

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
October 20, 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 September 15, 2011 meeting.
6. Welcome Visitors
7. Public Hearings
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Engineering
 - J. Court Clerk
 - K. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. **Resolution 11-15** - A resolution authorizing application for 2011 funds from the Recreational Trails Program Fund (RTP).
11. Consideration of the Following Ordinances:
 - a. **Ordinance 11-12** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-107. *Second Reading*.
 - b. **Ordinance 11-13** - An ordinance adopting a debt management policy for the City of White House, Tennessee. *First Reading*.
12. Finance
 - a. To approve or reject NAFCO's bid for Thermal Imager. The Fire Chief recommends rejecting the bid for not meeting specifications.
 - b. To approve or reject Fiber Optic Interconnect Project Change Order #2. The City Administrator recommends approving.

- c. To approve or reject CWA 2009-246/CWSRF 2010-256 Cope's Crossing Lift Station Change Order #8. The Wastewater Superintendent recommends approving.

13. Other Business

- a. To approve or reject the amendment to the current lease with AT&T on the cell tower located at 161 Carmack Drive.

14. Discussion Items

- a. None

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
September 15, 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

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the August 18, 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. **August 18, 2011 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. **Ordinance 11-11** - An ordinance amending the schedule of traffic fines and costs by levying a local litigation tax in the Municipal Court of White House.

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

- a. Mayor Arnold presented the Community Achievement Award to Jeremy Keene.
- b. Mayor Arnold presented the Constitution Week Proclamation.
- c. Alderman Paltzik announced the Chamber requested that the Mayor and Aldermen submit letters to Billy Draper in support of a Dixie Youth Tournament in White House.
- d. Alderman Hutson complimented Ashley on the new lights at the football field.

- e. Chief Herman announced that the Police Department received the 3rd place award in the 11 to 25 officers division of the Law Enforcement Challenge by the Governor's Highway Safety Program.

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 11-14** - A resolution stating opposition to all efforts of the United States Army Corps of Engineers or any agency to charge fees to utility entities which pump water out of Old Hickory Lake or its supporting water sources.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with four members voting aye. **Resolution 11-14 was approved.**

11. Consideration of the Following Ordinances:

- a. **Ordinance 11-11** - An ordinance amending the schedule of traffic fines and costs by levying a local litigation tax in the Municipal Court of White House. *Second Reading.*

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

- b. **Ordinance 11-12** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-107. *First Reading.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 11-12 was approved on First Reading.**

12. Finance

- a. To approve or reject to surplus 2002 Ford Crown Victoria VIN# 2FAFP71W22X149523 and 2002 Ford Crown Victoria VIN# 2FAFP71W62X149525. The Police Chief recommends to surplus.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **To surplus two 2002 Ford Crown Victoria patrol cars was approved.**

- b. To approve or reject to surplus 1997 Ford Ranger VIN# 1FTCR15U5VPB42458. The Planning and Codes Director recommends to surplus.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **To surplus the 1997 Ford Ranger was approved.**

- c. To approve or reject Sessions Paving, Inc.'s bid of \$97,618 for the Greenway Flood Damage Repair Project. The Parks and Recreation Director recommends to approve.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Sessions Paving, Inc.'s bid was approved.**

13. Adjournment

Meeting was adjourned at 7:19 p.m.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

REPORTS....

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

Administration

Much of September was spent working in the coordination of the fiber optic project. There were project meetings to discuss changes required within the plan document and on-site changes needed by CEMC. Comcast worked very quickly with the City to move a line and CEMC trouble shot issues with our sub-contractor. The City Administrator worked with Local Government to get the internal network drawings close to finished. Once all internal wiring and existing equipment is reviewed a set of plans for a change order must be approved by TDOT. This is scheduled to be sent next week for approval. The project is on schedule. Splicing is set to be finished within the next two weeks. All cable has been run and the cable drops are currently being placed in all the buildings.

The City Administrator was prepped for depositions this month. All of these have been postponed to date because the plaintiffs have dropped their counsel. We are awaiting further notice.

The TDOT Commissioner, John Schroer, visited projects in Sumner County. No current projects in White House were under construction at the time of the visit, but the City Administrator actually attended a luncheon with him in Gallatin to make sure White House was not forgotten.

The City Administrator attended a class hosted by Tennessee Valley Authority. A Family Dollar representative presented to some extent what Family Dollar looks for in a community. He also covered: 1. how to contact corporate real estate, 2. How to package your market, 3. Promote by coordinating with key stakeholders and 4. How to deal with Family Dollar. The most important thing to remember is that phone calls do not work. It is a must to communicate via e-mail or you will not get noticed. Always remain short and brief. Most real estate executives for corporate do not have the time to read a large story. It just confirmed that the approach from the City of White House is on track with how corporate would like to be contacted with the appropriate content. The City Administrator also saw a presentation from Buy Local. This was shared with the Chamber Director to utilize as a possibility for local businesses.

The City of White House hosted the Sumner County Council of Governments Luncheon at Granny's. We discussed redistricting requirements and were updated on the issues facing Sumner County.

Bill Crusenberry, Wastewater Director, retired. His last day was last week. The entire City wishes him well and the best of luck in his retirement.

Website Management			
	September	FY 11 - 12	FY 10 - 11
Number of Internal Requests for Website Updates	8	39	138
Visits	8,168	24,657	92,795

Our city website has had 8,168 visits during the month of September, which was decrease of 137 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 of White House
General Government Department
September 2011**

City	Visits
Nashville, TN	1961
Oak Ridge, TN	1062
Redmond, WA	712
Gallatin, TN	282
Hendersonville, TN	265
White House, TN	225
San Francisco, CA	205
Franklin, KY	91
Brentwood, TN	84
Knoxville, TN	78

Did you know 40% of this month's visitors accessed the City's website directly and 42% of visitors accessed the website through the Google search engine? In addition, the percentage of returning visitors was 42% and 58% of visitors were new to the website. Our website was accessed by visitors in 56 different countries from around the world.

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

Finance Section

Delinquent property tax payments for the current tax year continued to trickle in during September, with the outstanding percentage dropping to 3%. Delinquent taxes from the previous year have now been certified with both Robertson and Sumner Counties. Tax cards were late coming in from Sumner County again this year, so cards were not mailed until after their October 1st due date.

The Finance Department has continued efforts to close out activity from the previous fiscal year, and work continues on accrual entries required as a part of the audit process.

The Finance Director and HR Director met during the month to develop a payroll checklist. The separation of duties required by the Comptroller's Internal Control Guidelines require that two different parties be responsible for employee records and the processing of payroll. The Human Resources Department is responsible for all employee records, and the Finance Department is responsible for processing payroll. The separation requires constant and accurate communication between the two departments in order to process an accurate and timely payroll. The checklist that was developed has already improved the process and should greatly reduce the opportunity for errors in the process. The Finance Director also completed the current quarter's report for the firefighter SAFER grant reimbursement.

Performance Measures

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Acct Balance
General Fund	\$88,701.45	\$3,021,517.30
Sanitation	\$52,777.83	\$350,816.01
Wastewater	\$665,861.97 *	\$786,921.62

~ All Fund Balances are bank balances reported as of: October 12, 2011

~ *The Wastewater Fund balance should be reduced by a significant amount Due To balance for the Sanitation Fund at: \$232,332.50

Payroll

Number of Payrolls	Number of Checks & Direct Deposits	Number of Adjustments	Number of Void Checks
3 Regular	7 Paper Check / 291 Direct Deposits	1 Retroactive Adjustments	0 Voids

Accounts Payable

	September	FY	Last September	Last FY
Total Invoices Processed	355	1145	388	944

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

Call and Counter Logs

	Finance	Admin	Planning / Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	248	34	45	12	65	6	6	16	2	6	9	449
Customers	166	3	7	1	2	0	0	3	1	1	11	194

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Director's Office	Total
Calls	9	18	46	116	52	7	248
Customers	0	5	2	151	8	0	166

Purchase Orders

Department	#	Value
Codes	7	\$1,170.76
Fire	8	\$2,448.06
Police	18	\$2,574.00
HR	1	\$119.98
Engineering	3	\$1,565.00
Admin	3	\$349.00
Finance	2	\$1,419.00
Court	0	\$0.00

Department	#	Value
Library	6	\$771.29
Wastewater	18	\$33,059.79
Public Works	9	\$4,123.31
Sanitation	8	\$20,544.27
Parks	28	\$110,149.69
Bldg. Maint	4	\$390.00
Cemetery	1	\$25.16

Total	116	\$178,709.31
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Void	2	N/A
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	#	Value
Purchase Orders \$0 - \$999	102	\$24,991.55
Purchase Orders \$1000 - \$9999	12	\$35,767.76
Purchase Orders Over \$10,000	2	\$117,950.00
Total	116	\$178,709.31

Emergency Purchase Orders - September

Number	Vendor	Items	Amount	Nature of Emergency	Dept
16483E	Cummins Crosspoint	Digital board, labor	\$1,362.98	Wastewater Plant generator down	Wastewater
16491E	Allgood	Wet well pumped	\$750.00	Calista Rd. and Cracker Barrel	Wastewater
16486E	AirVac	Vacuum Pump	\$20,332.00	North Palmers Chapel Pump	Wastewater
16538E	Southeast Electric	Replace flashing lights	\$150.00	Pleasant Grove Rd./Hwy 76	Engineering
16230E	White House Print Shop	Maps	\$13.41	Not approved as an emergency; purchase made outside of the policy	Library/Museum

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

Business License Activity

Opened	4
Closed	1

Delinquency Rate: 63%

Cumulative Information

Class	Total Licenses	Delinquencies
1	46	35
2	142	87
3	293	208
4	197	96

Municipal Court - Citations Disposed Either Through Court or Payment

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	2	Stop Signs	18
Child Restraint-under 4	0	Open Container Law	0
Anti-Noise Regulations	0	Parking Violation	1
Improper Backing	0	Vehicle Registration Law	26
Failure to Yield Right of Way	0	Seat Belt Violation – 18 and Older	32
Financial Responsibility Law	50	Speeding	75
Following Too Closely	1	Careless Driving	0
Motor Vehicle Requirements	3	Disobedience to Traffic Control Device	5
Improper Passing	0	Enter Access Roadway	0
Drivers Exercise Due Care	8	Turn to Avoid Signal	1
Codes Violations/Animal Control	1	Move Over Law	0
Drivers License Law	1	Total	224

Municipal Court - Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	78
Guilty as Charged	10
Dismissal	8
Dismissed upon presentation of insurance	42
Not Guilty	0
Dismissed to Traffic School	10
Dismissed with Costs and Fines	47
Dismissed with Costs	15
Dismissed with Fines	14
Case Transferred to County	0
Dismissed with Public Service	0
Total	224

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

Human Resources:

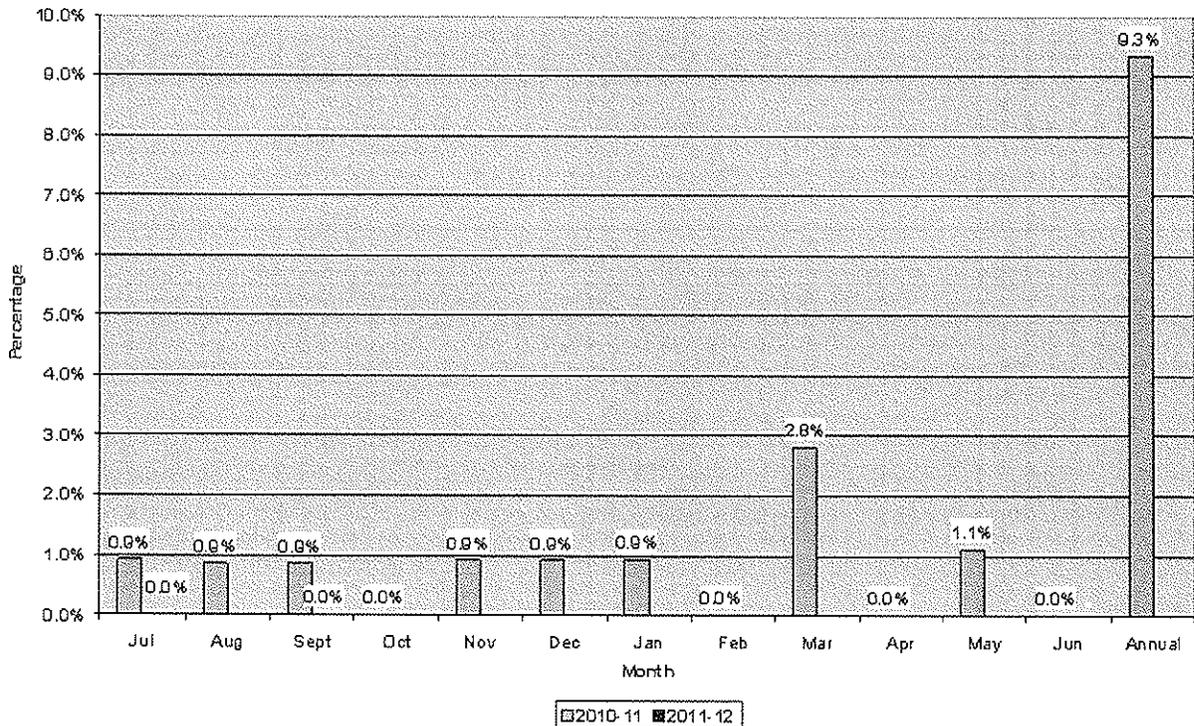
- Meritain Health **HIPAA** Training Completed 9/7
- Attended TN Risk Management Round Table Luncheon in Franklin, TN 9/14
- Attended TN-(**T-DOT**) **Title VI** Compliance Training, Nashville, TN 9/16
- Received Driver Safety Grant through TML-POOL 9/20
- **MTAS & TML** Consultation related to Staffing and Risk Management Issues
- Attended City-Wide Safety Meeting 9/27/11
- Participated in Employment/Department Restructuring Review Discussions
- Reviewed/Processed (2) FMLA Cases
- Updated City **NIMS** Compliance Reports
- Completed **ICMA** Reports for Human Resources and Risk Management
- Facilitated City BLR Compliance Training: **Sexual Harassment, Workplace Safety, Alcohol & Substance Abuse**
- Facilitated City-Wide Title VI Compliance Training

Key Performance Indicators (Performance Measurements)

Citywide Turnover

- Turnover overall for the month of September 2011 was **zero (0)** which is a decrease from September 2010 (1%).

Citywide Turnover

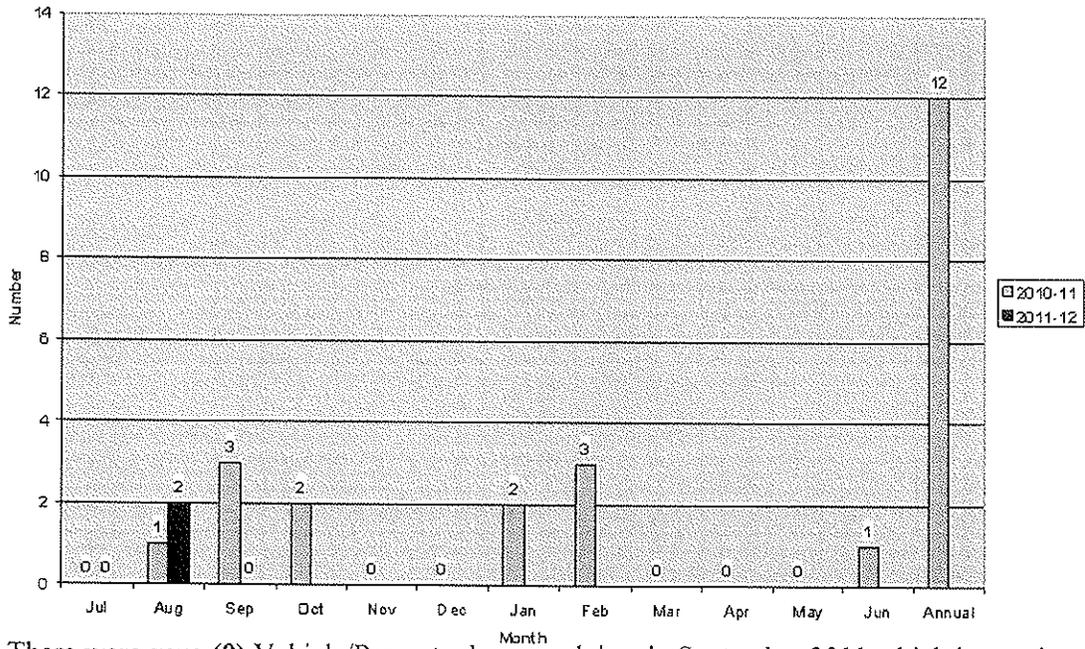


**City of White House
Human Resources Department
September 2011**

Safety

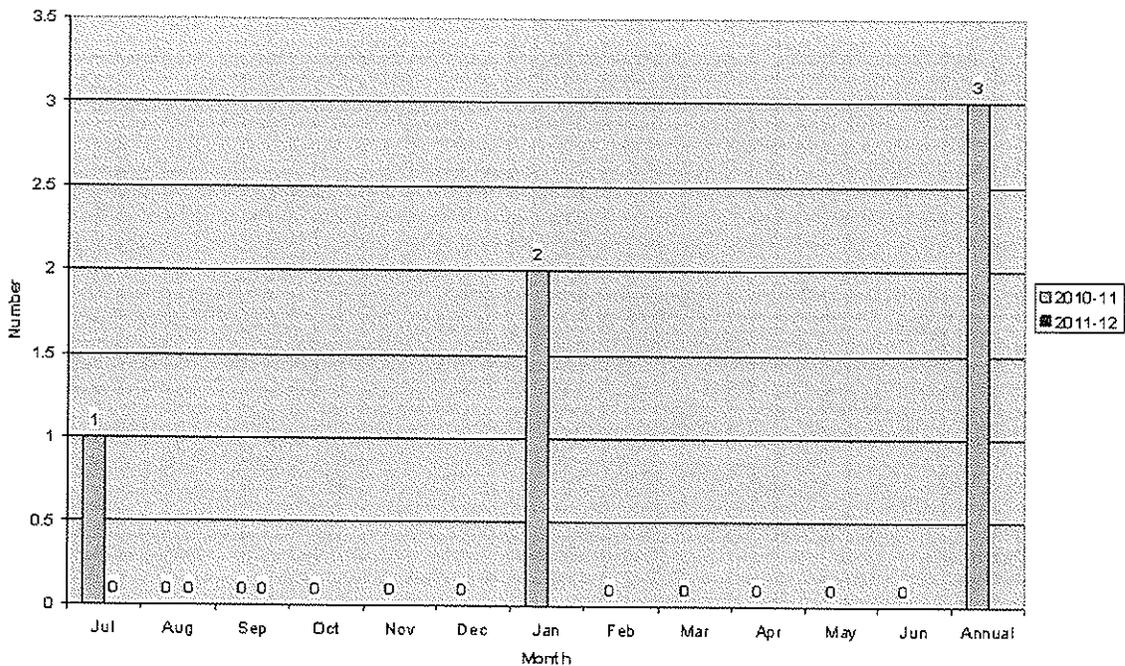
- There were **zero (0)** Workers Compensation claims for September 2011 which is a decrease from September 2010 (**1**).

Number of Injury Reports



- There were **zero (0)** Vehicle/Property damage claims in September 2011 which is consistent with September 2010 (**0**).

Number of Property/Vehicle Damage Reports



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

Highlights

- On September 9th, Chief Herman, Captain Ring, and Officer Brisson attended the Law Enforcement Challenge Luncheon that was held at the Tennessee Life Saver's Conference in Nashville. The White House Police Department placed third in the state in the Law Enforcement Challenge. We received a beautiful plaque and a \$1,200 pair of Fatal Vision Training Goggles.
- On Sunday, September 11th, Temple Baptist Sponsored a 911 Dinner for Public Safety. The Guest Speaker was Chaplin Jon Briggs, Goodlettsville Fire and Police Department. A spaghetti dinner for all in attendance followed.
- The Governor's Highway Safety Office (GHSO) meeting was held at the White House Police Department on September 26th in the Training Room.

Meetings/Civic Organizations

- ***Chief Herman attended the following meetings in September:*** Robertson County Chief's/911 User Group (September 14th); Board of Mayor and Alderman (September 15th); Robertson County 911 Board (September 20th); Sumner County Drug Task Force (September 21st); Command Staff Meeting (September 22nd); Robertson County 911 User Group (September 28th); Rotary Club (September 29th – Chief Herman was the Special Guest. Senator Bob Corker was the Speaker); and, Sumner County CPIT Meeting (September 30th).
- ***Captain Mingledorff attended the following meetings in September:*** Rotary Club (September 1, 15, 22 and 29), Chamber of Commerce (September 20th), and Safety Committee Meeting (September 27th).
 - ***Sumner County Anti-Drug Coalition:*** Captain Mingledorff hosted the monthly Anti-Drug Coalition meeting at the White House Police Department on Tuesday, September 13th. Attending the meeting were: Sumner County Anti-Drug Coalition Director, Katie Brown and her Assistant, Kelly Pierce; White House High School Guidance Counselor, Elaina Newton; White House Heritage Assistant Principal, Steve Owen; and City Recorder, Amanda Priest. A S.A.D.D. (Students Against Destructive Decisions) Chapter is being created for the Heritage High School and will be implemented soon.
- Sergeant Dan Hunter instructed four hours of Traffic School on September 18th. Twelve people were in attendance.

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. ***Our department training goal is that each police employee receives 40 hours of in-service training each year.*** The White House Police Department has 22 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 880 hours of training per calendar year.

City of White House
Police Department
September 2011

Month	Admin	Patrol	Support Services	Total
January	0	40	0	40
February	0	48	0	48
March	8	8	0	16
April	0	152	0	152
May	0	172	36	208
June	0	8	80	88
July	2	40	4	46
August	13	153	8	174
September	0	175	30	205
Total	15	796	158	969

Patrol Division Performance Measurements

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 354 shifts during the Fiscal Year 2011-2012. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	September 2011	FY 2011 - 2012
Two (2) Officers per Shift	14	70
Three (3) Officers per Shift	46	114

2. *Acquire and place into service two Police Patrol Vehicles by October 5, 2011.*
Two 2011 Ford Crown Victoria Police Pursuit Vehicles were purchased from TT of F. Ford of Murfreesboro. The vehicles have been decaled and equipped with accessories. They were put into service the middle of September.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2011-2012.* Plans are being made to have one this winter and one in the spring.
4. *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	September 2011	Per 1,000 Pop.	Total 2011	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	10	1	104	10
Crimes Against Property	42	5	434	42
Crimes Against Society	11	1	148	14
Total	63	6	686	67
Arrests	31		380	

*U.S. Census Estimate 2010 – 10,255

City of White House
Police Department
September 2011

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.*

	September 2011	Total 2011
Traffic Crashes Reported:	23	218
Enforce Traffic Laws:		
Written Citations	195	1,962
Written Warnings	45	792
Verbal Warnings	187	2,071

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	YTD
September	23	6	26%	24%

Staffing

- Sergeant Curtis Carney is currently serving in Afghanistan.
- Officer Jason Shapton will move to the Support Services Division on October 4th, as a Detective.

K-9

- Officer Jason Ghee and Nike attended their monthly training.

Sumner County Emergency Response Team

- The ERT had 8 hours of training in Gallatin this month.
- They had one call out: Barricaded subject in Castilian Springs.

Volunteer Reserve Officers

- The two new Reserve Officers, Robert Chambers and Kia Vanatta, trained on Traffic Stops on September 14th.
- The Reserve Officers completed Firearms Qualifications and other training on September 28th.

Support Services Performance Measurements

1. *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
September	41%	54%

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

Communications Section

	September 2011	Total 2011
Calls for Service	1,140	9,164
Alarm Calls	33	262

Request for Reports

	September 2011	FY 2011-12
Requests for Reports	21	53
Amount taken in	\$25.20	\$813.00
Tow Bills	\$200.00	\$300.00
Emailed at no charge	34	87
Storage Fees	\$0.00	\$0.00

Staffing

Volunteer Police Explorers

- The Police Explorers resigned two Explorers this month due to age limitation. Jack Selle and James White turned 21 years of age. We appreciate their service to the White House Police Department.

Item(s) sold on Govdeals:

No items sold during the month of September.

Crime Prevention/Community Relations Performance Measurements

1. *Teach D.A.R.E Classes (10 Week Program) to two public elementary schools, by the end of each school year* The program resumed on September 26th at White House Heritage Elementary and Christian Community School. Captain Mingledorff will be instructing the ten week course to a total of 7 fifth grade classes (200 students).
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event. The 12th Annual event was scheduled for Monday, September 5th, 2011, (Labor Day) from 10:00 am – 2:00 pm in the City Park. It was cancelled due to inclement weather. The event has been re-scheduled for Saturday, October 15th, 2011.*
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* The 12th Annual class is scheduled for Tuesday, February 21, 2012. Twenty-three citizens have submitted applications. Classes will meet once a week for three hours for ten weeks.
4. *Participate in a joint community event monthly in order to promote the department's crime prevention efforts and community relations programs.*

2011 Participation in Joint Community Events		
	September	YTD
Community Activities	1	34

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

- ***Wheels In Motion:*** The program resumed September 22nd, at H.B. Williams, WH Heritage, Robert F. Woodall, and Community Christian Elementary Schools. The Rotary Club presented 1 bike at each school (total 4). Captain Mingledorff presented a helmet to go along with each bicycle. He spoke to the students about vehicle passenger safety and bicycle safety. This program promotes any “service above self” act or project. Nominees are submitted monthly to the school principals by faculty, staff and students.

- ***National Child Passenger Safety Week September 20-24:*** Captain Mingledorff distributed 700 flyers (for student’s parents) to three Elementary Schools (WH Heritage, H.B. Williams, and R.F. Woodall). Information distributed was concerning the significance of Child Passenger Safety Week as well as current Tennessee Child Passenger Safety Laws.

- ***Captain StreetSmart:*** Captain Mingledorff taught a Youth “Self –Preservation” Safety class to 15 fifth graders from Ms. Kuntz’s “Teen Living” class at White House Middle School. The topics included Stranger Danger, Internet Safety, Fire Safety, Gun Safety, Bully Prevention, Child Passenger Safety, and Bicycle Safety.

- ***National Drug Take Back Event:*** The 2nd Drug Take Back event is scheduled for Saturday, October 29, 2011, from 10:00-2:00 pm at the White House Walgreen’s.

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

Summary of Month's Activities

Fire Operations

The Department responded to 85 requests for service during the month. Of these responses, 62 were medical emergencies. The department responded to 5 vehicle accidents with reported injuries with two patients being transported to area hospitals with reported injuries. On September 21st the department was requested to assist on a structure fire on Marlin Rd. outside the city limits. An engine and four firefighters responded to the incident and assisted with the extinguishment of the fire. There were no injuries reported with this response. On September 30th fire units responded to a fire on the greenway near North Palmers Chapel Rd. When Brush 1 arrived on scene a lawnmower was fully engulfed in fire and the vegetation around it was burning. Firefighters extinguished the fire. Although the lawnmower was a total loss, no other property loss or injuries were reported.

Fire Administration

- September 9th - Fire Marshal Sisk assisted the Goodlettsville Fire Department by participating on a promotional board.
- September 22nd - Chief Palmer, Fire Marshal Sisk, and C Shift Firefighters hosted the annual Senior Citizens Cookout at Fire Station 2.
- September 27th - Fire Marshal Sisk conducted the monthly safety committee meeting at Fire Station 2.
- Chief Palmer and Fire Marshal Sisk worked throughout the month of September compiling data to complete the performance indicators and to submit the AFG grant for the aerial ladder truck.

Update on the Department's Goals and Objectives

- Complete the annual apparatus fire pump testing by November 1st, 2011.
- Complete our annual fire hose testing by October 30th, 2011.
- Send three firefighters to the Driver/Pump Operator course at the State Fire Academy and complete it by June 1st, 2012. **(The students have been enrolled.)**
- Organize a State Fire Academy Basic Firefighter course to be taught at Fire Station 2 by April 1st, 2012.
- Complete the Risk Watch Program in the schools by May 30th, 2012. **(This project is in progress.)**
- Implement an on-line firefighter training program that meets NFPA standards, ISO and State in-service requirements by January 1st, 2012.
- Update the Department's SOG document and reformat sections to be more tasks/response specific by June 30th, 2012.
- Organize a table top disaster drill to train staff and exercise the city emergency operations plan by December 1st, 2011.
- Complete pre-incident surveys of all commercial and industrial properties in the City by May 1st, 2011. **(This project is complete. Although, information will be updated on a continual basis.)**

Departmental Highlight

On September 10th Captain Holman and the Fire Explorers attended a dedication event "Everyone goes Home" at the state fire academy held at the fallen firefighters memorial. This year was the 10th

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

anniversary of the 911 world trade center terrorist attacks and during the ceremony a bronze statue of a firefighter and a steel beam from one of the twin towers was added to the fallen firefighter's memorial.

Department Cost Saving Report

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

Monthly Performance Indicators

Incident Responses

Structure Fires	1	Vehicle Accidents (General Cleanup)	1
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	5
Vehicle Fires	1	Rescue	0
Grass, Brush, & Trash Fires	0	False Alarms / Calls	4
Hazmat	1	Assist Other Governmental Agency	0
Other Calls	10	Total Responses for the Month	85
Emergency Medical Responses	62	Total Responses YTD	257

Fire Fighter Training

Total Training Man Hours for the Month	356.5
Total Training Man Hours YTD	1,012.5

Fire Inspection

	This Month	YTD
Fire Inspections	8	16
Fire Investigations	0	1
Plat / Plan Reviews	0	3
Fire Preplans	0	50

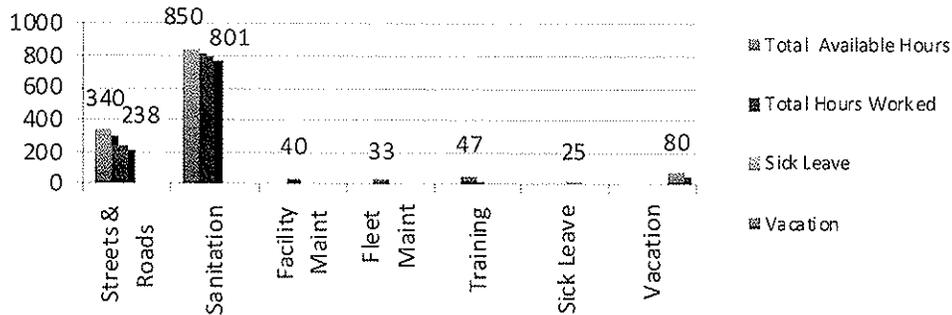
Public Fire Education

	This Month	YTD
Participants	300	973
Education Hours	17	29.5
Number of Occurrences	6	18

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

Monthly Performance Indicators

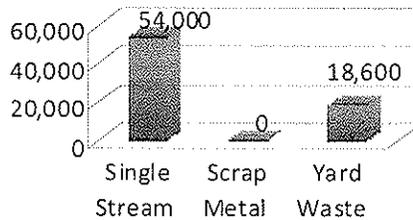
Utilization of Man Hours



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

Recycling Totals



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

Convenience Center

There were a total of 3 citizens that utilized our Convenience Center for the month of September. Total revenue received was \$384.80. This includes revenue received from the recycling of steel. Total operating cost for the month of September to be determined.

City of White House Clean up days

For the month of September there were a total of 49 citizens who took advantage of the free drop off service provided by the City of White House. Citizens seem to appreciate being able to bring items in at their convenience opposed to 2 designated weeks in the spring and fall.

Year to Date Total: 566

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

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

Sanitation Enterprise Fund Totals

Monthly Performance Indicators

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,624	\$56,265.00	\$169,155.00	\$55,804.51	\$169,498.37

Staffing

The public works department is authorized 11 full time employees. Currently we are down one Public Work Superintendent position.

Departmental On-Site Safety Training September 2011

- Winterizing
- New Employee -- New Job

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; schedule will be published in the next issue of The Word on White House. For the month of September we had a total of 43 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since September of 2010.

September 2011	43
September 2010	55

September 2011 Truck Poundage and Fuel Costs

	September 2011	YTD
Tons per day	16.44	18.85
Pounds for 1 months	558,860	1,844,720
Tonnage for 1 months	279.43	922.36
Fuel used Truck #319	\$455.61	\$1,276.46
Fuel used Truck #320	\$1,188.49	\$4,482.57
Fuel used Truck #321	\$668.08	\$1,503.93
Fuel used Truck # 323	\$1,005.79	\$2,893.46
Fuel used #324	\$152.61	\$884.28
Total Fuel cost for 11 months	\$3,470.58	\$11,040.70

Fuel decreased \$581.23 from the month of August

City of White House
Public Works Department
September 2011

SEPTEMBER B.M.A. REPORT 2011

Services Provided	Total	YTD
Brush Pick Up (stops)	267	774
Brush Truck Load	28	95
Emergency Call Outs	0	1
Damaged Carts Replaced	5	13
New Carts for New Home Construction	11	25
Additional Cart Request	1	4
Curbs Repaired	0	0
Shoulders Repaired	1	2
Drainage Requests	10	30
Drainage Work (feet)	2,329	4,811
Potholes Repaired	5	19
Salt Usage (tons)	0	0
Signs Installed	41	51
Handicapped Pick Up	80	240
Move In Special Pick Up	3	7
Move Out Special Pick Up	0	1
Dead Animal Removals	0	3
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	9	14

**City of White House
Wastewater Department
September 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. The tie-ins, fence, final clean up, and the demolition of the existing station remains. Video of gravity mains and laterals have been reviewed and accepted. Our access driveway has been built to the lift station, and the final tie-in has been scheduled. Construction has begun on change order #6; this is the extension of gravity sewer on Meadows Road and is 98% complete.

Goals and Objectives Progress:

- ❖ **CG0-2011-278 On-going:** The sole sourcing of the Eone grinder pump has been approved. We have ordered the first group of Eone grinders. We had our preconstruction meeting with David Shell from SRF and will begin installation as soon as the pumps come in.
- ❖ **GIS/GPS On-going:** GEO-Jobe is still acquiring the GPS *X; Y* coordinates to meet our asset and work order tracking requirements. We are 98% complete on acquiring coordinates of all service locations.
- ❖ **On-going:** We have submitted the rate structure and the last three years of financial audits to SRF for review and their approval for funding. This is phase 2 of Copes Crossing, Dawn Court and Hobbs Drive area conversion from Vacuum to gravity.

Collection system:

Over the past month staff has retro fitted twenty four low pressure grinder systems, to E/one and installed six rebuilt vacuum valves and controllers within the vacuum systems. The department has also provided inspections to five 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 and the bi-weekly maintenance continues to go as scheduled.

Departmental Highlight:

- ✓ Ray Johns and Chris Keith trained at the Eone Factory in Albany, New York. Both are now certified by Eone to do field troubleshooting, and the repair of the extreme grinder pumps.

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

Monthly Performance Indicators and Year to Date Totals

Service Provided	Month	Total YTD	Amount Billed	Revenue Received	Revenue Totals 2010 - 2011
New Service Connections (Capacity Fees)	0	0	\$0	\$0	\$0.00
Customers Billed	3,873	N/A	\$213,583.08 (Net)	*\$208,149.76	\$208,149.76
Applications or Transfers for Service	39	39	\$3,150.00	\$3,150.00	\$3,150.00
Late Penalties Applied	1042	1,042	\$5,340.44	N/A	N/A
Adjustments	9	9	N/A	(\$278.51)	(\$278.51)
Administrative Fees	58	58	\$2,905.25	\$2,905.25	\$2,905.25
Service Availability Requests	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
New Service Inspections (Connection Fees)	0	0	0	\$0.00	\$0.00
Field Inspection Fees	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
Non-Payment Cut-Offs	56	56	\$2,350.00	Included in Admin Fees	Included in Admin Fees
Commitments for Service	0	0	\$0.00	\$0.00	\$0.00
Bulk Disposal	0	0	\$0.00	\$0.00	\$0.00

*Revenue from Previous Month Service

Monthly Totals: \$214,205.01 \$214,205.01

	Month	Total YTD
Work Orders	0	43
All Service Requests	178	677
Billing Related Service Requests	78	324
Mainline Repairs	0	0
Service Line Repairs	8	17
L.P. Service Requests	86	295
Gravity Service Requests	0	0
Vacuum Service Requests	6	41
Major Lift Station Repairs	1	1

Responses to SCADA Alarms		
	Month	Total YTD
North Palmers	64	418
Calista	62	223
Wilkinson	47	169
Portland Road	4	10
Tyree	22	66
Union Road	0	0
Meadowlark	6	6
Hwy 76	2	4
Cambria	1	1
Treatment Plant	87	221
Total Responses	295	1,118
TN One-Call Requests	116	352

	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity
Average Daily Flow (effluent)	0.615	1.4 MGD	0.08	43%

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

Summary of Department Activities:

Staff worked on grant applications for the Nashville Metropolitan Organization's Active Transportation Program. Staff researched election boundary redistricting requirements and discussed the City's ward boundary redistricting with a County Election Administrator. Staff met to discuss new business proposals including temporary sales. Staff attended the Tennessee Planning Association fall conference in Nashville.

Department Highlight:

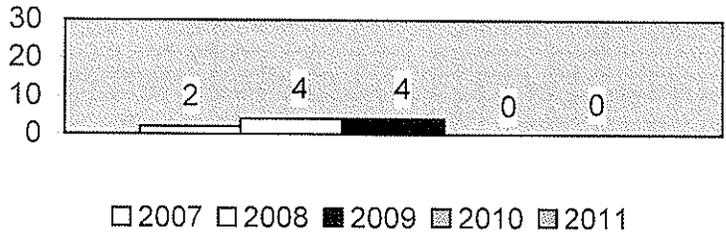
The City is an agent of the State's Fire Marshall's Office regarding the issuance of electrical permits. The City receives an issuance fee of \$5.00 per permit. The City receives phone calls regarding scheduling electrical inspections and problems associated with the inspections. Staff assists the contractors and State Electrical inspector as requested. Mark Kirk, previous White House area inspector took a job with Mt. Juliet. Mike Taylor, State Inspector has taken over the White House area inspections.

Cost Savings:

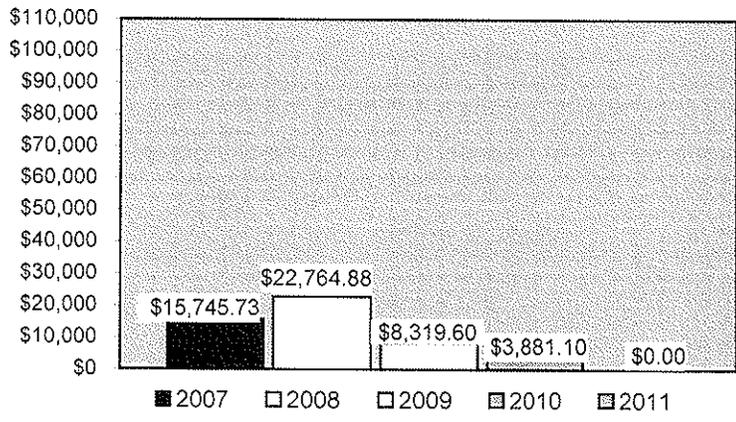
City staff attends local area code and planning training classes to reduce the cost associated with maintaining certifications.

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

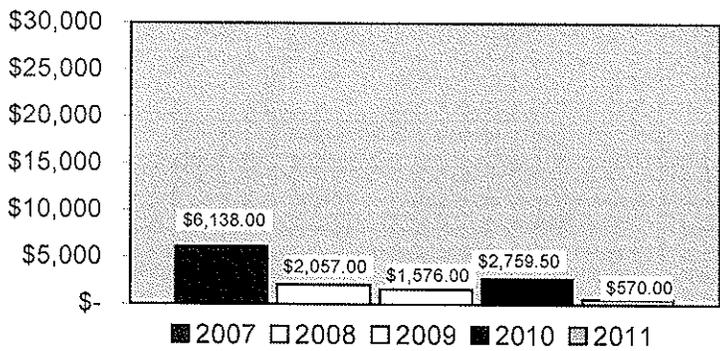
Single Family Permits



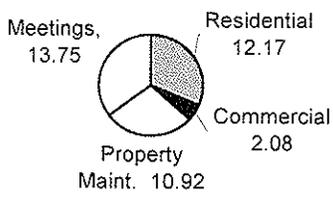
Impact Fees



Permit Fees



Inspections / Meetings Hours



	Month	FY 11-12
MEETING AGENDA ITEMS#		
Planning Commission	5	14
Construction Appeals	0	0
Zoning Appeals	0	1
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	0	5
Multi-Family Residential	0	0
Other Residential	8	35
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	0	1
State Electrical	25	86
Sign	1	3
Occupancy Permits	15	38
Other	0	0
BUILDING INSPECTIONS		
Residential	33	111
Hours	12.17	32.08
Commercial /Industrial	8	35
Hours	2.08	10.33
CODE ENFORCEMENT		
Total Cases	94	326
Hours	10.92	39.5
Complaints Received	8	47
MEETINGS		
Administration	5	12
Hours	6	19.17
Planning	5	14
Hours	6.5	15
Codes	3	12
Hours	1.25	8.5
FEES		
Permit Fees	\$ 570.00	\$ 4,360.00
Board Review Fees	\$100.00	\$ 475.00
City Impact Fee	\$0.00	\$ 6,225.00
Roads	\$0.00	\$ 1,905.00
Parks	\$0.00	\$ 1,980.00
Police	\$0.00	\$ 1,410.00
Fire	\$0.00	\$ 930.00
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: 19	\$914,000.00	
Builders Bonds	\$	68,272.95
Workings Days in Month		16

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

Summary of Month's Activities

Recreation

Men's Open Softball games began this month. We have 11 teams playing on Tuesdays, Wednesdays and Thursdays. They will finish their season in October.

Adult Open Gym is held on Thursday's from 6:00 p.m. - 9:30 p.m. for anyone over the age of 18 to play basketball. It costs \$3 for the entire evening. This has been offered since July and is picking up even more.

Fall Baseball games continued this month. The season will wrap up the first week of October.

The Labor Day Bike Parade was cancelled due to weather. We look forward to reuniting with the Police and Fire Department for Safety Day next year.

The Harvest Moon 10K is scheduled for Saturday, October 8th at 8:00 a.m. We have \$800 in sponsors and 30 participants signed up at this time. We were able to order a nicer quality of shirt and black string backpacks with the sponsorship money. We are hoping to have at least 50 runners participate. Registration is \$25 per person and \$75 per family of 4. Registration is available online or in the Parks Department office.

Registration for Youth Basketball began this month and will continue until October 20th. Registration is \$65 for City Residents and \$77 for Non-City Residents. The League will be for 1st - 4th Grade Boys and Girls. Saturday games will begin in December. 1st & 2nd Grade will be a co-ed league and the 3rd & 4th Graders will have a Girls and a Boys' League with a post season tournament.

Men's Open League Basketball also began taking registrations this month. Registration will end October 20th. The League will be limited to 8 teams and registration is \$475 per team. Tuesday night games will begin in November.

Zumba classes are still going strong! The classes are held Monday and Tuesday mornings and on Wednesday evenings.

Turbo Kick classes started back this month. The classes are held on Tuesday and Thursday evenings from 6:45 p.m. - 7:45 p.m.

Be looking for information on the Christmas Parade to be out soon!

Maintenance

We added 9 gauge chain link fencing to the rails along the visitor bleacher steps at the stadium to increase safety and prevent a fall between the railing.

The James K. Polk trailhead and Tyree Springs' trailhead were weeded, mulched, and the shrubs were trimmed.

The stadium football field was fertilized with ammonium sulfate to apply ½ lb. of Nitrogen. We made the application as a foliar spray.

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

In preparation for the annual fall over-seeding project, the soccer fields were all sprayed to eliminate broadleaf weeds this month.

Employees finished installing the new playground surfacing chips at the Municipal Park.

Update on Department Goals and Objectives

The contract was signed with Sessions Paving to repair the flood damages along the greenway. The project is scheduled to begin on Monday, October 3rd and be finished November 1st. The project generally consists of repairs to asphalt pavement and replacement of rip-rap, gabion baskets, topsoil, and fencing.

Department Highlight

The Trail of Treats is coming up at the end of October. It will be held Friday, October 28th at 6:00 p.m. We have 17 booths reserved at this time. We are asking people to bring a food item to be donated to the Hope Center when they come to this free event. The event will begin near the Tyree Springs trailhead beside White House High School.

Department Cost Savings Report

The annual ryegrass has been ordered for our fall over-seeding and will be planted in mid to late October. Many people plant perennial ryegrass on bermudagrass fields in the fall because it is darker in color than annual ryegrass. However, we use annual ryegrass because it establishes quickly, costs less per pound, and it transitions out naturally in the summer without a costly herbicide application. The football fields will not be planted, only the baseball fields in the quad and the soccer fields. The difference in price between annual vs. perennial is around 43 cents/pound. So we saved roughly \$1,000 up front, and another \$1,000 in chemical costs.

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

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

Current Year		YTD FY 2010-11
Aug-11	Sep-11	

Maintenance

Mowing Hours	1,020	1,044	1,853	1,469	1,486
Pounds of Grass Seed Sown	4,350	3,670	5,130	1,895	3,140
Pounds of Fertilizer Applied	16,795	6,150	9,200	4,590	8,150
Number of Trees/Shrubs Planted	69	57	259	11	20

	176	126	512
	0	0	0
	910	150	1,285
	0	0	0

Recreation

Number of Youth Program Participants	326	377	353	336	354
Number of Adult Program Participants	291	857	2,309	1,343	2,353
Number of Theatre Production Attendees	271	102	0	0	0
Number of Special Event Attendees	3,453	2,865	2,989	2,505	3,484
Total Number of Special Events Offered	6	8	11	17	19
Total Number of Programs Offered	13	23	46	38	68
Youth Program Revenue	\$31,045.38	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00
Adult Program Revenue	\$14,713.00	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65
Theatre Production Revenue	\$1,195.00	\$485.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$7,557.50	\$6,476.00	\$4,993.25	\$4,530.00	\$8,010.00

	48	0	262
	220	353	728
	0	0	0
	216	0	475
	4	2	8
	5	5	18
	\$1,972.00	\$437.00	\$13,939.00
	\$3,566.00	\$991.00	\$5,362.10
	\$0.00	\$0.00	\$0.00
	\$800.00	\$365.00	\$2,960.00

Administration

Number of Shelter Reservations	115	112	139	153	116
Hours of Shelter Reservations					
Shelter Reservation Revenue	\$3,612.50	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00
Number of Facilities Reservations	257	305	256	105	63
Hours of Facility Reservations					
Facility Reservation Revenue	\$19,601.34	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63
Misc. Revenue	\$36,238.58	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46

	9	20	47
	\$365.00	\$317.00	\$1,104.00
	10	5	20
	\$811.75	\$688.50	\$2,060.25
	\$335.26	\$4,511.16	\$5,549.42

Senior Center

Senior Center Participants	2,619	3,993	2,326	2,399	2,860
Number of Trip Participants	274	366	293	316	473
Number of Meals Participants	3,433	3,430	3,555	3,848	2,912
Number of Program Participants			1,407	587	632
Number of Trips Offered	45	43	31	31	42
Number of Meals Served	50	48	48	50	46
Number of Programs Offered	4	5	45	54	50

	320	206	773
	0	33	33
	342	269	867
	59	367	492
	0	3	3
	5	4	13
	3	7	13

**City of White House
White House Inn Library
September 2011**

Summary of September Activities

The library celebrated National Library Card Sign-Up Month in September. A total of 93 new library cards were issued, which was an increase over the number of cards issued in August.

The library board met in September to discuss upcoming plans, an updated wireless internet policy, and the annual image evaluation. Each year, library board members evaluate the library facility, including the exterior and interior of the building. Rebecca Whipple compiles the evaluations into one report, which helps the library board understand and prioritize the library's needs.

Rebecca Whipple attended a webinar entitled, Let the Sun Shine In: Tennessee's Open Meetings Law and Library Boards. Janet Parchman and Sherry Tackett attended a webinar focused on assisting patrons with the library's downloadable eBook and audiobook site, R.E.A.D.S.

Rebecca Whipple visited the expanded and renovated Portland Public Library, which reopened on September 11th. The Portland library expansion project will provide inspiration to White House library staff and library board trustees.

The library celebrated Banned Books Week, September 26th – October 1st with a display of books that have been challenged or banned, including the popular Harry Potter series.

The library is participating in the Work Based Learning program through the Sumner County Schools Transition Program. On Mondays and Wednesdays, a student from a Sumner County school works at the library for an hour and a half. The student is accompanied by an educational assistant.

Departmental Highlight

Christina Williams, the new Library Assistant, began training at the library. She assists patrons at the circulation desk and helps present storytimes. Christina will help fill in when other staff members are out of the building attending workshops and meetings.

Department Cost Saving Report

No cost savings to report this month.

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

<u>Population:</u>	13,316	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	4	83
<u>Memberships:</u>	9,884	Preschool	4	134
		Teen	1	10
<u>% of the Population with</u>		Adult	1	9
<u>Membership:</u>	74	Total	10	236
<u>Total Materials Available:</u>	24,322	<u>Wireless Internet Users:</u>		67
<u>Estimated Value of Total</u>	\$608,050	<u>Computer Internet</u>		762
<u>Materials:</u>				
<u>Last Month:</u>	\$622,975	<u>Volunteers:</u>		5
<u>Total Materials Available Per</u>	1.83	<u>Total Hours:</u>		91.5
<u>Capita:</u>				
<u>Last Month:</u>	1.87			
<u>State Minimum Standard:</u>	2.00	<u>Services Provided by Contracting with State</u>		
		<u>Interlibrary Loan Service</u>		
<u>Materials Added</u>		<u>Items Borrowed:</u>		36
Adult Fiction:	44	<u>Items Loaned:</u>		8
Adult Non-Fiction:	18			
Child/Juvenile/Young Adult		<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Fiction:	45	eBooks Downloaded:		
Juvenile/Young Adult Non-		Audiobooks Downloaded:		
Fiction:	0			
Audiobooks:	22	<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
Movies:	5	eBooks Downloaded:		
Music CDs:	0	Audiobooks Downloaded:		
Total:	134			
		<u>R.E.A.D.S. 3rd Qtr.</u>		
<u>Library Circulation</u>		eBooks Downloaded:		
Total # of Check-outs:	5,170	Audiobooks Downloaded:		
Last Month:	5,825			
Items per Patron:	2.40	<u>R.E.A.D.S. 4th Qtr.</u>		
		eBooks Downloaded:		
<u>New Memberships</u>		Audiobooks Downloaded:		
Adult:	60			
Senior Adult:	1			
Child:	5			
Student:	20			
Young Adult:	7			
Total:	93			

CITY COURT REPORT SEPTEMBER 2011

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH	\$12,916.05
TOTAL MONIES COLLECTED YTD	\$33,759.55

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH	\$1,948.45
TOTAL MONIES COLLECTED YTD	\$5,281.93

TOTAL REVENUE FOR MONTH	\$14,864.50
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TOTAL REVENUE YTD	\$39,041.48
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DISBURSEMENTS

LITIGATION TAX	\$508.43
DOS/DOH FINES & FEES	\$693.50
DOS TITLE & REGISTRATION	\$413.25
RESTITUTION/REFUNDS	\$5.00
WORTHLESS CHECKS	\$0.00
ADM. FEE FOR STATE	\$0.00
TBI FINES & FEES	\$0.00
TOTAL DISBURSEMENTS FOR MONTH	\$1,620.18

TOTAL DISBURSEMENTS YTD	\$4,898.74
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ADJUSTED REVENUE FOR MONTH	\$13,244.32
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<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$34,142.74</u>
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DONATION TO DRUG FUND FOR MONTH	\$472.57
TRANSFER TO DRUG FUND	\$0.00
	\$0.00

DONATIONS YEAR TO DATE	\$923.82
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CITY COURT CLERK



October 13, 2011

MEMORANDUM

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

From: Charlotte Soporowski, Finance Director **CKS**

Re: Availability of Summary Financial Statement

The Summary Financial Statement included in the packet is typically a draft of the month most recently ended. However, we cannot print any summary reports for the current fiscal year, until the previous year is closed. We have now closed June and a final report for last fiscal year is attached. We are currently in the process of closing the fiscal year, and a draft summary statement through the end of September should be available before the scheduled meeting on October 20. Please let me know if you have any questions.

Summary Financial Statement
JUNE 30, 2011

Fiscal Year Time Lapse: 100.00

110 GENERAL FUND

Account	Description	Year-To-Date		Percent Of Budget	JUNE	
		Budget Estimate	Actual		Estimate Avg/Mth	Actual
REVENUES						
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,874,644.00	1,976,866.79	105.5	156,220.33	15,222.38
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	60,111.00	100.2	5,000.00	0.00
31211	PROPERTY TAX DELINQUENT 1ST YEAR	45,783.00	73,113.83	159.7	3,815.25	16,785.00
31212	PROPERTY TAX DELINQUENT 2ND YEAR	21,922.00	11,006.59	50.2	1,826.83	0.00
31213	PROPERTY TAX DELINQUENT 3RD YEAR	12,608.00	3,059.23	24.3	1,050.67	0.00
31214	PROPERTY TAX DELINQUENT 4TH YEAR	12,298.00	1,239.00	10.1	1,024.83	0.00
31215	PROPERTY TAX DELINQUENT 5TH YEAR	11,422.00	1,911.00	16.7	951.83	0.00
31216	PROPERTY TAX DELINQUENT 6TH YEAR	7,275.00	19,007.00	261.3	606.25	0.00
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,340.00	11,323.22	154.3	611.67	0.00
31300	INT, PENALTY, AND COURT COST ON PROP TAX	24,000.00	55,668.34	232.0	2,000.00	4,523.04
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	86,937.00	88,757.04	102.1	7,244.75	7,396.42
31610	LOCAL SALES TAX - CO. TRUSTEE	1,750,000.00	1,995,289.27	114.0	145,833.33	173,840.11
31709	BEER AND LIQUOR LOCAL PRIV TAX	5,000.00	5,878.33	117.6	416.67	1,500.00
31710	WHOLESALE BEER TAX	200,000.00	238,824.89	119.4	16,666.67	24,450.46
31800	BUSINESS TAXES	95,000.00	141,885.28	149.4	7,916.67	146.7
31911	NATURAL GAS FRANCHISE TAX	132,000.00	115,690.77	87.6	11,000.00	0.00
31912	CABLE TV FRANCHISE TAX	90,000.00	95,138.50	105.7	7,500.00	0.00
31960	SPECIAL ASSESSMENT - LIENS	300.00	620.00	206.7	25.00	0.00
31980	MIXED DRINK TAXES	5,690.00	7,789.00	136.9	474.17	803.49
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	1,500.00	550.00	36.7	125.00	0.00
32610	BUILDING PERMITS	30,000.00	30,318.50	101.1	2,500.00	3,774.00
32690	OTHER PERMITS	75.00	50.00	66.7	6.25	25.00
32710	SIGN PERMITS	1,450.00	950.00	65.5	120.83	100.00
33100	FEDERAL GRANTS	1,035,388.00	341,377.46	33.0	86,282.33	28,363.25
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	655,000.00	18,753.52	2.9	54,583.33	0.00
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	433,550.00	327,111.22	75.4	36,129.17	81,413.54
33191	FEMA REIMBURSEMENT	14,072.00	104,164.59	740.2	1,172.67	51,235.20
33320	TVA PAYMENTS IN LIEU OF TAXES	97,822.00	111,311.67	113.8	8,151.83	27,827.91
33400	STATE GRANTS	1,218,000.00	266,379.88	21.9	101,500.00	4,427.32
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	18,600.00	17,400.00	93.5	1,550.00	0.00
33450	LOCAL GRANT-ROB.CO. SRO	35,500.00	35,500.00	100.0	2,958.33	0.00
33460	STATE GRANT-LIBRARY TECHNOLOGY	0.00	600.00	0.0	0.00	0.00
33510	STATE SALES TAX	637,376.00	657,849.61	103.2	53,114.67	55,212.22
33520	STATE INCOME TAX	16,000.00	35,432.12	221.5	1,333.33	100.18
33530	STATE BEER TAX	5,143.00	5,160.08	100.3	428.58	0.00
33553	STATE GASOLINE INSPECTION FEE	21,266.00	21,227.80	99.8	1,772.17	1,769.10
33593	CORPORATE EXCISE TAX	16,000.00	10,996.34	68.7	1,333.33	0.00
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	8,500.00	100.0	708.33	0.00
34120	FEES AND COMMISSIONS	3,400.00	2,451.00	72.1	283.33	100.00
34740	PARKS AND REC LEAGUE FEES	48,000.00	57,095.78	118.9	4,000.00	8,107.88
34741	FIELD MAINTENANCE FEES	7,000.00	8,421.50	120.3	583.33	2,510.00
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	8,000.00	6,246.67	78.1	666.67	659.75
34793	COMMUNITY CENTER FEES	14,000.00	9,326.13	66.6	1,166.67	731.00
34900	OTHER CHARGES FOR SERVICES	10,000.00	9,569.00	95.7	833.33	866.00
35110	CITY COURT FINES AND COSTS	166,000.00	124,886.20	75.2	13,833.33	11,688.06

110 GENERAL FUND

Account	Description	Year-To-Date			JUNE		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
35130	IMPOUNDMENT CHARGES	350.00	400.00	114.3	29.17	200.00	685.6
36000	OTHER REVENUES	16,000.00	37,583.29	234.9	1,333.33	167.40	12.6
36100	INTEREST EARNINGS	10,000.00	6,408.10	64.1	833.33	585.34	70.2
36210	RENT	15,015.00	16,989.05	113.1	1,251.25	1,442.07	115.3
36330	SALE OF EQUIPMENT	0.00	19,795.00	0.0	0.00	2,239.42	0.0
36350	INSURANCE RECOVERIES	25,250.00	42,806.03	169.5	2,104.17	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	3.70	0.0	0.00	3.00	0.0
36450	PARKS CONCESSIONS	7,000.00	6,583.51	94.1	583.33	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	1,000.00	13,644.99	1364.5	83.33	4,100.00	4920.2
36920	SALE OF BONDS	756,697.00	170.44	0.0	63,058.08	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		9,833,023.00	7,265,898.76	73.9	819,418.56	597,843.11	73.0

EXPENDITURES

41000	GENERAL GOVERNMENT	344,210.00	329,832.92	95.8	28,684.17	19,784.58	69.0
41210	CITY COURT	75,554.00	73,237.32	96.9	6,296.16	6,643.82	105.5
41500	FINANCIAL ADMINISTRATION	385,365.00	345,846.93	89.7	32,113.74	36,001.17	112.1
41650	HUMAN RESOURCES	120,251.00	110,247.61	91.7	10,020.90	8,218.05	82.0
41670	ENGINEERING	685,019.00	277,165.51	40.5	57,084.93	67,011.37	117.4
41700	PLANNING AND ZONING	1,229,024.00	237,372.59	19.3	102,418.65	17,141.83	16.7
41800	GENERAL GOVERNMENT BUILDINGS	64,313.00	50,790.99	79.0	5,359.39	3,868.21	72.2
41921	SPECIAL EVENTS	3,500.00	3,208.41	91.7	291.67	0.00	0.0
42100	POLICE PATROL	813,463.00	758,250.25	93.2	67,788.56	51,794.72	76.4
42120	POLICE SUPPORT SERVICES	287,324.00	271,255.81	94.4	23,943.65	15,698.79	65.6
42150	POLICE ADMINISTRATION	191,702.00	180,209.17	94.0	15,975.16	11,216.66	70.2
42151	COMMUNICATIONS SERVICES	201,193.00	193,045.03	96.0	16,766.07	17,319.99	103.3
42200	FIRE PROTECTION AND CONTROL	2,017,419.00	884,714.24	43.9	168,118.27	54,136.21	32.2
42210	FIRE ADMINISTRATION AND INSPECTION	235,560.00	202,507.42	86.0	19,630.00	14,291.69	72.8
43000	PUBLIC WORKS	75,429.00	59,989.66	79.5	6,285.77	1,912.74	30.4
43100	HIGHWAYS AND STREETS	168,803.00	138,280.84	81.9	14,066.95	8,874.09	63.1
43170	CITY GARAGE	400.00	243.00	60.8	33.33	0.00	0.0
44310	SENIOR CITIZEN ACTIVITIES	90,643.00	85,643.49	94.4	7,557.76	5,340.88	70.7
44700	PARKS	239,954.00	225,344.58	93.9	19,996.16	15,062.88	75.3
44740	PARK MAINTENANCE	881,232.00	839,092.49	95.2	73,436.00	28,676.74	39.0
44800	LIBRARIES	150,661.00	149,526.83	99.2	12,555.06	14,308.22	114.0
44880	CHILDREN'S LIBRARY SERVICES	36,782.00	36,933.22	100.4	3,065.17	3,781.96	123.4
51000	MISC EXP	261,250.00	191,486.08	73.3	21,770.84	84,402.71	387.7
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	855,000.00	141,673.90	16.6	71,250.00	300,025.34	421.1
58803	ARRA GRANT #2 - CALISTA ROAD PROJECT	433,900.00	448,577.86	103.4	36,158.34	45,366.51	125.5
Total EXPENDITURES		9,848,001.00	6,234,476.15	63.3	820,666.70	102,199.70	12.5

Summary Financial Statement
JUNE 30, 2011

Fiscal Year Time Lapse: 100.00

110 GENERAL FUND

Account	Description	Year-To-Date		JUNE		
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Avg
EXPENDITURES						
Total GENERAL FUND		14,978.00	1,031,422.61	1,248.14	700,042.81	6086.9

Fiscal Year Time Lapse: 100.00

Summary Financial Statement
JUNE 30, 2011

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		Percent Of Budget	JUNE		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
33800	LOCAL REVENUE ALLOCATIONS	47,000.00	40,356.38-	85.9	3,916.67	7,962.94-	203.3
36100	INTEREST EARNINGS	200.00	158.46-	79.2	16.67	13.64-	81.8
	Total REVENUES	47,200.00	40,514.84-	85.8	3,933.34	7,976.58-	202.8
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	48,500.00-	46,875.38	96.7	4,041.67-	236.31	5.8
	Total EXPENDITURES	48,500.00-	46,875.38	96.7	4,041.67-	236.31	5.8
	Total INDUSTRIAL DEVELOPMENT FUND	1,300.00-	6,360.54	489.3	108.33-	7,740.27-	7145.1

Summary Financial Statement
JUNE 30, 2011

Fiscal Year Time Lapse: 100.00

121 STATE STREET AID FUND

Account	Description	Year-To-Date		JUNE		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget	Actual				
REVENUES									
33551	STATE GASOLINE AND MOTOR FUEL TAX	251,924.00	270,376.31	107.3	20,993.67	22,650.67	107.9		
36000	OTHER REVENUES	0.00	0.41	0.0	0.00	0.00	0.0		
36100	INTEREST EARNINGS	300.00	99.86	33.3	25.00	15.43	61.7		
	Total REVENUES	252,224.00	270,475.76	107.2	21,018.67	22,666.10	107.8		
EXPENDITURES									
43100	HIGHWAYS AND STREETS	253,127.00	230,625.08	91.1	21,093.91	24,092.43	114.2		
	Total EXPENDITURES	253,127.00	230,625.08	91.1	21,093.91	24,092.43	114.2		
	Total STATE STREET AID FUND	903.00	39,850.68	4413.1	75.24	46,758.53	2145.8		

Summary Financial Statement
 JUNE 30, 2011
 Fiscal Year Time Lapse: 100.00

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		JUNE		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual Of Avg	
REVENUES						
36000	OTHER REVENUES	0.00	75,225.00-	0.00	0.00	0.0
36100	INTEREST EARNINGS	3,000.00	1,050.27-	250.00	37.18-	14.9
36425	PARKS SALES TAX RECEIPTS	84,000.00	80,071.85-	7,000.00	6,417.51-	91.7
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	20,520.00-	1,666.67	0.00	0.0
	Total REVENUES	107,000.00	176,867.12-	8,916.67	6,454.69-	72.4
EXPENDITURES						
49000	DEBT SERVICE	344,118.00-	324,244.75	28,676.50-	51,140.00-	178.3
	Total EXPENDITURES	344,118.00-	324,244.75	28,676.50-	51,140.00-	178.3
	Total PARKS SALES TAX FUND	237,118.00-	147,377.63	19,759.83-	57,594.69-	291.5

Summary Financial Statement
 JUNE 30, 2011
 Fiscal Year Time Lapse: 100.00

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	673,425.00	101.3	55,416.67	112,200.00	202.5
36000	OTHER REVENUES	25.00	35.02	140.1	2.08	15.42	741.3
36100	INTEREST EARNINGS	1,400.00	982.48	70.2	116.67	76.77	65.8
36330	SALE OF EQUIPMENT	0.00	2,331.00	0.0	0.00	0.00	0.0
37794	SALE OF MATERIALS	5,500.00	5,595.50	101.7	458.33	1,411.20	307.9
	Total REVENUES	671,925.00	682,369.00	101.6	55,993.75	113,703.39	203.1
EXPENDITURES							
43200	SANITATION	660,656.00	590,355.91	89.4	55,054.67	45,894.13	83.4
49000	DEBT SERVICE	103,706.00	103,775.75	100.1	8,642.17	0.00	0.0
	Total EXPENDITURES	764,362.00	694,131.66	90.8	63,696.84	45,894.13	72.1
	Total SOLID WASTE FUND	92,437.00	11,762.66	12.7	7,703.09	67,809.26	880.3

Fiscal Year Time Lapse: 100.00

Summary Financial Statement
JUNE 30, 2011

124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	JUNE		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	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	1,075.19	17.9	500.00	41.92	8.4
36421	ROADS IMPACT FEES	22,000.00	17,934.20	81.5	1,833.33	2,286.00	124.7
36422	PARKS IMPACT FEES	14,000.00	16,914.00	120.8	1,166.67	3,168.00	271.5
36423	POLICE IMPACT FEES	14,000.00	12,506.00	89.3	1,166.67	1,692.00	145.0
36424	FIRE IMPACT FEES	9,000.00	8,250.30	91.7	750.00	1,116.00	148.8
Total REVENUES		155,000.00	56,679.69	36.5	12,916.67	8,303.92	64.3
EXPENDITURES							
51010	ROADS IMPACT FEES	294,936.00	35,604.45	12.1	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	117,600.80	100.1	9,785.67	0.00	0.0
51040	FIRE IMPACT FEES	45,020.00	45,076.25	100.1	3,751.67	0.00	0.0
Total EXPENDITURES		479,979.00	220,713.55	46.0	39,998.25	0.00	0.0
Total IMPACT FEES		324,979.00	164,033.86	50.5	27,081.58	8,303.92	30.7

Fiscal Year Time Lapse: 100.00

140 POLICE DRUG FUND

Account	Description	Year-To-Date		JUNE		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
31610	LOCAL SALES TAX - CO. TRUSTEE	750.00	2,344.35-	62.50	0.00	0.0
35130	IMPOUNDMENT CHARGES	100.00	975.00-	8.33	0.00	0.0
35140	DRUG RELATED FINES	15,000.00	16,799.34-	1,250.00	332.50-	26.6
36100	INTEREST EARNINGS	200.00	91.66-	16.67	9.03-	54.2
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	500.00-	0.00	0.00	0.0
Total REVENUES		16,050.00	20,710.35-	1,337.50	341.53-	25.5
EXPENDITURES						
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	7,581.32	787.50-	183.93	23.4
Total EXPENDITURES		9,450.00-	7,581.32	787.50-	183.93	23.4
Total POLICE DRUG FUND		6,600.00	13,129.03-	550.00	157.60-	28.7

Summary Financial Statement
JUNE 30, 2011

Fiscal Year Time Lapse: 100.00

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	228,538.00	245,613.16-	107.5	19,044.83	1,896.62-	10.0
36100	INTEREST EARNINGS	43,806.00	748.90-	1.7	3,650.50	9.30-	0.3
	Total REVENUES	272,344.00	246,362.06-	90.5	22,695.33	1,905.92-	8.4
EXPENDITURES							
49000	DEBT SERVICE	511,192.00-	510,727.50	99.9	42,599.33-	0.00	0.0
	Total EXPENDITURES	511,192.00-	510,727.50	99.9	42,599.33-	0.00	0.0
	Total DEBT SERVICE FUND (GENERAL)	238,848.00-	264,365.44	110.7	19,904.00-	1,905.92-	9.6

Summary Financial Statement
JUNE 30, 2011

Fiscal Year Time Lapse: 100.00

412 SEWER FUND

Account	Description	Year-To-Date			JUNE		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
33141	ARRA ASSISTANCE - COPE CROSSING PROJECT	400,000.00	0.00	0.0	33,333.33	0.00	0.0
33191	FEMA REIMBURSEMENT	63,617.00	74,245.24	116.7	5,301.42	25,130.81	474.0
34900	BULK DISPOSAL FEE	400.00	600.00	150.0	33.33	300.00	900.1
36000	OTHER REVENUES	11,500.00	10,551.65	91.8	958.33	0.00	0.0
36100	INTEREST EARNINGS	7,000.00	3,067.54	43.8	583.33	161.17	27.6
36330	SALE OF EQUIPMENT	0.00	11,534.26	0.0	0.00	546.67	0.0
36920	SALE OF BONDS	1,844,687.00	958,299.00	51.9	153,723.92	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	17,000.00	32,055.00	188.6	1,416.67	3,150.00	222.4
37220	ADMINISTRATIVE FEES	12,000.00	10,500.00	87.5	1,000.00	550.00	55.0
37230	SEWER USER FEES	1,950,000.00	2,451,195.73	125.7	162,500.00	398,942.45	245.5
37298	CAPACITY FEES	110,000.00	69,502.50	63.2	9,166.67	8,400.00	91.6
37499	COMMITMENT FEES	87,500.00	0.00	0.0	7,291.67	0.00	0.0
37995	CONNECTION FEES	7,000.00	6,750.00	96.4	583.33	900.00	154.3
Total REVENUES		4,510,704.00	3,628,300.92	80.4	375,892.00	438,081.10	116.5
EXPENDITURES							
49000	DEBT SERVICE	712,389.00	665,385.01	93.4	59,365.75	23,612.61	39.8
52117	ADMINISTRATION AND GENERAL EXPENSES	507,145.00	533,690.80	105.2	42,262.07	42,243.19	100.0
52210	COLLECTION	1,496,886.00	958,228.32	64.0	124,740.51	40,777.46	32.7
52213	SEWER TREATMENT AND DISPOSAL	779,070.00	274,249.67	35.2	64,922.49	17,917.25	27.6
52223	DEPRECIATION	609,590.00	586,796.04	96.3	50,799.17	48,899.67	96.3
58801	ARRA ASSISTANCE - COPE CROSSING PROJECT	929,443.00	753,085.92	81.0	77,453.58	196,795.39	254.1
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	0.00	1,513.44	0.0	0.00	1,513.44	0.0
Total EXPENDITURES		5,034,523.00	3,772,949.20	74.9	419,543.57	57,666.27	13.7
Total SEWER FUND		523,819.00	144,648.28	27.6	43,651.57	495,747.37	1135.7

Summary Financial Statement
JUNE 30, 2011

Fiscal Year Time Lapse: 100.00

416 HEALTHCARE FUND

Account	Description	Year-To-Date		JUNE		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
36000	OTHER REVENUES	6,833.00	8,298.97-	569.42	1,870.10-	328.4
36100	INTEREST EARNINGS	400.00	626.95-	33.33	36.10-	108.3
36350	INSURANCE RECOVERIES	91,182.00	145,387.84-	7,598.50	54,205.65-	713.4
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	906,699.00	1,005,280.99-	75,558.25	178,134.14-	235.8
	Total REVENUES	1,005,114.00	1,159,594.75-	83,759.50	234,245.99-	279.7
EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	1,129,627.00-	1,173,615.50	94,135.58-	176,538.60	187.5
	Total EXPENDITURES	1,129,627.00-	1,173,615.50	94,135.58-	176,538.60	187.5
	Total HEALTHCARE FUND	124,513.00-	14,020.75	10,376.08-	57,707.39-	556.2

Summary Financial Statement
 JUNE 30, 2011
 Fiscal Year Time Lapse: 100.00

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		JUNE		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
34110	GENERAL SERVICES	300.00	350.00-	25.00	25.00-	100.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	14,850.00	16,325.00-	1,237.50	1,000.00-	80.8
36100	INTEREST EARNINGS	500.00	323.29-	41.67	23.34-	56.0
36340	SALE OF CEMETERY LOTS	8,500.00	18,000.00-	708.33	0.00	0.0
Total REVENUES		24,450.00	34,998.29-	2,037.50	1,048.34-	51.5
EXPENDITURES						
43400	CEMETERIES	17,549.00-	16,578.11	1,462.42-	428.36	29.3
Total EXPENDITURES		17,549.00-	16,578.11	1,462.42-	428.36	29.3
Total HILLCREST CITY CEMETERY		6,901.00	18,420.18-	575.08	619.98-	107.8

G/L Month: 06 JUNE
 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: 10/11/11

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

From: Ashley Smith, Director of Parks and Recreation

Re: Assurance of Match for RTP Grant

The Recreational Trails Program Grant is a grant that the City must match funds with in the amount of 20%. The grant maximum is \$120,000 so a 20% match then would be \$30,000 if it is a \$150,000 project. This grant money would be used to rehabilitate the Nature Trail in the Municipal Park. A resolution must be approved to move forward.

RESOLUTION 11-15

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, AUTHORIZING APPLICATION FOR 2011 FUNDS FROM THE RECREATIONAL TRAILS PROGRAM FUND (RTP).

WHEREAS, funds are available from the Tennessee Department of Environment and Conservation and Recreation Education Services Division to provide matching grants to local governments for enhancing both motorized and non-motorized recreational trail opportunities and providing and maintaining recreational trails;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen that the Parks and Recreation Department is authorized to submit an application for RTP funds in an amount not to exceed \$150,000;

BE IT FURTHER RESOLVED that the Mayor of White House is authorized to sign the application and all necessary assurances and agreements to consummate the application and implement the project.

BE IT FURTHER RESOLVED that should the grant be approved, matching funds will be provided by the city.

Adopted this 20th day of October 2011.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

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: Sept. 7th, 2011

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

From: Ashley Smith, Director of Parks and Recreation

Re: Heat Policy for Athletic Leagues

At the Leisure Services Board meeting on September 1st, the members voted unanimously to require all athletic leagues that operate on city property to follow the TSSAA heat policy and sport-specific modifications as a minimum standard. This recommendation is meant to protect the youth of our community from one of the most common and most preventable sports injuries: heat-related illnesses, including dehydration, heat cramps, heat exhaustion and heat stroke. Several cases of heat related illness have been addressed by EMT's and paramedics at White House Park facilities this year, prompting several requests to institute a heat policy requirement for all leagues. This would result in no practicing or competing when the heat index at the location of the activity is in excess of 104 degrees Fahrenheit.

This will amend the Municipal Code in **Section 2-107 Sports Operating Procedures** if approved.

ORDINANCE 11-12

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE, TITLE 2, CHAPTER 1, LEISURE SERVICES BOARD, SECTION 2-107.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Title 2, Chapter 1, Leisure Services Board, Section 2-107; 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, Section 2-107 is amended as follows:

2-107 (4) (b) (xii). To cancel all outdoor practices and/or games when the heat index at the location of the activity is in excess of 104 degrees Fahrenheit.

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: September 15, 2011

Second Reading: October 20, 2011

Mike Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

October 13, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Charlotte Soporowski, Finance Director **CKS**

Cc: Angie Carrier, City Administrator

Re: Debt Management Policy

In December 2010 the Tennessee State Funding Board adopted a statement on debt management directing governmental entities in Tennessee to draft and adopt their own debt management policies no later than December 31, 2011.

In compliance with the statement, the following policy has been proposed and was reviewed at the Debt Policy study session on Monday, October 3. There have been no changes to the proposed policy since the study session, and the proposed policy is recommended for approval by the Board of Mayor and Aldermen.

Upon the Board's approval, this policy will be forwarded to the Office of State and Local Finance for final approval.

Please feel free to contact me should you have any questions.

ORDINANCE 11-13

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, ADOPTING A DEBT MANAGEMENT POLICY FOR THE CITY OF WHITE HOUSE, TENNESSEE.

WHEREAS, the governing body of this city desires to establish methods to manage its debt and related annual costs within both current and projected available resources while promoting understanding and transparency for its citizens, taxpayers, rate payers, businesses, investors and other interested parties; and

WHEREAS, such action is required by the Tennessee State Funding Board;

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

Section 1. The debt management policy attached hereto and made a part hereof are hereby adopted.

Section 2. The City Manager and Finance Director are responsible for ensuring substantial compliance with this debt management policy hereby adopted.

Section 3. Changes or revisions to the procedures hereby adopted shall be made only by ordinance of the Board of Mayor and Aldermen of the City of White House.

First Reading:

Second Reading:

Mike Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

CITY OF WHITE HOUSE TENNESSEE

Debt Management Policy

Formally Adopted: _____, 2011

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INTRODUCTION

This Debt Management Policy (the “Debt Policy”) is a written guideline with parameters that affect the amount and type of debt that can be issued by the City of White House, Tennessee (the “City”), the issuance process and the management of the City’s debt. The purpose of this Debt Policy is to improve the quality of management and legislative decisions and to provide justification for the structure of debt issuances consistent with the Debt Policy’s goals while demonstrating a commitment to long-term capital planning. It is also the intent of the City that this Debt Policy will signal to credit rating agencies, investors and the capital markets that the City is well managed and will always be prepared to meet its obligations in a timely manner. This Debt Policy fulfills the requirements of the State of Tennessee regarding the adoption of a formal debt management policy on or before January 1, 2012.

This Debt Policy provides guidelines for the City to manage its debt and related annual costs within both current and projected available resources while promoting understanding and transparency for our citizens, taxpayers, rate payers, businesses, investors and other interested parties.

The City may, from time to time, review this Debt Policy and make revisions and updates, if warranted.

City of White House, Tennessee
DEBT MANAGEMENT POLICY

I. INTRODUCTORY STATEMENT

In managing its Debt (defined herein as tax-exempt or taxable bonds, capital outlay notes, other notes, capital leases, interfund loans or notes and loan agreements); it is the City's policy to:

- Achieve the lowest cost of capital within acceptable risk parameters
- Maintain or improve credit ratings
- Assure reasonable cost access to the capital markets
- Preserve financial and management flexibility
- Manage interest rate risk exposure within acceptable risk parameters

II. GOALS AND OBJECTIVES

Debt policies and procedures are tools that ensure that financial resources are adequate to meet the City's long-term capital planning objectives. In addition, the Debt management policy (the "Debt Policy") helps to ensure that financings undertaken by the City have certain clear, objective standards which allow the City to protect its financial resources in order to meet its long-term capital needs.

The Debt Policy formally establishes parameters for issuing debt and managing a debt portfolio which considers the City's specific capital improvement needs; ability to repay financial obligations; and, existing legal, economic, and financial market conditions. Specifically, the policies outlined in this document are intended to assist in the following:

- To guide the City in policy and debt issuance decisions
- To maintain appropriate capital assets for present and future needs
- To promote sound financial management
- To protect the City's credit rating
- To ensure the City's debt is issued legally under applicable state and federal laws
- To promote cooperation and coordination with other parties in the financing
- To evaluate debt issuance options

III. PROCEDURES FOR ISSUANCE OF DEBT

1) Authority

- a) The City will only issue Debt by utilizing the statutory authorities provided by *Tennessee Code Annotated* as supplemented and revised (“TCA”) and the Internal Revenue Code (the “Code”).
- b) The City will adhere to any lawfully promulgated rules and regulations of the State and those promulgated under the Code.
- c) All Debt must be formally authorized by resolution of the City’s Legislative Body.

2) Transparency

- a) It is recognized that the issuance of Debt must have various approvals and on occasion, written reports provided by the State of Tennessee Comptroller’s office either prior to adoption of resolutions authorizing such Debt, prior to issuance and/or following issuance. The City, in conjunction with any professionals (including, but not limited to, financial advisors, underwriters, bond counsel, etc. which may individually or collectively be referred to herein as “Financial Professionals”) will ensure compliance with TCA, the Code and all federal and State rules and regulations. Such State compliance will include, but not be limited to, compliance with all legal requirements regarding adequate public notice of all meetings of the City related to consideration and approval of Debt. Additionally, the City shall provide the Tennessee Comptroller’s office sufficient information on the Debt to not only allow for transparency regarding the issuance, but also assuring that the Comptroller’s office has sufficient information to adequately report or approve any formal action related to the sale and issuance of Debt. The City will also make this information available to its legislative body, citizens and other interested parties.
- b) The City will file its Audited Financial Statements and any Continuing Disclosure document prepared by the City or its Dissemination Agent. To promote transparency and understanding, these documents should be furnished to members of the Legislative Body and made available electronically or by other usual and customary means to its citizens, taxpayers, rate payers, businesses, investors and other interested parties by posting such information on-line or in other prominent places.

IV. CREDIT QUALITY AND CREDIT ENHANCEMENT

The City's Debt management activities will be conducted in order to maintain or receive the highest possible credit ratings. The City Manager and Finance Director in conjunction with any Financial Professionals that the City may choose to engage will be responsible for maintaining relationships and communicating with one or more rating agencies.

The City will consider the use of credit enhancements on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when clearly demonstrable savings can be shown shall an enhancement be considered. The City will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements:

1) Insurance

The City may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds.

2) Letters of Credit

The City may enter into a letter-of-credit ("LOC") agreement when such an agreement is deemed prudent and advantageous. The City or its Financial Professionals, if any, may seek proposals from qualified banks or other qualified financial institutions pursuant to terms and conditions that are acceptable to the City.

V. AFFORDABILITY

The City shall consider the ability to repay Debt as it relates to the total budget resources, the wealth and income of the community and its property tax base and other revenues available to service the Debt. The City may consider debt ratios and other benchmarks compared to its peers when analyzing its Debt including materials published by the nationally recognized credit rating agencies.

VI. DEBT STRUCTURE

The City shall establish all terms and conditions relating to the issuance of Debt and will invest all bond proceeds pursuant to the terms of its investment policy, if any. Unless otherwise authorized by the City, the following shall serve as the Debt Policy for determining structure:

1) Term

All capital improvements financed through the issuance of Debt will be financed for a period not to exceed the useful economic life of the improvements and in consideration of the ability of the City to absorb such additional debt service expense. The term of Debt shall be determined by, but not limited to, the economic life of the assets financed, conditions in the capital markets, the availability of adequate revenue streams to service the Debt and the existing pattern of Debt payable from such identifiable fund or enterprise activity, but in no event will the term of such Debt exceed forty (40) years, as outlined in TCA.

2) Capitalized Interest

From time to time, certain financings may require the use of capitalized interest from the date of issuance until the City is able to realize beneficial use and/or occupancy of the financed project. Interest may be capitalized through a period permitted by federal law and TCA if it is determined that doing so is beneficial to the financing by the Legislative Body and is appropriately memorialized in the legislative action authorizing the sale and issuance of the Debt.

3) Debt Service Structure

General Obligation debt issuance shall be planned to achieve relatively net level debt service or level principal amortization considering the City's outstanding debt obligations, while matching debt service to the useful economic life of facilities. Absent events or circumstances determined by its Legislative Body, the City shall avoid the use of bullet or balloon maturities (with the exception of sinking fund requirements required by term bonds) except in those instances where such maturities serve to make existing overall debt service level or match specific income streams. Debt which is supported by project revenues and is intended to be self-supporting should be structured to achieve level proportional coverage to expected available revenues.

4) Call Provisions

In general, the City's Debt should include a call feature no later than ten (10) years from the date of delivery of the bonds. The City will avoid the sale of long-term debt which carries longer redemption features unless a careful evaluation has been conducted by the City Manager and Finance Director and/or Financial Professionals, if any, with respect to the value of the call option.

5) Original Issuance Discount/Premium

Debt with original issuance discount/premium will be permitted.

6) Deep Discount Bonds

Deep discount debt may provide a lower cost of borrowing in certain capital markets. The City Manager and Finance Director and/or Financial Professionals, if any, should carefully consider their value and effect on any future refinancing as a result of the lower-than-market coupon.

VII. DEBT TYPES

When the City determines that Debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.

1) Security Structure

a) General Obligation Bonds

The City may issue Debt supported by its full faith, credit and unlimited ad valorem taxing power (“General Obligation Debt”). General Obligation Debt shall be used to finance capital projects that do not have significant independent creditworthiness or significant on-going revenue streams or as additional credit support for revenue-supported Debt, if such support improves the economics of the Debt and is used in accordance with these guidelines.

b) Revenue Debt

The City may issue Debt supported exclusively with revenues generated by a project or enterprise fund (“Revenue Debt”), where repayment of the debt service obligations on such Revenue Debt will be made through revenues generated from specifically designated sources. Typically, Revenue Debt will be issued for capital projects which can be supported from project or enterprise-related revenues.

c) Capital Leases

The City may use capital leases to finance projects assuming the City Manager and Finance Director and/or Financial Professionals, if any, determine that such an instrument is economically feasible.

2) Duration

a) Long-Term Debt

The City may issue long-term Debt when it is deemed that capital improvements should not be financed from current revenues or short-term borrowings. Long-term Debt will not be used to finance current operations or normal maintenance. Long-term Debt will be structured such that financial obligations do not exceed the expected useful economic life of the project(s) financed.

- i. *Serial and Term Debt.* Serial and Term Debt may be issued in either fixed or variable rate modes to finance capital infrastructure projects;
- ii. *Capital Outlay Notes ("CONs").* CONs may be issued to finance capital infrastructure projects with an expected life up to twelve years; or
- iii. *Capitalized Leases.* Capitalized Leases may be issued to finance infrastructure projects or equipment with an expected life not greater than its expected useful life.

b) Short-Term Debt

Short-term borrowing may be utilized for:

- i. Financing short economic life assets;
- ii. The construction period of long-term projects;
- iii. For interim financing; or
- iv. For the temporary funding of operational cash flow deficits or anticipated revenues subject to the following policies:
 - 1. *Bond Anticipation Notes ("BANs").* BANs, including commercial paper notes issued as BANs, may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs shall not mature more than 2 years from the date of issuance. BANs can be rolled in accordance with federal and state law. BANs shall mature within 6 months after substantial completion of the financed facility.
 - 2. *Revenue Anticipation Notes ("RANs") and Tax Anticipation Notes ("TANs").* RANs and TANS shall be issued only to meet cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to federal IRS and state requirements and limitations.
 - 3. *Lines of Credit.* Lines of Credit shall be considered as an alternative to other short-term borrowing options. A line of credit shall only be structured to federal and state requirements.
 - 4. *Interfund Loans.* Interfund Loans shall only be used to fund operational deficiencies among accounts or for capital projects to be paid from current fiscal year revenues. Such interfund loans shall be approved by the State Comptroller's office and shall only be issued in compliance with state regulations and limitations.

5. *Other Short-Term Debt.* Other Short-Term Debt including commercial paper notes, BANs, Capitalized Leases and CONs may be used when it provides an interest rate advantage or as interim financing until market conditions are more favorable to issue debt in a fixed or variable rate mode. The City will determine and utilize the most advantageous method for short-term borrowing. The City may issue short-term Debt when there is a defined repayment source or amortization of principal.

3) Interest Rate Modes

a) Fixed Rate Debt

To maintain a predictable debt service schedule, the City may give preference to debt that carries a fixed interest rate.

b) Variable Rate Debt

The targeted percentage of net variable rate debt outstanding (excluding an amount of debt considered to be naturally hedged to short-term assets in the Unreserved General and/or Debt Service Fund Balance) shall not exceed 35% of the City's total outstanding debt and will take into consideration the amount and investment strategy of the City's operating cash.

The following circumstances may result in the consideration of issuing variable rate debt:

- i. *Asset-Liability Matching;*
- ii. *Construction Period Funding;*
- iii. *High Fixed Interest Rates.* Interest rates are above historic averages;
- iv. *Diversification of Debt Portfolio;*
- v. *Variable Revenue Stream.* The revenue stream for repayment is variable and is anticipated to move in the same direction as market-generated variable interest rates or the dedication of revenues allows capacity for variability; and
- vi. *Adequate Safeguard Against Risk.* Financing structure and budgetary safeguards are in place to prevent adverse impacts from interest rate shifts such structures could include, but are not limited to, interest rate caps and short-term cash investments in the City's General Fund.

An analysis by the City Manager and Finance Director and/or Financial Professionals, if any, shall be conducted to evaluate and quantify the risks and returns associated

with the variable rate Debt including, but not limited to, a recommendation regarding the use of variable rate debt.

4) Zero Coupon Debt

Zero Coupon Debt may be used if an analysis has been conducted by the City Manager and Finance Director and/or Financial Professionals, if any, and the risks and returns associated with the Zero Coupon Debt have been made. The analysis shall include, but not be limited to a recommendation regarding the use of Zero Coupon Debt as the most feasible instrument considering available revenues streams, the need for the project and other factors determined by the Legislative Body.

5) Synthetic Debt

The City will not enter into any new interest rate swaps or other derivative instruments unless it adopts a Debt Derivative Policy consistent with the requirements of TCA and only after approval of the State Comptroller's office and affirmative action of the Legislative Body.

VIII. REFINANCING OUTSTANDING DEBT

The City Manager and Finance Director, in conjunction with Financial Professionals, if any, shall have the responsibility to analyze outstanding Debt for refunding opportunities. The City Manager and Finance Director will consider the following issues when analyzing possible refunding opportunities:

1) Debt Service Savings

Absent other compelling considerations such as the opportunity to eliminate onerous or restrictive covenants contained in existing Debt documents, the City has established a minimum net present value savings threshold of at least 3.0 percent of the advance refunded Debt principal amount. Current refunding opportunities may be considered by the City using any savings threshold if the refunding generates positive net present value savings. The decision to take less than 3.0 percent net present value savings for an advance refunding or to take the savings in any matter other than a traditional year-to-year level savings pattern must be approved by the Legislative Body or delegated to the City's Chief Executive.

2) Restructuring for economic purposes

The City may also refund Debt when it is in its best financial interest to do so. Such a refunding will be limited to restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds

or remove unduly restrictive bond covenants or any other reason approved by the Legislative Body in its discretion.

3) Term of Refunding Issues

Normally, the City will refund Debt equal to or within its existing term. However, the City Manager and Finance Director may consider maturity extension, when necessary to achieve desired outcomes, provided that such extension is legally permissible and it is approved by the Legislative Body. The City Manager and Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful economic life of the financed facility and the concept of inter-generational equity should guide these decisions.

4) Escrow Structuring

The City shall utilize the least costly securities available in structuring refunding escrows. In the case of open market securities, a certificate will be provided by a third party agent, who is not a broker-dealer stating that the securities were procured through an arms-length, competitive bid process, that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within Federal guidelines. In cases where taxable Debt is involved, the City Manager and Finance Director, with the approval of bond counsel, may make a direct purchase as long as such purchase is the most efficient and least costly. Under no circumstances shall an underwriter, agent or any Financial Professionals sell escrow securities involving tax-exempt Debt to the City from its own account.

5) Arbitrage

The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any positive arbitrage will be rebated as necessary according to Federal guidelines.

IX. METHODS OF ISSUANCE

The City Manager and Finance Director may consult with a Financial Professional regarding the method of sale of Debt. Subject to approval by the Legislative Body, the City Manager and Finance Director will determine the method of issuance of Debt on a case-by-case basis consistent with the options provided by prevailing State law.

1) Competitive Sale

In a competitive sale, the City's Debt will be offered in a public sale to any and all eligible bidders. Unless bids are rejected, the Debt shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official notice of sale.

In a competitive sale, a financial advisor may bid on an issue for which they are providing advisory services only if:

- a) Authorized by the rules and regulations of the Municipal Securities Rulemaking Board (the "MSRB"), including Rule G-23, as may be amended and modified;
- b) The Legislative Body or designated official grants in writing specific authority on a transaction by transaction basis;
- c) Such sale is properly carried out through a widely and publicly advertised sale, during normal bond sale hours, and through an industry standard, electronic bidding platform; and
- d) The financial advisory fee is separately disclosed and billed from the underwriting fee.

2) Negotiated Sale

The City recognizes that some securities are best sold through a negotiated sale with an underwriter or group of underwriters. The City shall assess the following circumstances in determining whether a negotiated sale is the best method of sale:

- a) State requirements on negotiated sales;
- b) Debt structure which may require a strong pre-marketing effort such as those associated with a complex transaction generally referred to as a "story" bond;
- c) Size or structure of the issue which may limit the number of potential bidders;
- d) Market conditions including volatility wherein the City would be better served by the flexibility afforded by careful timing and marketing such as is the case for Debt issued to refinance or refund existing Debt;
- e) Whether the Debt is to be issued as variable rate obligations or perhaps as Zero Coupon Debt;
- f) Whether an idea or financing structure is a proprietary product of a single firm;
- g) In a publicly offered or privately placed, negotiated sale, a financial advisor, if

any, shall not be permitted to resign as the financial advisor in order to underwrite or privately place an issue for which they are or have been providing advisory services;

- h) The underwriter shall clearly identify itself in writing as an underwriter and not as a financial advisor from the earliest stages of its relationship with the City with respect to the negotiated issue. The underwriter must clarify its primary role as a purchaser of securities in an arm's length commercial transaction and that it has financial and other interests that differ from those of the City. The underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Legislative Body (or its designated official) in advance of the pricing of the debt.

3) Private Placement

From time to time, the City may elect to privately place its Debt. Such placement shall only be considered if this method is demonstrated to be advantageous to the City.

X. PROFESSIONALS

1) Financial Professionals

As needed, the City may select Financial Professionals to assist in its Debt issuance and administration processes. In selecting Financial Professionals, consideration should be given with respect to:

- a) relevant experience with municipal government issuers and the public sector;
- b) indication that the firm has a broadly based background and is therefore capable of balancing the City's overall needs for continuity and innovation in capital planning and Debt financing;
- c) experience and demonstrated success as indicated by its experience;
- d) the firm's professional reputation;
- e) professional qualifications and experience of principal employees; and
- f) the estimated costs, but price should not be the sole determining factor.

2) Miscellaneous

a) Written Agreements

- i. Any Financial Professionals engaged by the City shall enter into written agreements including, but not limited to, a description of services provided and fees and expenses to be charged for the engagement.
- ii. The City shall enter into an engagement letter agreement with each lawyer or law firm representing the City in a debt transaction. No engagement letter is required for any lawyer who is an employee of the City or lawyer or law firm which is under a general appointment or contract to serve as counsel to the City. The City does not need an engagement letter with counsel not representing the City, such as underwriters' counsel.
- iii. The City shall require all Financial Professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the City and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

b) Conflict of Interest

- i. Financial Professionals involved in a debt transaction hired or compensated by the City shall be required to disclose to the City existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisors, swap advisors, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the City to appreciate the significance of the relationships.
- ii. Financial Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

XI. COMPLIANCE

1) Continuing Annual Disclosure

Normally at the time Debt is delivered, the City will execute a Continuing Disclosure Certificate in which it will covenant for the benefit of holders and beneficial owners of the publically traded Debt to provide certain financial information relating to the City by not later than twelve months after each of the City's fiscal years, (the "Annual Report and provide notice of the occurrence of certain enumerated events. The

Annual Report (and audited financial statements, if filed separately) will be filed with the MSRB through the operation of the Electronic Municipal Market Access system ("EMMA") and any State Information Depository established in the State of Tennessee (the "SID"). If the City is unable to provide the Annual Report to the MSRB and any SID by the date required, notice of each failure will be sent to the MSRB and any SID on or before such date. The notices of certain enumerated events will be filed by the City with the MSRB through EMMA and any SID. The specific nature of the information to be contained in the Annual Report or the notices of significant events is provided in each Continuing Disclosure Certificate. These covenants are made in order to assist underwriters in complying with SEC Rule 15c2-12(b) (the "Rule").

2) Arbitrage Rebate

The City will also maintain a system of record keeping and reporting which complies with the arbitrage rebate compliance requirements of the Internal Revenue Code (the "Code").

3) Records

The City will also maintain records required by the Code including, but not limited to, all records related to the issuance of the debt including detailed receipts and expenditures for a period up to 6 years following the final maturity date of the Debt or as required by the Code.

XII. DEBT POLICY REVIEW

1) General Guidance

The guidelines outlined herein are only intended to provide general direction regarding the future issuance of Debt. The City maintains the right to modify this Debt Policy and may make exceptions to any of its guidelines at any time to the extent that the execution of such Debt achieves the goals of the City as long as such exceptions or changes are consistent with TCA and any rules and regulations promulgated by the State.

This Debt Policy should be reviewed from time to time as circumstances, rules and regulations warrant.

2) Designated Official

The City Manager and Finance Director are responsible for ensuring substantial compliance with this Debt Policy.

FINANCE....

Memo

To: Board of Mayor and Alderman
From: Chief Palmer
Date: October 6, 2011
Re: Thermal Imager Bid

On September 21st, 2011 the Thermal Imager bid opening occurred at 10:00 am with one bid submitted. After review of the bid document, it was noted the vendor did not include the camera handle in the bid. The camera handle has the ability to record pictures to be used for training purposes, documentation for fire reports, and documentation for fire investigation. Considering the results of this bid process I recommend that the bid from NAFCO be rejected based on the findings mentioned above, and the Thermal Imager Bid Specs be resubmitted and the bid process completed again.

Sincerely,

A handwritten signature in black ink that reads "Joe Palmer". The signature is written in a cursive, flowing style.

Joe Palmer

Fire Chief

October 13, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: Change Order #2 Fiber Optic

Recommendation: Approval

The attached documentation shows the costs associated with the \$17,588 change order. As noted in the memo from Stansell Electric, this is based on quantities within the pay items. The guy anchors were noted by CEMC as a requirement within the National Electric Safety Codes and I made the change of wanting the go ahead of bringing the additional 72 Strand into the building to save costs in the future.



**STANSELL
Electric
Company, Inc.**

Contractors-Engineers
Traffic Control
Data/Comm

860 VISCO DRIVE, NASHVILLE, TN 37210
Telephone 615 / 329-4944
FAX 615 / 320-5236

October 7, 2011

Mr. Jeff Glass, PE
Florence & Hutcheson, Inc.
1321 Murfreesboro Rd., Suite 325
Murfreesboro, TN 37217

Re: Change Order #2 Proposal for City of White House Fiber Optic Interconnect Project

Mr. Glass:

As has been discussed in our project meetings and thru various emails, SEC is providing written notice of quantity overruns that will be related to our contracted scope of work on the City of White House's Fiber Optic Interconnect Project. The affected pay items with a brief description of the reasons for the overrun are as follows:

1. Pay Item #730-22.02 (Guying Device – Angle Anchor):

- a. Due to requirements by Cumberland Electric Membership Co-Operative, SEC's sub-contractor for this project, CCI Systems, has been directed to install guying anchors to meet current National Electrical Safety Codes. The NESC requires guying devices to be installed at all corners, angles and dead-ends. Based on this and a review of the existing overhead pole system that we will be installing the fiber optic cable on, it appears that we will overrun this pay item by approximately 47 guying devices for a total installed of approximately 55 guying devices. A 47 unit overrun represents a cost increase of \$10,481 to our contract. At this time, SEC does not believe any additional time will be needed for this added work.

2. Pay Item "City Hall Building Connection":

- a. As per recent discussions, the City is moving forward with building plans to rework their current systems in the 7 buildings we are bringing the fiber to. With that in mind, it was decided that 2 runs of 72 strand fiber optic cabling should be brought into City Hall to allow the City added flexibility when the building work is done. I have attached an email documenting this direction. Please note that once a full review of the additional work was done, we were actually able to delete 1 aerial enclosure instead of adding one as noted in the email. The additional fiber and messenger cable that will be added is minimal in nature and could cause a small overrun of those pay items, but for the purpose of this change order, no additional costs are being shown for that work. Based on this, we are only noting an overrun of the City Hall Building Connection pay item. This pay item will increase from 1 unit to 2 units. A 1 unit overrun represents a cost increase of \$7,107 to our contract. At this time, SEC does not believe any additional time will be needed for this added work.



STANSELL
Electric
Company, Inc.

Contractors-Engineers
Traffic Control
Data/Comm

860 VISCO DRIVE, NASHVILLE, TN 37210
Telephone 615 / 329-4944
FAX 615 / 320-5236

Please note all of the changes listed above amount to approximately \$17,588.00 in overrun costs to current pay items with no additional time being requested at this time. Also, it is important to note the above items are estimated quantities *only* and any payment would be based on the installed quantities.

Should you have any questions or concerns regarding this proposal please do not hesitate to contact me. I can be reached at my office number, (615) 369-4080, or on my cell phone at (615) 416-3535. I can also be reached via email at csims@stansellelectric.com.

Sincerely,

Christopher Sims, P.E.
Project Manager

Attachment

cc Angie Carrier – City of White House, TN
Bobby Gaines – SEC, Inc.
Brian Landry – SEC, Inc.

Christopher Sims

Info for
Item #1.

From: Christopher Sims
Sent: Wednesday, October 05, 2011 2:03 PM
To: Angie Carrier
Cc: Jeff Glass; Christopher Sims
Subject: Use of Guying Anchors for White House Fiber Project
Attachments: WHITE HOUSE Contract.doc

Angie,

This is what I got from CEMC on the guying anchors. I highlighted the sections that relate to the anchors. It is a bunch of legal speak...

I have spoken with both Travis and his boss David. David emailed me the contract and noted paragraph 4 & 8, but I think paragraph 3 covers us because it states that we have to install everything to the National Electrical Safety Code. In Rule #264- Part A, the NESC (2007 Edition) states that Guys are to be used to limit conductor sags and provide support for unbalanced loads at the following locations: Corners, Angles, Deadends, Large differences in span lengths, and Changes in grades of construction. Our work falls into several of those types of locations, but most of the overruns are due to angles.

Let me know if you need anything further stated on this issue and if not, I will incorporate it into my change order request letter.

Thanks,
Christopher

From: David Abernathy [<mailto:DAbernathy@cemc.org>]
Sent: Wednesday, October 05, 2011 1:34 PM
To: Christopher Sims
Cc: Travis Akins
Subject: WHITE HOUSE Contract

Please see paragraph 4 and 8.

Thanks, David

replace or renew the facilities placed on said poles by Licensee, transfer them to substituted poles or perform any other work in connection with said facilities that may reasonably be required and Licensee shall, on demand, reimburse Licensor for the reasonable expense thereby incurred. Licensor shall be the sole judge as to the existence of an emergency and the judgment of Licensor shall not be subject to question or review.

3. Licensee's cables, wires, and appliances, in each and every location, shall be erected and maintained in accordance with the requirements and specifications of the National Electrical Safety Code, or any amendments or revisions of said code and in compliance with any rules or orders now in effect or that hereafter be issued by Tennessee Regulatory Authority or other authority having jurisdiction. The Licensor prior to the installation of Licensee's facilities will approve the location of the Licensee's attachments on poles.
4. In the event that any pole or poles of Licensor to which Licensee desires to make attachments are inadequate to support the additional facilities in accordance with the aforesaid specifications, Licensor will indicate on said Exhibit A-1 the changes necessary to provide adequate poles and the estimate cost thereof to Licensee and return it to Licensee and if Licensee still desires to make the attachments and returns the Exhibit marked to so indicate together with an advance payment to reimburse Licensor for the entire estimated non-betterment portion of the cost and expense thereof, including the increased cost of larger poles, sacrificed life value of poles removed, cost of removal less any salvage recovery and the expense of transferring Licensor's facilities from the old to the new poles, Licensor will replace such inadequate poles with suitable poles. Where Licensee's desired attachments can be accommodated on present poles of Licensor by rearranging Licensor's facilities thereon, Licensee will compensate Licensor in advance for the full estimated expense incurred in completing such rearrangements. Licensee will also in advance reimburse the Owner or Owners of other facilities attached to said poles for any expense incurred by it or them in transferring or rearranging said facilities. Any strengthening of poles (guying) required to accommodate the attachments of Licensee shall be provided by and at the expense of Licensee and to the satisfaction of Licensor.
5. Licensor reserves to itself, its successors and assigns, the right to maintain its poles and to operate its facilities thereon in such manner as will best enable it to fulfill its own service requirements, but in accordance with the specifications hereinbefore referred to. Licensor shall not be liable to Licensee for any interruption to service of Licensee or for interference with the operation of the cables, wires, and appliances of Licensee arising in any manner (other than out of Licensor's gross negligence or misconduct) out of the use of Licensor's poles hereunder.
6. Licensee shall, upon request by Licensor in writing, submit to Licensor evidence, satisfactory to Licensor, of its authority to erect and maintain its facilities within public streets, highways and other thoroughfares and shall secure any necessary consent from state or municipal authorities or from the

owners of property to construct and maintain facilities at the locations of poles of Licensor which it desires to use.

7. Licensor, because of the importance of its service, reserves the right to inspect each new installation of Licensee on its poles and in the vicinity of its lines or appliances and to make periodic inspections, as plant conditions may warrant. Such inspections, or Licensor's lack of inspection, shall not operate to relieve Licensee of any responsibility, obligation of liability assumed under this Agreement.
8. Licensee shall, at its own expense and to the satisfaction of Licensor, place guys and anchors to sustain any unbalanced loads caused by the Licensee's attachments. When, in unusual circumstances, Licensee determines that it is necessary or desirable for it to attach its guys to anchors owned by Licensor, it may make application to do so in a manner similar to that outlined in paragraph 1 above for application to make pole attachments. In such circumstances, all the provisions hereof applicable to poles shall also be separately applicable to anchors. Where it is necessary for Licensor to change its anchor and guy facilities to provide capacity for Licensee, Licensee shall reimburse Licensor for the cost involved, determined in accordance with paragraph 4.
9. Should Licensee attach any of its facilities to poles not covered by the Agreement, it shall maintain proper clearance between such equipment and electric power wires and street lighting wires and shall otherwise install, maintain and remove the equipment on such poles in such manner as to satisfy the requirements of paragraph 3 hereof with respect to safety, good workmanship and avoidance of hazard.
10. Licensee shall pay to Licensor, for attachment made to poles under this Agreement, a rental at the rate of \$23.50 per pole per year. Said rental rate may be adjusted annually, in accordance with attachment fee paid Licensor annually by AT&T. Said rental shall be payable annually in advance on the first day of January during which time this Agreement remains in effect. Annual rental payments shall be based upon the number of poles on which attachments are being maintained on the first day of December respectively. The first payment of rental hereunder shall include such pro rate amounts as may be due for use of poles from the effective date hereof.
11. Licensee shall exercise special precautions to avoid damage to facilities of Licensor and of other supported on said poles; and hereby assumes all responsibility for any and all loss for such damage arising out of Licensee's negligence or misconduct. Licensee shall make an immediate report to Licensor of the occurrence of any damage and hereby agrees to reimburse Licensor for the expense incurred in making repairs.
12. Licensee shall indemnify, protect and save harmless Licensor from and against any and all claims and demands for infringement of copyright, for libel and slander, for unauthorized use of television broadcast programs, for

Christopher Sims

Info for
Item #2

From: Angie Carrier [acarrier@cityofwhitehouse.com]
Sent: Thursday, September 29, 2011 4:15 PM
To: Christopher Sims; Glass, Jeff
Subject: RE: Pole 71

Well, let's put it together for the BMA meeting as well.

Angie Carrier
City Administrator
105 College Street
White House, TN 37188
Phone (615) 672-4350 x. 2105

-----Original Message-----

From: Christopher Sims [mailto:csims@stansellelectric.com]
Sent: Thursday, September 29, 2011 11:31 AM
To: Angie Carrier; Glass, Jeff
Subject: RE: Pole 71

Angie,

I believe it does constitute a change order b/c there will now be 2 enclosures at the pole, 2 entrances into the building (or 1 oversized entrance) but more importantly 2 terminations in the building. Also, there will be the potential for minor overruns on messenger cable and the 72SM fiber. The building work is the main area that is affected. Our pay item was in the amount of \$7,107 for one building entrance and termination of a 72 Strand SM fiber in City Hall and the aerial enclosure pay item was in the amount of \$1,230 per enclosure. The cabling combined would maybe another \$200 or so.

Thanks,
Christopher

-----Original Message-----

From: Angie Carrier [mailto:acarrier@cityofwhitehouse.com]
Sent: Thursday, September 29, 2011 11:21 AM
To: Glass, Jeff; Christopher Sims
Subject: RE: Pole 71

OK guys I will check on that today. Also, I just got off the phone with Kevin at Local Government and we discussed the plans of the two 72' strands at city hall. Instead of putting that in the enclosure outside, we think it may be best to run both strands into the building.

Jeff and Chris-could we do a change order for that change?

Angie Carrier
City Administrator
105 College Street
White House, TN 37188
Phone (615) 672-4350 x. 2105

-----Original Message-----

From: Glass, Jeff [mailto:jglass@flohut.com]
Sent: Thursday, September 29, 2011 11:00 AM
To: Angie Carrier; Christopher Sims
Subject: RE: Pole 71

Angie,

Yes, since we will be closer than 40" to the power line on this pole, we will need CEMC to waive the 40" requirement on this pole.

Thanks,

Jeff

-----Original Message-----

From: Angie Carrier [mailto:acarrier@cityofwhitehouse.com]
Sent: Thursday, September 29, 2011 10:52 AM
To: Christopher Sims; Glass, Jeff
Subject: RE: Pole 71

Jeff and Chris-

Should I get a letter from Travis on this?

Angie Carrier
City Administrator
105 College Street
White House, TN 37188
Phone (615) 672-4350 x. 2105

-----Original Message-----

From: Christopher Sims [mailto:csims@stansellelectric.com]
Sent: Thursday, September 29, 2011 7:30 AM
To: Angie Carrier; Jeff Glass
Subject: FW: Pole 71

Angie & Jeff,

Please see the below email thread concerning CCI's meeting with Comcast yesterday. It looks like we will need a variance on our attachment for this pole.

Thanks,
Christopher

-----Original Message-----

From: John Jacisin [mailto:john.jacisin@ccisystems.com]
Sent: Thursday, September 29, 2011 7:30 AM
To: Christopher Sims
Subject: RE: Pole 71

we should be at about 17 feet. we will be closer than 40 inches from power but that can't be helped

From: Christopher Sims [csims@stansellelectric.com]
Sent: Wednesday, September 28, 2011 1:52 PM

To: John Jacisin
Subject: RE: Pole 71

Won't you still be lower than codes allow?

-----Original Message-----

From: John Jacisin [<mailto:john.jacisin@ccisystems.com>]

Sent: Wednesday, September 28, 2011 1:30 PM

To: Christopher Sims

Subject: Pole 71

Met with Comcast they will lower their attachment on pole 71 a foot



Memo

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

FROM: Ray Johns, Wastewater Superintendent

DATE: October 13, 2011

SUBJECT: Cope's Crossing Change Order #8

This change order would extend a new 8" gravity sewer main 400 feet north along Tyree Springs Rd on existing sewer easements. I recommend approval of Change Order #8.

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



October 12, 2011

Ray Johns
Wastewater Superintendent
City of White House
105 College Street
White House, Tennessee 37188

RE: Recommendation of Change Order No. 8

Dear Ray:

We hereby recommend the attached Change Order No. 8, which includes the addition of 400 linear feet of 8-inch gravity sewer line and appurtenances and 120 days of contract time to the project.

Change Order No. 8 adds a total of \$49,750 to the current contract price of \$1,263,337.60. The new contract price for the work is \$1,313,087.60.

The Original Contract Completion date was July 15, 2010. The revised Contract Completion Date after this Change Order is December 27, 2011.

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

Sincerely,
McGILL ASSOCIATES, P. A.

A handwritten signature in black ink that reads "Ben R. Simerl".

Benjamin R. Simerl
Project Manager

Enclosure
06608/letters/rj12oct11.doc

Engineering • Planning • Finance

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

865-908-0573 • Fax 865-908-0110

Change Order No. 8

Date of Issuance: _____ Effective Date: _____

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

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

Description: Addition of 400 linear feet of 8-inch gravity sewer line and appurtenances to the project

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:
\$893,022.60

Original Contract Times: Working days Calendar days
Substantial completion (days or date): 7/15/10
Ready for final payment (days or date): 7/15/10

Increase from previously approved Change Orders
No. 1 to No. 7:
\$370,315.00

Increase from previously approved Change Orders
No. 1 to No. 7:
Substantial completion (days): 390
Ready for final payment (days): 390

Contract Price prior to this Change Order:
\$1,263,337.60

Contract Times prior to this Change Order:
Substantial completion (days or date): 08/29/11
Ready for final payment (days or date): 08/29/11

Increase/Decrease of this Change Order:
\$49,750.00

Increase of this Change Order:
Substantial completion (days or date): 120 days
Ready for final payment (days or date): 120 days

Contract Price incorporating this Change Order:
\$1,313,087.60

Contract Times with all approved Change Orders:
Substantial completion (days or date): 12/27/2011
Ready for final payment (days or date): 12/27/2011

RECOMMENDED:
By: *By R. L. P.*
Engineer (Authorized Signature)

ACCEPTED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 10/12/11

Date: _____

Date: _____

Approved by Funding Agency (if applicable): _____

Date: _____

COOK UTILITY CONSTRUCTION Inc.
6682 Lovell Cook Rd
Springfield Tenn. 37172
Ph-615-207-7209
Fax-615-382-7779

October 12 2011

City of White House Sewer Dept.

**Re-Proposed Change Order # 8 for Copes Crossing
Pump Station and Force Main**

**Proposal- Construction of an additional Gravity sewer
main to the north along Tyree springs Rd on existing
easements, project consist of 400' of 8" gravity sewer
main, 2-man-holes, Coring of existing man-hole, rock
excavation, and clean-up.**

Total = \$ 49,750.00

Thanks
Brian Cook
CUC Inc.

OTHER BUSINESS...

October 13, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: AT&T Lease

The City of White House receives \$1,442.07/month for the current lease with AT&T on the cell tower located at 161 Carmack Drive. Some of you may recall, this lease was renegotiated in 2006 to reduce the rent that the City was receiving at that time. I have included in your packet information to show what AT&T would like to change the terms to. This letter is marked up because the AT&T representative changed the terms over the phone after discussion.

If you decide **not** to change the terms of the lease then AT&T must give a 30 days notice to terminate and 12 months of the current rent which would be **\$17,304.84**. And there is also the possibility that AT&T would not terminate the lease.

New Terms

\$6,530.67/year

7.5% escalator every 5 yrs

36 mos. of guaranteed income @ 19,592.01

Existing Terms

\$17,304.84/year

7.5%

12 mos. @ 17,304.84

If you have any questions or concerns, please give me a call.



AT&T Lease Optimization Program, c/o Md7
10590 West Ocean Air Drive, Suite 300
San Diego, CA 92130

September 19, 2011

Angie Carrier
P. O. Box 69
White House, Tn 37188

Re: Site: 31427400a, Located At 161 Carmack Drive, White House, Tn 37188

Dear Landlord,

AT&T is actively reviewing its portfolio of sites to determine ways to make its network more efficient and economical. Several factors will go into this review including coverage objectives, technology changes, design of our network, and the cost of operating the site (i.e., rent, taxes, and utilities).

We are in a very competitive space and we need to ensure that our costs are in line with that reality. AT&T is reviewing its cell site portfolio to identify those locations that are in excess of the market for that real estate. AT&T must significantly reduce expenses without sacrificing the quality of its service.

As a part of this review, AT&T has implemented an optional Lease Optimization Program that will offer you the opportunity to strengthen your strategic relationship with AT&T as well as providing you the opportunity to secure your cell site rent income.

Depending on your level of participation, AT&T will propose rent guarantees that will provide security and stability for your cell site income. To help you understand this process, AT&T has authorized Md7, a wireless lease management and services company, to implement AT&T's Lease Optimization Program.

In the coming weeks, an Md7 representative will contact you to review the terms of your lease agreement and discuss the Lease Optimization Program. If you prefer to learn more about the Program quickly, please contact Md7 directly at the numbers listed below and provide your Reference ID and Site ID. In the event that you do not enter into an amendment, your rights under the lease would remain in full force and effect, but you will not gain the benefits set forth in such an amendment.

AT&T appreciates its association with you and looks forward to continuing this strategic relationship.

Sincerely,

Pete Belasick
Director, Network Real Estate
AT&T Mobility

PLEASE CONTACT: Lydell Fleming
TOLL FREE: 1-888-553-6599 EXT: 2161

REFERENCE ID: 58043 FA #: 10068904
PLEASE PROVIDE YOUR REFERENCE ID AND
SITE ID WHEN CALLING.



October 3, 2011

Amanda Priest
161 Carmack Drive
White House, TN 37188

Re: Communications Facility Located At 161 Carmack Drive, White House, TN 37188

Contract #: 58043 FA#: 10068904

Dear Landlord,

As you are aware, AT&T Mobility ("AT&T") has partnered with Md7 to work with you to facilitate certain modifications to the cell site lease on your property. These modifications will allow AT&T to meet current business requirements and enhance your site's value to the network.

Changes in the Wireless Industry

Recent industry developments are changing how wireless telecommunications carriers operate. In the past, carriers focused on rapidly building out their networks in order to provide the best coverage. Today, while consumers are enjoying greater services and better coverage than ever before, operating costs continue to escalate. As a result, the wireless industry is also focusing on operating networks as efficiently as possible.

Eliminating Risk and Increasing Value

AT&T is addressing this shift by reviewing its cell site portfolio. AT&T has partnered with Md7 to offer selected landlords like you the opportunity to minimize the business risks associated with industry uncertainties and to increase the value of your cell site lease.

Criteria for Cellular Site Retention/Rent Guarantee Period

AT&T is willing to offer the following option to secure a longer-term lease with you:

- \$5,224.53 per year, commencing **December 1, 2011**
- 5.5 % rent increase every 5 years, commencing **December 1, 2016**

7.5%

*- Annual payment, new offer
6,530.47 annually*

AT&T will modify its termination rights under the lease to guarantee your rental income in the amount of **\$10,449.06** for the next **24 months**

\$19,592.01

ask for 36 months. (6,000 reduction)

Current Amount of Guaranteed Rent (with terms of the current lease, **Section 22 B (iv)**): **\$ 0.00**

not accurate

In order to maintain its long-term flexibility, AT&T will also require the following lease provisions to address future technological and network changes:

2590 decrease in revenue vs. 4090

※ Expansion of Permitted Use

“Lessee, its personnel, invitees, contractors, agents, sublessees, or its authorized sublessees, or assigns may use the Premises, at no additional cost or expense, for the transmission and reception of any and all communications signals and to modify, supplement, replace, upgrade, expand, including the number and type(s) of antennas, or refurbish the equipment and/or improvements thereon, or relocate the same within the Premises at any time during the term of this Lease, in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services or for any other reason. Lessor shall reasonably cooperate in obtaining governmental and other use permits or approvals necessary or desirable for the foregoing permitted use. If Lessor does not comply with the terms of this section, in addition to any other rights it may have at law, Lessee may terminate this Lease and shall have no further liability to Lessor. If Lessor does not comply with the terms of this section, Lessee will have the right to exercise any and all rights available to it under law and equity, including the right to cure Lessor’s default and to deduct the costs of such cure from any monies due to Lessor from Lessee.”

※ Expansion of the Premises

“Lessor grants Lessee the right, to the extent practicable and on a space available basis, at no additional cost or expense, to enlarge the Premises or to make space available on the Property for Lessee so that Lessee or its authorized sublessees may implement any necessary modifications, supplements, replacements, refurbishments, or expansions to the Communications Facility or to any equipment related thereto, or for any other reasons, as determined by Lessee in its sole discretion.”

※ 24/7 Access

“Lessor hereby grants to Lessee, its authorized sublessees, and to any public or private utility serving Lessee’s Communications Facility or related equipment, access to the Premises and to and over the Property twenty-four hours per day, seven days per week (24/7), including but not limited to, access from an accessible, open and maintained public road to the Premises, for the installation, maintenance, repair, modification, alteration, or refurbishment of the Communications Facility or any equipment related to such Communications Facility as such access is deemed necessary by Lessee, in its sole discretion, without the requirement of notice by Lessee to Lessor. In the event that any public or private utility serving Lessee’s Communications Facility is unable to use the access provided to Lessee, the Lessor hereby agrees to grant additional access to Lessee or to such public or private utility, for the benefit of Lessee, at no cost to Lessee and pursuant to the same terms and conditions as noted above. The terms and conditions regarding access in the Agreement remain in full force and effect, except as modified by this paragraph.”

※ Sale of Property/ Rental Stream Offer

- a) "Sale of Property. If Lessor, at any time during the Term of the Agreement, decides to sell, subdivide or rezone any of the Premises (or any interest therein), all or any part of the Property or surrounding property (or any interest therein), to a purchaser other than Lessee, Lessor acknowledges and agrees that such sale, subdivision or rezoning shall be made subject to this Agreement and Lessee’s rights hereunder. Lessor agrees that it shall promptly notify Lessee in writing of such sale, subdivision or rezoning.

- b) Rental Stream Offer. If at any time after the date of this Amendment, Lessor receives a bona fide written offer from a third party or receives a modified written offer from a third party seeking an assignment of the rental stream associated with this Agreement (“**Rental Stream Offer**”), Lessor shall immediately furnish Lessee with a copy of the Rental Stream Offer. Lessee shall have the right within ninety (90) days after it receives such copy and representation to match the Rental Stream Offer and agree in writing to match the terms of the Rental Stream Offer. Such writing shall be in the form of a contract substantially similar to the Rental Stream Offer. If Lessee chooses not to exercise this right of first refusal or fails to provide written notice to Lessor within the ninety (90) day period, Lessor may assign the rental stream pursuant to the Rental Stream Offer, subject to the terms of this Agreement.
- c) If Lessor attempts to transfer ownership to a third party in accordance with (a) or (b) without fully complying with the terms and conditions of (a) and (b) hereinabove, such a transfer shall be void and of no further force or effect. Lessor agrees to indemnify Lessee for any and all claims associated with such a purported transfer.”

☒ Taxes

“Lessor shall be responsible for the payment of all real property taxes and assessments levied against the Premises and for any increases in such taxes and assessments that may be due to Lessee’s Communication Facility or to Lessee’s use of the Premises and shall not seek reimbursement from Lessee for any or any portion of such taxes or assessments.”

☒ Sublease Rights

“Lessee may sublease all or any portion of the Premises to any person or entity licensed by the FCC to operate wireless communications services (hereinafter, a “Sublessee”) upon such terms and conditions as Lessee and Sublessee shall agree (each such agreement a “Sublease”), upon notice to Lessor. From and after the Effective Date hereof, provided a Sublease is subject to the terms and conditions of the Agreement as amended hereby and in consideration of the amended terms herein, Lessor’s consent to a Sublessee or Sublease will not be required.”

☒ Removal/Restoration

“In addition to the terms set forth in the Lease, Lessor agrees that the Communications Facility and any related equipment brought to the Premises by Lessee, its agents, contractors, predecessors-in-interest or sublessees, shall be and remain Lessee’s personal property or the personal property of its sublessee(s), as the case may be. Lessor waives any and all rights it may have, including any rights it may have in its capacity as Lessor under the Lease to assert any liens, encumbrances or adverse claims, statutory or otherwise, related to or in connection with the Communications Facility or any portion thereof. Lessee, in its sole discretion, may remove the Communications Facility or any portion of the Communications Facility at any time during the Term of the Lease, without notice to Lessor and without Lessor’s consent. Notwithstanding any terms to contrary, Lessee will not be responsible for the replacement of any trees, shrubs or other vegetation, nor will Lessee be required to remove from the Premises or the Property any foundations or underground utilities. Lessee, may, in its sole discretion, transfer any improvements or alterations to the Premises to Lessor at any time during the Term of the Agreement without notice to the Lessor and without the Lessor’s consent.”

This letter of understanding is subject in all respects to the preparation, execution and delivery of a definitive amendment in form and substance mutually agreeable to each of us. Your concurrence in this proposal by execution of this letter in the space provided below will obligate AT&T/ Md7 and Lessor to proceed in good faith toward that end. Except for this obligation, this letter will not be legally binding between us with respect to the proposed business relationship, but instead serves as a statement of our mutual intent to bargain and negotiate, working toward entering into such an amendment. Participation in this program is optional. If negotiations do not result in an amendment that is mutually acceptable and executed by both parties, AT&T will continue to abide by the terms of your original agreement, including AT&T's rights to exercise termination rights where they exist.

AT&T values its affiliation with you and hopes to continue a long and mutually profitable relationship in the years to come. After having reviewed these options, please contact me prior to September 23, 2011. Thank you for your consideration.

Sincerely,

Lydell Fleming

Md7 | Lease Consultant
10590 West Ocean Air Dr.
San Diego, CA 92130
o (858) 754-2161
f (858) 408-3482
lfleming@md7.com

Authorized Agent for AT&T Mobility

cc: Pete Belasick
Director – Network Real Estate, AT&T Mobility



3. **Modification of Rent.** Commencing on April 1, 2006, the Rent payable under the Agreement shall be \$675.00 monthly, and shall continue during the Term, subject to adjustment as provided below. Notwithstanding the foregoing, nothing herein shall be deemed to modify the additional rent derived from any and all subleases under the provisions of paragraph 11 of the Agreement and paragraph 1 of the First Amendment.

4. **Modification of Lessee's Obligation to Pay - Rent Guarantee.** Notwithstanding Lessee's obligations to pay Rent set forth under the Agreement, for a 60 month period commencing April 1, 2006 and ending March 31, 2011 ("Rent Guarantee Period"), Lessee hereby agrees that Lessee will be obligated to pay Rent due and such obligation will not be subject to offset or termination by Lessee.

5. **Modification of Lessee's Obligations to Pay - Rent Abatement.** Notwithstanding Lessee's obligations to pay Rent as set forth under the Agreement, for a 3 month period commencing January 1, 2006 and ending March 31, 2006 ("Abatement Period"), Lessor agrees to abate any and all Rent payments due from Lessee.

6. **Future Rent Increases.** The Agreement is amended to provide that commencing on January 1, 2011, Rent shall be increased by 7.50% and every 5 years thereafter by 7.50% of the then current Rent.

7. **Notices.** Section 26 of the Agreement is hereby deleted in its entirety and replaced with the following: **NOTICES.** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows: As to Lessee, New Cingular Wireless PCS, LLC, c/o Wireless Asset Management, Cell Site # N146475, Cell Site Name 31427400a, P.O. Box 2088, Rancho Cordova, CA 95741-2088, with a copy to Cingular Wireless Attn.: Legal Department, Re: Cell Site # N146475, Cell Site Name 31427400a, 15 East Midland Avenue, Paramus, NJ 07652; and as to Lessor, 105 College Street, White House, TN 37188. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

8. **Acknowledgement.** Lessor acknowledges that: 1) this Amendment is entered into of the Lessor's free will and volition; 2) Lessor has read and understands this Amendment and the underlying Agreement and, prior to execution of the Amendment, was free to consult with counsel of its choosing regarding Lessor's decision to enter into this Amendment and to have counsel review the terms and conditions of the Amendment; 3) Lessor has been advised and is informed that should Lessor not enter into this Amendment, the underlying Agreement between Lessor and Lessee, including any termination or non-renewal provision therein, would remain in full force and effect.

9. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement, the First Amendment, and this Second Amendment, the terms of this Second Amendment shall control. Except as expressly set forth in this Second Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Second Amendment.

Lessor Initial: _____

Lessee Initial: _____

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Amendment on the date and year below.

LESSOR:

City of White House, a municipal corporation,
with its territorial limits within the county of
Robertson and State of Tennessee,

LESSEE: ^{ST AC} ~~Tel~~ Communications
~~New Cingular Wireless PCS, LLC, a Delaware~~
~~limited liability company, d/b/a Cingular Wireless~~
By: Cingular Wireless LLC, its Manager

By: *John Decker*
Name: JOHN DECKER
Title: MAYOR
Tax Id 62 - 0840081

By: _____
Name: _____
Title: _____
Date _____

WITNESSED BY:

By: *Danny Davers*
Name: DANNY DAVERS
Title: Tax Clerk

By: _____
Name: _____
Title: _____

DISCUSSION ITEMS...

OTHER INFORMATION....

Amanda Priest

From: tournaments@whysoccer.org
Sent: Wednesday, October 12, 2011 11:18 PM
To: Joe Palmer
Cc: Angie Carrier
Subject: Tournament Help Thanks

On behalf of our entire organization I wanted to thank you for allowing your staff to support the White House 2011 Fall Classic Soccer Tournament. We had 51 Teams from TN and KY flow into White House and having Jeremy and Brad on-site helped improve the image of White House and showcase the type of citizens and support we have in the community. They were a huge benefit and helped several players and parents feel more at ease by professionally handling their needs. They represented your Fire Department and our community well.

Thanks again

Mark Smith
White House 2011 Fall Classic
615-604-6938
www.whysoccer.org



White House, TN
October 7-9, 2011

Amanda Priest

From: tournaments@whysoccer.org
Sent: Wednesday, October 12, 2011 11:42 PM
To: Ashley Smith
Cc: Angie Carrier
Subject: Tournament Help Thanks

Ashley,

On behalf of our entire organization I wanted to thank you and your staff for their support of the White House 2011 Fall Classic Soccer Tournament. We had 51 Teams from TN and KY flow into White House and we heard many positive comments on how nice the complex and fields were. Many visitors told us that we should be proud of the complex that we have and that they always enjoy playing in White House. I know you guys put much of effort into preparing for the tournament and wanted to make sure that your efforts didn't go unnoticed.

Thanks again

Mark Smith
White House 2011 Fall Classic
615-604-6938
www.whysoccer.org



White House, TN
October 7-9, 2011

Amanda Priest

From: tournaments@whysoccer.org
Sent: Wednesday, October 12, 2011 11:49 PM
To: Gerald Herman
Cc: Angie Carrier
Subject: Tournament Help Thanks

Chief Herman,

On behalf of our entire organization I wanted to thank you for your staffs support of the White House 2011 Fall Classic Soccer Tournament. We had 51 Teams from TN and KY flow into White House and I noticed a strong Police presence on-site at various times on Saturday and Sunday. This helped improve the image of White House and showcase the type of citizens and support we have in the community. The officers who spent time at the fields represented your Department and our community well.

Thanks again

Mark Smith
White House 2011 Fall Classic
615-604-6938
www.whysoccer.org



White House, TN
October 7-9, 2011