pounds of Fertilizer Applied	11885	16795	6150	9200	4590
Number of Trees/Shrubs Planted	22	69	57	259	11

0	78	941
50	150	3140
0	0	5700
0	0	0

Recreation

Number of Youth Program Participants	358	326	377	353	336
Number of Adult Program Participants	409	291	857	2309	1343
Number of Theatre Production Attendees	651	271	102	0	0
Number of Special Event Attendees	2881	3453	2865	2989	2505
Total Number of Special Events Offered	5	6	8	11	17
Total Number of Programs Offered	16	13	23	46	38
Youth Program Revenue	\$32,137.06	\$31,045.38	\$22,095.25	\$25,414.98	\$27,728.00
Adult Program Revenue	\$19,080.40	\$14,713.00	\$15,246.25	\$19,337.35	\$9,368.25
Theatre Production Revenue	\$3,005.00	\$1,195.00	\$485.00	\$0.00	\$0.00
Special Event Revenue	\$1,492.15	\$7,557.50	\$6,476.00	\$4,993.25	\$4,530.00

0	17	331
151	337	1764
0	0	0
0	0	3484
0	0	16
6	7	38
\$35.00	\$539.00	\$21,919.00
\$2,165.00	\$5,293.25	\$12,985.40
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$4,415.00

Administration

Number of Shelter Reservations	114	115	112	139	153
Hours of Shelter Reservations					
Shelter Reservation Revenue	\$3,445.00	\$3,612.50	\$3,732.00	\$4,183.00	\$4,083.00
Number of Facilities Reservations	242	257	305	256	105
Hours of Facility Reservations					
Facility Reservation Revenue	\$16,928.31	\$19,601.34	\$28,514.05	\$20,813.71	\$6,345.82
Misc. Revenue	\$25,914.38	\$36,238.58	\$39,729.53	\$115,858.99	\$52,032.78

0	4	70
\$170.00	\$672.00	\$2,212.00
6	11	45
\$737.50	\$1,206.88	\$4,543.13
\$27,521.61	\$4,299.90	\$47,278.98

Senior Center

Senior Center Participants	1812	2619	3993	2326	2399
Number of Trip Participants	418	274	366	293	316
Number of Meals Participants	3757	3433	3430	3555	3848
Number of Program Participants				1407	587
Number of Trips Offered	48	45	43	31	31
Number of Meals Served	49	50	48	48	50
Number of Programs Offered	7	4	5	45	54

256	451	2139
22	29	219
293	355	2110
85	112	487
3	4	26
4	5	34
5	4	38

**City of White House
Library
March 2011**

Summary of March Activities

The library has been hosting volunteers from AARP as they provide tax assistance to local residents. Appointments started on February 3rd and will continue until April 14th on Thursdays. Library staff members are responsible for scheduling appointments and managing cancelations. The tax assistance is a great service for the community and very popular with senior citizens.

The library board met on March 10th. Items discussed included the placement of general information signs pointing to the library, the new handrails on the front steps of the library, Tennessee Library Association membership for the board chairman, and the idea of a non-resident fee.

Library staff members were busy promoting library materials during the month. Total circulation increased, jumping from 5,163 in February to 6,041 in March.

Sherry Tackett presented 11 programs, including 5 Toddler Storytimes, 5 Preschool Storytimes, and 1 Homeschool program. Special St. Patrick's Day storytimes were held on March 15th and 16th. Storytime attendance increased from 228 participants in February to 393 participants in March.

Sherry Tackett attended the Tennessee Library Association preconference session, Bringing Storytime Alive with Acting Techniques, on March 23rd in Murfreesboro. Rebecca Whipple attended several sessions of the TLA conference on March 24th and 25th. The sessions focused on advocacy, technology, and current issues facing libraries. The conference was a great professional development and networking opportunity.

Departmental Highlight

Library staff collaborated to weed, reorganize, and shift the adult collection. Due to space limitations, new titles could not be shelved in the adult fiction collection. Library staff members moved adult biographies, adult music CDs, and shifted adult non-fiction. The non-fiction collection is now shelved around the perimeter of the adult area while the fiction is shelved on the interior shelves. A significant amount of staff time was needed to complete this project. With the reorganization, the adult collection is more accessible and appealing. In addition, the project minimized the space limitations in the adult fiction collection.

Department Cost Saving Report

Library staff members reorganized the adult fiction section, which required new shelf identifiers. To eliminate having to purchase the identifiers, library staff members were able to create new text and incorporate that into the existing identifiers.

**City of White House
Library Performance Measures
March 2011**

<u>Population:</u>	13,316	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	5	246
<u>Memberships:</u>	9,442	Preschool	5	147
		Teen	1	12
<u>% of the Population with Membership:</u>	71	Adult	1	8
		Total	12	413
<u>Total Materials Available:</u>	24,394	<u>Wireless Internet Users:</u>		42
<u>Estimated Value of Total Materials:</u>	\$609,850	<u>Computer Internet</u>		832
<u>Last Month:</u>	\$608,025	<u>Volunteers:</u>		6
<u>Total Materials Available Per Capita:</u>	1.83	<u>Total Hours:</u>		115
<u>Last Month:</u>	1.83			
	1.91	Services Provided by Contracting with State		
<u>State Minimum Standard:</u>	2.00	<u>Interlibrary Loan Service</u>		
<u>Materials Added</u>		Items Borrowed:		21
Adult Fiction:	66	Items Loaned:		2
Adult Non-Fiction:	7	<u>TN Electronic Library</u>		
Child/Juvenile/Young Adult Fiction:	50	Total sessions:		5
Juvenile/Young Adult Non-Fiction:	1	Connect time (min):		41
Audiobooks:	18	<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Movies:	25	Downloaded:		175
Music CDs:	0	Audiobooks Downloaded:		413
Total:	167	<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
<u>Library Circulation</u>		eBooks Downloaded:		140
Total # of Check-outs:	6,042	Audiobooks Downloaded:		421
Last Month:	5,163	<u>R.E.A.D.S. 3rd Qtr.</u>		
Items per Patron:	2.60	eBooks Downloaded:		
State Minimum Standard:	2.50	Audiobooks Downloaded:		
<u>New Memberships</u>		<u>R.E.A.D.S. 4th Qtr.</u>		
Adult:	42	eBooks Downloaded:		
Senior Adult:	4	Audiobooks Downloaded:		
Child:	4			
Student:	15			
Young Adult:	2			
Total:	67			

**CITY COURT REPORT
MARCH 2011**

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH	\$11,731.30
TOTAL MONIES COLLECTED YTD	<u>\$81,951.85</u>

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH	\$2,860.98
TOTAL MONIES COLLECTED YTD	<u>\$22,877.66</u>

TOTAL REVENUE FOR MONTH	\$14,592.28
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TOTAL REVENUE YTD	<u>\$104,829.51</u>
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DISBURSEMENTS

LITIGATION TAX	\$665.55
DOS FINES & FEES	\$769.50
DOS TITLING FINE & FEES	\$228.00
TBI FINES & FEES	\$0.00
RESTITUTION/REFUNDS	\$0.00
WORTHLESS CHECKS	\$85.00

TOTAL DISBURSEMENTS FOR MONTH	\$1,748.05
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TOTAL DISBURSEMENTS YTD	<u>\$10,271.49</u>
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ADJUSTED REVENUE FOR MONTH	\$12,844.23
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<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$94,558.02</u>
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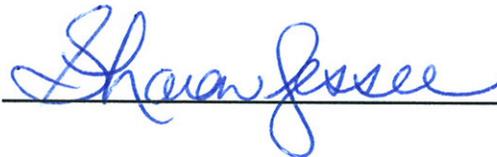
DONATION TO DRUG FUND FOR MONTH	\$978.67
TRANSFER TO DRUG FUND	\$0.00
	\$0.00

DONATIONS YEAR TO DATE	<u>\$8,760.42</u>
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DONATION TO CAMERA FUND FOR MONTH	\$0.00
	\$0.00

DONATIONS YEAR TO DATE	\$0.00
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CITY COURT CLERK



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Summary Financial Statement
MARCH 31, 2011

Fiscal Year Time Lapse: 75.00

110 GENERAL FUND

-----Year-To-Date-----MARCH-----

Account	Description	Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,874,644.00	1,991,127.36	106.2	156,220.33	101,256.00	64.8
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	47,263.83	103.2	3,815.25	19,214.00	503.6
31212	PROPERTY TAX DELINQUENT 2ND YEAR	21,922.00	8,872.59	40.5	1,826.83	1,510.00	82.7
31213	PROPERTY TAX DELINQUENT 3RD YEAR	12,608.00	3,059.23	24.3	1,050.67	617.00	58.7
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	1,911.00	16.7	951.83	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	7,275.00	19,007.00	261.3	606.25	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,340.00	11,323.22	154.3	611.67	269.00	44.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	24,000.00	46,911.37	195.5	2,000.00	5,360.35	268.0
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	86,937.00	57,958.00	66.7	7,244.75	0.00	0.0
31610	LOCAL SALES TAX - CO. TRUSTEE	1,750,000.00	1,475,102.92	84.3	145,833.33	146,416.11	100.4
31709	BEER AND LIQUOR LOCAL PRIV TAX	5,000.00	4,378.33	87.6	416.67	100.00	24.0
31710	WHOLESALE BEER TAX	200,000.00	173,919.63	87.0	16,666.67	15,372.17	92.2
31800	BUSINESS TAXES	95,000.00	72,761.38	76.6	7,916.67	25,725.64	325.0
31911	NATURAL GAS FRANCHISE TAX	132,000.00	115,690.77	87.6	11,000.00	115,690.77	1051.7
31912	CABLE TV FRANCHISE TAX	90,000.00	70,757.75	78.6	7,500.00	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	300.00	620.00	206.7	25.00	0.00	0.0
31980	MIXED DRINK TAXES	5,690.00	5,579.51	98.1	474.17	667.63	140.8
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	22,562.00	75.2	2,500.00	2,564.50	102.6
32690	OTHER PERMITS	75.00	25.00	33.3	6.25	0.00	0.0
32710	SIGN PERMITS	1,450.00	800.00	55.2	120.83	50.00	41.4
33100	FEDERAL GRANTS	1,020,688.00	279,339.21	27.4	85,057.33	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	655,000.00	18,753.52	2.9	54,583.33	0.00	0.0
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	179,000.00	245,697.68	137.3	14,916.67	192,810.42	1292.6
33320	TVA PAYMENTS IN LIEU OF TAXES	97,822.00	55,655.84	56.9	8,151.83	0.00	0.0
33400	STATE GRANTS	1,218,000.00	256,978.86	21.1	101,500.00	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	18,600.00	9,000.00	48.4	1,550.00	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	35,500.00	24,850.00	70.0	2,958.33	0.00	0.0
33510	STATE SALES TAX	637,376.00	493,962.24	77.5	53,114.67	46,749.11	88.0
33520	STATE INCOME TAX	16,000.00	35,209.24	220.1	1,333.33	60.01	4.5
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	15,920.49	74.9	1,772.17	1,769.10	99.8
33593	CORPORATE EXCISE TAX	16,000.00	10,996.34	68.7	1,333.33	10,996.34	824.7
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	8,500.00	100.0	708.33	0.00	0.0
34120	FEES AND COMMISSIONS	3,400.00	2,201.00	64.7	283.33	10.00	3.5
34740	PARKS AND REC LEAGUE FEES	48,000.00	46,233.65	96.3	4,000.00	12,348.25	308.7
34741	FIELD MAINTENANCE FEES	7,000.00	5,911.50	84.5	583.33	2,400.00	411.4
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	8,000.00	4,827.18	60.3	666.67	556.46	83.5
34793	COMMUNITY CENTER FEES	14,000.00	6,515.63	46.5	1,166.67	1,714.38	146.9
34900	OTHER CHARGES FOR SERVICES	10,000.00	7,216.50	72.2	833.33	1,005.50	120.7
35110	CITY COURT FINES AND COSTS	166,000.00	94,492.37	56.9	13,833.33	12,723.58	92.0
35130	IMPOUNDMENT CHARGES	350.00	100.00	28.6	29.17	0.00	0.0
36000	OTHER REVENUES	16,000.00	25,874.65	161.7	1,333.33	15,895.80	1192.2

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110 GENERAL FUND

Account	Description	Year-To-Date			MARCH		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36100	INTEREST EARNINGS	10,000.00	3,873.60	38.7	833.33	272.96	32.8
36210	RENT	15,015.00	12,662.84	84.3	1,251.25	2,884.14	230.5
36330	SALE OF EQUIPMENT	0.00	17,125.39	0.0	0.00	4,376.64	0.0
36350	INSURANCE RECOVERIES	0.00	42,806.03	0.0	0.00	0.00	0.0
36420	STADIUM RECEIPTS	7,800.00	6,706.50	86.0	650.00	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	59.58	0.0	0.00	32.92	0.0
36450	PARKS CONCESSIONS	7,000.00	3,670.28	52.4	583.33	147.40	25.3
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	4,284.99	0.0	0.00	93.46	0.0
36920	SALE OF BONDS	357,000.00	1,033,723.44	289.6	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	6,907,155.50	75.7	760,312.81	741,659.64	97.5

EXPENDITURES

41000	GENERAL GOVERNMENT	329,510.00	253,626.77	77.0	27,459.17	19,294.88	70.3
41210	CITY COURT	75,554.00	53,831.04	71.2	6,296.16	5,852.68	93.0
41500	FINANCIAL ADMINISTRATION	385,365.00	284,993.96	74.0	32,113.74	23,223.38	72.3
41650	HUMAN RESOURCES	120,251.00	82,761.32	68.8	10,020.90	8,111.38	80.9
41670	ENGINEERING	670,947.00	437,479.06	65.2	55,912.26	6,843.65	12.2
41700	PLANNING AND ZONING	1,229,024.00	177,641.38	14.5	102,418.65	17,695.44	17.3
41800	GENERAL GOVERNMENT BUILDINGS	63,313.00	38,628.47	61.0	5,276.06	3,546.17	67.2
41921	SPECIAL EVENTS	3,500.00	3,208.41	91.7	291.67	0.00	0.0
42100	POLICE PATROL	813,463.00	566,710.11	69.7	67,788.56	62,308.67	91.9
42120	POLICE SUPPORT SERVICES	274,688.00	211,588.42	77.0	22,890.65	21,786.13	95.2
42150	POLICE ADMINISTRATION	191,702.00	134,613.44	70.2	15,975.16	14,395.38	90.1
42151	COMMUNICATIONS SERVICES	201,193.00	138,476.01	68.8	16,766.07	15,410.30	91.9
42200	FIRE PROTECTION AND CONTROL	2,017,419.00	635,621.59	31.5	168,118.27	68,009.24	40.5
42210	FIRE ADMINISTRATION AND INSPECTION	235,560.00	139,316.61	59.1	19,630.00	12,810.54	65.3
43000	PUBLIC WORKS	75,429.00	48,803.47	64.7	6,285.77	8,082.77	128.6
43100	HIGHWAYS AND STREETS	168,803.00	104,716.50	62.0	14,066.95	9,718.23	69.1
43170	CITY GARAGE	400.00	243.00	60.8	33.33	243.00	729.1
44310	SENIOR CITIZEN ACTIVITIES	90,693.00	68,147.81	75.1	7,557.76	12,550.97	166.1
44700	PARKS	239,954.00	169,604.74	70.7	19,996.16	14,841.78	74.2
44740	PARK MAINTENANCE	481,535.00	800,919.18	166.3	40,127.91	15,383.48	38.3
44800	LIBRARIES	149,661.00	106,535.21	71.2	12,471.73	10,303.97	82.6
44880	CHILDREN'S LIBRARY SERVICES	36,782.00	26,257.50	71.4	3,065.17	2,680.13	87.4
51000	MISC EXP	235,000.00	24,165.00	10.3	19,583.34	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	855,000.00	414,669.94	48.5	71,250.00	2,609.10	3.7
58803	ARRA GRANT #2 - CALISTA ROAD PROJECT	179,000.00	482,824.15	269.7	14,916.67	0.00	0.0
Total EXPENDITURES		9,123,746.00	5,405,383.09	59.2	760,312.11	355,701.27	46.8
Total GENERAL FUND		8.00	1,501,772.41	2155.1	0.70	385,958.37	6910.0

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120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		MARCH			
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Budget	Percent Of Avg
REVENUES							
33800	LOCAL REVENUE ALLOCATIONS	47,000.00	30,219.92-	3,916.67	2,185.57-	64.3	55.8
36100	INTEREST EARNINGS	200.00	99.38-	16.67	0.00	49.7	0.0
	Total REVENUES	47,200.00	30,319.30-	3,933.34	2,185.57-	64.2	55.6
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	48,500.00-	41,284.26	4,041.67-	791.60	85.1	19.6
	Total EXPENDITURES	48,500.00-	41,284.26	4,041.67-	791.60	85.1	19.6
	Total INDUSTRIAL DEVELOPMENT FUND	1,300.00-	10,964.96	108.33-	1,393.97-	843.5	1286.8

121 STATE STREET AID FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	251,924.00	185,042.49	73.5	20,993.67	0.00	0.0
36100	INTEREST EARNINGS	300.00	46.91	15.6	25.00	0.00	0.0
	Total REVENUES	252,224.00	185,089.40	73.4	21,018.67	0.00	0.0
EXPENDITURES							
43100	HIGHWAYS AND STREETS	253,127.00	216,629.70	85.6	21,093.91	0.00	0.0
	Total EXPENDITURES	253,127.00	216,629.70	85.6	21,093.91	0.00	0.0
	Total STATE STREET AID FUND	903.00	31,540.30	3492.8	75.24	0.00	0.0

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122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		Percent Of Budget	MARCH		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
36000	OTHER REVENUES	0.00	75,225.00-	0.0	0.00	225.00-	0.0
36100	INTEREST EARNINGS	3,000.00	878.07-	29.3	250.00	65.69-	26.3
36425	PARKS SALES TAX RECEIPTS	84,000.00	51,336.00-	61.1	7,000.00	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	20,520.00-	102.6	1,666.67	0.00	0.0
Total REVENUES		107,000.00	147,959.07-	138.3	8,916.67	290.69-	3.3
EXPENDITURES							
49000	DEBT SERVICE	297,118.00-	104,601.88	35.2	24,759.83-	0.00	0.0
Total EXPENDITURES		297,118.00-	104,601.88	35.2	24,759.83-	0.00	0.0
Total PARKS SALES TAX FUND		190,118.00-	43,357.19-	22.8	15,843.16-	290.69-	1.8

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123 SOLID WASTE FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
34400	SANITATION - USER FEES	665,000.00	504,900.00	75.9	55,416.67	56,475.00	101.9
36000	OTHER REVENUES	25.00	0.00	0.0	2.08	0.00	0.0
36100	INTEREST EARNINGS	1,400.00	706.76	50.5	116.67	41.36	35.5
36330	SALE OF EQUIPMENT	0.00	2,331.00	0.0	0.00	2,331.00	0.0
37794	SALE OF MATERIALS	5,500.00	3,770.50	68.6	458.33	0.00	0.0
Total REVENUES		671,925.00	511,708.26	76.2	55,993.75	58,847.36	105.1
EXPENDITURES							
43200	SANITATION	660,656.00	429,020.06	64.9	55,054.67	34,286.01	62.3
49000	DEBT SERVICE	103,706.00	6,265.62	6.0	8,642.17	0.00	0.0
Total EXPENDITURES		764,362.00	435,285.68	56.9	63,696.84	34,286.01	53.8
Total SOLID WASTE FUND		92,437.00	76,422.58	82.7	7,703.09	24,561.35	318.9

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124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33400	STATE GRANTS	90,000.00	0.00	0.0	7,500.00	0.00	0.0
36100	INTEREST EARNINGS	6,000.00	916.71-	15.3	500.00	69.06-	13.8
36421	ROADS IMPACT FEES	22,000.00	13,743.20-	62.5	1,833.33	1,524.00-	83.1
36422	PARKS IMPACT FEES	14,000.00	11,766.00-	84.0	1,166.67	1,584.00-	135.8
36423	POLICE IMPACT FEES	14,000.00	9,404.00-	67.2	1,166.67	1,128.00-	96.7
36424	FIRE IMPACT FEES	9,000.00	6,204.30-	68.9	750.00	744.00-	99.2
Total REVENUES		155,000.00	42,034.21-	27.1	12,916.67	5,049.06-	39.1
EXPENDITURES							
51010	ROADS IMPACT FEES	294,936.00-	27,741.95	9.4	24,578.00-	0.00	0.0
51020	PARKS IMPACT FEES	22,595.00-	22,432.05	99.3	1,882.91-	0.00	0.0
51030	POLICE IMPACT FEES	117,428.00-	33,114.00	28.2	9,785.67-	0.00	0.0
51040	FIRE IMPACT FEES	45,020.00-	2,066.25	4.6	3,751.67-	0.00	0.0
Total EXPENDITURES		479,979.00-	85,354.25	17.8	39,998.25-	0.00	0.0
Total IMPACT FEES		324,979.00-	43,320.04	13.3	27,081.58-	5,049.06-	18.6

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140 POLICE DRUG FUND

Account	Description	Year-To-Date		MARCH			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31610	LOCAL SALES TAX - CO. TRUSTEE	750.00	2,344.35	312.6	62.50	300.00	480.0
35130	IMPOUNDMENT CHARGES	100.00	200.00	200.0	8.33	0.00	0.0
35140	DRUG RELATED FINES	15,000.00	12,535.75	83.6	1,250.00	2,102.00	168.2
36100	INTEREST EARNINGS	200.00	50.01	25.0	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	15,630.11	97.4	1,337.50	2,402.00	179.6
EXPENDITURES							
42129	DRUG INVESTIGATION AND CONTROL	9,450.00	5,995.50	63.4	787.50	2,100.00	266.7
Total EXPENDITURES		9,450.00	5,995.50	63.4	787.50	2,100.00	266.7
Total POLICE DRUG FUND		6,600.00	9,634.61	146.0	550.00	302.00	54.9

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200 DEBT SERVICE FUND (GENERAL)

Account	Description	-----Year-To-Date-----		-----MARCH-----			
		Budget Estimate	Actual Of Budget	Percent Of Budget	Estimate Avg/Mth	Actual Of Avg	Percent
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	228,538.00	233,822.59-	102.3	19,044.83	0.00	0.0
36100	INTEREST EARNINGS	43,806.00	635.66-	1.5	3,650.50	46.60-	1.3
	Total REVENUES	272,344.00	234,458.25-	86.1	22,695.33	46.60-	0.2
EXPENDITURES							
49000	DEBT SERVICE	511,192.00-	137,890.38	27.0	42,599.33-	0.00	0.0
	Total EXPENDITURES	511,192.00-	137,890.38	27.0	42,599.33-	0.00	0.0
	Total DEBT SERVICE FUND (GENERAL)	238,848.00-	96,567.87-	40.4	19,904.00-	46.60-	0.2

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412 SEWER FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33141	ARRA ASSISTANCE - COPE 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	0.00	0.0
36000	OTHER REVENUES	11,500.00	10,551.65-	91.8	958.33	0.00	0.0
36100	INTEREST EARNINGS	7,000.00	2,331.55-	33.3	583.33	153.05-	26.2
36330	SALE OF EQUIPMENT	0.00	4,656.29-	0.0	0.00	341.17-	0.0
36350	INSURANCE RECOVERIES	0.00	64,637.54-	0.0	0.00	0.00	0.0
36920	SALE OF BONDS	1,844,687.00	886,349.00-	48.0	153,723.92	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	17,000.00	24,630.00-	144.9	1,416.67	2,825.00-	199.4
37220	ADMINISTRATIVE FEES	12,000.00	7,450.00-	62.1	1,000.00	600.00-	60.0
37230	SEWER USER FEES	1,950,000.00	1,863,152.48-	95.5	162,500.00	215,905.53-	132.9
37298	CAPACITY FEES	110,000.00	53,502.50-	48.6	9,166.67	7,500.00-	81.8
37499	COMMITMENT FEES	87,500.00	0.00	0.0	7,291.67	0.00	0.0
37995	CONNECTION FEES	7,000.00	5,100.00-	72.9	583.33	750.00-	128.6
Total REVENUES		4,078,092.00	2,922,511.01-	71.7	339,841.00	228,074.75-	67.1
EXPENDITURES							
49000	DEBT SERVICE	712,389.00-	529,706.32	74.4	59,365.75-	21,463.54	36.2
52117	ADMINISTRATION AND GENERAL EXPENSES	522,455.00-	347,461.67	66.5	43,537.90-	21,221.37	48.7
52210	COLLECTION	1,916,205.00-	730,749.86	38.1	159,683.77-	48,125.33	30.1
52213	SEWER TREATMENT AND DISPOSAL	763,760.00-	229,185.74	30.0	63,646.66-	12,724.86	20.0
52223	DEPRECIATION	609,590.00-	406,393.36	66.7	50,799.17-	0.00	0.0
58801	ARRA ASSISTANCE - COPE CROSSING PROJECT	77,512.00-	985,103.93	1270.9	6,459.33-	0.00	0.0
Total EXPENDITURES		4,601,911.00-	3,228,600.88	70.2	383,492.58-	103,535.10	27.0
Total SEWER FUND		523,819.00-	306,089.87	58.4	43,651.58-	124,539.65-	285.3

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416 HEALTHCARE FUND

Account	Description	Year-To-Date		MARCH		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget	Actual				
REVENUES									
36000	OTHER REVENUES	0.00	5,205.33-	0.0	0.00	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	400.00	473.11-	118.3	33.33	41.78-	41.78-	125.4	125.4
36350	INSURANCE RECOVERIES	0.00	90,874.11-	0.0	0.00	3,079.50-	3,079.50-	0.0	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	823,399.00	703,973.18-	85.5	68,616.58	63,659.44-	63,659.44-	92.8	92.8
Total REVENUES		823,799.00	800,525.73-	97.2	68,649.91	66,780.72-	66,780.72-	97.3	97.3
EXPENDITURES									
51520	INSURANCE EMPLOYERS SHARE	892,707.00-	814,801.06	91.3	74,392.25-	142,892.79	142,892.79	192.1	192.1
Total EXPENDITURES		892,707.00-	814,801.06	91.3	74,392.25-	142,892.79	142,892.79	192.1	192.1
Total HEALTHCARE FUND		68,908.00-	14,275.33	20.7	5,742.34-	76,112.07	76,112.07	1325.5	1325.5

433 HILLCREST CITY CEMETERY

Summary Financial Statement
MARCH 31, 2011

Fiscal Year Time Lapse: 75.00

Account	Description	Year-To-Date		Percent Of Budget	MARCH		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
34110	GENERAL SERVICES	300.00	200.00	66.7	25.00	0.00	0.0
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	12,925.00	87.0	1,237.50	1,200.00	97.0
36100	INTEREST EARNINGS	500.00	226.73	45.3	41.67	12.38	29.7
36340	SALE OF CEMETERY LOTS	8,500.00	16,500.00	194.1	708.33	0.00	0.0
Total REVENUES		24,450.00	29,851.73	122.1	2,037.50	1,212.38	59.5
EXPENDITURES							
43400	CEMETERIES	17,549.00	14,247.53	81.2	1,462.42	25.15	1.7
Total EXPENDITURES		17,549.00	14,247.53	81.2	1,462.42	25.15	1.7
Total HILLCREST CITY CEMETERY		6,901.00	15,604.20	226.1	575.08	1,187.23	206.4

G/L Month: 03 MARCH
Beginning Fund: 110 Beginning Function: ZZZZZ
Ending Fund: 433 Ending Function: ZZZZZ

* End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....



City of White House

Parks, Recreation & Cultural Arts

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

Ashley Smith
Director

Linda Brooks
Office Administrator

Allison Green
Recreation Superintendent

Steven Russell
Parks Maintenance Supervisor

MEMORANDUM

Date: April 7, 2011

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

From: Ashley Smith, Director of Parks and Recreation

Re: Hillcrest Cemetery, Monument Foundation Fee and Service

At the meeting of the Hillcrest Cemetery Board of Trustees on April 5th, I presented the benefits of allowing the part-time Cemetery Groundskeeper to dig and pour the concrete foundations for monuments. The primary benefits are increased revenue potential and greater oversight of the foundation quality and the marker location.

We currently charge a \$25 fee to locate and mark the location of the stones, and the monument company does the rest. However, we have no rules on what depth of concrete to use or whether it has to be mixed or not (i.e. dry concrete), so the quality of work varies between companies. The foundation, if done properly, should result in the markers remaining stable and upright for a longer period of time. When done haphazardly, the marker heaves in the winter, eventually starts leaning or collapses, and gets out of line with the others in the row. Obviously this is a negative for the cemetery.

On numerous occasions monument companies have slipped in and set the stones without prior approval or locating. If we controlled digging the foundations then we could head off most of these incidents, or at least we could have the company remove any stone that is placed without authorization once we find it.

Recommendation:

Beginning July 1st, the Cemetery Board recommends a fee of 25¢ per square inch of foundation. For example, a 60" x 14" foundation would bring in \$210. Out of that would be the cost of the labor and concrete but the net will still be positive and add to the cemetery funds. It will result in additional labor hours for the part-time employee but the difference will be offset by the additional revenue.

RESOLUTION 11-05

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE SCHEDULE OF FEES FOR HILLCREST MUNICIPAL CEMETERY.

WHEREAS, pursuant to Ordinance 02-08, the Board of Mayor and Aldermen established by Resolution 02-13 a schedule of fees for the Hillcrest Cemetery; and

WHEREAS, at the recommendation of the Cemetery Board, the Board of Mayor and Aldermen desires to amend the schedule of fees for the Hillcrest Municipal Cemetery;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen that the schedule of fees for the Hillcrest Municipal Cemetery is amended as indicated below:

SALE OF LOTS	\$	750
OPENINGS AND CLOSINGS	\$	800 (600 if a marker is already installed)
REFUNDABLE MARKER DEPOSIT	\$	200
PLACEMENT OF CREMAINS	\$	300
MOVE OUT OF HILLCREST	\$	500
MOVE WITHIN HILLCREST	\$	1,000
PERMIT FEE FOR SETTING OF STONE MONUMENT FOUNDATION FEE	\$	25 0.25 / square inch
COST TO SCATTER CREMAINS	\$	25

Adopted this 26th day of April 2011.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

April 19, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: Resolution 11-06

I have given you updates throughout the process of the Reconstitution of the RTA. Each member of the RTA must ratify their current membership by resolution by December 31, 2011 to remain a member of this organization. I recommend that the City of White House ratify its membership. I think it will be a benefit for the City to remain in conversations concerning regional transportation. This should benefit our citizens when the Northeast Corridor Study is implemented for the County's mass transit options.

I have attached informational sheets and frequently asked questions for your review to give you a summary of the facts regarding this legislation.

If you have any questions, please feel free to contact me.

Regional Transportation Authority of Middle Tennessee Reconstitution: A Major Step Forward



Why should we Reconstitute the RTA?

- Ability to choose the most appropriate geographic area for regional transportation
- Ability to add new members
- Ability to issue bonds
- Ability to create special districts

Why is the RTA Important?

Public transportation provides life essential goods and services to the citizens of Middle Tennessee, enabling growth in the job market and promoting progressive opportunities for economic development. Specifically, it accomplishes the following:

- Provides transportation for all citizens of Middle Tennessee, including those with disabilities, low income individuals, and older residents
- Spurs economic development and job creation
- Expands the capacity of the existing transportation system, enabling the region to accommodate additional population growth
- Meets travel demands associated with new development
- Reduces air and water pollution
- Conserves land and other natural resources

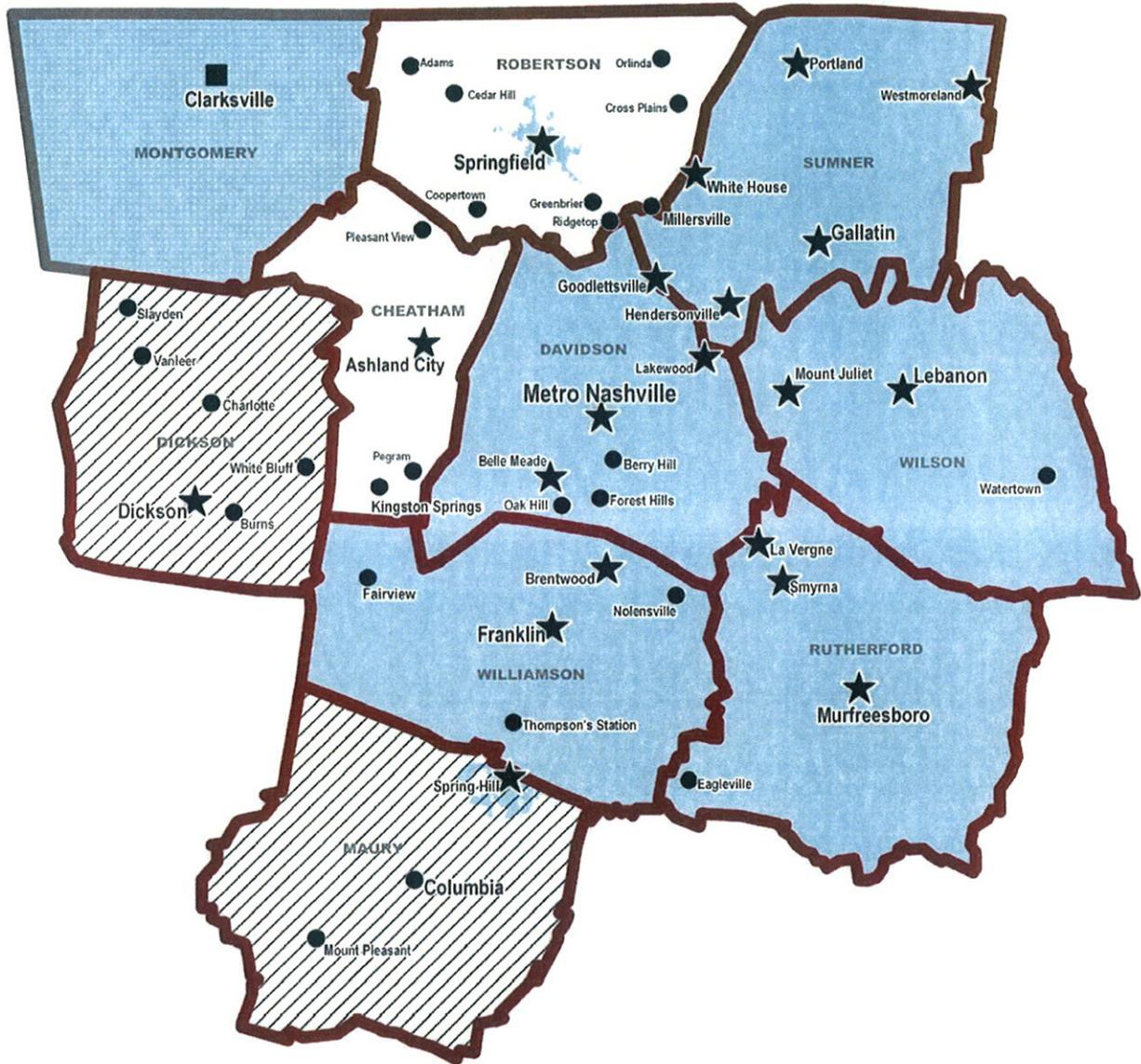
Frequently Asked Questions

- 1. What do you mean by a “Reconstituted” Regional Transportation Authority (RTA)?** The original RTA was created by State legislation in 1988. In 2009, State legislation was passed and created a “Part 2” under the original legislation [§64-8-2]. Therefore, when the RTA Board unanimously voted to reconstitute the RTA, it didn’t eliminate the old RTA, it just added Part 2’s powers and abilities to it.
- 2. Why does each RTA member have to ratify their current membership with the newly reconstituted RTA when they are already a member?** This procedure was put in place so local governmental members could have a say in the reconstitution process.
- 3. How long does each RTA member have to ratify their membership?** Until December 31, 2011.
- 4. Will constituents’ taxes go up as a result of ratification of the reconstituted RTA?** No. There are no new taxes, nor user fees tied to the reconstitution of the RTA.
- 5. Does the newly reconstituted RTA have to issue bonds and develop expensive projects?** No. Part 2 of the legislation gives the RTA the ability to utilize these tools, not mandate them.
- 6. Can RTA member jurisdictions opt out of their membership in the future?** Yes.
- 7. Does the reconstitution impact current contracts that the RTA holds?** No.
- 8. Can additional local jurisdictions join the RTA following the reconstitution?** Yes.

Current RTA Services

- Carpools & Ridesharing
- Vanpools
- Park-n-Ride Lots
- Emergency Ride Home Program
- Employer/Employee Benefits
- Regional Express Bus Service
- Music City Star

A BOLD, NEW VISION FOR MASS TRANSIT



REGIONAL TRANSPORTATION AUTHORITY – MEMBERSHIP STATUS

RTA Status for Cities & Towns

- ★ Active Member
- Inactive Member
- Not a Member

RTA Status for Counties

- Active Member
- Inactive Member
- Not a Member

Planning & Policy

- MPO Member

Find out more at
NashvilleMPO.org

Under new enabling legislation, a newly constituted RTA may modify its membership to conform with regional planning efforts.



LIVABILITY · PROSPERITY · SUSTAINABILITY · DIVERSITY

Reconstitution of the RTA under Part 2 of the 2009 Legislation: Questions and Answers

Does the RTA Board recommend that the RTA reconstitute under Part 2?	Yes	On January 19, 2011 the RTA Board voted unanimously to reconstitute under Part 2.
How has the RTA Board reached that recommendation?	–	The RTA Board tasked the RTA’s Executive Committee to explore the RTA’s governance options. The Committee has considered the matter over the course of four meetings with the assistance of a consultant, RTA staff, and RTA legal counsel.
Is any action necessary for RTA member governments that want to continue as members of the reconstituted RTA?	Yes	Continued participation of a local government in the RTA will require ratification by the local jurisdiction’s governing body by Dec. 31, 2011, (the deadline set by the RTA Board) [§64-8-203(b)]
Could a local jurisdiction that is currently an RTA member opt not to belong to the reconstituted RTA?	Yes	If a local jurisdiction’s governing body does not ratify continued membership, then that local government will no longer be a member of the RTA. [§64-8-203(b)]
Will the composition of the RTA Board change after reconstitution?	Yes	Currently there are six Governor appointees. The reconstituted RTA will have one Governor’s appointee from each member county. [§64-8-204: (a)(1)(D)]
Can additional jurisdictions join the RTA following reconstitution?	Yes	Part 2 will enable other jurisdictions to join the RTA subject to specified requirements. [§64-8-203(a)(3)]
Could the reconstituted RTA Board change the amount of the local assessment?	Yes	Part 2 indicates that the per capita member assessment will be no less than \$0.10. The RTA Board will determine the minimum rate. Currently (under Part 1) the RTA Board can set a per capita rate between \$0.10 and \$0.50 with a minimum rate of \$500.
Will the reconstituted RTA be considered a new legal entity?	No	Following reconstitution, the existing RTA entity will continue to exist with the additional capabilities provided by Part 2. [per RTA legal counsel] [§64-8-203(a)(1)]
Will the reconstitution of the RTA impact the RTA’s existing contracts?	No	The RTA’s existing contractual obligations will remain in place since the reconstituted RTA is the same legal entity. [per RTA legal counsel]
Can the reconstituted RTA issue bonds to fund transit investments?	Yes	Reconstitution under Part 2 will enable the RTA to issue bonds to fund transit investments. [§64-8-207(4)(A)]
Can the reconstituted RTA impose a tax on a local jurisdiction without that local jurisdiction’s express consent?	No	Part 2 specifies that the RTA cannot impose a tax on any local member jurisdictions without the approval of the jurisdiction’s governing body or by public referendum. [§64-8-207(4)(O)]
Can the reconstituted RTA include local jurisdictions in a special district for the assessment of a tax without those jurisdictions’ express consent?	No	Local governments may opt out of any special funding district defined by the RTA by a majority vote of their governing body. [§64-8-207(5)]
Can local jurisdictions be held liable for repayment of bonds issued by the RTA?	No	Part 2 specifies that member jurisdictions will not be liable for the payment of principal or interest on any bonds of the authority. [§64-8-207(4)(N)]. This does not preclude local governments from choosing to accept liability by pledging local revenues for bond repayment.
Can the reconstituted RTA unilaterally pledge the full faith and credit of member jurisdictions as surety for the payment of the RTA’s bonds?	No	Part 2 specifies that the RTA cannot pledge the full faith and credit of member jurisdictions. [§64-8-207(4)(O)]
Can the RTA offer transit services that directly compete with services offered by a local transit agency without the permission of the local transit agency?	No	The reconstituted RTA cannot offer local transit services where such services are already offered by a local agency without the consent of the local jurisdiction’s governing body. [§64-8-206: (b)(5)]

Reconstitution of the RTA of Middle Tennessee



**State Legislation Created the RTA of Middle Tennessee
(1988)**



**State Legislation Provided for RTA Reconstitution with Expanded Capabilities
(2009)**

Enabling State Legislation (passed 2009) allows the RTA to reconstitute with expanded capabilities, including expansion of geographic boundary, designation of a special funding district, and issuance of bonds.



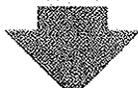
**RTA Executive Board Voted to Reconstitute
(January 19, 2011)**

The RTA Executive Board voted to reconstitute the RTA under the provisions of the 2009 legislation (unanimously approved Jan 19, 2011)



Local Government Ratification of Continued RTA Membership

Each member jurisdiction must ratify its continued membership in the RTA by a vote of its governing body. Local ratification is required by December 31, 2011.



**RTA Reconstitution Complete
(December 31, 2011)**

The Executive Board of the RTA will notify the State of Tennessee that it has reconstituted under the 2009 legislation.



Operation of the RTA of Middle Tennessee with Expanded Capabilities

The RTA of Middle Tennessee will remain the same legal entity but with expanded capabilities. Prior to the exercise of expanded powers, further action would be required by the Executive Board of the RTA and/or member local governments.

RESOLUTION 11-06

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, RATIFYING CONTINUED MEMBERSHIP IN THE REGIONAL TRANSPORTATION AUTHORITY OF MIDDLE TENNESSEE.

WHEREAS, public transportation provides access to life-essential goods and services for all citizens across Middle Tennessee including citizens with disabilities, low income individuals and older residents; and

WHEREAS, public transportation provides transportation to and from work, increases access to businesses, and spurs economic development and job creation; and

WHEREAS, public transportation offers local agencies across the region an invaluable tool for addressing growth pressures by expanding options to increase capacity on the transportation system to meet growing travel demands associated with new development; and

WHEREAS, public transportation has a proven role in promoting environmental sustainability by reducing air and water pollution, offering substantial energy savings, and supporting quality growth principles aimed at conserving land and other natural resources; and

WHEREAS, the Tennessee General Assembly passed legislation in 2009 creating Title 64, Chapter 8, Part 2, of the Tennessee Code, codified at *Tennessee Code Annotated* § 64-8-201 through § 64-8-208, which allows the Regional Transportation Authority of Middle Tennessee to assume and have authority to exercise additional powers, duties, and functions; and

WHEREAS, on January 19, 2011 and in accordance with *Tennessee Code Annotated* § 64-8-203(b), the Board of the Regional Transportation Authority of Middle Tennessee voted unanimously to assume and have authority to exercise the powers, duties, and functions under *Tennessee Code Annotated* Title 64, Chapter 8, Part 2 which provides capabilities that will be essential to expanding regional transportation in Middle Tennessee; and

WHEREAS, *Tennessee Code Annotated* § 64-8-203(b) provides that, if current local government members desire to continue their membership, they must do so by the date set by the Board of the Regional Transportation Authority of Middle Tennessee; and

WHEREAS, the Board of the Regional Transportation Authority of Middle Tennessee set December 31, 2011 as the deadline for local governments to ratify their continued membership in the Regional Transportation Authority of Middle Tennessee under *Tennessee Code Annotated Title 64, Chapter 8, Parts 1 and 2*; and

WHEREAS, the City of White House has concluded that it is in its benefit to remain a member of the Regional Transportation Authority of Middle Tennessee following its assumption of powers, duties, and functions under *Tennessee Code Annotated* Title 64, Chapter 8, Part 2;

NOW, THEREFORE, in accordance with *Tennessee Code Annotated* § 64-8-203, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE

HOUSE THAT THE CITY OF WHITE HOUSE RATIFIES ITS CONTINUED MEMBERSHIP
IN THE REGIONAL TRANSPORTATION AUTHORITY OF MIDDLE TENNESSEE:

Adopted this 26th day of April, 2011 by the City of White House.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

April 19, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: Resolution 11-07

To approve this Resolution will be the next step in consolidating 911 services with Robertson County. This resolution sets up the personnel scenario between the City of White House and the City of Springfield. White House will be sending its existing employees to Springfield to dispatch on July 01, 2011. There will be no break in benefits for the employees and Springfield will invoice White House on a monthly basis to cover the costs of the employees.

The next step of this process will be to approve the amendment to the 2009 911 Agreement between the County, City of Springfield and the 911 Board of Robertson County. I have discussed this with Mr. Clyde Richert. He will be preparing an amendment to the agreement for the May meeting for all parties to approve.

If you have any questions, feel free to contact me.

RESOLUTION 11-07

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING TRANSFER OF THE CITY OF WHITE HOUSE DISPATCH EMPLOYEES TO THE CITY OF SPRINGFIELD, TENNESSEE.

WHEREAS, White House, Tennessee, referred to herein as “White House” and the City of Springfield, Tennessee, referred to herein as “Springfield” have previously agreed to cooperate with each other for the purpose of consolidating emergency dispatch; and

WHEREAS, White House and Springfield have discussed the terms by which dispatchers may be best organized, and with the participation of the Robertson County Sheriff’s Department, the City of Springfield Police Department, and the White House Police Department, and other interested parties, it has been determined that the best advisable plan would be for current White House dispatch employees to transfer and become Springfield dispatch employees upon the terms as agreed herein, such that all dispatch employees are working for the same employer with the same job responsibilities and obligations;

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House meeting in regular session this 26th day of April, 2011, as follows:

1. White House acknowledges that 4 full-time current White House dispatch employees, together with 1 part-time position, identified by current employee name on the attached Exhibit “A” will transfer and become City of Springfield employees on the “effective date” of such change. The effective date is the 1st day of July, 2011. Until such time, said employees and/or the employee positions will remain as White House employees.
2. After the effective date, Springfield will have full supervision over such employees, who will be the sole employer of such persons, and White House will cease to have any supervisory or legal authority over those persons. For all employment purposes, such persons will become Springfield employees.
3. The new “anniversary date” for these new Springfield employees shall be the effective date.
4. As to benefits, Springfield will waive for such new employees any normal waiting period for a new employee. Such employees will continue to stay on White House’s benefit plan(s) as necessary through the 30th of June, 2011. They will be enrolled in Springfield’s benefit plan effective the 1st of July, 2011.
5. These new employees will transfer the balance of any sick or vacation time according to their White House employment records to Springfield, which does not include any comp time. Such employees will be entitled to those benefit levels with Springfield given their pay grade, job description, and years of service. There will be no probationary period for such new employees.

6. Each transferred White House employee will be identified as such, and as such "White House position" should become vacant in the future, a new employee hired by Springfield will fill that prior "White House position" for the purpose of White House's reimbursement to Springfield as set forth herein.
7. Springfield agrees to furnish to White House monthly invoices for all direct and indirect reimbursable expenses relative to the 4 transferred full-time and 1 part-time positions and White House agrees to reimburse Springfield for their costs for such positions, to be paid within 10 days from the date Springfield's bill is received by White House. The Springfield bill will be in the form of a summary sheet with employee name, wages and a total of any other reimbursable cost. White House may request to audit the records at any time.
8. The parties acknowledging this arrangement will provide a uniform method of employment and supervision for all dispatch employees that will occupy the new E-911 facility, and that this arrangement will further provide an equitable sharing of the cost of such arrangement.

Approved this 26th day of April, 2011, to be effective on the date of its passage, the public welfare requiring it.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

EXHIBIT A

List of four (4) full-time and one (1) part-time White House Police Department employees transferring to Springfield employees:

NAME		DOH
Wooden, Michelle	Full-time	02/05/07
Crusenberry, Virginia	Full-time	05/29/09
Arnold, Kendra	Full-time	06/05/09
Ranney, Misty	Full-time	11/19/07
Stepp, Jodi	Part-time	04/18/11

ORDINANCES....



City of White House

Parks, Recreation & Cultural Arts

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

Ashley Smith
Director

Linda Brooks
Office Administrator

Allison Green
Recreation Superintendent

Steven Russell
Parks Maintenance Supervisor

MEMORANDUM

Date: March 8, 2011

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

From: Ashley Smith, Director of Parks and Recreation

Re: Code of Conduct

The Leisure Services Board is scheduled to approve a Code of Conduct at a special called meeting on March 14th. A draft of the code has been sent to the league presidents of the four co-sponsored leagues for feedback as well. This code will establish the city's conduct expectations for all leagues, and resulting penalties for not following the code.

ORDINANCE 11-06

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE, TITLE 2, CHAPTER 1, LEISURE SERVICES BOARD.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board; and

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the following addition be made to Title 2, Chapter 1, Leisure Services Board is amended as follows:

2-108. Code of Conduct. (1) Organizations that are run independently, but operate on city facilities, are considered co-sponsored and will be subject to disciplinary action for any misconduct violations in their respective organizations. The White House Parks and Recreation Department will review these on a case by case basis. These rules and codes of conduct apply to all league commissioners, coaches, participants and spectators. These rules are in effect before, during and after activities or events which are conducted on city facilities, and all persons must adhere to them. All co-sponsored organizations are required to administer and adhere to the Code of Conduct, and to report violations to the White House Parks and Recreation Department.

(2) Procedures / Appeals.

(a) When an incident occurs at any White House Parks and Recreation facility, White House Parks and Recreation officials have the authority to institute immediate suspensions. White House Parks and Recreation officials will direct the offending individual(s) to leave the facility. If the offending individual(s) refuses to leave the premises, the White House Police Department will be contacted immediately to enforce the ruling.

(i) Officials. Officials shall include but not be limited to referees, umpires, White House Parks and Recreation staff, co-sponsored organization representatives designated by the White House Parks and Recreation Department, and school administrators.

(b) All suspensions, ejections, and violations of the Code of Conduct must be received by the White House Parks and Recreation Department, in writing, from an official present at the incident by the following business day. All submissions will be reviewed by the White House Parks and Recreation Department to determine if a violation of the Code of Conduct has occurred.

(c) An attempt will be made to contact individual(s) removed from the facility in this manner by registered letter stating the violation of policy and the penalty in effect. The individual(s) will then have seven (7) days from receipt of the letter to respond to White House Parks and Recreation with a written appeal.

(d) If a written appeal is received, an investigation will be conducted and White House Parks and Recreation will render a final decision within ten (10) working days from receipt of the appeal.

(e) During the investigation, the individual(s) will be suspended from all White House Parks and Recreation activities / events / facilities. Individual(s) requesting the appeal may be asked to appear before an appeal review committee

led by the White House Parks and Recreation Director. The decision of the Director will be final.

(3) Offense and Penalty. Suspensions will be tracked and monitored. Individuals who have been suspended will be immediately placed on probationary status for a period of one (1) year from the date of the offense. A second offense by the same individual within one (1) year, regardless of nature, will result in double the term of the penalty and an extension of probationary period from the date of the second offense. A third violation by the same individual within one (1) year, regardless of nature, will be void all White House Parks and Recreation privileges indefinitely. Failure to comply with these guidelines will result in legal action.

Conduct that is a violation of Tennessee Statutes of Law or the City of White House Municipal Ordinances will be reported to the White House Police Department. Consequences of violation of State Statutes or City Ordinances are separate from and in addition to the consequences of violation of the City of White House Parks and Recreation Code of Conduct.

(a) Level 1 - Standard.

(i) Offense. Failure to follow departmental established guidelines, rules, policies and procedures as applicable to related programming; failure to comply with a White House Parks and Recreation official's decision; taunting / mocking / harassment of players; disgruntled expressions such as rude gestures or comments, screaming and loudly disagreeing with others or obscene / profane / vulgar language; throwing / kicking / striking of bats, balls and other miscellaneous equipment; unnecessary roughness among participants.

(ii) Penalty. A warning may be given according to the severity of the offense; otherwise immediate ejection and removal from the premises and a minimum ten (10) day suspension.

(b) Level 2 - Verbal.

(i) Offense. Malicious obscene / profane / vulgar verbal abuse directed towards another individual; verbal epithets related to race, color, religion, creed, gender or sexual orientation; verbal communication of threats, physical violence or acts of insulting another with the intention to offend, defame or embarrass.

(ii) Penalty. A warning may be given according to the severity of the offense; otherwise immediate ejection and removal from the premises and a minimum thirty (30) day suspension.

(c) Level 3 - Physical.

(i) Offense. Physical aggression towards another; pushing, shoving, striking or touching another individual with the perceived intent to incite, inflict or cause harm; invading another individual's personal space during a dispute.

(ii) Penalty. Not necessarily preceded by a warning; immediate ejection and removal from the premises and a minimum one hundred eighty (180) day suspension.

(d) Level 4 - Unlawful.

(i) Offense. Any violation of Tennessee law; possession of firearms without a license, knives, explosive devices or weapons or under

the influence of alcohol, narcotics, controlled substances, chemical or drug paraphernalia; assault with or without a weapon.

(ii) Penalty. The White House Police Department must be contacted immediately. The White House Parks and Recreation Department will issue a minimum one (1) year suspension.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

First Reading: March 17, 2011 PASSED

Second Reading: April 26, 2011

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

April 19, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: Ordinance 11-07

Due to discussions at the Budget work session held in March, I have prepared materials for your review and consideration in adopting the property tax freeze program. The income limit for Robertson County is \$32, 510 and Sumner County is \$33,860. This will only apply to residential property, those that turn 65 years of age in the year that they qualify, and it must be the person's primary residence. The income limits change from year to year. All of this information is in your background materials.

I have discussed the process with both County trustees and they both have agreed to process these applications for a small fee. Each applicant will have to qualify and apply every year or they lose their frozen status. These applications can be quite lengthy. Sumner County will be charging \$10/application and Robertson County will be charging \$25/application. For instance, Portland had a total of 135 applications for the 2009 year. So, they paid Sumner County Trustee a total of \$1,350 to process those applications. I am estimating a possible 100 applications for Robertson and 100 for Sumner at the most which would total \$3,500 for a processing fee.

If you have any questions, feel free to contact me.

ORDINANCE 11-07

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,
ADOPTING THE PROPERTY TAX FREEZE PROGRAM AS PROVIDED FOR
IN 2007 PUBLIC CHAPTER 581.**

WHEREAS, Chapter 581 of the Public Acts of 2007, codified in Tennessee Code Annotated §67-5-705, is a local option law which authorizes cities to adopt a property tax freeze program; and

WHEREAS, the City of White House Legislative Body has determined that it is in the best interest of the City of White House that the city adopt the property tax freeze program; and

WHEREAS, the Sumner County Trustee's office is willing to process all applications for a ten dollar (\$10.00) fee per citizen application with such fee to be billed to and paid by the city and the Robertson County Trustee's office is willing to process all applications for a twenty-five dollar (\$25.00) fee per citizen application with such fee to be billed to and paid by the city; and

NOW THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the City of White House that the adoption of the property tax freeze is approved as follows:

Section 1 - The property tax freeze program is provided for in Chapter 581 of the Public Acts of 2007, codified in the Tennessee Code Annotated §67-5-705, is hereby adopted by the legislative body of the City of White House.

Section 2 - The property tax freeze program shall be implemented and administered in accordance with Tennessee Code Annotated §67-5-705 and the rules promulgated by the State Board of Equalization through the Division of Property Assessments.

Section 3 - The City Recorder shall file a copy of this ordinance with the Division of Property Assessments within forty-five (45) days of its adoption.

Section 4 - The Sumner County Trustee is requested by the City of White House to process all applications for a fee of ten dollars (\$10.00) per citizen application and the Robertson County Trustee is requested by the City of White House to process all applications for a fee of twenty-five (\$25.00) per citizen application.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

First Reading: April 26, 2011

Second Reading: May 19, 2011

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

FINANCE....



April 14, 2011

Ashley Smith
Director Parks and Recreation Department
City of White House
105 College Street
White House, Tennessee

RE: Recommendation of Award
Municipal Football Field Lighting Project

Dear Ashley:

Bids for the construction of the subject project were received in the City of White House Municipal Center and publicly opened on April 7, 2011. As shown below, a total of three (3) bids were opened for the Municipal Football Field Lighting Project. A Certified Bid Tabulation of all bids is attached for your review. The bids can be summarized as follows:

Base Bid – Replacement of Lights on Existing Poles

<u>Bidder</u>	<u>Base Bid Price</u>
Reynolds Electric LLC	\$132,190.00
TLC Investments LLC – Stone River Electric	\$138,500.00
Infrastructure Construction Services, LLC	* - incomplete bid package submittal

The low base bid for the project was submitted by Reynolds Electric LLC. The City has worked with Reynolds Electric in the past and have found their work to be acceptable. Additionally, they have ample experience with this type of field lighting project.

Infrastructure Construction Services did not provide the required 5 project references for field lighting projects with their bid package and their submittal does not constitute a qualifying bid. A subsequent check of their experience did not reveal any experience in the execution of projects of this type. Additionally, McGill Associates has never worked with Infrastructure Construction Services. Given the complexity of this project and its importance to the City, contractor project experience is vital to ensure that the project is performed correctly and is finished on time. McGill Associates recommends that the City reject Infrastructure Construction Services, LLC's bid on the project.

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • P.O. Box 4187, Sevierville, TN 37864 • 248 Bruce Street, Sevierville, TN 37862

865-908-0575 • Fax 865-908-0110

The City also accepted bids for three (3) alternate bids to the base project. Those bids are summarized as follows:

Alternate No. 1 – Replacement of Lights on New Poles

<u>Bidder</u>	<u>Base Bid Price</u>
Reynolds Electric LLC	\$162,460.00
TLC Investments LLC – Stone River Electric	\$200,500.00
Infrastructure Construction Services, LLC	* - incomplete bid package submittal

Alternate No. 2 – Increase Lighting Warranty Period from 10 to 25 Years

<u>Bidder</u>	<u>Base Bid Price</u>
Reynolds Electric LLC	\$166,960.00
TLC Investments LLC – Stone River Electric	\$205,880.00
Infrastructure Construction Services, LLC	* - incomplete bid package submittal

Alternate No. 3 – Increase Lighting Levels from 50 to 75 Foot-Candles Average Lighting Intensity

<u>Bidder</u>	<u>Base Bid Price</u>
Reynolds Electric LLC	\$212,900.00
TLC Investments LLC – Stone River Electric	\$257,350.00
Infrastructure Construction Services, LLC	* - incomplete bid package submittal

It is our understanding that the City of White House wishes to utilize only the base project bids, therefore, we recommend award of the construction contract to Reynolds Electric LLC in the amount of \$132,190.00.

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

MEMORANDUM

TO: White House Board of Mayor and Aldermen
Angie Carrier, City Administrator

FROM: Addam McCormick, Planning/Codes Department

DATE: April 14, 2011

RE: Calista Road ARRA Project/ CEI Services

The request is to extend the CEI Engineering Inspection services by \$ 5,545.16. The original approved amount of CEI services is \$ 52,500. Based on a written request from Florence & Hutcheson and emails from the previous city engineer, the reason for the increase was due to project completion extensions and unexpected sewer service line relocations. Based on project emails, the total construction cost is expected to be \$ 15,000 to 20,000 under budget so the increased CEI fees are not expected to place the project over budget, which the City would be responsible 100% for all expenses beyond original federal approved project costs. The final asphalt and roadway strips were recently completed so staff expects the total project to be completed by the first of May.



Florence & Hutcheson

CONSULTING ENGINEERS

04/13/11

Addam McCormick
Planning and Codes Director
City of White House
105 College Street
White House, TN 37188

RE: ARRA Project #: ARRA-STP-F3-006
TDOT Project #: 74LPLM-F3-006
PIN #: 113055.00
The Resurfacing and Reconstruction of Calista Road from US 31W to Bill Moss Road

Dear Addam,

In the days leading up to Ron Bailey's last day as City Engineer for the City of White House, Florence & Hutcheson had been in discussions with him about the need for a supplement to our Contract with the City for the Construction Engineering and Inspection (CEI) Services on the Calista Road project.

The Construction Contract deadline was extended by seventeen days by Supplemental Agreement No. 3 due to utility conflicts and field adjustment of existing utilities that were in conflict with the proposed work. Supplemental Agreement 3 also allowed for surface paving and striping items to be completed after the additional seventeen days if the weather limitations in TDOT's Standard Specifications prevented those items from being completed within that timeframe. These unforeseen utility conflicts and subsequent extension of the project deadline caused additional CEI time that was not originally anticipated before the project began. Also, Florence & Hutcheson has incurred additional CEI time associated with TDOT records reviews, pavement repair, and additional ARRA Reporting, due to the Construction Contract extending past the original project deadline and extending into April of 2011.

Florence & Hutcheson is requesting a supplement for the additional CEI time that is required to complete the CEI Services for this project. According to the attached estimate, Florence & Hutcheson's original Contract will need to be supplemented by an additional **\$5,545.16** to complete the remaining CEI Services required for this project.

Thank you for your consideration for this request and for the opportunity to assist the City of White House with the administration of this project.

Sincerely,

Jeff Glass, PE
Florence & Hutcheson

Remaining CEI Costs Summary

04/13/11

City of White House
 Calista Road Resurfacing and Reconstruction

Remaining Contract Amount as of 02/28/11 = \$549.44

Cost Summary for Remaining CEI Services (Surface Paving, Striping, & Project Closeout):

F&H:

Classification	Days	Hours/Day	Total Hours	\$/Hour	Cost
Project Engineer	2	8	16	\$90.00	\$1,440.00
Sr. Inspector	2.5	10	25	\$65.00	\$1,625.00
Inspector	2	10	20	\$55.00	\$1,100.00
Geotek (Sub):					
Asph. Plant Insp.	2	8	16	\$70.00	\$1,120.00
Asph. Plant Insp. (OT)	2	4	8	\$91.00	\$728.00

Mileage (Geotek): 2 trips@ 80 miles/trip = 160 miles x \$0.51/mile = \$81.60

Gross Remaining CEI Cost = \$6,094.60

Less Remaining Contract Amt. = -\$549.44

Net Remaining CEI Cost = \$5,545.16

April 19, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator 

Re: Property Tax Freeze Agreement

Sumner County Trustee, Marty Nelson, has asked the City to approve this agreement to determine the collection process between the City of White House and Sumner County for the property tax freeze. The agreement is self-explanatory. If you have any questions or concerns, please feel free to contact me.

**TAX FREEZE AGREEMENT BETWEEN
SUMNER COUNTY, TENNESSEE
AND
THE CITY OF WHITE HOUSE**

WHEREAS, the State of Tennessee has authorized each county and city in the state to determine if it will freeze the real property taxes of elderly citizens that meet certain income and property ownership requirements; and

WHEREAS, Sumner County adopted the Tax Freeze Program (hereinafter referred to as "**The Program**") to begin with the 2008 Property tax year for Sumner County ad valorem real property taxes; and

WHEREAS, the Sumner County Trustee, her office and staff (hereinafter referred to collective as "**The County**") shall oversee and administer **The Program** on behalf of Sumner County.

WHEREAS, the City of White House (hereinafter referred to as "**The City**") also wishes to freeze real property taxes collected for its city under the terms of **The Program**; and

WHEREAS, in order to avoid duplication of effort and consistency in program administration, **The City** desires to have **The County** oversee, administer, conduct and process city tax freeze applications as it operates **The Program** for Sumner County.

THEREFORE, The City and the County hereby agree as follows:

1. **The City** has passed the appropriate ordinance or resolution (a certified copy of which is attached herewith) and wishes for **The County** too oversee **The City** portion of **The Program**.
2. All taxpayers of **The City** seeking to obtain information about **The Program** shall be referred to **The County** to determine eligibility.
3. **The County** shall endeavor to process and authorize any appropriate taxpayers of **The City** who seek to be included in **The Program**.
4. **The County** shall process each taxpayer application in an efficient manner and in a method consistent with approved policies of **The County** and the rules of the State Board of Equalization.
5. **The City** shall pay the sum of \$10.00 per taxpayer approved for **The Program** to **The County**.
6. **The County** shall invoice **The City** in a timely fashion following the annual deadline for application for **The Program**. **The City** shall pay each invoice within fifteen days of receipt.
7. **The City** shall release **The County** for any incorrect or erroneous approvals to **The Program**.
8. This **Agreement** is valid for the 2011 tax year and must be cancelled in writing by **The City** or **The County** by March 31, 2012. In the event that either party does not cancel this **Agreement** as set forth, then the arrangement shall continue

for the 2012 tax year. The cancellation time period shall be March 31, 2013 and each year thereafter as set forth herein.

For the County: _____

Date: _____

For the City: _____

Date: _____

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....