

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Alderman Meeting*  
November 17, 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 October 20, 2011 meeting.
6. Welcome Visitors
7. Public Hearings
  - a. **Ordinance 11-13** - An ordinance adopting a debt management policy for the City of White House, Tennessee. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports

A. General Government	E. Wastewater	I. Engineering
B. Police	F. Planning and Codes	J. Court Clerk
C. Fire	G. Parks	K. Monthly Financial Summary
D. Public Works	H. Library	
10. Consideration of the Following Resolutions:
  - a. **Resolution 11-16** - A resolution authorizing an agreement between the governing board of the city of White House of Sumner/Robertson Counties, State of Tennessee and the Nashville Area Chapter of the American Red Cross authorizing the use of the White House Municipal Center as a mass care shelter when required for the conduct of Red Cross Disaster Services activities.
  - b. **Resolution 11-17** - A resolution requesting submittal of the City's local priority roadways projects for inclusion in the State of Tennessee Department of Transportation (TDOT) Local Project Priority List.
11. Consideration of the Following Ordinances:
  - a. **Ordinance 11-13** - An ordinance adopting a debt management policy for the City of White House, Tennessee. *Second Reading.*
  - b. **Ordinance 11-14** - An ordinance amending the Zoning Map for the property referenced as Robertson County Tax Map 106 E, Group A, Parcel 22 from R-20, low density

residential to C-2, general commercial. *First Reading.*

- c. **Ordinance 11-15** - An ordinance to adopt the City's Ward Boundary Voting District Map based on the City's 2010 census population and census block information. *First Reading.*

12. Finance

- a. To approve or reject the 2011/2012 Public Library Maintenance of Effort Agreement in the amount of \$197,571. The Library Director recommends to approve.
- b. To approve or reject EVS Mid-South's bid for two thermal imagers with the recordable handle option for \$22,530.98. The Fire Chief recommends to approve.
- c. To approve a recruitment firm for the replacement of the City Administrator position.
- d. To approve or reject Fiber Optic Interconnect Project Change Order #3. The City Administrator 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

15. Adjournment

**CITY OF WHITE HOUSE**  
**Minutes**  
*Board of Mayor and Alderman Meeting*  
**October 20, 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 Alderman Bibb.

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the September 15, 2011 meeting.

Motion was made by Ald. Paltzik, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **September 15, 2011 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

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

**No one spoke for or against.**

8. Communication from Mayor, Aldermen, and City Administrator

City Administrator Angie Carrier reminded the Board about the employee picnic on Sunday, October 23<sup>rd</sup> from 1:00 pm until 3:00 pm.

City Administrator Angie Carrier provided an update regarding the MPO grant applications for completing the Veterans' Memorial and completing sidewalks for 31W.

City Administrator Angie Carrier announced that the RTA reconstitution will be submitted to the Secretary of State soon for approval.

City Administrator Angie Carrier stated that TDOT has announced that they HOV lanes will be changing to HOT lanes by July of next year.

City Administrator Angie Carrier announced that she will be attending the TCMA conference October 26<sup>th</sup> through October 28<sup>th</sup> in Kingsport, TN.

Mayor Arnold remarked upon the recent turnover in the Wastewater Department.

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 11-15** - A resolution authorizing application for 2011 funds from the Recreational Trails Program Fund (RTP).

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 11-15 was approved.**

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.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 11-12 was approved on Second Reading.**

- b. **Ordinance 11-13** - An ordinance adopting a debt management policy for the City of White House, Tennessee. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 11-13 was approved on 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.

Motion was made by Ald. Decker, second by Ald. Bibb to reject. A voice vote was called for with all members voting aye. **NAFCO's bid for Thermal Imager was rejected.**

- b. To approve or reject Fiber Optic Interconnect Project Change Order #2. The City Administrator recommends approving.

Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Fiber Optic Interconnect Project Change Order #2 was approved.**

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

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **CWA 2009-246/CWSRF 2010-256 Cope's Crossing Lift Station Change Order #8 was approved.**

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.

Motion was made by Ald. Decker, second by Ald. Hutson to reject. A voice vote was called for with all members voting aye. **Amendment to the ATT&T lease was rejected.**

14. Discussion Items

- a. None

15. Adjournment

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Michael Arnold, Mayor

ATTEST:

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Amanda Priest, City Recorder

REPORTS....

**General Government Department  
October 2011**

**Administration**

The kick-off for the month of October was holding the Model Debt Policy Work Session with the Board of Mayor and Aldermen. Morgan Keegan assisted the City in developing a broad stroke policy to meet the requirements of the State Comptroller.

The City Administrator attended a conference call with area economic development representatives and education representatives to discuss with the State the gap between education and the skill set needed with our local industry. This is opening up the conversation on how we can better our workforce development.

The City Administrator, HR Director and Finance Director received a quarterly update on our healthcare plan to compare budget versus costs. Currently the City is holding steady on the amount that was budgeted. There was also much discussion on cost savers for our employees and what options the City can research to cut the costs of our plan.

The City Administrator attended a fiber optic project status meeting. The fiber project is on schedule. We are currently troubleshooting through splicing issues. The project should be on time regarding the field work by December 1<sup>st</sup>. Updated plans are currently being sent to TDOT for approval. The original plans only got the fiber to the buildings. It did not include updating the internal network with switches and wiring. We are working to get these updates approved by TDOT so a change order can be issued to centralize our server room with the phones as well. These changes should hit close to the money appropriated with the ARRA funds and the portion the City budgeted for its portion.

The City Administrator attended the White House Chamber Luncheon. Charles Alexander with the Volunteer State Small Business Development Center discussed marketing pointers to the group. Public Safety month was also highlighted.

The City Administrator attended the Tennessee City Managers Association meeting in Kingsport. Classes included: Social Media, Fire Mortality Study, Local Government Ethics, Tennessee Trends in Retail Recruitment featuring the White House City Administrator, IPS/ MTAS Solution Point Update, MTAS and TML Updates, Projected Future of Local Government Retirement Systems, and New Capital Financing Alternatives: Focusing on Performance Contracting as a Procurement Strategy.

<b>Website Management</b>			
	<b>October</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
Number of Internal Requests for Website Updates	11	50	138
Visits	8,934	33,591	92,795

Our city website has had 8,934 visits during the month of October, which was an increase of 766 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.

**General Government Department  
October 2011**

<b>City</b>	<b>Visits</b>
Nashville, TN	2,216
Oak Ridge, TN	979
Gallatin, TN	382
Redmond, WA	343
Hendersonville, TN	308
White House, TN	252
Franklin, KY	150
Knoxville, TN	132
Brentwood, TN	116
San Francisco, CA	80

Did you know 47% 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 54 different countries from around the world.

<b>Facebook Management</b>			
	<b>October</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
New Likes <sup>1</sup>	55	135	683
Number of Posts <sup>2</sup>	11	18	44
Post Views <sup>3</sup>	15,650	27,428	51,164

1. The number of new people who have liked the Facebook page.
2. The number of News Feed stories added to the Facebook page to update citizens on upcoming events and/or news items.
3. The number of times people (Fans and non-Fans) have viewed a News Feed story.

**Finance Department  
October 2011**

**Finance Section**

Property Tax cards were late coming in this year, so they were not mailed until October 6<sup>th</sup>. This officially begins property tax season, and we should see a good influx of revenue in November.

Audit staff from Crosslin & Associates was on site beginning October 11<sup>th</sup>, through the end of the month. The Finance Department spent a significant amount of time during these weeks providing requested information, closing out final numbers from last year's ledger, and completing year end reconciliations and accruals.

The Finance Director attended an MTAS Ethics Course, and the Tennessee Government Finance Officers Association Fall Conference during the month. These continuing education hours should be enough to round out the requirement from the state on the CMFO certification. The Finance Director along with the Accounting Specialist, Human Resources Director, and Personnel Assistant attended an informational session sponsored by the Tennessee Consolidated Retirement System in Nashville. The session covered some new options that are being offered by the plan. The Finance Director, along with the Human Resources Director, and City Administrator also attended a session to review the performance of the City's partially self-funded insurance plan with Sherrill Morgan & Associates.

Staff from every department cooperated and came in one weekend this month in order to get the phone system upgraded to the most recent software release available. Thanks to all who accommodated that inconvenient schedule.

**Performance Measures**

**Major Fund Balances**

<b>Fund</b>	<b>Cash Balance</b>	<b>Investment Acct Balance</b>
General Fund	\$417,055.64	\$2,999,825.08
Sanitation	\$24,648.93	\$350,851.76
Wastewater	\$695,108.53 *	\$787,001.82

~ All Fund Balances are bank balances reported as of: November 7, 2011

~ \*The Wastewater Fund balance should be reduced by a significant amount Due To balance for the Sanitation Fund at: \$283,500.81

**Payroll**

<b>Number of Payrolls</b>	<b>Number of Checks &amp; Direct Deposits</b>	<b>Number of Adjustments</b>	<b>Number of Void Checks</b>
2 Regular	3 Paper Check / 195 Direct Deposits	0 Retroactive Adjustments	0 Voids

**Accounts Payable**

	<b>October</b>	<b>FY</b>	<b>Last October</b>	<b>Last FY</b>
<b>Total Invoices Processed</b>	290	1435	293	1237

**Finance Department  
October 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	219	9	37	13	93	7	3	7	32	22	26	468
Customers	152	2	6	3	5	0	0	3	0	0	23	202

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Director's Office	Total
Calls	2	0	74	98	42	3	219
Customers	0	1	64	82	5	0	152

**Purchase Orders**

Department	#	Value
Codes	3	\$493.78
Fire	7	\$2,105.54
Police	18	\$7,715.67
HR	1	\$11.69
Engineering	1	\$20.00
Admin	5	\$649.48
Finance	2	\$191.28
Court	1	\$12.47
<b>Total</b>	<b>98</b>	<b>\$97,752.46</b>

Department	#	Value
Library	4	\$4,321.04
Wastewater	15	\$54,350.43
Public Works	8	\$4,324.30
Sanitation	4	\$1,802.88
Parks	23	\$13,749.96
Bldg. Maint	6	\$8,003.94
Cemetery	0	\$0.00
Void	5	N/A

	#	Value
Purchase Orders \$0 - \$999	84	\$18,851.94
Purchase Orders \$1000 - \$9999	13	\$29,150.52
Purchase Orders Over \$10,000	1	\$49,750.00
<b>Total</b>	<b>98</b>	<b>\$97,752.46</b>

**Emergency Purchase Orders - October**

Number	Vendor	Items	Amount	Nature of Emergency	Dept
16616E	David's Automotive	Brakes, seals, hydraulic fluid	\$489.54	2 vehicles down	Wastewater
16502E	Rod's Tires	Tire Repair	\$10.50	Vehicle down	Wastewater
16503E	Allgood	Pumped wet well	\$250.00	Days Inn	Wastewater
16498E	Richard's Septic Tank Service	Pumped wet well	\$1,185.00	South Palmer's Chapel Station	Wastewater
16496E	Allgood	Pumped wet well	\$1,250.00	South Palmer's Chapel Station	Wastewater
16549E	Southeast Electric	Weekend, signal light out	\$300.00	Signal light out 31W&76	Public Works

**Finance Department  
October 2011**

**Business License Activity**

<b>Opened</b>	0
<b>Closed</b>	0

Delinquency Rate:           63%

**Cumulative Information**

Class	Total Licenses	Delinquencies
1	47	36
2	140	85
3	293	205
4	195	95

**Municipal Court - Citations Disposed Either Through Court or Payment**

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 <sup>st</sup> Offense)	0	Stop Signs	8
Child Restraint-under 4	4	Open Container Law	0
Anti-Noise Regulations	0	Parking Violation	0
Improper Backing	0	Vehicle Registration Law	18
Failure to Yield Right of Way	1	Seat Belt Violation – 18 and Older	29
Financial Responsibility Law	58	Speeding	74
Following Too Closely	1	Careless Driving	3
Motor Vehicle Requirements	4	Disobedience to Traffic Control Device	5
Improper Passing	1	Enter Access Roadway	0
Drivers Exercise Due Care	16	Turn to Avoid Signal	0
Codes Violations/Animal Control	1	Move Over Law	0
Drivers License Law	4	<b>Total</b>	<b>227</b>

**Municipal Court - Case Disposition**

Disposition	Total
Ticket Paid in Full – Prior to Court	78
Guilty as Charged	11
Dismissal	14
Dismissed upon presentation of insurance	44
Not Guilty	0
Dismissed to Traffic School	14
Dismissed with Costs and Fines	43
Dismissed with Costs	18
Dismissed with Fines	5
Case Transferred to County	0
Dismissed with Public Service	0
<b>Total</b>	<b>227</b>

**Human Resources Department  
October 2011**

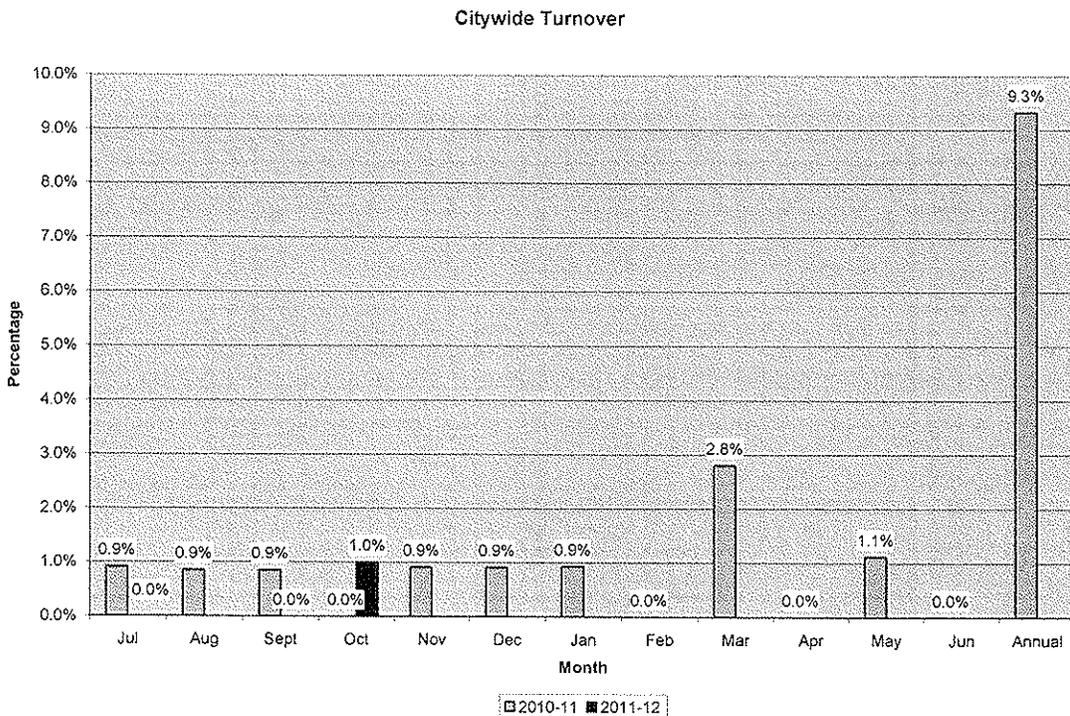
**Human Resources**

- Attended TCRS State Review Meeting with White House Finance Director, Personnel Assistant and Accounting Specialist, Nashville, TN, October 3<sup>rd</sup>
- Conducted Title VI training session in Public Works Department, October 5<sup>th</sup>
- Met with Sherrill Morgan and Meritain Health Groups for Quarterly Benefits Review, October 11<sup>th</sup>
- Previewed an on-line Performance Management tool through NEO-GOV Systems, via webinar presentation, October 20<sup>th</sup>
- Completed “Workforce Essentials Substance & Alcohol Abuse Awareness Training” for Supervisors and Managers, Springfield, TN, October 24<sup>th</sup>
- Attended City Wide Safety Training Meeting, October 25<sup>th</sup>
- Filed Tennessee State Unemployment Insurance Quarterly Report, October 26<sup>th</sup>
- Participated in W-2 Updates Webinar, sponsored by IRS, October 31<sup>st</sup>
- Posted and advertised “new” City of White House “Public Works Director” position
- Received and forwarded Annual TCRS Reports to City of White House Employees

**Key Performance Indicators (Performance Measurements)**

Citywide Turnover

- Turnover overall for month of October 2011 for full-time employees was **one (1)**, up from October 2010 (**0**).

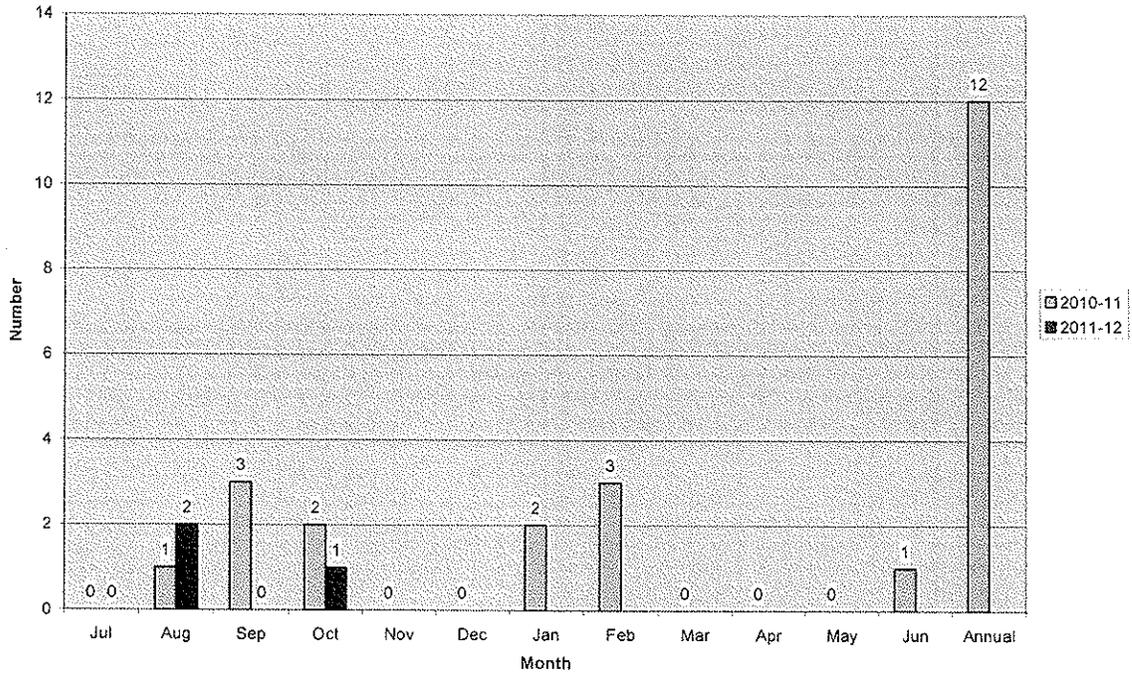


## Human Resources Department October 2011

### Safety

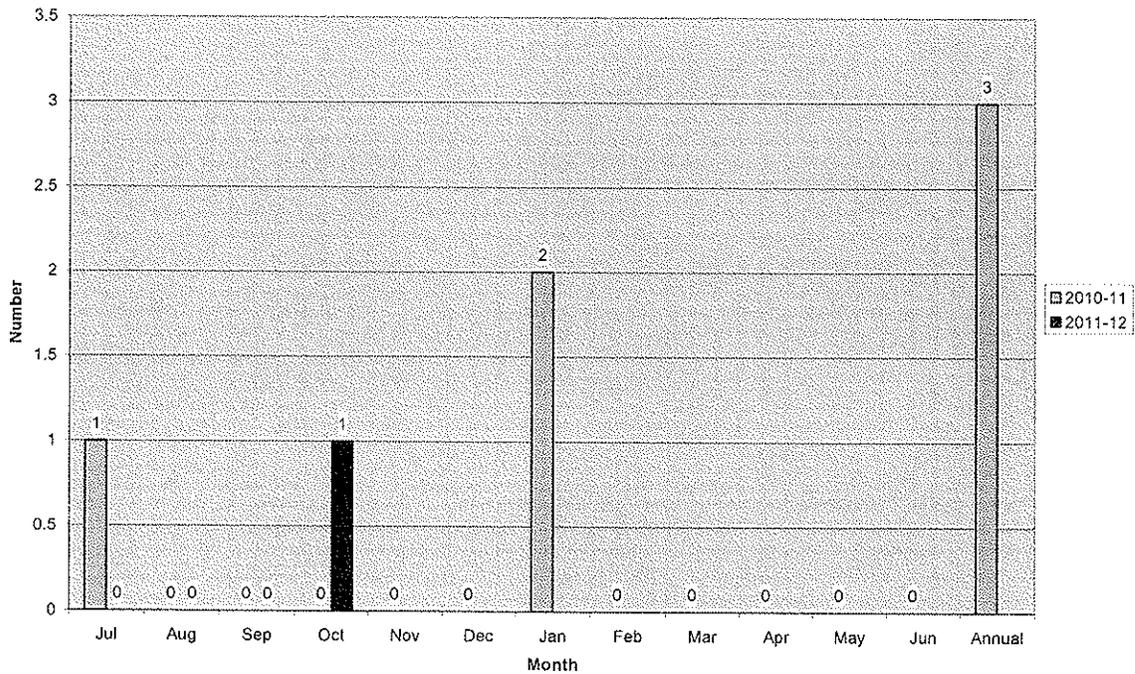
- Accidents resulting in injury in October 2011 were **one (1)**, down from October 2010 (**2**).

Number of Injury Reports



- Vehicle/Property damage claims for the month of October 2011 was **one (1)**, unchanged from October 2010 (**1**).

Number of Property/Vehicle Damage Reports



**Police Department  
October 2011**

**Highlights**

- Sergeant Curtis Carney returned home safely from Afghanistan on October 21<sup>st</sup>. He plans on being back to work at the White House Police Department the first of December.
- In association with the Governor's Highway Safety Office, Officer Joel Brisson participated in a DUI check point with Robertson County Sheriff's Office on October 28<sup>th</sup> on Hwy 431 in Springfield from 11:00 pm to 1:30 am.

**Meetings/Civic Organizations**

- **Chief Herman attended the following meetings in September:** Sumner County Emergency Services Committee (Oct. 3<sup>rd</sup>), Tennessee Association Chief's of Police (TACP, Oct. 5, 6 and 7<sup>th</sup>), Kiwanis Club (Guest Speaker, Oct. 5<sup>th</sup>), Robertson County Chiefs/911 User Group (Oct. 12), Robertson County 911 Board Meeting (Oct. 18<sup>th</sup>), Chamber of Commerce Luncheon (Oct. 18<sup>th</sup>), Board of Mayor and Alderman Meeting (Oct. 20<sup>th</sup>), Drug Free Workplace Supervisor Training (Oct. 24<sup>th</sup>), POST Rules Workshop (Oct. 25<sup>th</sup>), Tennessee Crime Prevention Coalition Board Meeting (Oct. 26<sup>th</sup>), Sumner County Drug Task Force (Oct. 27<sup>th</sup>), and Command Staff (Oct. 27<sup>th</sup>).
- **Captain Mingledorff attended the following meetings in September:** Kiwanis Club (Guest Speaker, Oct. 5<sup>th</sup>), Rotary Club (Oct. 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>), and Chamber of Commerce Luncheon (Oct. 18<sup>th</sup>).
- **Safety Committee Meeting:** Sergeant Dan Hunter attended the monthly Safety Committee Meeting for Captain Mingledorff on October 25<sup>th</sup>.
- **Sumner County Anti-Drug Coalition:** Captain Mingledorff hosted the monthly Sumner County Anti-Drug Coalition meeting at the White House Police Department on Thursday, October 20<sup>th</sup>. Attending the meeting were: Sumner County Anti-Drug Coalition Director, Katie Brown, White House High School Resource Officer, Rick Thompson, and City Recorder, Amanda Priest. Topics covered were Community Drug Take Back Events, Drug Disposal Boxes for Police Departments, Social Host Law Updates, and Synthetic Drug Education and Enforcement.

**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.

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
October	56	200	80	336
<b>Total</b>	79	996	238	1,313

Police Department  
October 2011

**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	October 2011	FY 2011 - 2012
Two (2) Officers per Shift	18	88
Three (3) Officers per Shift	44	158

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. **Complete.**
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. Compliance Check letters will be going out to businesses in November.
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	October 2011	Per 1,000 Pop.	Total 2011	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	15	1	119	12
Crimes Against Property	17	2	451	44
Crimes Against Society	13	1	161	16
<i>Total</i>	45	4	731	71
<b>Arrests</b>	43		423	

\*U.S. Census Estimate 2010 – 10,255

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.*

	October 2011	Total 2011
<b>Traffic Crashes Reported:</b>	23	241
<b>Enforce Traffic Laws:</b>		
Written Citations	248	2,210
Written Warnings	108	900
Verbal Warnings	306	2,377

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
October	23	4	17%	24%

**Police Department  
October 2011**

**Staffing**

Officer Jason Shapton began his duties in the Support Services Division as Detective on October 4<sup>th</sup>.

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

**Sumner County Emergency Response Team:** The ERT had their monthly training on October 21st.

**Volunteer Reserve Officers**

- The two new Reserve Officers, Robert Chambers and Kia Vanatta, were sworn in on October 12<sup>th</sup>.
- The Reserves had two dates of Training this month:
  - October 12<sup>th</sup> – 4 ½ hours of Active Shooter.
  - October 26<sup>th</sup> – Child Sex Abuse and Traffic Control.
- The Reserves assisted with the Harvest Moon Race and Trail of Treats.

**Volunteer Police Explorers**

- The Explorers worked the Trail of Treats on October 28<sup>th</sup>.
- On October 29<sup>th</sup>, they worked the Drug Take Back event with the Police Department and Walgreens.

**Support Services Performance Measurements**

*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
October	76%	64%

**Communications Section**

	October 2011	Total 2011
<b>Calls for Service</b>	1,370	10,534
<b>Alarm Calls</b>	31	293

**Request for Reports**

	October 2011	FY 2011-12
<b>Requests for Reports</b>	18	71
<b>Amount taken in</b>	\$14.25	\$827.25
<b>Tow Bills</b>	\$100.00	\$400.00
<b>Emailed at no charge</b>	31	118
<b>Storage Fees</b>	\$0.00	\$0.00

***Item(s) sold on Govdeals:***

No items sold during the month of October.

**Police Department  
October 2011**

**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 26<sup>th</sup> at White House Heritage Elementary and Christian Community School. Captain Mingledorff is instructing seven classes (200 students) during the ten week program. Course completion and Graduation will be held on Wednesday December 14<sup>th</sup>.
2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.** The 12<sup>th</sup> Annual event was rescheduled from Labor Day, due to inclement weather, to be held on Saturday October 15<sup>th</sup>, from 10:00 am – 2:00 pm in the City Park. During the event, approximately 300 citizens participated and 36 young bike riders rode through the Bike Safety Course. Next year's event will be scheduled for Labor Day, September 3, 2012. **Complete.**
3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** The 12<sup>th</sup> Annual class is scheduled for Tuesday, February 21, 2012. Twenty-five 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.**

<b>2011 Participation in Joint Community Events</b>		
	<b>October</b>	<b>YTD</b>
<b>Community Activities</b>	14	48

- **Safe Kids Coalition:** Captain Mingledorff, Sgt. Hunter, Ofc. Sams and Patti Aric (dressed in the Ollie Otter costume) hosted a Bike Safety and Vehicle Passenger Safety Course at Christian Community Schools on Tuesday October 4<sup>th</sup>, for 104 pre-school aged children. The focus was on Child Injury Prevention on bikes and in vehicles. Ollie Otter promoted the "Under 4'9" Booster Time" seatbelt/child restraint laws and there were 104 packets of educational information sent home to parents of the participants.

Captain Mingledorff visited and spoke to 14 "Young Pathfinders" of the 7<sup>th</sup> Day Adventist Church in White House on Community Service Professions and how young citizens can come together, plan and participate in volunteer activities such as a Blood Drive and Toys for Tots.

Captain Mingledorff visited and spoke to 46, 3<sup>rd</sup>-5<sup>th</sup> grade students at Christian Community School on Thursday, October 13<sup>th</sup> on the Anti-bullying Campaign. This guided discussion included topics on: Recognizing the warning signs, what to do if you are being bullied, and where to go to get assistance.

Cub Scout Master, Lori Carpenter and Pack 459, Den 2, visited the Police Department on Wednesday, October 19<sup>th</sup>. Captain Mingledorff gave them a tour of the facility and a Captain StreetSmart – "Self-Preservation-Youth Safety" Class. Sgt. Hunter and Ofc. Chambers provided a police car lights and siren demonstration.

- **Wheel in Motion:** On October 20<sup>th</sup>, at H.B. Williams, WH Heritage, and R.F. Woodall Elementary and Community Christian Elementary Schools. The Rotary Club presented 1 bike at each school (4 total) and Captain Mingledorff presented a helmet (4 total) to go along with each bicycle. This program promotes any "service above self" act or project. Nominees are submitted monthly to the school principals by faculty, staff, and students.

**Police Department  
October 2011**

- **Captain StreetSmart:** Captain Mingledorff taught a Youth Safety “Self Preservation” class to Ms. Brandy King’s 21 pre-school students at the Growing Tree Day Care Center. Topics included Stranger Danger Fire Safety, Child Passenger Safety, and Bicycle Safety.

Captain Mingledorff, Walgreen’s of White House, and R.F. Woodall Primary School are sponsoring a Captain StreetSmart Coloring Contest to kick off Captain StreetSmart’s new look, his new book, and the Holiday Safety Season. One hundred eight kindergarten students will compete for prizes. They will be taught safety classes by Captain StreetSmart between October and December.

Captain Mingledorff completed his copyrighted “Captain StreetSmart” Children’s Safety Activity Book on October 14<sup>th</sup>. It is ready for distribution. The book is being published and re-printed by the White House Print Shop. This was made possible by the following White House business sponsors: F & M Bank, Hallmark Title, StateFarm Insurance, and the White House Police Department. The book will be used to teach Safety Classes to K-4<sup>th</sup> grades at R.F. Woodall, Heritage Elementary and H. B. Williams Elementary Schools.

- **National Drug Take Back Event:** Captain Mingledorff, Det. Sgt. Brady, and Patti Aric participated in the 2<sup>nd</sup> Drug Take Back Event which was held on Saturday, October 29, 2011, from 10:00 am – 2:00 pm at the White House Walgreen’s. **Fourteen and One Half Pounds** of medication was turned in for destruction during the event. This initiative addresses a vital public safety and public health issue. Prescription drugs are being misused and abused at alarming rates in the United States. More Americans currently abuse prescription drugs than the number of those using cocaine, hallucinogens, and heroin combined, according to the 2009 National Survey on Drug Use and Health. Many Americans are not aware that medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse.
- **Red Ribbon Week:** Scheduled for the week of October 22<sup>nd</sup> – 30<sup>th</sup>. The White House Police Department Explorers Post located themselves at the Drug Take Back Event and handed out Drug Abuse Prevention Information. Red Ribbon Week is the nation’s oldest and largest drug prevention program in the nation reaching millions of Americans during the last week of October every year. By wearing red ribbons and participation in community anti-drug events, citizens pledge to live a drug-free life.
- **“Safe Seniors” Program:** Captain Mingledorff, working with the Senior Center Program Coordinator, Kelly Elias, developed and implemented a new program designed to keep our senior citizens informed and safe. “Safe Seniors”, which promotes a safer environment for seniors, through education, classes are scheduled for the second Wednesday of each month at the Senior Citizen’s Center at City Hall. Informative presentations on topics such as Fraud and Scam Prevention, Operation ID-Auto and Home Burglary Prevention, Home Security, Neighborhood Watch, and Identity Theft Prevention will be taught during the months preceding the holiday and into the New Year.
- **Special Events:** WHPD Officers participated in the following events during October providing security and traffic control:
  - RJ Young 5K Pumpkin Run
  - Harvest Moon Festival (10k Run)
  - Trail of Treats

## Fire Department October 2011

### Summary of Month's Activities

#### Fire Operations

The department responded to 64 requests for service during the month with 45 responses being medical emergencies. The department responded to 4 vehicle accidents with reported injuries. Three patients were transported to area hospitals.

#### Fire Administration

- October 6<sup>th</sup> - Chief Palmer attended the Middle Tennessee Fire Chiefs meeting in Murfreesboro.
- October 12<sup>th</sup> -15<sup>th</sup> - Chief Palmer attended the Tennessee Fire Chiefs conference at Kingsport TN.
- October 15<sup>th</sup> - Chief Palmer, Captain Brewer, B shift, Fire Corps, and Fire Explorers participated in the annual Safety Day event.
- October 18<sup>th</sup> - Chief Palmer and Fire Marshal Sisk attended the Chamber of Commerce luncheon to be recognized for the service the department provides.
- October 19<sup>th</sup>-22<sup>nd</sup> - Fire Marshal Sisk and department members conducted fire extinguisher training to employees of Werthan Packaging.
- October 24<sup>th</sup> - Chief Palmer and Captain Kevin Holman attended the Drug-free training class in Springfield.
- October 25<sup>th</sup> - Chief Palmer and Fire Marshal Sisk conducted the monthly safety committee meeting at Fire Station 2.

#### Update on the Department's Goals and Objectives

- Complete the annual apparatus fire pump testing by November 1<sup>st</sup>, 2011
- Complete our annual fire hose testing by October 30<sup>th</sup>, 2011 **(Project complete)**
- Send three firefighters to the Driver/Pump Operator course at the State Fire Academy and complete it by June 1<sup>st</sup>, 2012 **(The students have completed 2 out of 3 classes at this time. )**
- Organize a State Fire Academy Basic Firefighter course to be taught at Station 2 by April 1<sup>st</sup>, 2012 **(The class is scheduled to begin in Jan. 2012)**
- Complete the Risk Watch Program in the schools by May 30<sup>th</sup>, 2012 **( Work on this project has begun)**
- Implement an on-line firefighter training program that meets NFPA standards, ISO and State in-service requirements by January 1<sup>st</sup>, 2012
- Update the Department's SOG document and reformat sections to be more tasks/response specific by June 30<sup>th</sup>, 2012
- Organize a table top disaster drill to train staff and exercise the city emergency operations plan by December 1, 2011
- Complete pre-incident surveys of all commercial and industrial properties in the City by May 1<sup>st</sup>, 2011. **(This project is complete although information will be updated on a continual basis)**

#### Departmental Highlight

On October 15<sup>th</sup> the annual Safety Day event was held after being rescheduled due to inclement weather on Labor Day. The department provided a vehicle extrication demonstration. The "Home Fire Survival Challenge" course was a success again this year with 90 children completing the program. Area fire departments also attended the event including White House Community Volunteer, Springfield, Shackle Island, and Millersville.

**Fire Department  
October 2011**

**Department Cost Saving Report**

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

**Monthly Performance Indicators**

**Incident Responses**

Structure Fires	0	Vehicle Accidents (General Cleanup)	5
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	4
Vehicle Fires	0	Rescue	0
Gasss, Brush, & Trash Fires	0	False Alarms / Calls	5
Hazmat	0	Assist Other Governmental Agency	0
Other Calls	5	Total Responses for the Month	64
Emergency Medical Responses	45	Total Responses YTD	321

**Fire Fighter Training**

Total Training Man Hours for the Month	335.5
Total Training Man Hours YTD	1,348

**Fire Inspection**

	This Month	YTD
Fire Inspections	6	22
Fire Investigations	0	1
Plat / Plan Reviews	2	5
Fire Preplans	25	75

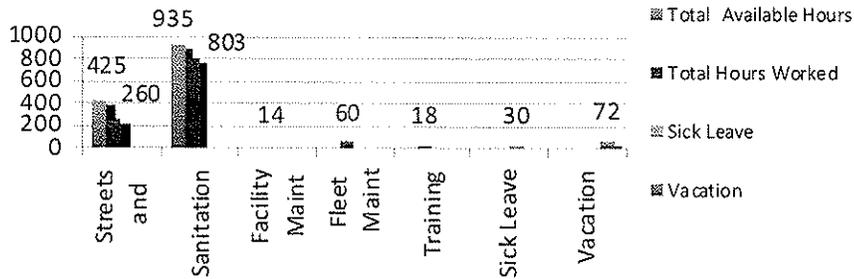
**Public Fire Education**

	This Month	YTD
Participants	497	1,470
Education Hours	24	53.5
Number of Occurrences	13	31

**Public Works Department  
October 2011**

**Monthly Performance Indicators**

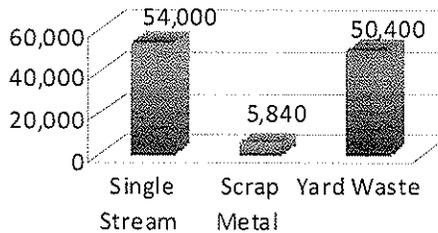
**Utilization of Man Hours**



The above chart represents the number of man hours vs. the total number of hours worked for the month of October 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 2 citizens that utilized our Convenience Center for the month of October. Total revenue received \$779.60. This includes revenue received from the recycling of steel. Total operating cost for the month of October to be determined.

**City of White House Clean up days**

For the month of October there were a total of 60 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: 626**

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

**Public Works Department  
October 2011**

**Sanitation Enterprise Fund Totals**

**Monthly Performance Indicators**

<b>Number of Customers Billed</b>	<b>Net Total Billed</b>	<b>Total Billed YTD</b>	<b>Revenue Received</b>	<b>Revenue Received YTD</b>
3,624	\$56,835.00	\$225,990.00	\$55,608.88	\$225,107.25

**Staffing**

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

**Departmental On-Site Safety Training October 2011**

- The Silent Sickness – Co Poisoning
- Annual Title VI

**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 October we had a total of 47 citizens utilize the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since October of 2010.

<b>October 2011</b>	47
<b>October 2010</b>	55

**October 2011 Truck Poundage and Fuel Costs**

	<b>October 2011</b>	<b>YTD</b>
Tons per day	15.12	17.92
Pounds for 1 months	514,560	2,359,280
Tonnage for 1 months	257.28	1,179.64
Fuel used Truck #319	\$371.06	\$1,647.52
Fuel used Truck #320	\$1,209.01	\$5,691.58
Fuel used Truck #321	\$400.40	\$1,904.33
Fuel used Truck # 323	\$843.06	\$3,736.52
Fuel used #324	\$251.55	\$1,135.83
Total Fuel cost for 11 months	\$3,075.08	\$14,115.78

\*Fuel decreased \$395.50 from the month of September\*

**Public Works Department  
October 2011**

**OCTOBER B.M.A. REPORT 2011**

<b>Services Provided</b>	<b>Total</b>	<b>YTD</b>
Brush Pick Up (stops)	299	1,073
Brush Truck Load	30	125
Emergency Call Outs	0	1
Damaged Carts Replaced	7	20
New Carts for New Home Construction	4	29
Additional Cart Request	1	5
Curbs Repaired	0	0
Shoulders Repaired	0	2
Drainage Requests	4	34
Drainage Work (feet)	515	5,326
Potholes Repaired	4	23
Salt Usage (tons)	0	0
Signs Installed	58	109
Handicapped Pick Up	80	320
Move In Special Pick Up	3	10
Move Out Special Pick Up	0	1
Dead Animal Removals	1	5
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	4	18

**Wastewater Department  
October 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 pumps have arrived and twenty eight (28) pumps have been installed.
- ❖ **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:** N/A

**Wastewater Department  
October 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	399	\$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
<b>Work Orders</b>	<b>43</b>	<b>86</b>
<b>All Service Requests</b>	<b>70</b>	<b>747</b>
Billing Related Service Requests	78	324
Mainline Repairs	0	0
Service Line Repairs	3	20
L.P. Service Requests	66	361
Gravity Service Requests	0	0
Vacuum Service Requests	1	42
<b>Major Lift Station Repairs</b>	<b>1</b>	<b>2</b>

**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
<b>Total Responses</b>	<b>295</b>	<b>1,118</b>
<b>TN One-Call Requests</b>	<b>116</b>	<b>352</b>

	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity
Average Daily Flow (effluent)	0.381	1.4 MGD	N/A	39%

**Planning and Codes Department  
October 2011**

**Summary of Department Activities:**

Staff completed plan review and attended meetings regarding the McDonald's Building and Site Improvement project, White House Health Care final approvals, and the day care center development on SR 76. Staff met with contractors to obtain bids for completion of work in the Brookside condo development. Staff attended meetings with Alarm System engineer to develop plans and bid specifications for the City Hall/Civic Center Alarm system project. Staff reviewed a software program for increased efficiency and record keeping for Planning/Codes Departments. Staff attended meetings with design engineering regarding the SR 76 Sidewalk project.

**Department Highlight:** Public Hearings

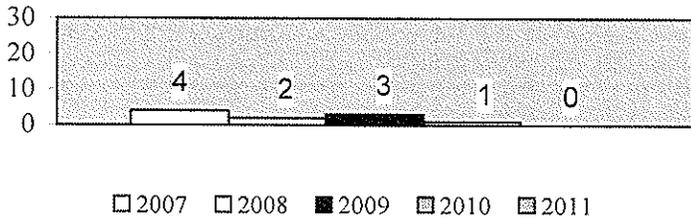
The Planning Commission holds advertised public hearings for property rezoning and subdivision regulations amendments. Comprehensive Plan amendments also require public hearings. All agenda items of the Board of Zoning Appeals and Construction Board of Appeals are advertised public hearings.

**Cost Savings:**

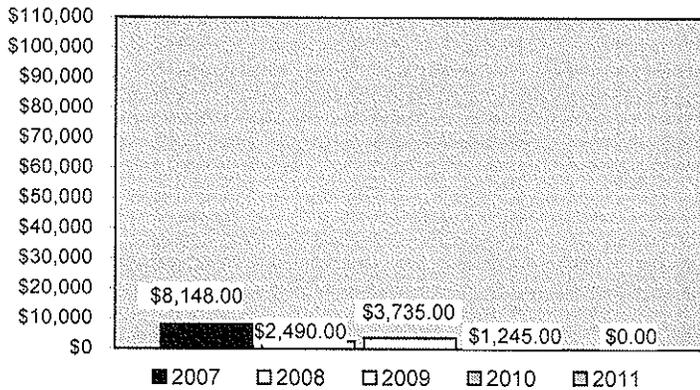
Per City purchasing regulations, staff obtains three written bids for all projects over \$1,000. Staff received bids for the City Hall/Civic Center Holiday lighting electrical upgrades from \$2,500 to \$9,000. The low bid was awarded and the project was completed for less than the original \$3,000 budget.

**Planning and Codes Department  
October 2011**

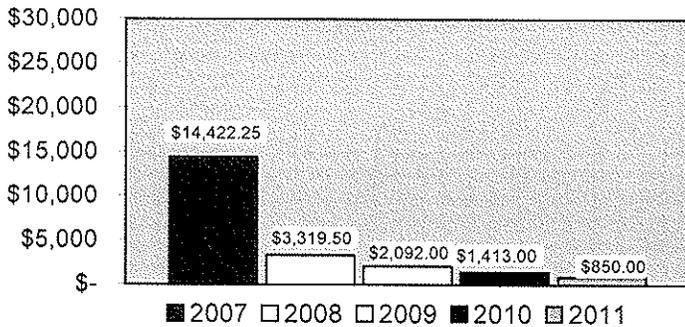
**Single Family Permits**



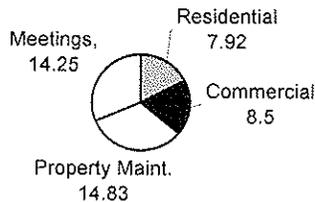
**Impact Fees**



**Permit Fees**



**Inspections / Meetings Hours**



	Month	FY 11-12
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	5	19
Construction Appeals	0	0
Zoning Appeals	3	4
Training/Study Session	0	0
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	0	5
Multi-Family Residential	0	0
Other Residential	6	41
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	1	2
State Electrical	30	116
Sign	1	4
Occupancy Permits		38
Other	1	1
<b>BUILDING INSPECTIONS</b>		
Residential	26	137
Hours	7.92	40
Commercial /Industrial	21	56
Hours	8.5	18.83
<b>CODE ENFORCEMENT</b>		
Total Cases	88	414
Hours	14.83	54.33
Complaints Received	5	52
<b>MEETINGS</b>		
Administration	4	16
Hours	4	23.17
Planning	15	29
Hours	8.75	23.75
Codes	2	14
Hours	1.5	10
<b>FEES</b>		
Permit Fees	\$ 850.00	\$ 5,210.00
Board Review Fees	\$1,200.00	\$ 1,675.00
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
<b>PLANNING COMMISSION APPROVAL</b>		
Subdivision Lots	N/A	0
Commercial/Industrial (Sq ft)	0	0
Multi-Family Units	N/A	0
Other	N/A	0
<b>OTHER ITEMS</b>		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	67,997.95
Workings Days in Month		16

**Parks, Recreation, & Cultural Arts Department**  
**October 2011**

**Summary of Month's Activities**

The Greenway Repair Project that is being funded in part by FEMA is nearly complete. Sessions Paving Company received the award for the project. We have had excellent weather during most of this project that began on October 3<sup>rd</sup>. If you haven't been on the Greenway in a while, autumn is a terrific time to enjoy it with the cool temps and colorful foliage. Hopefully you can find the time to experience it this season.

The Director submitted the Recreational Trails Program (RTP) grant proposal on Friday, October 28<sup>th</sup>. The funding requested from the grant, which is 80% of the total project cost, is \$89,018. The City's 20% match portion will be \$22,254. This project proposes restoration of the existing recreational trail with an asphaltic overlay, widening of the trail by 2 ft, new trail connections to Indian Ridge and pavilion 4 (future dog park), trail signage, and drainage improvements. The purpose of widening the trail is that it will become a multi-use trail for both bicycles and pedestrians.

Stadium Bathroom Upgrade

The stadium bathrooms are going to receive an upgrade very soon with the installation of new HDPE plastic partitions. The current laminated partitions are in bad condition and are starting to come apart at the bottoms of the pilasters due to moisture. The partitions will ship out of Westbury, New York on November 10<sup>th</sup> and should be here the week of the 14<sup>th</sup>.

Living Legacy Tree Program

Mr. Randy Allen donated and planted a new Gingko tree for the Greenway at the 3.0 mile mark. He has donated 3 Living Legacy trees to the parks, all of which are along the Greenway, in honor of his children and grandchildren.

Eagle Scout Project at Municipal Park

Several months ago, a local Boy Scout named Riley Jarrett (son of W.H. Police Officer Mike Jarrett), started looking for an Eagle Scout project. His father called to see if there were any possibilities in the parks. I told him that we were always trying to get more trees planted in the parks. This seemed like a good Eagle project since it would require fund raising, donation of labor from many participants, and would positively impact the community. In November, the Municipal Park will benefit from Riley's efforts with the addition of 6 Shumard Oak and 6 Willow Oak trees. The Parks Department is sending two trucks to McMinnville, TN to pick up the trees and haul them back. Riley and the other scouts in the troop are going to plant them on November 12<sup>th</sup> and 19<sup>th</sup>.

Municipal Park Playground

The Municipal Park Playground has a new spiral slide! The Park Maintenance employees finished the installation and it is ready for use. They did a great job of installing it. Employees finished installing the new playground surfacing chips at the Municipal Park.

Recreation

Men's Open Softball games ended this month. By opening up another field for Adult Softball – we are hoping to create more and bigger leagues in the spring.

**Parks, Recreation, & Cultural Arts Department**  
**October 2011**

Adult Open Gym is held on Thursday's from 6:00 p.m. - 9:30 p.m. and is for anyone over the age of 18 to come and play basketball. It costs \$3 for the entire evening. This has been offered since July and is picking-up even more. In November, it will be moved to Fridays to accommodate Youth Basketball practices.

Fall Baseball wrapped up the 2011 season. Evaluations will be sent out in November.

The Harvest Moon 10K was held Saturday, October 8<sup>th</sup> at 8:00 a.m. We had \$800 in sponsors and 50 participants. We were able to order a nicer quality of shirt and black string backpacks with the sponsorship money. This number remained about the same as last year.

The Trail of Treats was held Friday, October 28<sup>th</sup> at 6:00 p.m. We had 42 booths reserved, up from 39 last year. We had around 1,700 spooks in attendance. People were asked to bring a food item to be donated to the H.O.P.E. Center.

Registration for Youth Basketball ended this month. We have seven 1<sup>st</sup> & 2<sup>nd</sup> Grade Co-ed teams, three 3<sup>rd</sup> & 4<sup>th</sup> Grade girls' teams, and seven 3<sup>rd</sup> & 4<sup>th</sup> Grade boys' teams. We have 131 kids in the league.

We have four teams signed up so far for Men's Open League Basketball. Registration will end the first week of November.

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

### Maintenance

The switchback area of the Greenway was bush-hogged recently in preparation for the winter months. The leaves are falling fast now so the Greenway and the Nature Trail at the Park are being blown off approximately every other day.

It has been a busy fall for the Parks Maintenance employees. In addition to routine tasks, there have been special events to prepare for as well including the Fall Classic Soccer Tournament, an NSA Softball Tournament, Harvest Moon Festival and 10K, Trail of Treats, and football field painting. They also replaced all the Stop signs throughout the parks with high reflectivity signs for better visibility at night.

Hillcrest Cemetery Maintenance is being performed by the Park Maintenance employees once again due to a resignation from the Cemetery Groundskeeper. Several monument concrete foundations were poured; mowing and grave mending was completed.

### **Update on Department Goals and Objectives**

At the November 3<sup>rd</sup> meeting of the Leisure Services Board, members will be involved in the long-range planning and goal-setting of the department. This will be one part of a multi-pronged strategy to involve the community in providing their feedback on the direction of the department over the next 5-10 years. This input will help in the preparation of our CIP plan and will be used as evidence of community support when applying for grants.

### Employee News / Training

Allison Green will attend the NRPA Congress and Exposition in Atlanta from October 31<sup>st</sup> - November 3<sup>rd</sup>.

**Parks, Recreation, & Cultural Arts Department**  
**October 2011**

**Department Highlight**

The Christmas Parade will be held on Saturday, December 3<sup>rd</sup> at 3:00 p.m. This year's theme is "Candy Canes and Christmas Carols". The Grand Marshals will be Dorris Sprecher ("Granny" - Citizen of the Year), Fran Hutson (Community Service Award), and James Milam (Volunteer of the Year) who were honored by the Chamber of Commerce earlier in the year. We are already getting participants signed up!

**Department Cost Savings Report**

The Director discovered a billing discrepancy on 2 electric bills where the wrong rate was being charged per kilowatt hour. The billing coordinator for CEMC has noted this and is changing the rate to the ball field lighting rate of .0395600 instead of .0751300.

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

	Prior Years				
	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11

	Current Year		
	Sep-11	Oct-11	YTD FY 2011-12

**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

	126	96	608
	0	2,075	2,075
	150	0	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

	0	0	262
	353	178	906
	0	0	0
	0	1,750	2,225
	2	3	11
	5	6	24
	\$437.00	\$8,707.00	\$22,646.00
	\$991.00	\$1,451.75	\$6,813.85
	\$0.00	\$0.00	\$0.00
	\$365.00	\$1,055.00	\$4,015.00

**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

	20	10	57
	\$317.00	\$70.00	\$1,174.00
	5	15	35
	\$688.50	\$1,744.75	\$3,805.00
	\$4,511.16	\$4,844.18	\$10,393.60

**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

	206	205	978
	33	33	66
	269	238	1,105
	367	319	811
	3	3	6
	4	4	17
	7	9	22

**White House Inn Library & Museum**  
**October 2011**

**Summary of October Activities**

The library had a table at the Harvest Moon Festival on October 8<sup>th</sup> to promote library resources and services. Staff members helped children at a craft station and gave away bookmarks, pencils, and information about the library. The festival was a great way for staff members to interact with the community outside of the library.

Library Assistants cataloged and prepared 153 items for circulation during the month, including items ordered with 1<sup>st</sup> Quarter State funding.

Several new members joined the Adult Book Club in October. The club met on the 27<sup>th</sup> with 11 in attendance to discuss *The Last Child* by John Hart.

Children's Librarian Sherry Tackett presented 8 storytimes with a total of 221 participants. She also presented a homeschool program with 9 attendees.

Janet Parchman attended a webinar entitled Integrating eBooks and eReaders into Your Library. The library currently provides access to eBooks through the Regional eBook and Audiobook Download system, which is administered by the Tennessee State Library and Archives. Funding for R.E.A.D.S. is partially provided by the Institute for Museum and Library Services, a federal grant-making agency.

All library staff members reviewed the Title VI Compliance materials and have been working through the required online training courses.

Rebecca Whipple completed the annual statistical survey, Bibliostat, which collects information about circulation, collections, budget, and other relevant statistics. Bibliostat is submitted to the Warioto Regional Library Center before being passed on to the State Library and Archives. Rebecca also completed the Public Library Funding and Technology Access Survey, which is sponsored by the American Library Association and the Gates Foundation.

Sherry Tackett weeded the picture book collection, which is low on available shelf space. One of the library's primary roles is to be a Preschooler's Door to Learning, so it is important to have a diverse, high-quality picture book collection.

**Departmental Highlight**

Children wore costumes to the Special Halloween storytimes, held on October 25<sup>th</sup> and October 26<sup>th</sup>. Participants enjoyed Halloween treats, a parade around the library, stories, and spooky music. Lori Kissinger, a local storyteller, visited the library on October 27<sup>th</sup> to tell scary tales to a crowd of 60 people including children of all ages and adults.

**Department Cost Saving Report**

The library was able to choose books from a collection that was no longer needed at the Warioto Regional Library Center. Several books were used to replace worn or missing items, and relieved the library of having to purchase replacement titles.

**White House Inn Library & Museum**  
**October 2011**

<u>Official Service Area Population:</u>	13,316	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
<u>Memberships:</u>	9,922	Toddler	4	95
		Preschool	4	126
		Teen	1	9
<u>Percent of the Population with Membership:</u>	74.5	Adult	1	11
		Total	10	241
<u>Total Materials Available:</u>	24,172	<u>Wireless Internet Users:</u>		65
<u>Estimated Value of Total Materials:</u>	\$604,300	<u>Computer Internet Users:</u>		736
<u>Last Month:</u>	\$608,050	<u>Volunteers:</u>		8
<u>Total Materials Available Per Capita:</u>	1.82	<u>Total Hours:</u>		110.75
<u>Last Month:</u>	1.83			
<u>State Minimum Standard:</u>	2.00			
<u>Materials Added</u>		Services Provided by Contracting with State		
Adult Fiction:	39	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	22	Items Borrowed:	31	
Child/Juvenile/Young Adult Fiction:	74	Items Loaned:	6	
Juvenile/Young Adult Non-Fiction:	5	<u>R.E.A.D.S. 1<sup>st</sup> Qtr. Statistics</u>		
Audiobooks:	9	eBooks Downloaded:		305
Movies:	4	Audiobooks Downloaded:		506
Music CDs:	0	<u>R.E.A.D.S. 2<sup>nd</sup> Qtr. Statistics</u>		
Total:	153	eBooks Downloaded:		
		Audiobooks Downloaded:		
<u>Library Circulation</u>		<u>R.E.A.D.S. 3<sup>rd</sup> Qtr. Statistics</u>		
Total # of Check-outs:	4,884	eBooks Downloaded:		
Last Month:	5,170	Audiobooks Downloaded:		
Items per Patron:	2.4	<u>R.E.A.D.S. 4<sup>th</sup> Qtr. Statistics</u>		
<u>New Memberships</u>		eBooks Downloaded:		
Adult:	30	Audiobooks Downloaded:		
Senior Adult:	1			
Child:	3			
Student:	10			
Young Adult:	1			
Total:	45			

# CITY COURT REPORT OCTOBER 2011

## CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH \$11,629.05

TOTAL MONIES COLLECTED YTD \$45,388.60

## STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH \$1,013.17

TOTAL MONIES COLLECTED YTD \$6,295.10

TOTAL REVENUE FOR MONTH \$12,642.22

TOTAL REVENUE YTD \$51,683.70

## DISBURSEMENTS

LITIGATION TAX \$471.95

DOS/DOH FINES & FEES \$864.50

RESTITUTION/REFUNDS \$0.00

WORTHLESS CHECKS \$0.00

TBI FINES & FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,336.45

TOTAL DISBURSEMENTS YTD \$6,235.19

ADJUSTED REVENUE FOR MONTH \$11,305.77

**TOTAL ADJUSTED REVENUE YTD \$45,448.51**

DONATION TO DRUG FUND FOR MONTH \$118.75

TRANSFER TO DRUG FUND \$0.00

\$0.00

DONATIONS YEAR TO DATE \$1,042.57

CITY COURT CLERK



Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

**DRAFT**

110 GENERAL FUND

Account	Description	Year-To-Date		OCTOBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
	REVENUES						
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,760,069.00	86,161.48-	4.9	146,672.42	75,856.60-	51.7
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	0.00	0.0	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	53,000.00	3,794.00-	7.2	4,416.67	2,681.00-	60.7
31212	PROPERTY TAX DELINQUENT 2ND YEAR	15,000.00	17,816.00-	118.8	1,250.00	0.00	0.0
31213	PROPERTY TAX DELINQUENT 3RD YEAR	7,000.00	15,641.00-	223.4	583.33	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	6,000.00	15,502.00-	258.4	500.00	0.00	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	8,000.00	15,850.00-	198.1	666.67	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	10,000.00	0.00	0.0	833.33	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,000.00	0.00	0.0	583.33	0.00	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	31,000.00	39,796.30-	128.4	2,583.33	517.47-	20.0
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	88,757.00	29,585.68-	33.3	7,396.42	7,396.42-	100.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,016,000.00	669,866.35-	33.2	168,000.00	165,550.43-	98.5
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,500.00	1,475.00-	32.8	375.00	0.00	0.0
31710	WHOLESALE BEER TAX	217,000.00	94,391.29-	43.5	18,083.33	20,621.22-	114.0
31800	BUSINESS TAXES	104,000.00	30,722.13-	29.5	8,666.67	7,829.74-	90.3
31911	NATURAL GAS FRANCHISE TAX	126,000.00	118,855.50-	94.3	10,500.00	118,855.50-	1132.0
31912	CABLE TV FRANCHISE TAX	92,000.00	25,318.41-	27.5	7,666.67	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	800.00	240.00-	30.0	66.67	0.00	0.0
31980	MIXED DRINK TAXES	6,000.00	3,277.01-	54.6	500.00	764.02-	152.8
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	0.00	0.0	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	4,765.00-	23.8	1,666.67	735.00-	44.1
32690	OTHER PERMITS	50.00	50.00-	100.0	4.17	0.00	0.0
32710	SIGN PERMITS	1,350.00	250.00-	18.5	112.50	100.00-	88.9
33100	FEDERAL GRANTS	693,490.00	18,082.25-	2.6	57,790.83	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	636,246.00	60,949.12-	9.6	53,020.50	0.00	0.0
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	0.00	144,505.96-	0.0	0.00	138,411.36-	0.0
33191	FEMA REIMBURSEMENT	51,232.00	0.00	0.0	4,269.33	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	113,523.00	0.00	0.0	9,460.25	0.00	0.0
33400	STATE GRANTS	659,311.00	0.00	0.0	54,942.58	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,450.00	0.00	0.0	1,870.83	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	35,855.00	0.00	0.0	2,987.92	0.00	0.0
33510	STATE SALES TAX	662,986.00	225,723.54-	34.0	55,248.83	56,325.72-	101.9
33520	STATE INCOME TAX	5,230.00	10,947.37-	29.5	3,088.67	53.69-	1.7
33530	STATE BEER TAX	21,023.00	2,713.00-	51.9	435.83	2,713.00-	622.5
33553	STATE GASOLINE INSPECTION FEE	11,546.00	7,032.54-	33.5	1,751.92	1,754.48-	100.1
33593	CORPORATE EXCISE TAX	8,500.00	0.00	0.0	962.17	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	3,800.00	4,750.00-	55.9	708.33	4,750.00-	670.6
34120	FEES AND COMMISSIONS	48,000.00	2,050.00-	53.9	316.67	1,300.00-	410.5
34740	PARKS AND REC LEAGUE FEES	7,375.00	31,586.25-	65.8	4,000.00	11,550.70-	288.8
34741	FIELD MAINTENANCE FEES	7,000.00	340.00-	4.6	614.58	0.00	0.0
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	12,000.00	3,030.93-	43.3	583.33	710.11-	121.7
34793	COMMUNITY CENTER FEES	10,000.00	4,969.00-	41.4	1,000.00	1,814.75-	181.5
34900	OTHER CHARGES FOR SERVICES	10,000.00	3,266.50-	32.7	833.33	710.50-	85.3
35110	CITY COURT FINES AND COSTS	149,000.00	46,176.26-	31.0	12,416.67	12,028.52-	96.9
35130	IMPOUNDMENT CHARGES	350.00	300.00-	85.7	29.17	0.00	0.0

Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

110 GENERAL FUND

Account	Description	Year-To-Date			OCTOBER		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
<b>REVENUES</b>							
36000	OTHER REVENUES	27,000.00	6,086.30-	22.5	2,250.00	442.25-	19.7
36100	INTEREST EARNINGS	7,000.00	969.70-	13.9	583.33	0.00	0.0
36210	RENT	15,500.00	5,803.62-	37.4	1,291.67	1,452.81-	112.5
36330	SALE OF EQUIPMENT	0.00	6,666.67-	0.0	0.00	460.00-	0.0
36350	INSURANCE RECOVERIES	0.00	979.10-	0.0	0.00	0.00	0.0
36420	STADIUM RECEIPTS	7,200.00	4,608.50-	64.0	600.00	953.50-	158.9
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	0.33-	0.0	0.00	0.00	0.0
36450	PARKS CONCESSIONS	6,700.00	3,904.85-	58.3	558.33	2,801.43-	501.8
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	1,825.00-	0.0	0.00	25.00-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	130,000.00	0.00	0.0	10,833.33	0.00	0.0
Total REVENUES		8,023,757.00	1,770,623.94-	22.1	668,646.42	639,165.22-	95.6
<b>EXPENDITURES</b>							
41000	GENERAL GOVERNMENT	315,607.00-	120,343.42	38.1	26,300.58-	15,112.04	57.5
41210	CITY COURT	79,727.00-	27,234.70	34.2	6,643.90-	3,529.54	53.1
41500	FINANCIAL ADMINISTRATION	364,798.00-	119,079.34	32.6	30,399.84-	17,067.70	56.1
41650	HUMAN RESOURCES	117,130.00-	38,558.63	32.9	9,760.83-	6,170.68	63.2
41670	ENGINEERING	1,178,911.00-	363,245.06	30.8	98,242.57-	1,453.69	1.5
41700	PLANNING AND ZONING	261,507.00-	87,043.36	33.3	21,792.25-	13,583.05	62.3
41800	GENERAL GOVERNMENT BUILDINGS	138,412.00-	31,520.05	22.8	11,534.34-	10,852.66	94.1
41921	SPECIAL EVENTS	4,000.00-	732.30	18.3	333.33-	732.30	219.7
42100	POLICE PATROL	920,462.00-	329,172.39	35.8	76,705.16-	49,551.32	64.6
42120	POLICE SUPPORT SERVICES	264,298.00-	83,868.12	31.7	22,024.83-	16,159.21	73.4
42150	POLICE ADMINISTRATION	201,263.00-	62,805.11	31.2	16,771.92-	8,325.76	49.6
42151	COMMUNICATIONS SERVICES	170,000.00-	30,022.38	17.7	14,166.67-	0.00	0.0
42200	FIRE PROTECTION AND CONTROL	1,691,308.00-	430,074.05	25.4	140,942.35-	52,652.63	37.4
42210	FIRE ADMINISTRATION AND INSPECTION	237,456.00-	73,916.76	31.1	19,788.00-	12,219.44	61.8
43000	PUBLIC WORKS	79,265.00-	26,282.23	33.2	6,605.42-	1,215.98	18.4
43100	HIGHWAYS AND STREETS	197,293.00-	76,064.56	38.6	16,441.07-	9,726.53	59.2
44310	SENIOR CITIZEN ACTIVITIES	34,665.00-	11,519.98	33.2	2,888.74-	1,972.40	68.3
44700	PARKS	255,274.00-	95,475.92	37.4	21,272.79-	16,468.93	77.4
44740	PARK MAINTENANCE	498,723.00-	210,588.62	42.2	41,560.25-	18,201.28	43.8
44800	LIBRARIES	182,707.00-	57,284.89	31.4	15,225.56-	12,089.76	79.4
44880	CHILDREN'S LIBRARY SERVICES	39,863.00-	12,591.25	31.6	3,321.92-	1,723.85	51.9
51000	MISC EXP	325,000.00-	2,996.40-	0.9	27,083.33-	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	725,000.00-	334,194.34	46.1	60,416.67-	10.00	0.0
Total EXPENDITURES		8,282,669.00-	2,618,621.06	31.6	690,222.32-	268,818.75	38.9
Total GENERAL FUND		258,912.00-	847,997.12	327.5	21,575.90-	370,346.47-	1716.5

Summary Financial Statement  
 OCTOBER 31, 2011  
 Fiscal Year Time Lapse: 33.33

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		OCTOBER		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Budget	Actual				
REVENUES									
33800	LOCAL REVENUE ALLOCATIONS	43,000.00	11,264.76-	26.2	3,583.33	3,028.55-	84.5		
36100	INTEREST EARNINGS	175.00	0.00	0.0	14.58	0.00	0.0		
	Total REVENUES	43,175.00	11,264.76-	26.1	3,597.91	3,028.55-	84.2		
EXPENDITURES									
48000	ECONOMIC OPPORTUNITY	54,500.00-	16,823.54	30.9	4,541.67-	270.00	5.9		
	Total EXPENDITURES	54,500.00-	16,823.54	30.9	4,541.67-	270.00	5.9		
	Total INDUSTRIAL DEVELOPMENT FUND	11,325.00-	5,558.78	49.1	943.76-	2,758.55-	292.3		

Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

121 STATE STREET AID FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	69,769.32	25.5	22,774.67	22,237.80	97.6
36100	INTEREST EARNINGS	200.00	0.00	0.0	16.67	0.00	0.0
	Total REVENUES	273,496.00	69,769.32	25.5	22,791.34	22,237.80	97.6
EXPENDITURES							
43100	HIGHWAYS AND STREETS	258,900.00	161,375.42	62.3	21,575.01	0.00	0.0
	Total EXPENDITURES	258,900.00	161,375.42	62.3	21,575.01	0.00	0.0
	Total STATE STREET AID FUND	14,596.00	91,606.10	627.6	1,216.33	22,237.80	1828.3

Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		Percent Of Budget	OCTOBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
36100	INTEREST EARNINGS	1,200.00	57.51-	4.8	100.00	0.00	0.0
36425	PARKS SALES TAX RECEIPTS	79,000.00	22,798.57-	28.9	6,583.33	7,145.29-	108.5
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	0.00	0.0	1,666.67	0.00	0.0
	Total REVENUES	100,200.00	22,856.08-	22.8	8,350.00	7,145.29-	85.6
EXPENDITURES							
49000	DEBT SERVICE	176,674.00-	58,688.96	33.2	14,722.84-	5,212.00	35.4
	Total EXPENDITURES	176,674.00-	58,688.96	33.2	14,722.84-	5,212.00	35.4
	Total PARKS SALES TAX FUND	76,474.00-	35,832.88	46.9	6,372.84-	1,933.29-	30.3

123 SOLID WASTE FUND

Account	Description	---Year-To-Date---		-----OCTOBER-----		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual	
REVENUES						
34400	SANITATION - USER FEES	669,000.00	226,200.00-	33.8	55,750.00	57,240.00-
36100	INTEREST EARNINGS	1,200.00	115.02-	9.6	100.00	0.00
36330	SALE OF EQUIPMENT	0.00	46,250.00-	0.0	0.00	0.00
37794	SALE OF MATERIALS	5,200.00	1,588.10-	30.5	433.33	729.60-
	Total REVENUES	675,400.00	274,153.12-	40.6	56,283.33	57,969.60-
EXPENDITURES						
43200	SANITATION	717,993.00-	255,444.00	35.6	59,832.76-	26,099.70
49000	DEBT SERVICE	104,850.00-	0.00	0.0	8,737.51-	0.00
	Total EXPENDITURES	822,843.00-	255,444.00	31.0	68,570.27-	26,099.70
	Total SOLID WASTE FUND	147,443.00-	18,709.12-	12.7	12,286.94-	31,869.90-

Summary Financial Statement  
 OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

124 IMPACT FEES

Account	Description	Year-To-Date		OCTOBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
33400	STATE GRANTS	298,000.00	0.00	24,833.33	0.00	0.0
36100	INTEREST EARNINGS	1,700.00	106.92-	141.67	0.00	0.0
36421	ROADS IMPACT FEES	20,000.00	1,905.00-	1,666.67	0.00	0.0
36422	PARKS IMPACT FEES	16,000.00	1,980.00-	1,333.33	0.00	0.0
36423	POLICE IMPACT FEES	13,000.00	1,410.00-	1,083.33	0.00	0.0
36424	FIRE IMPACT FEES	9,000.00	930.00-	750.00	0.00	0.0
Total REVENUES		357,700.00	6,331.92-	29,808.33	0.00	0.0
EXPENDITURES						
51010	ROADS IMPACT FEES	388,100.00-	1,100.00	32,341.67-	0.00	0.0
51020	PARKS IMPACT FEES	100.00-	0.00	8.33-	0.00	0.0
51030	POLICE IMPACT FEES	73,306.00-	0.00	6,108.83-	0.00	0.0
51040	FIRE IMPACT FEES	40,595.00-	0.00	3,382.91-	0.00	0.0
Total EXPENDITURES		502,101.00-	1,100.00	41,841.74-	0.00	0.0
Total IMPACT FEES		144,401.00-	5,231.92-	12,033.41-	0.00	0.0

Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

140 POLICE DRUG FUND

Account	Description	Year-To-Date		Percent Of Budget	OCTOBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	950.00	79.2	100.00	450.00	450.0
35130	IMPOUNDMENT CHARGES	400.00	100.00	25.0	33.33	100.00	300.0
35140	DRUG RELATED FINES	15,500.00	3,542.57	22.9	1,291.67	118.75	9.2
36100	INTEREST EARNINGS	100.00	0.00	0.0	8.33	0.00	0.0
	Total REVENUES	17,200.00	4,592.57	26.7	1,433.33	668.75	46.7
EXPENDITURES							
42129	DRUG INVESTIGATION AND CONTROL	9,450.00	2,123.77	22.5	787.50	175.00	22.2
	Total EXPENDITURES	9,450.00	2,123.77	22.5	787.50	175.00	22.2
	Total POLICE DRUG FUND	7,750.00	2,468.80	31.9	645.83	493.75	76.5

Summary Financial Statement  
 OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		OCTOBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	550,000.00	10,717.52-	45,833.33	9,398.40-	20.5
36100	INTEREST EARNINGS	800.00	24.63-	66.67	0.00	0.0
	Total REVENUES	550,800.00	10,742.15-	45,900.00	9,398.40-	20.5
EXPENDITURES						
49000	DEBT SERVICE	572,596.00-	4,200.00	47,716.34-	0.00	0.0
	Total EXPENDITURES	572,596.00-	4,200.00	47,716.34-	0.00	0.0
	Total DEBT SERVICE FUND (GENERAL)	21,796.00-	6,542.15-	1,816.34-	9,398.40-	517.4

Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

412 SEWER FUND

Account	Description	Year-To-Date		OCTOBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
<b>REVENUES</b>							
33142	ARRA ASSISTANCE - SEWER REHAB PROJECT	193,800.00	0.00	0.0	16,150.00	0.00	0.0
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.00	0.0
34900	BULK DISPOSAL FEE	600.00	600.00	100.0	50.00	600.00	1200.0
36000	OTHER REVENUES	7,500.00	71.00	0.9	625.00	0.00	0.0
36100	INTEREST EARNINGS	4,000.00	307.81	7.7	333.33	0.00	0.0
36330	SALE OF EQUIPMENT	3,500.00	7,441.62	212.6	291.67	0.00	0.0
36920	SALE OF BONDS	6,775,200.00	144,214.00	2.1	564,600.00	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	30,000.00	14,420.00	48.1	2,500.00	3,075.00	123.0
37220	ADMINISTRATIVE FEES	10,000.00	6,255.25	62.6	833.33	350.00	42.0
37230	SEWER USER FEES	2,543,000.00	848,995.02	33.4	211,916.67	218,991.37	103.3
37298	CAPACITY FEES	48,000.00	5,400.00	11.3	4,000.00	0.00	0.0
37995	CONNECTION FEES	4,800.00	600.00	12.5	400.00	0.00	0.0
<b>Total REVENUES</b>		9,645,531.00	1,028,304.70	10.7	803,794.25	223,016.37	27.7
<b>EXPENDITURES</b>							
49000	DEBT SERVICE	762,506.00	101,506.63	13.3	63,542.18	23,831.34	37.5
52117	ADMINISTRATION AND GENERAL EXPENSES	839,421.00	278,508.09	33.2	69,951.76	21,661.71	31.0
52210	COLLECTION	7,051,823.00	470,631.71	6.7	587,651.91	45,200.80	7.7
52213	SEWER TREATMENT AND DISPOSAL	516,236.00	88,323.52	17.1	43,019.68	6,915.41	16.1
52223	DEPRECIATION	586,796.00	195,598.68	33.3	48,899.67	48,899.67	100.0
58801	ARRA ASSISTANCE - COPEX CROSSING PROJECT	0.00	311,746.34	0.0	0.00	0.00	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	969,000.00	502,186.37	51.8	80,750.00	0.00	0.0
<b>Total EXPENDITURES</b>		10,725,782.00	1,948,501.34	18.2	893,815.20	146,508.93	16.4
<b>Total SEWER FUND</b>		1,080,251.00	920,196.64	85.2	90,020.95	76,507.44	85.0

Summary Financial Statement  
OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

416 HEALTHCARE FUND

Account	Description	Year-To-Date		OCTOBER		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
36100	INTEREST EARNINGS	500.00	66.86-	13.4	41.67	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	74,649.24-	0.0	0.00	0.00	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	1,014,082.00	311,894.42-	30.8	84,506.83	0.00	0.00	0.0
	Total REVENUES	1,014,582.00	386,610.52-	38.1	84,548.50	0.00	0.00	0.0
EXPENDITURES								
51520	INSURANCE EMPLOYERS SHARE	1,009,869.00-	289,662.78	28.7	84,155.75-	101,809.28	101,809.28	121.0
	Total EXPENDITURES	1,009,869.00-	289,662.78	28.7	84,155.75-	101,809.28	101,809.28	121.0
	Total HEALTHCARE FUND	4,713.00	96,947.74-	2057.0	392.75	101,809.28	101,809.28	5922.2

CITY OF WHITE HOUSE-R/C & S/C  
 Summary Financial Statement  
 OCTOBER 31, 2011

Fiscal Year Time Lapse: 33.33

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		OCTOBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
<b>REVENUES</b>							
34110	GENERAL SERVICES	2,028.00	1,360.00-	67.1	169.00	324.00-	191.7
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	15,450.00	6,450.00-	41.7	1,287.50	1,400.00-	108.7
36100	INTEREST EARNINGS	380.00	28.53-	7.5	31.67	0.00	0.0
36340	SALE OF CEMETERY LOTS	12,000.00	13,500.00-	112.5	1,000.00	1,500.00-	150.0
Total REVENUES		30,158.00	21,338.53-	70.8	2,513.17	3,224.00-	128.3
<b>EXPENDITURES</b>							
43400	CEMETERIES	20,043.00-	11,269.12	56.2	1,670.25-	115.03	6.9
Total EXPENDITURES		20,043.00-	11,269.12	56.2	1,670.25-	115.03	6.9
Total HILLCREST CITY CEMETERY		10,115.00	10,069.41-	99.5	842.92	3,108.97-	368.8

G/L Month: 10 OCTOBER  
 Beginning Fund: 110 Beginning Function: ZZZZZ  
 Ending Fund: 433 Ending Function: ZZZZZ  
 \* End of Report: CITY OF WHITE HOUSE \*

RESOLUTIONS....



**American  
Red Cross**

Nashville Area Chapter

2201 Charlotte Avenue  
Nashville, TN 37203  
Tel (615) 250-4300  
Fax (615) 250-4344  
[www.nashvilleredcross.org](http://www.nashvilleredcross.org)

October 5, 2011

Re: Annual Renewal of American Red Cross Shelter Agreement

The purpose of this letter is to request the renewal of your Mass Care Shelter Agreement with the Nashville Area Chapter, American Red Cross. These agreements are the foundation of Disaster Preparedness in our local area. Your continued support of our efforts to serve the community during times of disaster is greatly appreciated.

Please find enclosed two (2) copies of a Mass Care Shelter Agreement, one (1) copy of the Facility Agreement information sheet, one (1) copy of the Shelter Facility Update Sheet, and one (1) copy of a Shelter Cycle flow chart.

Please complete the Shelter Facility Update Sheet and return it with one copy of the Mass Care Shelter Agreement, signed by the appropriate authority and return to the Red Cross Disaster Services using the prepaid postage envelope **within three months**. Retain for your files one copy of Mass Care Shelter Agreement and the Shelter Cycle flow chart.

**If you have any questions, or require any additional information, please do not hesitate to contact me at (615) 250-4292 or [robinsc@nashvilleredcross.org](mailto:robinsc@nashvilleredcross.org).**

*Thank you for your prompt attention in helping people in your community prepare for disaster.*

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Robins".

Chris Robins  
Planning and Response Manager  
American Red Cross

Enclosures (5)

**American Red Cross  
Shelter Agreement  
720-SU 32625**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: \_\_\_\_\_ Facility: White House Municipal Center

**Parties and Facility**

Owner:

Legal name: White House Municipal Center  
Chapter: \_\_\_\_\_  
24-Hour Point of Contact:  
Name and title: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Cell phone/pager: \_\_\_\_\_  
Address for Legal Notices:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Red Cross:

Legal name: The American National Red Cross  
Chapter: Nashville  
24-Hour Point of Contact:  
Name and title: Planning and Response Manager  
Work phone: 615-250-4292 Cell phone/pager: \_\_\_\_\_  
Address for Legal Notices:  
2201 Charlotte Avenue  
Nashville, TN 37203  
\_\_\_\_\_  
\_\_\_\_\_

*Copies of legal notices must also be sent to:*  
The American National Red Cross, Office of the General Counsel,  
2025 E Street, NW, Washington DC 20006  
and  
The American National Red Cross, Disaster Operations,  
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
  - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)	THE AMERICAN NATIONAL RED CROSS (legal name)
By (signature)	By (signature)
Name (printed)	Name (printed)
Title	Title +
Date	Date

---

## RESOLUTION 11-16

### **A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE GOVERNING BOARD OF THE CITY OF WHITE HOUSE OF SUMNER/ROBERTSON COUNTIES, STATE OF TENNESSEE, AND THE NASHVILLE AREA CHAPTER OF THE AMERICAN RED CROSS AUTHORIZING THE USE OF THE WHITE HOUSE MUNICIPAL CENTER AS A MASS CARE SHELTER WHEN REQUIRED FOR THE CONDUCT OF RED CROSS DISASTER SERVICES ACTIVITIES.**

**WHEREAS**, pursuant to the terms of federal statutes, the Red Cross provides emergency services on behalf of individuals and families who are victims of disaster. The Board of Mayor and Aldermen is authorized to permit the Red Cross to use City of White House buildings, grounds, and equipment for mass care shelters required in the conduct of Red Cross Disaster Services activities, and wishes to cooperate with the Red Cross for such purposes; and

**WHEREAS**, the parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities of the City of White House available to the Red Cross for the aforesaid use;

**NOW, THEREFORE**, it is mutually agreed between the parties as follows:

1. The Board of Mayor and Aldermen agrees that, after meeting its responsibilities to its citizens, it will permit, to the extent of its ability and upon request by the Red Cross, the use of its physical facilities by the Red Cross as mass shelters for the victims of disasters.
2. The American Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse the City of White House for any foods or supplies that may be used by the Red Cross in the conduct of its relief activities in said mass shelters.

In witness thereof, the governing board of the City of White House has caused an agreement to be executed by the Mayor of its governing board, and the American Red Cross has caused this agreement to be executed by the Nashville Area Chapter, said agreement to become effective and operative upon the fixing of the last signature hereto.

Adopted this 17<sup>th</sup> day of November, 2011.

\_\_\_\_\_  
Mike Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Priest, City Recorder

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: November 7, 2011, 2010

RE: Local Priority Project List

The State of Tennessee Department of Transportation (TDOT) has contacted the Nashville Metropolitan Planning Organization to request cities and counties to submit a list of local project priorities for TDOT to review. TDOT uses the list to review priority projects prior to developing their own project priorities and work plans.

The City has previously submitted the projects for review and inclusion into the Nashville Area Long Range Plan. The ranked order of the projects or the addition or removal of any projects can be discussed. The Nashville Metropolitan Organization has requested the information be submitted by December 1<sup>st</sup>.

## RESOLUTION 11-17

### A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE REQUESTING SUBMITTAL OF THE CITY'S LOCAL PRIORITY ROADWAYS PROJECTS FOR INCLUSION IN THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) LOCAL PROJECT PRORITY LIST

WHEREAS, the City of White House requests the Nashville Metropolitan Planning Organization to review and submit the City's local project priority list to TDOT. The local priority projects are proposed to correct existing traffic flow and safety issues and provide infrastructure for economic growth in the city. The local priority projects are an integral part of the City of White House's goal to protect the future of the City and Region by providing a safe and efficient local and regional roadway system.

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

Section# 1

The attached project list represents the City of White House's 2011 Local Priority Project List for the Nashville Metropolitan Planning Organization to submit to the Tennessee Department of Transportation. The project roadways are consistent with the City's Major Roadway Thoroughfare Plan and Comprehensive Plan. The attached projects are ranked in the order of the City's priority.

#### **PROJECT LIST:**

**SR 76/I-65 Exit 108 Interchange Improvements:** Project includes signalized ramps, north bound exit ramp alteration, SR 76 lane construction and turn lane improvements.

**Hwy 31W/SR 41/McCurdy Rd/Sage Road Intersection Improvement:** Project includes turn lane improvements and the installation of a traffic signal.

**I-65 White House Southern Interchange:** Project includes property acquisition, and new ramp and overpass construction for a southern interchange near I-65 North mile marker 106.

**Hwy 76 Widening:** Project includes the widening of SR 76 west of I-65. The project has been previously listed as priority project for Robertson County.

Section#2 This Resolution shall be effective from and after its adoption.

Adopted this 17<sup>th</sup> day of November 2011.

---

Michael Arnold, Mayor

---

Amanda Priest, City Recorder

ORDINANCES....

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.

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: November 3, 2011

RE: Rezoning Request at 530 Hwy 76

The White House Regional Planning Commission at the October 11, 2011 Meeting unanimously recommended to rezone the property referenced as Robertson County Tax Map 106 E, Group A, Parcel 22 at 530 Hwy 76 from R-20, Low Density Residential to C-2, General Commercial. The property contains 1.14 acres.

Adjacent property zoning includes R-20, Low Density Residential and C-2, General Commercial along SR 76. The City's Comprehensive Plan designates the area of the property as the SR 76 Highway Gateway Commercial Activity Node. The property owner originally requested but later withdrew the request to also rezone the adjacent 1.14 acre property located at the north-east corner of SR 76 and Lone Oak Drive due to the increased property taxes with the rezoning of the vacant property.

530 Hwy 76  
White House, TN 37188

August 30, 2011

PLANNING / CODES DEPT  
Attn: Addam McCormick  
105 College St  
White House, TN 37188

To Whom it may concern:

This letter is for the purpose of requesting rezoning of our property. The land in question contains 1.09 acres and is located at 530 Hwy 76 White House, TN. We are requesting the rezoning from Residential to C2 General Commercial.

Let me know if you have any questions.

Sincerely,  
Comer Ray Eller, Jr

Signature Comer Ray Eller Jr. (OWNER)

Print Comer Ray Eller, Jr. (OWNER)

Received  
8-30-11



Kroger  
Center

SR 76

LONE OAK DRIVE

**ORDINANCE 11-14**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR THE PROPERTY REFERENCED AS ROBERTSON COUNTY TAX MAP 106 E, GROUP A, PARCEL 22 FROM R-20, LOW DENSITY RESIDENTIAL TO C-2, GENERAL COMMERCIAL.**

**WHEREAS**, application has been received from the property owners to rezone the 1.14 acre property referenced as Robertson County Tax Map 106 E, Group A, Parcel 22 at 530 Hwy 76.

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

Robertson County Tax Map 106 E, Group A, Parcel 22 at 530 Hwy 76

**BE IT FURTHER ORDAINED** that these rezoning were approved by the Planning Commission at the October 11, 2011 meeting; and

**BE IT FURTHER ORDAINED** that the attached map shall become a part of this ordinance.

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

First Reading:

Second Reading:

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Michael Arnold, Mayor

ATTEST:

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Amanda Priest, City Recorder

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: November 3, 2011

RE: Updated Ward Boundary Voting District Redistricting Map

Per state and federal laws and court cases rulings, local voting districts are to be developed using the latest federal census date and the districts shall be reasonably compact and contiguous without the districts overlapping. The voting districts are also required to be substantially equal in population and the ten-percent standard is used to determine the maximum deviation between populations in the districts. Voting districts cannot be set up to discriminate against or prevent equal minority population representation.

The updated map includes a population deviation of 6.5 %. The updated map districts were set up to provide clearly defined boundaries and eliminate the existing boundary shared by three wards as requested by the County Election Office representatives. The final updated map will be provided by the Board of Mayor and Aldermen meeting on November 17<sup>th</sup>.

The City has until January 1, 2012 to adopt the updated boundaries and forward the approvals to the County Election Offices.

## *City of White House Ward Boundary District Map*

City of White House 2011 Ward Boundary Redistricting

2010 Census- Total City Limits Population: **10,255**

Robertson County: **4,945**/ Sumner **5,310**

Population per ward 2,564 (10,255 population /4 ward boundaries)

Maximum deviation +/- per ward number is 4.9% or 125

Maximum ward population= 2,689

Minimum ward population= 2,439

### *Existing Ward Boundary Districts Based on 2000 Census*

<b>WARD 1 (Bibb)</b> <b>3205*</b> <b>25% + (641)</b>	<b>WARD 2 (Decker)</b> <b>2518*</b> <b>2%- (46)</b>	<b>WARD 3 (Paltzik)</b> <b>2301*</b> <b>10%- (263)</b>	<b>WARD 4 (Hutson)</b> <b>2231*</b> <b>13% - (333)</b>
<b>Red</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>

### *2011 Amendment Redistricting Based on 2010 Census*

<b>WARD 1 (Bibb)</b> <b>2635*</b> <b>2.7% + (71)</b>	<b>WARD 2 (Decker)</b> <b>2538*</b> <b>1.0% - (26)</b>	<b>WARD 3 (Paltzik)</b> <b>2466*</b> <b>3.8% - (98)</b>	<b>WARD 4 (Hutson)</b> <b>2616*</b> <b>2.0% + (52)</b>
<b>Red</b>	<b>Blue</b>	<b>Green</b>	<b>Yellow</b>

*\*2010 Census Population per current ward boundaries*

*% Percentage +/- of 2,564 (Population +/- of 2,564)*

**ORDINANCE 11-15**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE TO ADOPT THE CITY'S WARD BOUNDARY VOTING DISTRICT MAP BASED ON THE CITY'S 2010 CENSUS POPULATION AND CENSUS BLOCK INFORMATION.**

**WHEREAS**, the City's existing Ward Boundary Voting District map includes population and census block information from the 2000 census and the four existing ward boundary districts are not substantially equal in population based on the City's updated 2010 Census population of 10,255; the updated Ward Boundary Voting District map includes four ward districts with substantially equal population based on the City's 2010 Census population of 10,255;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the four updated Ward Boundary Voting District Map are based on the City's 2010 Census Population and Census Block Information and the ward boundary districts are reasonably compact with contiguous boundaries;

**BE IT FURTHER ORDAINED** by the Board of Mayor and Aldermen that the City's Ward Boundary Voting District Map includes four wards with substantially equal population figures as listed below:

Ward One:	2,635
Ward Two:	2,538
Ward Three:	2,466
Ward Four:	2,616

**BE IT FURTHER ORDAINED** that the attached Ward Boundary Map shall become a part of this ordinance.

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

First Reading: November 17, 2011

Second Reading: December 15, 2011

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Michael Arnold, Mayor

ATTEST:

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Amanda Priest, City Recorder

FINANCE....

City of White House  
White House Inn Library and Museum

MEMO

TO: Board of Mayor and Alderman  
FROM: Rebecca Whipple  
DATE: November 7, 2011  
RE: Maintenance of Effort Agreement

Enclosed you will find a copy of the annual Maintenance of Effort Agreement. This agreement is renewed annually between the Office of the Secretary of State, Tennessee State Library and Archives, the City of White House, and the White House Inn Library notifying the State that public funds were appropriated for and expended by the Library in the previous fiscal year. It also states that this amount will be matched or exceeded during the current fiscal year. The Maintenance of Effort requires the signatures of the Mayor as well as the Library Board Chairman.

The Maintenance of Effort requirement was established to assure that local public libraries can rely on ongoing local support while receiving state and federal support through the Regional Library and the State Library and Archives. Regional Library support includes:

1. Professional and technical assistance to the library board and staff
2. A collection of materials which may be considered temporary or indefinite
3. A collection of professional materials utilized by the library board and staff
4. Assistance to city officials and the library board in developing a system of public library service
5. Annual statistical information and data
6. Workshops and training for library board and staff
7. Professional consultant services



**For State Library Use Only**

*Reviewed by:*

Signature \_\_\_\_\_  
Rebecca F. Bailey, Warioto Regional Library Director

Date \_\_\_\_\_

*Additional notes:*

*Approved by:*

Signature \_\_\_\_\_  
Charles A. Sherrill, State Librarian and Archivist

Date \_\_\_\_\_

Revised: 8/12/2011

# Memo

To: Board of Mayor and Alderman  
From: Chief Palmer  
Date: November 9, 2011  
Re: Thermal Imager Bid

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On November 8<sup>th</sup>, 2011 the Thermal Imager bid opening occurred at 10:30 a.m. Two bids were submitted from the following vendors EVS Mid-South and NAFCO. After a review of the bid documents, EVS Mid-South met the bid specifications. Their bid was \$11,265.49 per imager including the truck charging system and the Scene Catcher recordable handle. This was lowest bid. Considering the results of this bid process, I recommend that the bid from EVS Mid-South be accepted and two thermal imagers be purchased, including the recordable handle, for a total of \$22,530.98. This is \$30.98 over the budgeted amount in the capital line item which will be absorbed in the remaining budget.

Sincerely,



Joe Palmer  
Fire Chief

**CITY OF WHITE HOUSE**

**THERMAL IMAGER**

<b>BID# 11-1008FD</b>	<b>NAFECO</b>	<b>EVS Mid-South</b>
<b>Thermal Imager</b>	1515 W. Moulton St.	892 Kansas St
<b>OPENING: Nov. 8, 2011 @ 10:30 a.m.</b>	Decatur, AL 35601	Memphis, TN 38111
<b>SPECIFICATIONS:</b>	Unit Cost	Unit Cost
Qty. 2--Bullard 320 Thermal Imager specifications or a Thermal Imager equal to Bullard 320.	<b>\$11988.00 ea</b>	<b>\$10,235.00</b>
Requested option: Recordable Handle		\$1,030.49
Delivery	90 days	30 days

*November 9, 2011*

# MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier  
City Administrator

Re: Search firm quotes

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I have contacted four firms in regards to obtaining quotes for the search of city administrator. Those four firms are: Mercer, Waters-Oldani Executive Recruitment, Waldron, and Alliance Resource Consulting. I am expecting to receive at least three quotes out of the four contacted by early next week. I will forward those to you as I receive them.

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

*November 9, 2011*

# **M E M O R A N D U M**

To: Board of Mayor and Aldermen

From: Angie Carrier  
City Administrator

Re: ARRA Fiber Optic Project Changer Order #3

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You will be receiving the paperwork for this minor change order on Monday. Splicing for the traffic signals need to be re-spliced or fused to allow more room for expansion rather than splicing for redundancy. This cost should be under \$3,000-\$4,000.

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

OTHER BUSINESS...

*November 9, 2011*

# MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier  
City Administrator

Re: AT&T Lease (New offer)

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The City of White House receives \$1,442.07/month give or take a few dollars 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.

After some discussion with the AT&T contracted representative, there was some discussion as to the fact that the City receives the sub-lease amount from the vendors listed below. This money is not wanted to be renegotiated. The City would continue to receive these payments monthly. He wants to re-negotiate the ground lease ONLY. The following is the new offer:

Ground lease terms: The City receives \$725.63/month...AT &T want to reduce this to \$544.22/month, but make the payment annually from \$8,707.56 to \$6,530.64. This is a reduction of \$2,176.92/year.

Sublease for T-mobile: The City receives \$358.22/month

Sublease for Sprint: The City receives \$368.96/month

The sub-lease amounts would not be touched per this negotiation.

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

DISCUSSION ITEMS...