

**CITY OF WHITE HOUSE**  
**Agenda**  
**Board of Mayor and Alderman Meeting**  
**December 15, 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 November 17, 2011 meeting.
6. Welcome Visitors
7. Public Hearings
  - a. **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. *Second Reading.*
  - b. **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. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
  - A. General Government
  - B. Police
  - C. Fire
  - D. Public Works
  - E. Wastewater
  - F. Planning and Codes
  - G. Parks
  - H. Library
  - I. Court Clerk
  - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
  - a. None
11. Consideration of the Following Ordinances:
  - a. **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. *Second Reading.*
  - b. **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. *Second Reading.*

12. Finance

- a. To approve or reject McGill Associates, P.A. Task Order 2007-11. The City Administrator recommends approving.
- b. To approve or reject Webb Sanders PLLC attorney contract. The selection committee recommends approving.

13. Other Business

- a. To approve or reject the division of duties until a new City Administrator is hired as discussed in the work session.

14. Discussion Items

- a. None

15. Other Information

16. Adjournment

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

1. Call to Order by the Mayor

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

2. Prayer / Pledge

Prayer and Pledge to the American Flag by Alderman Decker.

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 October 20, 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. **October 20, 2011 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

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

**No one spoke for or against.**

8. Communication from Mayor, Aldermen, and City Administrator

- a. Alderman Bibb discussed his visit at Robert F. Woodall Elementary School.
- b. Mayor Arnold discussed his visit with students at Heritage Elementary School.
- c. Mayor Arnold announced the resignation of City Administrator Angie Carrier.
- d. City Administrator Angie Carrier discussed her tenure with the City of White House.

- e. City Administrator Angie Carrier announced that the Bear Creek Golf Course development is still on track.
- f. City Administrator Angie Carrier announced the Holiday Extravaganza on December 3<sup>rd</sup> at 3:00 p.m.
- g. City Administrator Angie Carrier provided the Board of Mayor and Aldermen an update regarding the vacant Public Works Director position.
- h. Alderman Paltzik requested an update on Zaxby's. City Administrator Angie Carrier provided an update regarding the development's progress.

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 11-16** - 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.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Resolution 11-16 was approved.**

- 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.

Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Resolution 11-17 was approved.**

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.*

Motion was made by Ald. Bibb, second by Ald. Paltzik 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 11-13 was approved on 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.*

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 11-14 was approved on 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.*

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

Motion was made by Ald. Paltzik, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **2011/2012 Public Library Maintenance of Effort Agreement was approved.**

- 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.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **EVS Mid-South's bid was approved.**

- c. To approve a recruitment firm for the replacement of the City Administrator position.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve The Mercer Group, Inc.'s bid of not to exceed amount \$19,750. A voice vote was called for with all members voting aye. **The Mercer Group, Inc.'s bid was approved.**

- d. To approve or reject Fiber Optic Interconnect Project Change Order #3. The City Administrator 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. **Change Order #3 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. Bibb, second by Ald. Hutson to approve a counter offer of a reduction of \$1,088.46 per year. A voice vote was called for with all members voting aye. **The counter offer was approved.**

14. Discussion Items

- a. Proclamation to designate December 2011 as “Angie Carrier Month”

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **“Angie Carrier Month” was approved.**

15. Adjournment

- a. Meeting was adjourned at 7:40 p.m.

REPORTS....

City of White House  
General Government Department  
Monthly Report of November 2011

**Administration**

November has been a very busy month for both the City Recorder and City Administrator. The City Administrator after a wonderful journey with the City of White House announced that she would be resigning after accepting a new job with the City of Johnson City. The City Recorder has worked to get a jump start on the hiring process for the next City Administrator. Proposals were received after the Board had discussed in a work session of the option of hiring a professional firm to administer the search. So, in working to finalize or establish a good starting point to pass along projects and duties to others, the City Administrator has been preparing and "tying up loose ends" with different areas of responsibility.

The fiber optic project, as bid, is almost to completion. The splicing has been completed and the final walk through to prepare a final punch list is set for this week. The project was not originally bid to include the internal networking for full functionality. These internal network drawings have been sent to TDOT for approval by Local Programs. Most of the change order monies would be taken from the ARRA Stimulus grant portion, except for the Library Building and Public Works.

The City Administrator attended the Southeast ICSC Conference in Atlanta. The City of White House, Town of Coopertown and Robertson County shared a booth at the conference. All cities and the County worked together to have banners made to represent our individual city or county. The City Administrator met with Tom Trent and Addam McCormick to prepare for the joint Industrial Development Board/ BMA work session. This meeting proved very helpful in developing the steps White House needs to take in creating an economic impact plan. The City of Fairview officials visited White House to obtain information about the process and the action plan in improving the position of White House in marketing and recruitment with economic development. Fairview is currently at around 7,000 in population and that is where White House was about 6-7 years ago. They took a lot away from our meeting and they are going to develop a roadmap for their potential growth.

The City Administrator, Alderman Paltzik, Mayor Arnold, Addam McCormick and Charlotte Soporowski served on an interview panel for the hiring of city attorney services. The panel's recommendation is on the agenda.

The City Administrator, Charlotte Soporowski and Cheryl Lewis-Smith met this month to review the final installment of the pay plan adjustments and to review the budget process for the salary spreadsheets. This meeting was to assure that there will be a smooth process in the transition period for the development of the upcoming budget process.

**General Government Department  
November 2011**

<b>Website Management</b>			
	<b>November</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
Number of Internal Requests for Website Updates	13	63	138
Visits	7,598	41,189	92,795

Our city website has had 7,598 visits during the month of November, which was a decrease of 1,336 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.

<b>City</b>	<b>Visits</b>
Nashville, TN	1,841
Oak Ridge, TN	1,011
Gallatin, TN	281
Hendersonville, TN	239
White House, TN	175
Franklin, KY	143
Atlanta, GA	129
Knoxville, TN	97
Brentwood, TN	96
Madison, TN	60

Did you know 32% 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 45% and 55% of visitors were new to the website. Our website was accessed by visitors in 51 different countries from around the world.

<b>Facebook Management</b>			
	<b>November</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
New Likes <sup>1</sup>	13	148	683
Number of Posts <sup>2</sup>	16	34	44
Post Views <sup>3</sup>	11,517	38,945	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  
November 2011**

**Finance Section**

At the end of November 7% of the total property tax base has been collected. This puts us 1% behind where we were at this point last year.

Audit staff from Crosslin & Associates has been in contact during the month of November and plan to be on track with a completed audit by December 31.

The Finance Director attended an MTAS Court Clerk Class to gain more familiarity with the Municipal Court function, and along with other Finance Directors in Sumner County attended a live streaming presentation of the Government Finance Officers Association Annual GAAP (Generally Accepted Accounting Principles) Update. Special thanks to Goodlettsville for hosting this event and allowing us to take advantage of a group rate on this training opportunity. The Finance Director assisted the Library Director with information needed to prepare the annual MOE (Maintenance of Effort) Contract for the State of Tennessee. The Finance Director participated in the interview panel for the City Attorney selection process, and also met with the City Administrator and Human Resources Director to review the remaining pay plan increases that will be administered by Human Resources in January.

**Performance Measures**

**Major Fund Balances**

Fund	Cash Balance	Investment Acct Balance
General Fund	\$211,489.41	\$3,000,120.95
Sanitation	\$34,270.02	\$345,886.02
Wastewater	\$692,866.15 *	\$787,079.44

~ All Fund Balances are bank balances reported as of: December 6, 2011

~ \*The Wastewater Fund balance should be reduced by a significant amount Due To balance for the Sanitation Fund at: \$281,197.95

**Payroll**

Number of Payrolls	Number of Checks & Direct Deposits	Number of Adjustments	Number of Void Checks
2 Regular	6 Paper Check / 194 Direct Deposits	0 Retroactive Adjustments	0 Voids

**Accounts Payable**

	November	FY	Last November	Last FY
<b>Total Invoices Processed</b>	333	1768	303	1540

**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	229	15	31	7	61	3	15	21	6	7	18	413
Customers	93	11	2	3	3	0	0	0	1	1	10	130

**Finance Department  
November 2011**

	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	2	\$1,135.00
Fire	9	\$24,628.59
Police	9	\$1,860.59
HR	6	\$1,200.96
Engineering	3	\$68,683.00
Admin	4	\$1,361.06
Finance	2	\$206.50
Court	0	\$0.00

Department	#	Value
Library	7	\$3,210.29
Wastewater	15	\$5,765.01
Public Works	4	\$794.88
Sanitation	6	\$7,854.71
Parks	21	\$4,889.56
Bldg. Maint	6	\$8,381.65
Cemetery	0	\$0.00

<b>Total</b>	<b>94</b>	<b>\$129,971.80</b>
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Void	0	N/A
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	#	Value
Purchase Orders \$0 - \$999	81	\$15,167.08
Purchase Orders \$1000 - \$9999	10	\$25,915.74
Purchase Orders Over \$10,000	3	\$88,888.98
<b>Total</b>	<b>94</b>	<b>\$129,971.80</b>

**Emergency Purchase Orders**

Number	Vendor	Items	Amount	Nature of Emergency	Dept
16695E	Southeast Electric	Labor	\$75.00	After hours service for traffic lights at Tyree & Raymond Hirsch	Public Works
16615E	Allgood	Pumped wet well	\$250.00	Pumped wet well at White House Middle School	Wastewater
16620E	Waller	FEM cam-lock, coupler	\$40.00	Repair hose on pump trailer	Wastewater
16621E	Ron's Garage	Plug left rear tire	\$8.00	#205 on Saturday	Wastewater
16622E	Allgood	Pumped wet well	\$950.00	Copes Crossing Tying Lines in	Wastewater
16627E	Allgood	Pumped wet well	\$1,500.00	1 load @ Wal-Mart and 5 loads @ South Palmers Chapel	Wastewater

**Business License Activity**

Opened	4
Closed	1

Delinquency Rate: 71%

**Finance Department  
November 2011**

**Cumulative Information**

Class	Total Licenses	Delinquencies
1	46	34
2	144	83
3	295	200
4	196	169

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

Description	Total Charges
Child Restraint 4-15 (1 <sup>st</sup> Offense)	0
Child Restraint-under 4	0
Anti-Noise Regulations	0
Improper Backing	0
Failure to Yield Right of Way	1
Financial Responsibility Law	49
Following Too Closely	0
Motor Vehicle Requirements	2
Improper Passing	1
Drivers Exercise Due Care	7
Codes Violations/Animal Control	0
Drivers License Law	0

Description	Total Charges
Stop Signs	6
Open Container Law	0
Parking Violation	0
Vehicle Registration Law	18
Seat Belt Violation – 18 and Older	19
Speeding	48
Careless Driving	4
Disobedience to Traffic Control Device	4
Enter Access Roadway	0
Turn to Avoid Signal	0
Texting While Driving	1
Move Over Law	0
<b>Total</b>	<b>163</b>

**Municipal Court - Case Disposition**

Disposition	Total
Ticket Paid in Full – Prior to Court	46
Guilty as Charged	9
Dismissal	10
Dismissed upon presentation of insurance	40
Not Guilty	0
Dismissed to Traffic School	14
Dismissed with Costs and Fines	33
Dismissed with Costs	9
Dismissed with Fines	2
Case Transferred to County	0
Dismissed with Public Service	0
<b>Total</b>	<b>163</b>

**Human Resources Department  
November 2011**

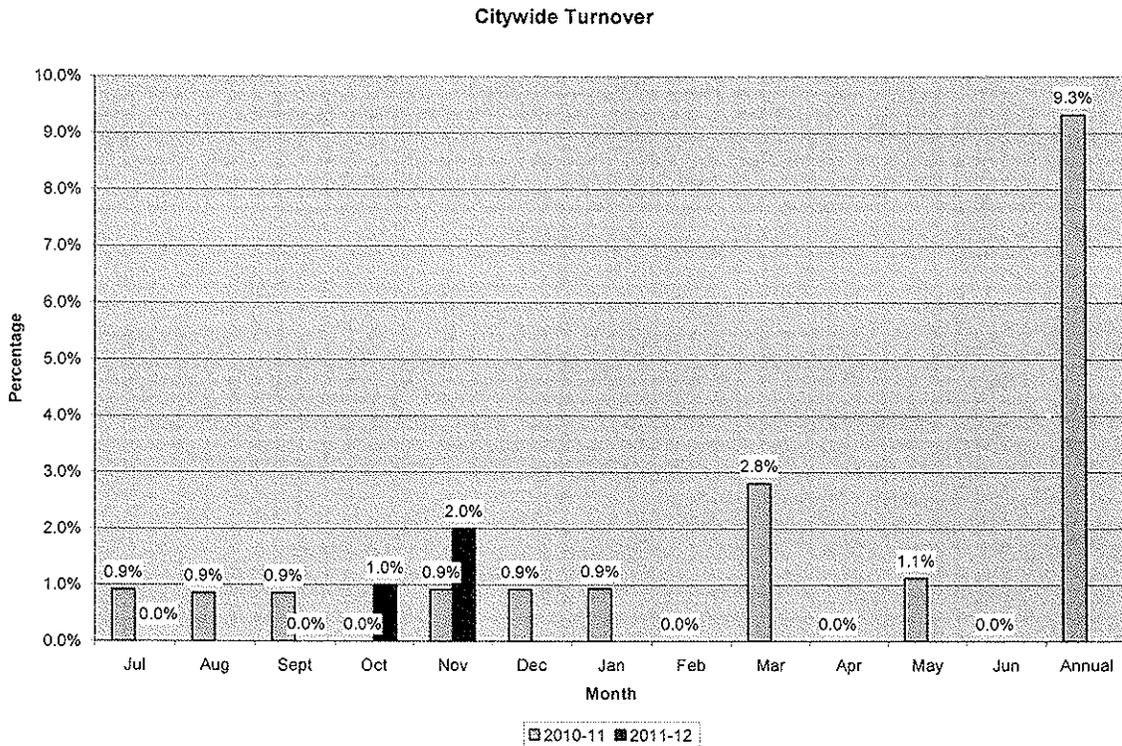
**Human Resources**

- Robertson County/Workforce Essentials Recognition Luncheon, November 3<sup>rd</sup>
- Assisted with City Attorney Interview Process
- Recruitment for new Public Works Director
- Attended TN Prima (Risk Management) Conference, Nashville, Nov. 16th-18<sup>th</sup>
- Personnel Budget Review with City Administrator & Finance Director, Nov 28<sup>th</sup>
- Conducted two (2) Employee Exit Interviews
- EAP (Employee Assistance Program) Review for Employee Relations Issue
- Processed four (4) FMLA (Family Medical Leave) requests
- Continuation of Bid Process for Defensive Driving Safety Grant Award
- Attended City-Wide Safety Meeting, November 29<sup>th</sup>
- Delivered City of White House Hope Center Donation (Clothing)
- Processed Meritain Health Plan Policy Changes (Document Language)

**Key Performance Indicators (Performance Measurements)**

**Citywide Turnover**

Turnover overall for month of November 2011 for full-time employees was **2.0%**, up from November 2010 (**0.9%**).

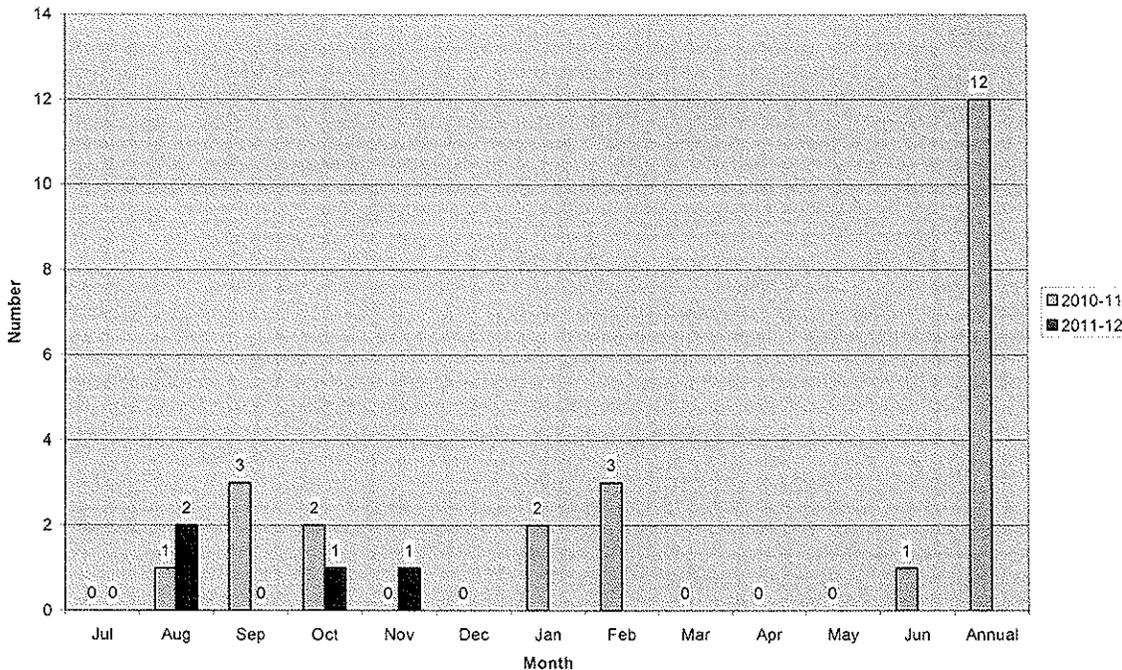


**Human Resources Department  
November 2011**

**Safety**

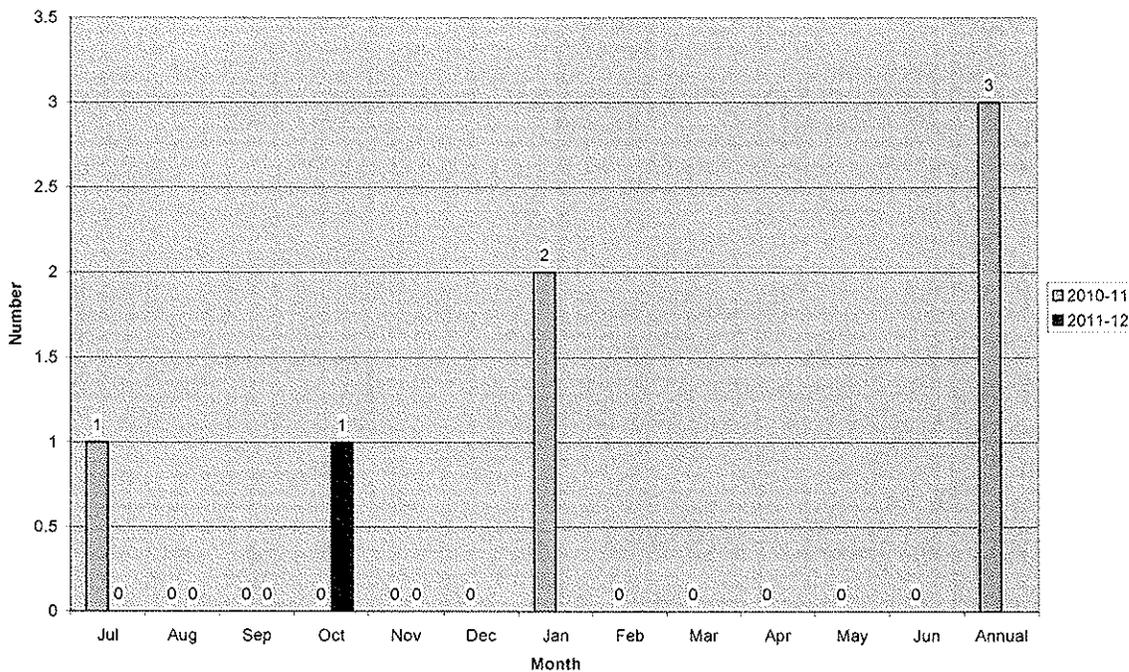
There was **one (1)** Workers Compensation Claim in November 2011 which is up from November 2010 (**0**).

**Number of Injury Reports**



Vehicle/Property damage claims for the month of November 2011 were **zero (0)**, unchanged from November 2010.

**Number of Property/Vehicle Damage Reports**



**Police Department  
November 2011**

**Highlights**

- Captain Mingledorff applied for and the White House Police Department was awarded a Bulletproof Vest Grant from the Bureau of Justice Assistance (BJA), which will pay for half of the cost of two vests, \$595.00.
- Chief Herman participated on the Springfield Chief Assessment Committee to help narrow the choices for the new Springfield Police Chief. The Committee met for two days in a questions and interview process.

**Meetings/Civic Organizations**

- *Chief Herman attended the following meetings in November:* Emergency Services Committee (Nov. 7), Robertson County Chief's Meeting (Nov. 8), CPIT Robertson County (Nov. 8), Robertson County Chiefs/911 User Group (Nov. 9<sup>th</sup>), Robertson County 911 Board Meeting (Nov. 15<sup>th</sup>), Governor' Highway Safety Office Grant Meeting (Nov. 15<sup>th</sup>), Board of Mayor and Alderman (Nov. 17<sup>th</sup>), Sumner County Drug Task Force (Nov. 23<sup>rd</sup>), Robertson County 911 User Group (Nov. 23) and Tennessee Association of Chief's of Police Meeting (Nov. 30<sup>th</sup>)
- *Captain Mingledorff attended the following meetings in November:* Rotary Club (Nov. 10<sup>th</sup> & 17<sup>th</sup>).

**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
November	8	161	16	185
<b>Total</b>	<b>87</b>	<b>1,157</b>	<b>254</b>	<b>1,498</b>

**Police Department  
November 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	November 2011	FY 2011 - 2012
Two (2) Officers per Shift	19	107
Three (3) Officers per Shift	41	199

- 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 went 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	November 2011	Per 1,000 Pop.	Total 2011	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	13	1	132	13
Crimes Against Property	25	2	476	46
Crimes Against Society	14	1	175	17
<b>Total</b>	52	5	783	76
<b>Arrests</b>	32		455	

*\*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.*

	November 2011	Total 2011
<b>Traffic Crashes Reported:</b>	25	266
<b>Enforce Traffic Laws:</b>		
Written Citations	202	2,412
Written Warnings	113	1,013
Verbal Warnings	243	2,620

- 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
November	25	3	12%	23%

**Police Department  
November 2011**

**Staffing**

- Sgt. Eric Enck assisted at the Tennessee Law Enforcement Training Academy on November 15<sup>th</sup> for 10 hours.

**K-9**

- Ofc. Jason Ghee and Nike attended their monthly training.

***Sumner County Emergency Response Team***

- The Emergency Response Team (ERT) had a two day training on November 17-18<sup>th</sup>.
- Served a high risk warrant on a drive by shooting suspect in Gallatin on November 11<sup>th</sup>.
- Served a search warrant in White House on November 18<sup>th</sup> and a high risk arrest warrant in White House on November 23<sup>rd</sup>.

***Volunteer Reserve Officers***

- The Reserves trained 4 hours on mental illness and domestics during the month of November.

**Support Services Performance Measurements**

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

2011 Clearance Rate		
Month	Group A Offenses	YTD
November	63%	63%

**Communications Section**

	November 2011	Total 2011
Calls for Service	1,091	11,625
Alarm Calls	25	318

**Request for Reports**

	November 2011	FY 2011-12
Requests for Reports	18	89
Amount taken in	\$17.20	\$844.45
Tow Bills	\$100.00	\$500.00
Emailed at no charge	19	137
Storage Fees	\$125.00	\$125.00

***Staffing***

***Volunteer Police Explorers***

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

No items sold during the month of November.

**Police Department  
November 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 at Christian Community School on Tuesday, December 13<sup>th</sup> at 2:00 pm and at Heritage Elementary School on Wednesday, December 14<sup>th</sup>, at 12:45 pm. The program will commence at White House Middle School for eight classes of 5<sup>th</sup> Graders (220 total students) early February 2012.
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. Thirty 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>November</b>	<b>YTD</b>
<b>Community Activities</b>	13	61

- **S.P.E.A.R.E.:** Sgt. Eric Enck held three S.P.E.A.R.E. classes in the month of November (Nov. 5, 12, & 19). He had a total of 38-40 women attend these classes.
- **National Education Week:** Captain Mingledorff attended a ceremony and assisted with serving lunch to students and their parents at Heritage Elementary School on Tuesday, November 15<sup>th</sup>, as a part of the recognition of National Education Week.
- **White House High School Veteran's Day Ceremony:** Captain Mingledorff, Chief Herman, Sgt. Hunter, Ofc. Segerson and Ofc. Kennedy attended the annual ceremony on Veteran's Day, Friday, November 11<sup>th</sup>.
- **White House Heritage High School:** Chief Herman gave a presentation in the Government Class on Thursday, November 17<sup>th</sup>.
- **Wheels in Motion:** On Thursday, November 17<sup>th</sup>, at H.B. Williams, White House Heritage and R.F. Woodall Elementary Schools, the Rotary Club presented 1 bike at each school (3 bikes) and Captain Mingledorff presented a helmet (3 helmets) 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.
- **Captain StreetSmart:** Captain Mingledorff taught a Pre-Holiday Youth Safety "Self-Preservation" class to all 5<sup>th</sup> Grade classes (153 students) at Heritage Elementary on Monday and Wednesday, November 21<sup>st</sup> and 23<sup>rd</sup>. Topics included Child Passenger and Bicycle Safety.

**Police Department  
November 2011**

Captain Mingledorff and Chief Herman delivered the Captain StreetSmart message board (84 x 48 in cardboard cutout of the Captain StreetSmart character) to Heritage Elementary on Monday, November 14<sup>th</sup>. The cutouts will be a permanent fixture in the lobbies of White House Heritage Elementary School and Woodall Primary School. It will display a monthly message of safety to the students there as a part of the Captain StreetSmart Youth Safety Program.

- ***“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. Named, “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 holidays and into the New Year.

Captain Mingledorff taught a class on “Phone Scam and Fraudulent Solicitation Prevention” to 60 Senior Citizens at the Senior Center on Wednesday, November 9<sup>th</sup>, from 11:00 am – 12:00 pm.

- ***Toys for Tots:*** Captain Mingledorff and WHFD Captain Holman are co-coordinators in the Annual Marine Corps Reserve Toys for Tots Campaign for 2011. Toys are being collected this year at the following sites/organizations: White House Police Department, White House Fire Department, Dollar General Market, and Kroger.

Toy Drives are being held at R.F. Woodall Elementary, WH Heritage High School (Junior Beta Club) and the Trot for Tots 5K Run/Walk. The Trots for Tots is to be held on Saturday, December 10<sup>th</sup> at 8:00 am.

Toys collected in White House will stay in Sumner and Robertson Counties. Last year 2,000 toys were collected from the White House Sponsors.

- ***Special Events the WHPD Officers participated in during the month of November:***  
White House High School 5K Run/Walk (Traffic Control and Event Security)

## Fire Department November 2011

### Summary of Month's Activities

#### Fire Operations

The department responded to 64 requests for service during the month. 42 of the responses were medical emergencies. The department responded to 4 vehicle accidents with reported injuries. Three patients from these accidents were transported to area hospitals. The department responded to a business for a reported dryer fire. When fire units arrived on scene, smoke was visible and the contents of one dryer were burning. The fire was extinguished and the building was ventilated. The property damage was confined to the one dryer. The department also responded to a grass/ brush fire involving approximately a 40' x 40' area within a large sage brush field. The fire was quickly extinguished with no injuries reported. The department was requested to respond and assist outside the city to a chimney fire. When our units arrived on scene, a hand-line was used to contain the fire until the volunteer department arrived on scene. The fire was contained to the chimney.

#### Fire Administration

- **November 1<sup>st</sup> - 4<sup>th</sup>** - Chief Palmer and Fire Marshal Sisk attended the Tennessee Fire Safety Inspectors conference in Murfreesboro for 19.5 credit hours of in-service training
- **November 7<sup>th</sup>** - Chief Palmer participated in a video conference meeting with the Tennessee Fire Chiefs training committee.
- **November 8<sup>th</sup>** - Chief Palmer attended the thermal imager bid opening at city hall.
- **November 16<sup>th</sup> - 18<sup>th</sup>** - Chief Palmer and Cheryl Lewis Smith attended the Tennessee Public Risk Managers Association conference in Nashville.
- **November 29<sup>th</sup>** - Chief Palmer, Fire Marshal Sisk and Captain Brewer conducted the monthly safety committee meeting at fire station 2.
- Fire Marshal Sisk participated in four National Weather Service briefings during the month.

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

- Complete the annual apparatus fire pump testing by November 1<sup>st</sup>, 2011.
- Send three firefighters to the Driver/Pump Operator course at the State Fire Academy and complete it by June 1<sup>st</sup>, 2012. **(Complete)**
- 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 January 2012.)**
- Complete the Risk Watch Program in the schools by May 30<sup>th</sup>, 2012. **(In Progress)**
- Implement an on-line firefighter training program that meets NFPA standards, ISO and State in-service requirements by January 1<sup>st</sup>, 2012 **(In Progress)**
- 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<sup>st</sup>, 2011.

#### Departmental Highlight

On November 17<sup>th</sup> Firefighters Matthew Detlefsen, Patrick McLaughlin, and Keith Jerde completed the third week of Apparatus Driver/Operator training at the state fire academy. With the completion of the 90 hours of instruction each firefighter successfully met the requirements needed to challenge the Driver/Operator certification testing to become state certified pump apparatus operators.

**Fire Department  
November 2011**

**Department Cost Saving Report**

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

**Monthly Performance Indicators**

**Incident Responses**

Structure Fires	2	Vehicle Accidents (General Cleanup)	1
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	4
Vehicle Fires	1	Rescue	0
Grass, Brush, & Trash Fires	2	False Alarms / Calls	2
Hazmat	0	Assist Other Governmental Agency	0
Other Calls	10	Total Responses for the Month	64
Emergency Medical Responses	42	Total Responses YTD	385

**Fire Fighter Training**

Total Training Man Hours for the Month	331
Total Training Man Hours YTD	1,679

**Fire Inspection**

	This Month	YTD
Fire Inspections	4	26
Fire Investigations	1	2
Plat / Plan Reviews	2	7
Fire Preplans	25	100

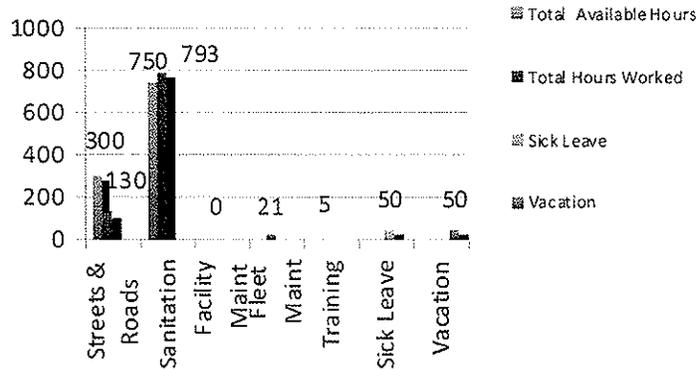
**Public Fire Education**

	This Month	YTD
Participants	321	1,791
Education Hours	22.5	76
Number of Occurrences	10	41

**Public Works Department  
November 2011**

**Monthly Performance Indicators**

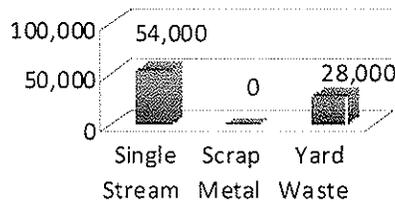
**Utilization of Man Hours**



The above chart represents the number of man hours vs. the total number of hours worked for the month of November by department. The Streets and Roads Crew gave a helping hand to Sanitation during the holiday season. 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 was 1 citizen that utilized our Convenience Center for the month of November. Total revenue received \$15.00. Total operating cost for the month of November to be determined.

**City of White House Clean up days**

For the month of November there were a total of 26 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: 652**

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

**Sanitation Enterprise Fund Totals**

**Monthly Performance Indicators**

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,898	\$57,060.00	\$283,050.00	\$57,557.35	\$282,664.60

**Public Works Department  
November 2011**

**Staffing**

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

**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 November we had a total of 45 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since November of 2010.

<b>November 2011</b>	45
<b>November 2010</b>	44

**November 2011 Truck Poundage and Fuel Costs**

	<b>November 2011</b>	<b>YTD</b>
Tons per day	20.76	18.49
Pounds for 1 months	622,900	2,982,180.00
Tonnage for 1 months	311.45	1,491.09
Fuel used Truck #319	\$456.09	\$2,103.61
Fuel used Truck #320	\$1,409.71	\$7,101.29
Fuel used Truck #321	\$401.32	\$2,305.65
Fuel used Truck # 323	\$922.63	\$4,659.15
Fuel used #324	\$295.00	\$1,430.83
Total Fuel cost for 11 months	\$3,485.65	\$17,601.43

\*Fuel increased \$410.57 from the month of October\*

<b>Services Provided</b>	<b>Total</b>	<b>YTD</b>
Brush Pick Up (stops)	126	1,199
Brush Truck Load	23	148
Emergency Call Outs	0	1
Damaged Carts Replaced	4	24
New Carts for New Home Construction	7	36
Additional Cart Request	1	6
Curbs Repaired	0	0
Shoulders Repaired	0	2
Drainage Requests	1	35
Drainage Work (feet)	0	5,326
Potholes Repaired	1	24
Salt Usage (tons)	0	0
Signs Installed	0	109
Handicapped Pick Up	80	400
Move In Special Pick Up	3	13
Move Out Special Pick Up	1	2
Dead Animal Removals	1	6
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	1	19

**Wastewater Department  
November 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:** Fifty (50) pumps were 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:**

Copes Crossing lift station is now in service and Tyree Spring station is no longer in service.

**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:**

Derek Hough received his Grade III Wastewater Operator Certificate  
Chelsey Hough attended the Utility Leadership Conference in Gatlinburg

**Wastewater Department  
November 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)	1	1	\$2,500	\$2,500	\$2,500.00
Customers Billed	3898	N/A	\$283,419.61 (Net)	*\$299,331.75	\$1,376,706.75
Applications or Transfers for Service	39	39	\$3,150.00	\$3,150.00	\$17,545.75
Late Penalties Applied	1172	5,452	\$5,340.44	N/A	N/A
Adjustments	41	N/A	N/A		
Administrative Fees	26	181	\$1,300.00	\$1,300.00	\$7,655.25
Service Availability Requests	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
New Service Inspections (Connection Fees)	1	1	150	\$0.00	\$0.00
Field Inspection Fees	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
Non-Payment Cut-Offs	35	91	\$6,523.28	Included in Admin Fees	Included in Admin Fees
Commitments for Service	1	0	\$0.00	\$0.00	\$0.00
Bulk Disposal	0	0	\$0.00	\$0.00	\$0.00

\*Revenue from Previous Month Service

**Monthly Totals: \$306,281.75 \$1,404,557.75**

	Month	YTD
<b>Work Orders</b>	<b>37</b>	<b>123</b>
<b>All Service Requests</b>	<b>59</b>	<b>806</b>
Billing Related Service Requests	78	324
Mainline Repairs	0	0
Service Line Repairs	1	21
L.P. Service Requests	55	416
Gravity Service Requests	0	0
Vacuum Service Requests	3	45
<b>Major Lift Station Repairs</b>	<b>0</b>	<b>2</b>

<b>Responses to SCADA Alarms</b>		
	Month	YTD
North Palmers	130	548
Calista	103	326
Wilkinson	42	211
Portland Road	0	10
Tyree	19	85
Union Road	0	0
Meadowlark	0	6
Hwy 76	0	4
Cambria	1	1
Treatment Plant	16	237
<b>Total Responses</b>	<b>310</b>	<b>1,428</b>
<b>TN One-Call Requests</b>	<b>85</b>	<b>437</b>

	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity
Average Daily Flow (effluent)	0.4295	1.4 MGD	7.82	39%

**Planning & Codes Department  
November 2011**

**Summary of Department Activities:**

Building Maintenance Staff completed the installation of holiday decorations at City Hall/Civic Center. Staff attended meetings with fire alarm engineer to start the bid process for the City Hall/Civic Center Fire Alarm installation project. Staff worked on the revised Aldermen ward boundary maps. Staff attended economic development meetings. Staff assisted with the City Attorney interview process. Staff attended meetings with the SR 76 Sidewalk project engineers and White House Utility District representatives regarding issues with design and the costs of utility upgrades. The Planning Commission adopted an updated version of the City's Major Roadway Thoroughfare Plan that will be submitted to Robertson and Sumner County offices for final recording.

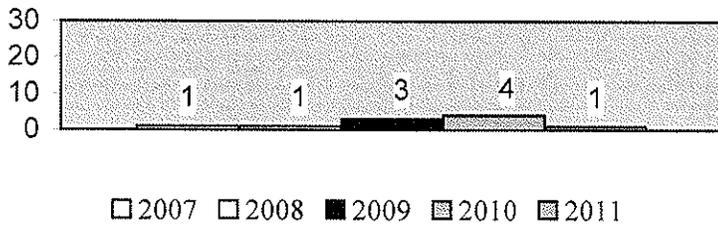
**Department Highlight:**

**Building Plan Review**

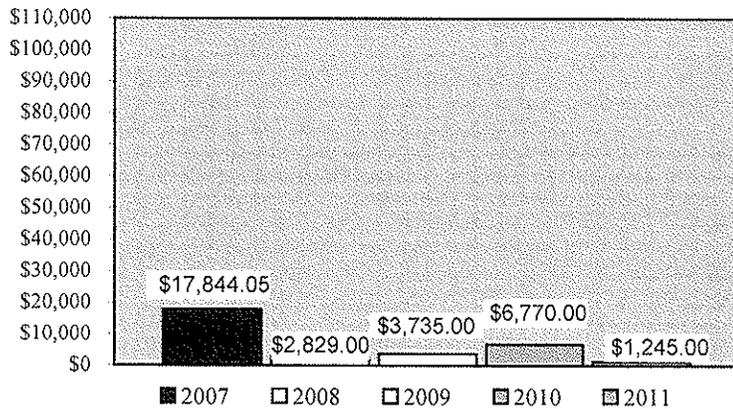
Staff completes plan review of building design plans including foundations, structural, mechanical, plumbing, interior layout including exits and fire protection systems. Fire Department staff also completes a plan review. The plan review process is typically after the Planning Commission new development approval process is completed. The plan review process typically takes one to two weeks. If the plans are required to be amended due to staff review notes, staff will complete another review of the revised plans prior to permitting. Special note: The State of TN Health Department has completed the building plan review for the proposed Nursing Home on Hwy 31W. The State Fire Marshall's Office completes plan review for schools, larger daycares, and state buildings

**Planning Codes Department  
November 2011**

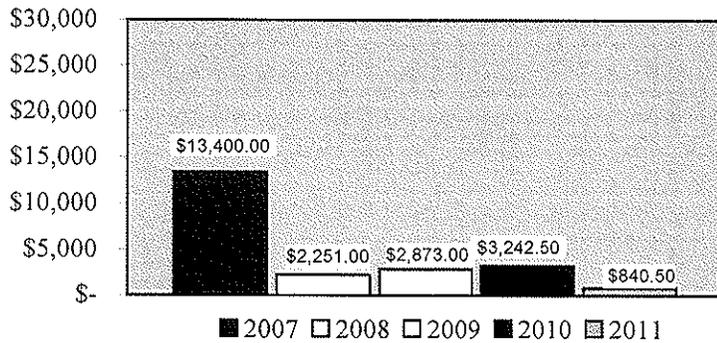
**Single Family Permits**



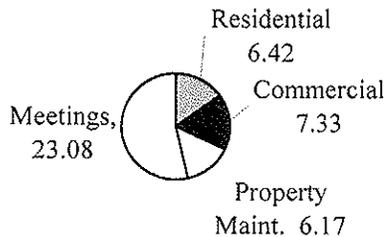
**Impact Fees**



**Permit Fees**



**Inspections / Meetings Hours**



	Month	FY 11-12
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	6	25
Construction Appeals	0	0
Zoning Appeals	3	4
Training/Study Session	0	0
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	1	6
Multi-Family Residential	0	0
Other Residential	7	48
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	3	5
State Electrical	14	130
Sign	0	4
Occupancy Permits	6	44
Other	0	1
<b>BUILDING INSPECTIONS</b>		
Residential	17	154
Hours	6.42	46.42
Commercial /Industrial	15	71
Hours	7.33	26.16
<b>CODE ENFORCEMENT</b>		
Total Cases	45	459
Hours	6.17	60.5
Complaints Received	0	52
<b>MEETINGS</b>		
Administration	4	20
Hours	4.5	27.67
Planning	18	46.08
Hours	17.08	40.83
Codes	1	15
Hours	1.5	11.5
<b>FEES</b>		
Permit Fees	\$ 840.50	\$ 6,050.50
Board Review Fees	\$0.00	\$ 1,675.00
City Impact Fee	<b>\$1,245.00</b>	<b>\$ 7,470.00</b>
Roads	\$381.00	\$ 2,286.00
Parks	\$396.00	\$ 2,376.00
Police	\$282.00	\$ 1,692.00
Fire	\$186.00	\$ 1,116.00
<b>PLANNING COMMISSION APPROVAL</b>		
Subdivision Lots	4	6
Commercial/Industrial Sq ft	3,423	3,423
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**  
**November 2011**

**Summary of Month's Activities**

Stadium Bathroom Upgrade

The stadium bathrooms received an upgrade with the installation of new HDPE plastic partitions, doors, and pilasters. The Park Maintenance staff installed these and did a great job. We already have HDPE bathroom partitions in the soccer complex bathrooms and at Field 2/3 bathrooms. They hold up well in a high use environment.

Eagle Scout Project at Municipal Park

A local Boy Scout, Riley Jarrett, (son of WHPD Officer Mike Jarrett) completed his Eagle Scout project at the Municipal Park. He planted 6 Shumard oak and 6 Willow oak trees with help from other Scouts and volunteer parents of the troop. The trees are planted in the vicinity of the tennis courts and are a great addition at the Park.

Long-Range Planning

The Leisure Services Board participated in a long-range planning and goal-setting session at the November 3<sup>rd</sup> LSB meeting. This is part one of a multi-pronged strategy to involve the community in providing feedback and suggestions on the direction of the department over the next 5-10 years. In addition, it will help in the preparation of the departmental CIP plan and will be used as evidence of community support when applying for grants.

CIP-Adjustable Basketball Goals

The adjustable basketball goals have been ordered and they are scheduled to be installed. This project will eliminate the hazards associated with setting up and taking down portable goals by allowing one individual to adjust the goal height while standing on the ground. The cost is much less than anticipated at \$5,212 because \$9,500 was budgeted in the CIP.

Spiral Slide

The Municipal Park Playground has a new spiral slide! The Park Maintenance employees finished the installation this month and they did a great job. The slide is being used heavily!

Municipal Park Gate

Pritchard Companies was selected to construct the concrete footers for the double leaf gate at the Municipal Park. The project is ready to begin as soon as the area is marked for utilities.

Greenway Repairs

The Greenway Flood Damage Repair Project is complete.

Recreation

Registration for Youth Basketball ended in October but our numbers continued to grow in November. 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. Practices began this month and games will begin in December as soon as the new goals are installed.

Men's Open League Basketball registration was extended this month. We have five teams in the League this year which is one more team than the previous year. Their games began on Tuesday, November 29<sup>th</sup> and will continue on Tuesday nights until the end of February.

Fall Baseball evaluations were sent out this month. About 100 were emailed out and we received approximately 12 back. This feedback will be used to help make the next seasons better for the parents and participants. Overall the responses were very favorable and constructive.

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

Adult Open Gym is held on Thursday's from 6:00 p.m.- 9:30 p.m. for anyone over the age of 18 to come and play basketball. It costs \$3 for the entire evening. This has been offered since July and attendance is increasing. In November, it was moved to Friday nights to accommodate Youth Basketball practices. There are no Friday nights available in December so it will resume on January 13<sup>th</sup> at 6:00p.m.

Maintenance

Maintenance employees have worked hard to get all of the buildings and irrigation systems winterized for the season to prevent water line breaks. All concession stands have been shut down and coolers, refrigerators, freezers disconnected to prevent energy waste. They have finished sealing the tennis court cracks with polyurethane caulking to prevent water intrusion during the winter months. All of the vehicles and equipment is being serviced and/or repaired.

**Update on Department Goals and Objectives**

Allison Green attended classes at the NRPA Congress and Exposition in Atlanta from October 31-November 3. She received a lot of ideas to implement into our department in the coming months including ideas for teen programs and marketing.

**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. Registration has been steady through the month.

**Department Cost Savings Report**

We are in the process of getting quotes for an ADA swing and swing set with the \$1,000.00 grant we received from Wal-Mart during the summer. This will be a welcome addition to our playground in the Municipal Park.

**Parks, Recreation, Cultural Arts Department  
November 2011**

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

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

**Maintenance**

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

96	15	623
2,075	0	2,075
0	0	1,285
0	12	12

**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	131	393
178	203	1,109
0	0	0
1,750	0	2,225
3	1	12
6	3	27
\$8,707.00	\$468.00	\$23,114.00
\$1,451.75	\$1,748.00	\$8,561.85
\$0.00	\$0.00	\$0.00
\$1,055.00	\$0.00	\$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

10	0	57
\$70.00	\$0.00	\$1,174.00
15	6	41
\$1,744.75	\$363.00	\$4,168.00
\$4,844.18	\$1,116.00	\$11,509.60

**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

205	286	1,264
33	83	149
238	290	1,395
319	431	1,242
3	6	12
4	4	21
9	8	30

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

**Summary of November Activities**

Rebecca Whipple and Sherry Tackett attended a regional in-service held at the Warioto Regional Library Center in Clarksville. The in-service focused on the E-Rate program, which is the school and library division of the Universal Service Fund. E-Rate is administered by the Universal Service Administrative Company under the direction of the Federal Communications Commission.

The Library Board met on November 10<sup>th</sup>. All board members completed an Image Evaluation of the library and made comments concerning the interior and exterior of the building, the collection, staff, and the overall appearance of the library. Rebecca will compile the evaluations to create a report, which the board will use to prioritize library needs.

Rebecca attended a webinar on the updates to Learning Express Library, which offers over 700 online interactive practice exams, ebook study guides, and training courses. Library patrons can access the Learning Express Library at the library or at home. Practice tests found in the database include GED, ACT, SAT, Civil Service, ASVAB, and many more.

Federal funding in the amount of \$982.50 was released in November. Federal funds are used to purchase materials for underserved populations including those with visual impairments, English-as-a-second-language speakers, and children living below the poverty level. Rebecca was able to order audiobooks and large print titles, beginning readers, and Spanish materials.

Library staff members decorated the interior and exterior of the building for the holiday season and in preparation for the annual Open House.

Rebecca has been working closely with the Friends of the Library to publicize the 2<sup>nd</sup> phase of the renovation project, which is to replace the carpet in the library.

**Departmental Highlight**

Sherry Tackett presented an Early Literacy Workshop for 12 parents and caregivers on November 9<sup>th</sup>. Sherry explained how early literacy skills develop and how parents can encourage and support literacy development. While Sherry presented information to the parents, Rebecca held a storytime for the children.

**Department Cost Saving Report**

Library staff reused Christmas decorations from the previous year to avoid having to purchase any decorations this year.

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

**Performance Measures**

<u>Official Service Area Population:</u>	13,316		
<u>Memberships:</u>	9,952	<u>Program</u>	<u>Sessions</u> <u>Attendance</u>
		Toddler	4      61
		Preschool	4      101
		Teen	1      5
<u>Percent of the Population</u>		Adult	1      12
<u>with Membership:</u>	74.7	Total	10      179
<u>Total Materials Available:</u>	24,415	<u>Wireless Internet Users:</u>	72
<u>Estimated Value of Total Materials:</u>	\$610,375		
<u>Last Month:</u>	\$604,300	<u>Computer Internet Users:</u>	659
<u>Total Materials Available Per Capita:</u>	1.83	<u>Volunteers:</u>	8
<u>Last Month:</u>	1.82		
<u>State Minimum Standard:</u>	2.00	<u>Total Hours:</u>	133
		Services Provided by Contracting with State	
<u>Materials Added</u>		<u>Interlibrary Loan Service</u>	
Adult Fiction:	93	Items Borrowed:	43
Adult Non-Fiction:	11	Items Loaned:	0
Child/Juvenile/Young Adult Fiction:	76		
Juvenile/Young Adult Non-Fiction:	4	<u>R.E.A.D.S. 1<sup>st</sup> Qtr. Statistics</u>	
Audiobooks:	1	eBooks Downloaded:	305
Movies:	8	Audiobooks Downloaded:	506
Music CDs:	0		
Total:	193	<u>R.E.A.D.S. 2<sup>nd</sup> Qtr. Statistics</u>	
<u>Library Circulation</u>		eBooks Downloaded:	
Total # of Check-outs:	4,248	Audiobooks Downloaded:	
Last Month:	4,884		
Items per Patron:	2.5	<u>R.E.A.D.S. 3<sup>rd</sup> Qtr. Statistics</u>	
<u>New Memberships</u>		eBooks Downloaded:	
Adult:	30	Audiobooks Downloaded:	
Senior Adult:	0	<u>R.E.A.D.S. 4<sup>th</sup> Qtr. Statistics</u>	
Child:	1	eBooks Downloaded:	
Student:	6	Audiobooks Downloaded:	
Young Adult:	0		
Total:	37		

**CITY COURT REPORT  
NOVEMBER 2011**

**CITATIONS:**

TOTAL MONIES COLLECTED FOR THE MONTH \$8,797.50

TOTAL MONIES COLLECTED YTD \$54,186.10

**STATE FINES:**

TOTAL MONIES COLLECTED FOR MONTH \$2,128.57

TOTAL MONIES COLLECTED YTD \$8,423.67

TOTAL REVENUE FOR MONTH \$10,926.07

TOTAL REVENUE YTD \$62,609.77

**DISBURSEMENTS**

LITIGATION TAX \$480.07

DOS/DOH FINES & FEES \$498.75

RESTITUTION/REFUNDS \$0.00

WORTHLESS CHECKS \$0.00

TBI FINES & FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$978.82

TOTAL DISBURSEMENTS YTD \$7,214.01

ADJUSTED REVENUE FOR MONTH \$9,947.25

**TOTAL ADJUSTED REVENUE YTD \$55,395.76**

DONATION TO DRUG FUND FOR MONTH \$904.93

TRANSFER TO DRUG FUND \$0.00

\$0.00

DONATIONS YEAR TO DATE \$1,947.50

CITY COURT CLERK



Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

**DRAFT**

110 GENERAL FUND

Account	Description	Year-To-Date		NOVEMBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	

REVENUES

31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,760,069.00	173,911.48-	146,672.42	87,750.00-	59.8
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	0.00	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	53,000.00	14,952.00-	4,416.67	11,158.00-	252.6
31212	PROPERTY TAX DELINQUENT 2ND YEAR	15,000.00	24,614.00-	1,250.00	6,798.00-	543.8
31213	PROPERTY TAX DELINQUENT 3RD YEAR	7,000.00	16,396.00-	583.33	755.00-	129.4
31214	PROPERTY TAX DELINQUENT 4TH YEAR	6,000.00	16,260.00-	500.00	758.00-	151.6
31215	PROPERTY TAX DELINQUENT 5TH YEAR	8,000.00	16,690.00-	666.67	840.00-	126.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	10,000.00	866.00-	833.33	866.00-	103.9
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,000.00	3,928.00-	583.33	3,928.00-	673.4
31300	INT, PENALTY, AND COURT COST ON PROP TAX	31,000.00	52,373.62-	2,583.33	12,577.32-	486.9
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	88,757.00	29,585.68-	7,396.42	0.00	0.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,016,000.00	815,220.21-	168,000.00	145,353.86-	86.5
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,500.00	1,475.00-	375.00	0.00	0.0
31710	WHOLESALE BEER TAX	217,000.00	113,589.13-	18,083.33	19,197.84-	106.2
31800	BUSINESS TAXES	104,000.00	33,003.82-	8,666.67	2,281.69-	26.3
31911	NATURAL GAS FRANCHISE TAX	126,000.00	118,855.50-	10,500.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	92,000.00	51,625.20-	7,666.67	26,306.79-	343.1
31960	SPECIAL ASSESSMENT - LIENS	6,000.00	320.00-	66.67	80.00-	120.0
31980	MIXED DRINK TAXES	50.00	4,002.51-	500.00	725.50-	145.1
32090	PEDDLER PERMIT	800.00	0.00	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	20,000.00	5,630.50-	66.67	0.00	0.0
32610	BUILDING PERMITS	50.00	50.00-	1,666.67	865.50-	51.9
32690	OTHER PERMITS	1,350.00	250.00-	4.17	0.00	0.0
32710	SIGN PERMITS	693,490.00	18,082.25-	112.50	0.00	0.0
33100	FEDERAL GRANTS	636,246.00	64,713.84-	57,790.83	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	0.00	144,505.96-	53,020.50	3,764.72-	7.1
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	51,232.00	0.00	0.00	0.00	0.0
33191	FEMA REIMBURSEMENT	113,523.00	29,624.31-	4,269.33	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	659,311.00	0.00	9,460.25	29,624.31-	313.1
33400	STATE GRANTS	22,450.00	0.00	54,942.58	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	35,855.00	0.00	1,870.83	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	662,986.00	283,230.48-	2,987.92	0.00	0.0
33510	STATE SALES TAX	37,064.00	10,989.47-	55,248.83	57,506.94-	104.1
33520	STATE INCOME TAX	5,230.00	2,713.00-	3,088.67	42.10-	1.4
33530	STATE BEER TAX	21,023.00	8,787.02-	435.83	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	11,546.00	0.00	1,751.92	1,754.48-	100.1
33593	CORPORATE EXCISE TAX	8,500.00	4,750.00-	962.17	0.00	0.0
34120	FEES AND COMMISSIONS	3,800.00	2,150.00-	708.33	100.00-	31.6
34740	PARKS AND REC LEAGUE FEES	48,000.00	35,042.25-	316.67	3,456.00-	86.4
34741	FIELD MAINTENANCE FEES	7,375.00	340.00-	614.58	0.00	0.0
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	3,654.05-	583.33	623.12-	106.8
34793	COMMUNITY CENTER FEES	12,000.00	5,309.50-	1,000.00	340.50-	34.1
34900	OTHER CHARGES FOR SERVICES	10,000.00	3,874.00-	833.33	607.50-	72.9
35110	CITY COURT FINES AND COSTS	149,000.00	56,394.58-	12,416.67	10,218.32-	82.3
35130	IMPOUNDMENT CHARGES	350.00	300.00-	29.17	0.00	0.0

110 GENERAL FUND

Account	Description	Year-To-Date		NOVEMBER		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual				
REVENUES									
36000	OTHER REVENUES	27,000.00	6,275.80-	23.2	2,250.00	189.50-	8.4		
36100	INTEREST EARNINGS	7,000.00	1,536.72-	22.0	583.33	0.00	0.0		
36210	RENT	15,500.00	7,256.43-	46.8	1,291.67	1,452.81-	112.5		
36330	SALE OF EQUIPMENT	0.00	6,632.17-	0.0	0.00	0.00	0.0		
36350	INSURANCE RECOVERIES	0.00	6,600.22-	0.0	0.00	5,621.12-	0.0		
36420	STADIUM RECEIPTS	7,200.00	4,924.50-	68.4	600.00	316.00-	52.7		
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	0.33-	0.0	0.00	0.00	0.0		
36450	PARKS CONCESSIONS	6,700.00	4,040.15-	60.3	558.33	135.30-	24.2		
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	1,825.00-	0.0	0.00	0.00	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	2,207,150.68-	27.5	668,646.42	435,994.22-	65.2		
EXPENDITURES									
41000	GENERAL GOVERNMENT	315,607.00-	140,661.38	44.6	26,300.58-	17,220.11	65.5		
41210	CITY COURT	79,727.00-	32,914.43	41.3	6,643.90-	5,667.26	85.3		
41500	FINANCIAL ADMINISTRATION	364,798.00-	158,150.69	43.4	30,399.84-	38,816.13	127.7		
41650	HUMAN RESOURCES	117,130.00-	45,835.44	39.1	9,760.83-	7,234.03	74.1		
41670	ENGINEERING	1,178,911.00-	378,196.06	32.1	98,242.57-	13,395.41	13.6		
41700	PLANNING AND ZONING	261,507.00-	105,551.68	40.4	21,792.25-	18,092.40	83.0		
41800	GENERAL GOVERNMENT BUILDINGS	138,412.00-	42,345.24	30.6	11,534.34-	10,558.63	91.5		
41921	SPECIAL EVENTS	4,000.00-	740.72	18.5	333.33-	0.00	0.0		
42100	POLICE PATROL	920,462.00-	392,730.91	42.7	76,705.16-	57,544.98	75.0		
42120	POLICE SUPPORT SERVICES	264,298.00-	103,776.89	39.3	22,024.83-	19,548.58	88.8		
42150	POLICE ADMINISTRATION	201,263.00-	74,575.96	37.1	16,771.92-	9,291.38	55.4		
42151	COMMUNICATIONS SERVICES	170,000.00-	48,777.69	28.7	14,166.67-	463.71	3.3		
42200	FIRE PROTECTION AND CONTROL	1,691,308.00-	527,432.12	31.2	140,942.35-	94,561.41	67.1		
42210	FIRE ADMINISTRATION AND INSPECTION	237,456.00-	90,513.81	38.1	19,788.00-	14,442.10	73.0		
43000	PUBLIC WORKS	79,265.00-	28,936.06	36.5	6,605.42-	2,197.38	33.3		
43100	HIGHWAYS AND STREETS	197,293.00-	84,430.43	42.8	16,441.07-	7,306.59	44.4		
44310	SENIOR CITIZEN ACTIVITIES	34,665.00-	14,150.28	40.8	2,888.74-	2,460.78	85.2		
44700	PARKS	255,274.00-	111,428.67	43.7	21,272.79-	15,216.36	71.5		
44740	PARK MAINTENANCE	498,723.00-	239,059.20	47.9	41,560.25-	17,663.08	42.5		
44800	LIBRARIES	182,707.00-	70,649.98	38.7	15,225.56-	12,434.58	81.7		
44880	CHILDREN'S LIBRARY SERVICES	39,863.00-	15,429.89	38.7	3,321.92-	2,789.69	84.0		
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-	350,552.34	48.4	60,416.67-	16,358.00	27.1		
Total EXPENDITURES		8,282,669.00-	3,053,843.47	36.9	690,222.32-	383,262.59	55.5		
Total GENERAL FUND		258,912.00-	846,692.79	327.0	21,575.90-	52,731.63-	244.4		

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	---Year-To-Date---		---NOVEMBER---		Percent Of Budget	Actual Of Avg	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
33800	LOCAL REVENUE ALLOCATIONS	43,000.00	11,264.76-	3,583.33	0.00	26.2	0.00	0.0
36100	INTEREST EARNINGS	175.00	10.35-	14.58	0.00	5.9	0.00	0.0
	Total REVENUES	43,175.00	11,275.11-	3,597.91	0.00	26.1	0.00	0.0
EXPENDITURES								
48000	ECONOMIC OPPORTUNITY	54,500.00-	40,865.79	4,541.67-	24,042.25	75.0	24,042.25	529.4
	Total EXPENDITURES	54,500.00-	40,865.79	4,541.67-	24,042.25	75.0	24,042.25	529.4
	Total INDUSTRIAL DEVELOPMENT FUND	11,325.00-	29,590.68	943.76-	24,042.25	261.3	24,042.25	2547.5

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.56

121 STATE STREET AID FUND

Account	Description	Year-To-Date		NOVEMBER		Percent Of Budget	Actual Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual		
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	92,519.54-	22,774.67	0.00	33.9	0.0
36100	INTEREST EARNINGS	200.00	5.20-	16.67	0.00	2.6	0.0
	Total REVENUES	273,496.00	92,624.74-	22,791.34	0.00	33.9	0.0
EXPENDITURES							
43100	HIGHWAYS AND STREETS	258,900.00-	170,734.55	21,575.01-	0.00	65.9	0.0
	Total EXPENDITURES	258,900.00-	170,734.55	21,575.01-	0.00	65.9	0.0
	Total STATE STREET AID FUND	14,596.00	78,109.81	1,216.33	0.00	535.1	0.0

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		Percent Of Budget	NOVEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
36100	INTEREST EARNINGS	1,200.00	90.16-	7.5	100.00	0.00	0.0
36425	PARKS SALES TAX RECEIPTS	79,000.00	22,798.57-	28.9	6,583.33	0.00	0.0
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	22,888.73-	22.8	8,350.00	0.00	0.0
EXPENDITURES							
49000	DEBT SERVICE	176,674.00-	75,970.04	43.0	14,722.84-	17,281.08	117.4
Total EXPENDITURES		176,674.00-	75,970.04	43.0	14,722.84-	17,281.08	117.4
Total PARKS SALES TAX FUND		76,474.00-	53,081.31	69.4	6,372.84-	17,281.08	271.2

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

123 SOLID WASTE FUND

Account	Description	Year-To-Date		NOVEMBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
34400	SANITATION - USER FEES	669,000.00	282,765.00-	55,750.00	56,565.00-	101.5
36100	INTEREST EARNINGS	1,200.00	175.25-	100.00	0.00	0.0
36330	SALE OF EQUIPMENT	0.00	46,250.00-	0.00	0.00	0.0
37794	SALE OF MATERIALS	5,200.00	1,603.10-	433.33	15.00-	3.5
	Total REVENUES	675,400.00	330,793.35-	56,283.33	56,580.00-	100.5
EXPENDITURES						
43200	SANITATION	717,993.00-	289,111.79	59,832.76-	22,534.26	37.7
49000	DEBT SERVICE	104,850.00-	944.80	8,737.51-	944.80	10.8
	Total EXPENDITURES	822,843.00-	290,056.59	68,570.27-	23,479.06	34.2
	Total SOLID WASTE FUND	147,443.00-	40,736.76-	12,286.94-	33,100.94-	269.4

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	NOVEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
33400	STATE GRANTS	298,000.00	0.00	0.0	24,833.33	0.00	0.0
36100	INTEREST EARNINGS	1,700.00	144.39-	8.5	141.67	0.00	0.0
36421	ROADS IMPACT FEES	20,000.00	2,286.00-	11.4	1,666.67	381.00-	22.9
36422	PARKS IMPACT FEES	16,000.00	2,376.00-	14.9	1,333.33	396.00-	29.7
36423	POLICE IMPACT FEES	13,000.00	1,692.00-	13.0	1,083.33	282.00-	26.0
36424	FIRE IMPACT FEES	9,000.00	1,116.00-	12.4	750.00	186.00-	24.8
Total REVENUES		357,700.00	7,614.39-	2.1	29,808.33	1,245.00-	4.2
EXPENDITURES							
51010	ROADS IMPACT FEES	388,100.00-	1,337.80	0.3	32,341.67-	237.80	0.7
51020	PARKS IMPACT FEES	100.00-	0.00	0.0	8.33-	0.00	0.0
51030	POLICE IMPACT FEES	73,306.00-	0.00	0.0	6,108.83-	0.00	0.0
51040	FIRE IMPACT FEES	40,595.00-	1,555.10	3.8	3,382.91-	1,555.10	46.0
Total EXPENDITURES		502,101.00-	2,892.90	0.6	41,841.74-	1,792.90	4.3
Total IMPACT FEES		144,401.00-	4,721.49-	3.3	12,033.41-	547.90	4.6

Summary Financial Statement  
 NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

140 POLICE DRUG FUND

Account	Description	Year-To-Date		Percent Of Budget	NOVEMBER		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	0.00	0.0
35130	IMPOUNDMENT CHARGES	400.00	100.00-	25.0	33.33	0.00	0.0
35140	DRUG RELATED FINES	15,500.00	3,542.57-	22.9	1,291.67	0.00	0.0
36100	INTEREST EARNINGS	100.00	8.89-	8.9	8.33	0.00	0.0
Total REVENUES		17,200.00	4,601.46-	26.8	1,433.33	0.00	0.0
EXPENDITURES							
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	2,871.02	30.4	787.50-	40.00	5.1
Total EXPENDITURES		9,450.00-	2,871.02	30.4	787.50-	40.00	5.1
Total POLICE DRUG FUND		7,750.00	1,730.44-	22.3	645.83	40.00	6.2

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	550,000.00	10,717.52-	1.9	45,833.33	0.00	0.0
36100	INTEREST EARNINGS	800.00	32.62-	4.1	66.67	0.00	0.0
	Total REVENUES	550,800.00	10,750.14-	2.0	45,900.00	0.00	0.0
EXPENDITURES							
49000	DEBT SERVICE	572,596.00-	8,585.60	1.5	47,716.34-	4,385.60	9.2
	Total EXPENDITURES	572,596.00-	8,585.60	1.5	47,716.34-	4,385.60	9.2
	Total DEBT SERVICE FUND (GENERAL)	21,796.00-	2,164.54-	9.9	1,816.34-	4,385.60	241.5

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

412 SEWER FUND

Account	Description	Year-To-Date		NOVEMBER		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget Estimate	Avg/Mth			
<b>REVENUES</b>								
33142	ARRA ASSISTANCE - SEWER REHAB PROJECT	193,800.00	0.00	0.00	16,150.00	0.0	0.00	0.0
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.0	0.00	0.0
34900	BULK DISPOSAL FEE	600.00	600.00	100.0	50.00	0.0	0.00	0.0
36000	OTHER REVENUES	7,500.00	191.00	2.5	625.00	0.0	120.00	19.2
36100	INTEREST EARNINGS	4,000.00	464.87	11.6	333.33	0.0	0.00	0.0
36330	SALE OF EQUIPMENT	3,500.00	7,441.62	212.6	291.67	0.0	0.00	0.0
36920	SALE OF BONDS	6,775,200.00	144,214.00	2.1	564,600.00	0.0	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	30,000.00	16,795.00	56.0	2,500.00	0.0	2,375.00	95.0
37220	ADMINISTRATIVE FEES	10,000.00	7,255.25	72.6	833.33	0.0	1,000.00	120.0
37230	SEWER USER FEES	2,543,000.00	1,067,710.59	42.0	211,916.67	0.0	218,715.57	103.2
37298	CAPACITY FEES	48,000.00	7,900.00	16.5	4,000.00	0.0	2,500.00	62.5
37995	CONNECTION FEES	4,800.00	750.00	15.6	400.00	0.0	150.00	37.5
<b>Total REVENUES</b>		<b>9,645,531.00</b>	<b>1,253,322.33</b>	<b>13.0</b>	<b>803,794.25</b>		<b>224,860.57</b>	<b>28.0</b>
<b>EXPENDITURES</b>								
49000	DEBT SERVICE	762,506.00	125,337.97	16.4	63,542.18	0.0	23,831.34	37.5
52117	ADMINISTRATION AND GENERAL EXPENSES	839,421.00	253,104.03	30.2	69,951.76	0.0	15,523.17	22.2
52210	COLLECTION	7,051,823.00	505,869.85	7.2	587,651.91	0.0	25,765.66	4.4
52213	SEWER TREATMENT AND DISPOSAL	516,236.00	102,830.71	19.9	43,019.68	0.0	9,056.75	21.1
52223	DEPRECIATION	586,796.00	195,598.68	33.3	48,899.67	0.0	0.00	0.0
58801	ARRA ASSISTANCE - COPEX CROSSING PROJECT	0.00	311,746.34	0.0	0.00	0.0	0.00	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	969,000.00	508,447.24	52.5	80,750.00	0.0	0.00	0.0
<b>Total EXPENDITURES</b>		<b>10,725,782.00</b>	<b>2,002,934.82</b>	<b>18.7</b>	<b>893,815.20</b>		<b>74,176.92</b>	<b>8.3</b>
<b>Total SEWER FUND</b>		<b>1,080,251.00</b>	<b>749,612.49</b>	<b>69.4</b>	<b>90,020.95</b>		<b>150,683.65</b>	<b>167.4</b>

Summary Financial Statement  
NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

416 HEALTHCARE FUND

Account	Description	Year-To-Date		NOVEMBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36100	INTEREST EARNINGS	500.00	92.61-	18.5	41.67	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	188,884.69-	0.0	0.00	30,816.31-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	1,014,082.00	407,924.02-	40.2	84,506.83	96,029.60-	113.6
	Total REVENUES	1,014,582.00	596,901.32-	58.8	84,548.50	126,845.91-	150.0
EXPENDITURES							
51520	INSURANCE EMPLOYERS SHARE	1,009,869.00-	349,067.38	34.6	84,155.75-	42,554.06	50.6
	Total EXPENDITURES	1,009,869.00-	349,067.38	34.6	84,155.75-	42,554.06	50.6
	Total HEALTHCARE FUND	4,713.00	247,833.94-	5258.5	392.75	84,291.85-	1462.0

Summary Financial Statement  
 NOVEMBER 30, 2011

Fiscal Year Time Lapse: 41.66

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		Percent Of Budget	NOVEMBER	
		Budget Estimate	Actual		Estimate Avg/Mth	Actual Of Avg
REVENUES						
34110	GENERAL SERVICES	2,028.00	1,360.00-	67.1	169.00	0.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	15,450.00	6,450.00-	41.7	1,287.50	0.0
36100	INTEREST EARNINGS	380.00	51.77-	13.6	31.67	0.0
36340	SALE OF CEMETERY LOTS	12,000.00	13,500.00-	112.5	1,000.00	0.0
	Total REVENUES	30,158.00	21,361.77-	70.8	2,513.17	0.0
EXPENDITURES						
43400	CEMETERIES	20,043.00-	11,364.37	56.7	1,670.25-	0.0
	Total EXPENDITURES	20,043.00-	11,364.37	56.7	1,670.25-	0.0
	Total HILLCREST CITY CEMETERY	10,115.00	9,997.40-	98.8	842.92	0.0

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

\* End of Report: CITY OF WHITE HOUSE \*

RESOLUTIONS....

ORDINANCES....

## 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



LONE OAK DRIVE

Kroger  
Center

SR 76



**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:

---

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

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

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

---

Amanda Priest, City Recorder

WHITE HOUSE  
TENNESSEE

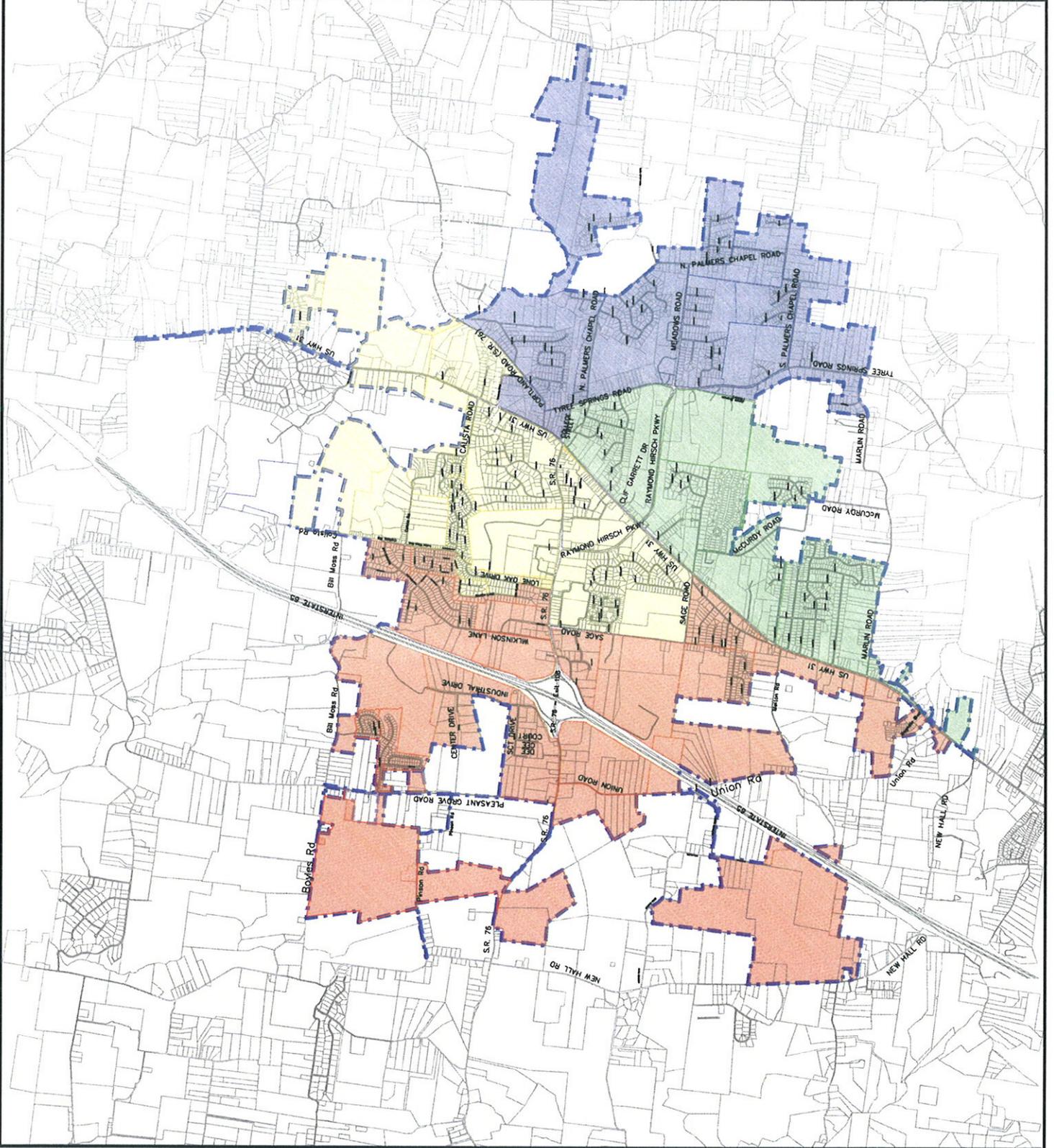
CITY MAP

LEGEND

- CITY LIMITS
- STREETS and PARCELS
- WARD ONE
- WARD TWO
- WARD THREE
- WARD FOUR



LAST UPDATED: 11-17-11



FINANCE....

*December 8, 2011*

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

To: Board of Mayor and Aldermen

From: Angie Carrier  
City Administrator

Re: Task Order 2007-11

---

Task Order 2007-11 is in accordance with the General Contract for engineering services approved on December 7, 2007. This order is to move forward with engineering services to remove Hobbs area and Dawn Court from the vacuum system to connect with the Cope's Crossing lift station. I have also attached a portion of the general agreement in regards to method of payment for your review. Ben Simerl of McGill will be present at the meeting if you have any questions pertaining to this project.

This is Task Order No. 2007-11, consisting of 3 pages.

## **Task Order**

---

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

### **1. Specific Project Data**

A. Title: Hobbs Area and Dawn Court Vacuum Collection System Conversion

Description: The project consists of the design, permitting, bidding/award, and construction phase services for the replacement of the City's vacuum collection system in the Hobbs area and Dawn Court with a new gravity collection system to connect to the Cope's Crossing/Jones Branch Pumping Station.

### **2. Services of Engineer**

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

#### Part 1 – Basic Services

- A.1.01 – Study and Report Phase
- A.1.02 – Preliminary Design Phase
- A.1.03 – Final Design Phase
- A.1.04 – Bidding or Negotiating Phase
- A.1.05 – Construction Phase
- A.1.06 – Post-Construction Phase
- A.1.07 – Easement Survey and Plats

### **3. Owner's Responsibilities**

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

### **4. Times for Rendering Services**

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

TASK ORDER 2007-11

5. **Payments to Engineer**

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

<b>Category of Services</b>	<b>Compensation Method</b>	<b>Lump Sum, or Estimate of Compensation for Services</b>
<b>Basic Services</b>		
Study and Report Phase	A. Lump Sum	\$9,800.00
Preliminary Design Phase	A. Lump Sum	\$50,700.00
Final Design Phase	A. Lump Sum	\$166,100.00
Bidding or Negotiating Phase	A. Lump Sum	\$11,800.00
Construction Phase	D. Lump Sum - 1 Year Construction Duration	\$177,200.00
Post-Construction Phase	A. Lump Sum	\$5,600
Easement Survey and Plats	B. Standard Hourly Rates	
Additional Services	B. Standard Hourly Rates	

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

6. **Consultants:** None

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

8. **Attachments:** None

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

TASK ORDER 2007-11

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

The Effective Date of this Task Order is \_\_\_\_\_, 2011.

OWNER: City of White House,  
Tennessee

ENGINEER: McGill Associates, P.A.

By:

By:

Name:

Name: Gary R. McGill, P.E.

Title:

Title: Principal

Engineer License or Firm's  
Certificate No. (if required by law): Firm #2784

State of: Tennessee

Date Signed:

Date Signed:

Address for giving notices:

Address for giving notices:

McGill Associates, P.A.

P.O. Box 4187

Sevierville, Tennessee 37864-4187

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Benjamin R. Simerl

Title:

Title: Senior Project Manager

Phone Number:

Phone Number: 865-908-0575

Facsimile Number:

Facsimile Number: 865-908-0110

E-Mail

E-Mail

Address:

Address: ben.simerl@mcgillengineers.com

This is **EXHIBIT C**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated December 20, 2007.

**Payments to Engineer for Services and Reimbursable Expenses**

Article 2 of the Agreement is amended and supplemented to include the following agreement of the parties:

**ARTICLE 2 – OWNER'S RESPONSIBILITIES**

*C.2.01 Method of Payment*

- A. Owner shall pay Engineer for services in accordance with one or more of the following methods as identified in each Task Order:
  - 1. Method A: Lump Sum
  - 2. Method B: Standard Hourly Rates
  - 3. Method C: Standard Hourly Rates to a maximum (maximum not to exceed)

*C.2.02 Explanation of Methods*

A. Method A – Lump Sum

- 1. Owner shall pay Engineer a Lump Sum amount for the specified category of services.
- 2. The Lump Sum will include compensation for Engineer's services and services of Consultants, if any. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses.
- 3. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

B. Method B – Standard Hourly Rates

- 1. For the specified category of services, the Owner shall pay Engineer an amount equal to the cumulative hours charged to the Specific Project by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class for all services performed on the Specific Project, plus Reimbursable Expenses and Consultant's charges, if any.
- 2. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

3. Engineer's Standard Hourly Rates will be in accordance with our Basic Fee Schedule dated July 1, 2006 (Appendix 1).
4. The total estimated compensation for the specified category of services shall be stated in the Task Order. This total estimated compensation will incorporate all labor at Standard Hourly Rates, Reimbursable Expenses, and Consultants' charges, if any.
5. The amounts billed will be based on the cumulative hours charged to the specified category of services on the Specific Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultant's charges, if any.
6. The Standard Hourly Rates and Reimbursable Expenses Schedule may be adjusted annually (as of July 1, 2008) to reflect equitable changes in the compensation payable to Engineer.

C. Method C – Standard Hourly Rates to a maximum (maximum not to exceed)

1. For the specified category of services, the Owner shall pay Engineer an amount equal to the cumulative hours charged to the Specific Project by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class for all services performed on the Specific Project, plus Reimbursable Expenses and Consultant's charges, if any to the maximum fee designated by the Task Order.
2. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
3. Engineer's Standard Hourly Rates will be in accordance with our Basic Fee Schedule dated July 1, 2006 (Appendix 1).
4. The total estimated compensation for the specified category of services shall be stated in the Task Order. This total estimated compensation will incorporate all labor at Standard Hourly Rates, Reimbursable Expenses, and Consultants' charges, if any.
5. The amounts billed will be based on the cumulative hours charged to the specified category of services on the Specific Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultant's charges, if any.
6. The Standard Hourly Rates and Reimbursable Expenses Schedule may be adjusted annually (as of July 1, 2008) to reflect equitable changes in the compensation payable to Engineer.

*C.2.03 Reimbursable Expenses*

Costs incurred by Engineer in the performance of the Task Order in the following categories constitute Reimbursable Expenses:

- A. Transportation and subsistence incidental thereto; advertisements, postage, and shipping costs; providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representative and their assistants; toll telephone calls, faxes, and telegrams; and reproduction of reports, Drawings, Specifications, Bidding Documents, and similar Specific Project-related items in addition to those required under Exhibit A. If authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for computer time and the use of other highly specialized equipment. Reimbursable expenses shall be paid at rates set forth in Appendix I to this Exhibit C which shall be adjusted annually (as of July 1, 2008) to reflect equitable changes in the rates.
- B. The amounts payable to Engineer for Reimbursable Expenses will be the project-specific internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to a Specific Project, the latter multiplied by a Factor of 1.10.

*C.2.04 Serving as a Witness*

- A. For services performed by Engineer's employees as witnesses giving testimony in any litigation, arbitration or other legal or administrative proceeding under Paragraph A2.01.A.20, at a rate of 1.0 times the witness's standard hourly rate. Compensation for Consultants for such services will be by reimbursement of Consultants' reasonable charges to Engineer for such services.

*C.2.05 Other Provisions Concerning Payment*

- A. *Extended Contract Times.* Should the Contract Times to complete the Work be extended beyond the period stated in the Task Order, payment for Engineer's services shall be continued based on the Standard Hourly Rates Method of Payment.
- B. *Estimated Compensation Amounts*
  - 1. Engineer's estimate of the amounts that will become payable for services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
  - 2. When estimated compensation amounts have been stated in a Task Order and it subsequently becomes apparent to Engineer that a compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof. Promptly thereafter Owner and Engineer shall review the matter of services remaining to be performed and compensation for such services. Owner shall either agree to such compensation exceeding said estimated amount or Owner and Engineer shall agree to a reduction in the remaining services to be rendered by Engineer so that total compensation for such services will not exceed said estimated amount when such services are completed. If Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, the Engineer shall give written notice thereof to Owner and shall be paid for all services rendered thereafter.

This is **Appendix 1 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated

December 20, 2007

**Standard Hourly Rates Schedule**

Current agreements for engineering services stipulate that the standard hourly rates are subject to review and adjustment per Exhibit C. Hourly rates for services effective on the date of this Agreement are:

<b>Professional Fees</b>	<b>Hourly Rate</b>
Senior Project Manager	\$135.00
Project Manager	\$125.00
Project Consultant	\$110.00
Financial Analyst	\$80.00
Senior Project Engineer	\$110.00
Project Engineer	\$90.00
Engineering Associate	\$75.00
Senior Engineering Technician	\$80.00
Engineering Technician	\$70.00
Senior Planner	\$80.00
Property Specialist	\$60.00
Planner	\$55.00
Senior Construction Administrator	\$95.00
Construction Administrator	\$75.00
Construction Document Coordinator	\$50.00
Senior Construction Field Representative	\$65.00
Construction Field Representative	\$55.00
Surveying Services Manager	\$110.00
Survey/GIS Technician	\$55.00
Firm Principal	\$150.00
Finance Officer	\$75.00
Senior CADD Operator	\$65.00
CADD Operator	\$50.00
Clerical	\$40.00

Mileage shall be billed at \$0.50/mile. Telephone, reproduction costs, postage, and other incidental expenses shall be a direct charge per receipt.

*December 8, 2011*

# MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier  
City Administrator



Re: Attorney Contract

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The Selection Committee after interviewing and reviewing RFP's submitted for attorney services are recommending the approval of Webb Sanders to represent the City of White House for legal services.

The Contract is attached and the City is having legal with MTAS review the contract for any comments to be provided at the Board meeting.

Let me know if you have any questions. Thanks!

**Attorney-Client  
Agreement for Representation**

This Agreement is made between Webb Sanders PLLC, 2784 Highway 31W, White House, TN 37188, referred to in this Agreement as "attorney," and The City of White House, 105 College Street, White House, Tennessee 37188, referred to in this Agreement as "client," in order to set out the terms and conditions under which attorney will represent client.

**Section One  
Effectiveness**

This Agreement shall take effect upon January 19, 2012, and shall continue for a period of one year from the date of execution. Either party may terminate this agreement by giving at least ninety (90) days written notice to the other. The agreement may be terminated earlier if for any reason Valerie Webb and Leslie Sanders are no longer licensed to practice law in the State of Tennessee. This Agreement may be renewed for two (2) one (1) year periods upon the agreement of the parties.

**Section Two  
Scope Of Service**

Attorney agrees to represent client on an ongoing basis and shall be deemed to be City Attorney for the client pursuant to the laws of the State of Tennessee and the provisions of the Municipal Code of the client.

Attorney will represent client and provide the legal services described on Exhibit A attached hereto and incorporated herein by reference to client and designated officials of the client, specifically including the City Administrator of the Client. It is understood and agreed there may be circumstances where specialized legal service will be required due to the nature of the representation needed or if a conflict of interest exists and in such circumstances the attorney will advise the client and assist the client in obtaining other representation.

**Section Three  
Attorney's Fees**

Client agrees to pay attorney's fees in accordance with the following rate schedule:

- a. A monthly retainer of \$1,000.00.
- b. In addition to the amount specified above the client will also pay the customary closing fees in real estate closings where the attorney is conducting the closing or is providing title insurance. The client will also pay the customary fee in bond transactions, but not greater than the fee charged by bond counsel for the issuance, if the attorney is required to render an opinion with respect to bond issuance.
- c. Cost and expenses. The client will also reimburse the attorney for any costs expended on behalf of the client in the ordinary course of business.

- d. Professional organizations. The client also agrees to pay the expenses incurred by the attorney to join any professional association related to the representation including the Tennessee Municipal Attorneys Association and the Tennessee Municipal League. The expenses shall include costs of travel and lodging to events and seminars sponsored by said organizations. The attorney will submit requests for approval of expenses prior to incurring same, and will provide the client a statement detailing the expenses requested for reimbursement. The requests are subject to approval by the City Administrator of the client whose decision will be binding upon the attorney.

Attorney will charge client for the time attorney spends on telephone calls relating to client's representation, including calls with client, opposing counsel, court personnel, witnesses or other parties, including personnel of the city. If more than one legal personnel attends a meeting, court hearing, or proceeding, then there will be a charge for the time spent. Attorney will charge for waiting time in court and in such other places as necessary. Attorney will also charge for travel whether in town or out of town.

#### **Section Four Retainer Fee/Deposit**

Client agrees to pay attorney a monthly amount as specified above which amount will be attorney's retainer fee paid in exchange for attorney's agreement to represent client. This retainer fee is nonrefundable. In the event the charges exceed the monthly retainer amount the attorney will detail the charges.

Attorney will send client periodic statements of fees, costs, and expenses incurred.

#### **Section Five Costs and Expenses**

- a. Client agrees to pay for costs and expenses incurred in connection with client's representation.
- b. Client agrees to pay transportation, meals, lodging, and all other costs of any necessary out-of-town travel by attorney's personnel. Client also agrees to pay for the time attorney and legal personal spend traveling. All requests for reimbursement for expenses incurred by the attorney pursuant to this section shall be approved by the City Administrator whose decision will be binding upon the attorney.
- c. If it becomes necessary to hire expert witnesses, consultants or investigators, attorney will not hire such persons unless client agrees to pay their fee and charges.

#### **Section Six Client's Duties**

Client agrees to tell attorney the truth, to cooperate with the attorney, to keep attorney informed of any developments that are relevant to attorney's representation, and to faithfully comply with this agreement.

**Section Seven  
Disclaimer of Guarantee**

Attorney will use attorney's best efforts in representing client, but makes no promise or guarantees regarding the outcome of any case arising during the course of representation. Attorney's comments regarding the outcome of the case are more expressions of opinion. Neither does attorney guarantee any time frame within which client's case will be resolved but will keep the client informed of time expectations related to any matter arising during the course of representation.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, or have caused this Contract to be duly executed, as of the \_\_\_\_ day of December, 2011.

Webb Sanders PLLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

City of White House, Tennessee

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## EXHIBIT A

### GENERAL SCOPE OF SERVICES

1. Providing a variety of high-quality and timely legal opinions to the Board of Mayor and Aldermen and city staff.
2. Attending regular meetings of the Board of Mayor and Aldermen and the Planning Commission and occasional special-called meetings.
3. Being intimately familiar with the City's charter, Code of Ordinances, applicable state and federal laws, and other applicable documents (such as the City Personnel Policies and Procedures, code enforcement process, etc.).
4. Providing advice to the City on a variety of legal matters.
5. Representing the City as City Attorney in legal matters.
6. Serving as the City Attorney by prosecuting violations of municipal ordinances.
7. Reviewing and occasionally drafting ordinances, resolutions, charter changes, contracts, and other documents as requested by the Board of Mayor and Aldermen.
8. Reviewing and making recommendations on a variety of projects and proposals which have legal ramifications (such as codification of the City's ordinances, changes to the City's charter, etc.).
9. Maintaining an appropriate relationship with professional organizations in the field of municipal legal services.
10. Staying abreast of new or proposed state and federal legislation affecting the City.
11. Researching alternative approaches to resolving legal problems.
12. Assisting and/or advising on the collection of delinquent taxes and/or other delinquent revenues including filing bankruptcy claims on behalf of the City.

September 27, 2011

VIA HAND DELIVERY

Selection Committee  
c/o Carol Sturm, Purchasing Coordinator  
City of White House  
105 College Street  
White House, TN 37188

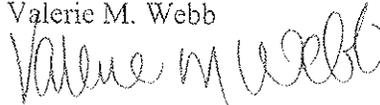
Re: Request for Qualifications for City Attorney/Legal Services for the City of  
White House, Tennessee

Dear Committee:

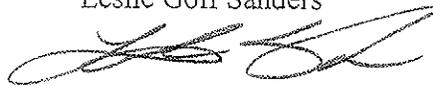
We are very pleased to provide you with the enclosed Statement of Qualifications for Webb Sanders PLLC for City Attorney/Legal Services for the City of White House, Tennessee. As members of the White House business community, we would be honored to serve the City in this capacity, and we appreciate your consideration. Please feel free to contact either of us with any questions.

Sincerely,

Valerie M. Webb



Leslie Goff Sanders



Enclosures



## STATEMENT OF QUALIFICATIONS

Name of firm, owner, address and telephone number

Name: Webb Sanders PLLC  
Owners: Valerie M. Webb and Leslie Goff Sanders  
Address: 2784 Highway 31W, White House, TN 37188  
Telephone: (615) 581-0804  
Web Site: webbsanderslaw.com

### Personal Qualifications

Valerie Webb will serve in the position of City Attorney, with Ms. Sanders assisting as needed and as issues arise within her areas of expertise. Resumes of both Ms. Webb and Ms. Sanders are attached.

Ms. Webb's current practice with Webb Sanders PLLC consists mainly of representing business entities in various commercial transactions, with a particular emphasis on real estate transactions. Previously, Ms. Webb served as the Deputy General Counsel for the Tennessee Department of General Services ("DHS") under Governor Phil Bredesen. While serving at DHS, Ms. Webb's practice focused primarily on eligibility for the TennCare program, and she assisted in representing the State of Tennessee in litigation regarding the TennCare program. While at Bass, Berry & Sims, Ms. Webb worked as an attorney in the commercial department, where she represented businesses, municipal entities and lenders in a variety of commercial transactions, with a particular emphasis on real estate and lending transactions.

Ms. Sanders primarily represents business entities with respect to litigation and counseling on day-to-day issues, with a particular emphasis on employment matters. Prior to forming Webb Sanders PLLC, Ms. Sanders worked at Bass, Berry & Sims for 11 years and represented both private and government entities in a variety of employment and contract litigation matters. From 2005-2007, Ms. Sanders served as North American General Counsel for PIC USA, Inc., a subsidiary of Genus PLC, which is a publicly traded company in the United Kingdom.

Specialized Legal Services Competence:

Ms. Webb previously represented the White House Utility District in various real estate matters while at Bass, Berry & Sims, PLC, from the years 1997 until 2004. She currently serves on the Board of Commissioners for the Utility District. During her tenure at Bass, Berry & Sims, Ms. Webb worked on many commercial, financial and real estate transactions for various municipal organizations throughout the State of Tennessee. Ms. Webb also provided general legal services to a municipality and counseling to other attorneys who were assigned to municipal clients.

Ms. Sanders' experience includes counseling a municipality with respect to employee complaints, severance agreements and employment agreements as well as drafting policies for the municipality. In her role as General Counsel for PIC USA, Inc., Ms. Sanders worked with city and county officials on a regular basis. Ms. Sanders is currently a Trustee of the Goodnight Memorial Library (public library in Franklin, Kentucky) and has worked with various municipal organizations throughout her professional career. Prior to becoming a lawyer, Ms. Sanders was a broadcast journalist with an emphasis in government affairs, primarily municipalities and school boards.

References:

Bill Thompson, General Manager, White House Utility District

Telephone: (615) 672-3073

Chad White, former Attorney for Town of Smyrna

Telephone: (615) 564-8232

Tim Crocker, Attorney for Franklin Simpson Parks and Recreation Board

Telephone: (270) 586-5900

Audrey Phillips, Executive Director of Goodnight Memorial Library

Telephone: (270) 586-8397

4. Capacity and capability:

Webb Sanders understands that sometimes clients need answers to their questions right away. We take pride in ensuring that our clients receive the help they need as soon as possible. We make every effort to return calls to our office the same day they are received, and if that is not possible, we insure that all calls are returned within 24 hours. We both have access to our office voice mails through our smart phones and have access to email when we are out of the office. Further, we also provide our cell phone numbers to clients. We believe that the fact that our firm has two partners also helps to insure that our clients receive the quick service they need. We work together as a team to insure accessibility for our clients. Further, our firm has made technology a priority, which helps to insure that we have access to the information and technology our clients need, and helps us to provide our clients service in a timely manner. We also utilize the services of contract attorneys and paralegals as needed to help us better serve our clients in a timely and cost effective manner.

Approach to communicating with the city:

Webb Sanders believes that other than a firm's ability to obtain the best outcome for its clients in a cost-effective manner, communication with clients is one of the most important duties of an attorney. We take pride in fostering good relationships with our clients, and insuring that they are always timely informed of the status of their projects. We would be willing to communicate with the City in the way that works best for the City Officials we will be assisting. As we are located in White House and in close proximity to the City's Administration Building, we will be readily available for in person conferences. If it is more convenient for City Officials to schedule weekly calls or meetings to discuss the status of projects, Webb Sanders is willing to do so, or we can communicate with City Officials via telephone and email as needed for project updates. We are also happy to provide written progress reports or status updates as needed.

Understanding of services to be provided:

We understand that Ms. Webb or Ms. Sanders will be present at the monthly meetings of the Board of Mayor and Alderman and Planning Commission meetings, as well as any special meetings of those entities, and we will stand ready to advise the Board and Planning Commission at these meetings, to provide written legal opinions to the Board, Commission or other City Officials, and to assist with day to day operational issues as they arise. We also understand that we may be asked to represent the City in litigation, prosecute violations of municipal ordinances,



represent the City in financial and real estate transactions, counsel the City with respect to employee relations matters and provide other non-routine services to the City

*Work Schedule:*

Webb Sanders is located in White House, and our office hours are 8:30 a.m. until 4:30 p.m. Monday through Friday. We will both be available during these hours, after hours as needed, and at the monthly meetings of the Board of Mayor and Alderman and Planning Commission meetings as well as special meetings of these entities.

*Conflicts of Interest:*

We certify to the City that to the best of our knowledge and belief, no elected or appointed official of the City is financially interested, directly or indirectly, in our firm or in the purchase of services as described in this RFQ. We also certify that the information contained in this Statement of Qualifications is correct and complete to the best of our knowledge.

*Costs for Planning Services:*

Webb Sanders would charge \$1000 per month to attend Board of Mayor and Aldermen and Planning Commission meetings and providing routine services to the City.

With regard to non-routine services, our rates would be as follows for the City:

Valerie Webb and Leslie Sanders: \$200 per hour

Contract attorney rates, as applicable: \$145 per hour

Contract paralegal rates, as applicable: \$100 per hour

Webb Sanders is willing to discuss alternative payment rates and pricing to stay in line with the City's legal budget.

*Certification:*

I certify that the above information is correct and complete to the best of my knowledge. I also certify that to the best of my knowledge or belief, no elected or appointed official of the City of White House is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ.

WEBB SANDERS PLLC

Valerie M. Webb

Name: Valerie M. Webb

Title: Member

Leslie Goff Sanders

Name: Leslie Goff Sanders

Title: Member

Date: 9/27/11

## Valerie M. Webb

[vwebb@webbsanderslaw.com](mailto:vwebb@webbsanderslaw.com)

(615) 581-0804

**EXPERIENCE:** *Webb Sanders PLLC – Member*, White House, Tennessee  
Founding and Managing Member, May, 2010 to present

Representative Transactions:

- Representing businesses in various contractual agreements
- Representing a variety of lenders and borrowers (both public and private entities) in corporate financings, including syndicated senior revolving credit and term loan facilities, both secured and unsecured, and real estate financings
- Representing lessors and lessees in a variety of commercial lease transactions
- Representing buyers and sellers in the acquisition, development and sale of commercial real estate
- Representing buyers and sellers in the acquisition and sale of residential real estate
- Preparing and drafting organizational documents for various business entities

### PREVIOUS LEGAL

**EXPERIENCE:** *Bass, Berry & Sims PLC - Attorney*, Nashville, Tennessee  
Attorney, Commercial Transactions and Real Estate Department, May, 2007 to April, 2010 and September, 1997 to October, 2004

*State of Tennessee Department of Human Services -  
Deputy General Counsel and Legal Services Director*,  
Nashville, Tennessee, November 16, 2004 to August, 2006

*University of Tennessee Office of the General Counsel –  
Law Clerk*, Knoxville, Tennessee, May 1995 to May 1997

### OTHER

**EXPERIENCE:** *Sumner County Board of Education, Gallatin, Tennessee  
Instructor in Government and History and Assistant  
Girls Varsity Basketball Coach*, August 2006 to July 2007

*White House Utility District, Board of Commissioners*,  
Spring 2005 to present

### EDUCATION:

*University of Tennessee School of Law*, Knoxville, Tennessee  
Juris Doctor, cum laude, May 1997

*Rhodes College*, Memphis, Tennessee  
*Bachelor of Arts, Political Science*, May 1994

## Leslie Goff Sanders

[lsanders@webbsanderslaw.com](mailto:lsanders@webbsanderslaw.com)

(615) 581-0804

### Experience

#### *Webb Sanders PLLC – Member*, July 2010 – present

- Founding and Managing Member of law firm
- Focusing on business law including employment law, executive compensation and litigation
- Representative matters include:
  - Employment counsel for multiple publicly traded companies
  - General business counsel for start-up and small companies
  - Counsel to executives with respect to equity, severance and employment agreements
  - Lead litigation attorney for employment cases and general business disputes

#### *Bass, Berry & Sims PLC – Attorney*, September 1997- October 2005; February 2007- July 2010

- Member of Labor and Employment Group
- Member of Executive Compensation Team
- Representative litigation experience includes:
  - Project Manager on discovery in large wage and hour collective action involving thousands of potential plaintiffs; managed 22 attorneys, 5 paralegals and 18 law clerks in compiling affidavits and discovery documents
  - Lead defense counsel in race discrimination case in New Orleans with successful jury verdict
  - Second chair in whistleblower case for publicly traded company in Tennessee resulting in jury verdict for defendants
  - Lead defense counsel on fraud and misrepresentation case involving extensive discovery and resulting in summary judgment in favor of defendant

#### *PIC USA, Inc. – North American General Counsel*, October 2005- February 2007

- General Counsel for largest subsidiary of Sygen, Inc., a publicly-traded bio-genetic company in the United Kingdom
- Managed outside counsel, including three separate law firms, and expert witnesses in significant EPA litigation
- Worked with outside counsel for both buyer and seller in acquisition of Sygen, Inc. by Genus, Inc., including debt servicing in both the United States and Canada
- Managed complex sales, collaboration and trade secrets agreements for subsidiaries in 120 countries on 5 continents

### Education

*University of Kentucky*, J.D. 1997

*Georgetown College*, B.A. in Political Science and Communication Arts, 1992

OTHER BUSINESS...

*December 8, 2011*

# MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier  
City Administrator



Re: Division of Duties

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As discussed in the BMA work session, I have divided duties amongst existing staff to perform in accordance with my resignation from the City of White House.

Beginning January 02, 2011 the assigned employees of the City of White House will be responsible for the following until the appointment of a new city administrator:

Amanda Priest: Fiber Optic Project; will handle general citizen complaints as normal

Addam McCormick: All Economic Development Issues including but not limited to JECDB, WHIRL, RTA, MPO, State ECD representative

Charlotte Soporowski: Any budget issues, including agenda for staff retreat

Jerry Herman: All personnel decisions (including disciplinary) that are outside the general duties of department heads, health insurance, BMA correspondence, grant correspondence, media and general citizen complaints that cannot be handled by Amanda

DISCUSSION ITEMS...

OTHER INFORMATION....

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: December 6, 2011

RE: Building Maintenance Budget Amendments

The Building Maintenance Department 2011-2012 FY Budget was approved to include gym floor upgrades, gym heater replacement, and gym light upgrades. The total amount budgeted for all items was \$ 15,000 (\$ 8,000 floor, \$ 6,000 heater, \$1,000 lights). Due to reconsideration by building staff and requests from the Parks Departments, staff decided to complete the same level of improvements under the same total budget amount but change the level of funds for each portion of the gym floor improvement project. Staff decided to install higher efficiency lights in the gym for \$ 7,800, and one gas heater replacement (one existing heater is in working condition that will be proposed to be changed out in next year's budget) at an estimated \$ 3,300. Building Maintenance Staff is planning on completing the gym floor replacement and materials are expected to be an estimated \$ 2,000. The roof repair project is currently underway and staff will begin the gym floor project once the roof repair project is completed.

The Finance Department requested that a memo be placed in the Board's packet to explain the changes to the funding levels dedicated to each portion of the gym improvement projects.



**STATE OF TENNESSEE**  
**COMPTROLLER OF THE TREASURY**  
OFFICE OF STATE AND LOCAL FINANCE  
SUITE 1600 JAMES K. POLK STATE OFFICE BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
PHONE (615) 401-7872  
FAX (615) 741-5986

December 2, 2011

Honorable Mike Arnold, Mayor  
City of White House  
105 College Street  
White House, TN 37188

Dear Mayor Arnold:

Thank you for submitting the annual budget for the City of White House. We acknowledge receipt of a certified copy of the budget in accordance with *Tennessee Code Annotated* Section 4-3-305.

Please remember to file the City's budget annually, especially if the City has entered into any loan agreements with a Public Building Authority, or issued short-term debt approved by this Office.

Sincerely,

A handwritten signature in cursive script that reads "Mary-Margaret Collier".

Mary-Margaret Collier  
Director of the Office of State and Local Finance

Cc: Mr. Dennis Dycus, Director of Municipal Audit, COT