

**CITY OF WHITE HOUSE**  
**Agenda**  
**Board of Mayor and Alderman Meeting**  
**January 19, 2012**  
**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 December 15, 2011 meeting.
6. Welcome Visitors
7. Public Hearings
  - a. None.
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports

A. General Government	E. Wastewater	H. Library
B. Police	F. Planning and Codes	I. Court Clerk
C. Fire	G. Parks	J. Monthly Financial Summary
D. Public Works		
10. Consideration of the Following Resolutions:
11. Consideration of the Following Ordinances:
  - a. **Ordinance 12-01** - An ordinance amending the City of White House, Tennessee Municipal Zoning Ordinance by amending Article V, Zoning Districts. *First Reading.*
  - b. **Ordinance 12-02** - An ordinance amending the City of White House, Tennessee Municipal Zoning Ordinance by amending Article VII, Exceptions and Modifications. *First Reading.*
  - c. **Ordinance 12-03** - An ordinance amending the City of White House, Tennessee Municipal Zoning Ordinance by amending Article III, General Provisions. *First Reading.*
12. Finance
  - a. To approve or reject surplus 1998 Freightliner FL80, (VIN Number: 1FVXJLBB9XH959974.) The Public Works Interim Director recommends to surplus.
  - b. To approve or reject surplus Machinery and Equipment: Thermal Imaging (Serial Number: 10501442.) The Fire Chief recommends to surplus.
  - c. To approve or reject surplus Mobile Equipment: Public Safety Radios (Serial Numbers: SN023513 and SN027426.) The Fire Chief recommends to surplus.

- d. To approve or reject surplus Data Processing Equipment: Southeastern Telec, Laptop Computer Pentium III (Serial Number: 9142F0110503700620M), Computer, Gateway Computer (Serial Number: 1006932), and Photo Copier (Serial Number: F232400.) The Fire Chief recommends to surplus.
- e. To approve or reject payment of \$1,130 to Elio Giordano to fulfill the South Palmers Agreement. The Planning and Codes Director recommends approving.

13. Other Business

- a. Planning Commission Appointment
  - i. Eddy Bolton - Replacing Michael Baxter - Term Expires June 2013
- b. Cemetery Board Appointment
  - i. Peggy Rambo - Replacing Sue Honeycutt - Term Expires June 2013

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

**CITY OF WHITE HOUSE**  
**Minutes**  
**Board of Mayor and Alderman Meeting**  
**December 15, 2011**  
**7:00 p.m.**

1. Call to Order by the Mayor

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

2. Prayer / Pledge

Prayer and Pledge to the American Flag by Ald. Bibb.

Roll Call

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

3. Adoption of the Agenda

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

4. Approval of Minutes of the November 17, 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. **November 17, 2011 minutes were approved.**

5. Welcome Visitors

Mayor Arnold welcomed all visitors.

6. 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.*

**No one spoke for or against.**

- 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.*

**No one spoke for against.**

7. Communication from Mayor, Aldermen, and City Administrator

- a. Ald. Paltzik asked Chief Herman if alcohol compliance checks are scheduled. Chief Herman stated that the checks have been scheduled and all applicable businesses have been notified of the upcoming checks in writing.
- b. Ald. Decker spoke about City Administrator Angie Carrier's upcoming departure and how much she will be missed.

- c. Mayor Arnold presented City Attorney David Amonette with a Service Achievement Award for his 29 years of service with the City.
- d. City Administrator Angie Carrier reminded the Board of the Employee Holiday Luncheon on December 21<sup>st</sup> at 11:30 a.m.
- e. City Administrator Angie Carrier reminded the Board that her last working day with the City was December 29<sup>th</sup>.
- f. City Administrator Angie Carrier spoke about her tenure with the City. She discussed how much she enjoyed working with the Board and the employees.
- g. Mayor Arnold thanked City Administrator Angie Carrier for everything she accomplished during her tenure with the City.

8. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Decker 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.**

9. Consideration of the Following Resolutions:

- a. None

10. 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.*

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 11-14 was approved on 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.*

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 11-15 was approved on Second Reading.**

11. Finance

- a. To approve or reject McGill Associates, P.A. Task Order 2007-11. 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. **McGill Associates, P.A. Task Order 2007-11 was approved.**

- b. To approve or reject Webb Sanders PLLC attorney contract. The selection committee recommends approving.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Web Sanders PLLC attorney contract was approved.**

12. Other Business

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

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **The division of duties was approved.**

13. Discussion Items

- a. None

14. Other Information

- a. None

15. Adjournment

Meet was adjourned at 7:18 p.m.

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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

REPORTS....

**General Government Department  
December 2011**

**Administration**

The City Administrator and City Recorder attended a Fiber Optic walk through of all work completed to date on December 1<sup>st</sup> and on December 8<sup>th</sup>. A list of outstanding items was compiled and the contractors are currently working to complete those items.

A joint work session was held on December 1<sup>st</sup> with the Board of Mayor and Aldermen and Industrial Development Board to discuss an Economic Impact Plan. Tom Trent gave a PowerPoint presentation on Economic Development TIFs and Other Incentives for Retail. The City Administrator, City Recorder, and Planning and Codes Director also attended this work session.

The Board of Mayor and Aldermen, City Administrator, and City Recorder attended a conference call with Jim Mercer of Mercer Group, Inc. on December 13<sup>th</sup> to discuss requirements for the City Administrator position.

The Employee Holiday Luncheon was held on December 21<sup>st</sup> at 11:30 a.m. The Purchasing Coordinator arranged with Sugar Plums to provide lunch with which included ham, chicken casserole, macaroni and cheese, mashed potatoes, corn, various desserts, and other delicious items. The City Administrator gave out all Service Awards to employees who have reached milestone years in their careers with the City. The City Administrator and City Recorder held the drawings to hand out all of the wonderful gifts that our various suppliers provided. Everyone seemed to have a wonderful time and enjoy themselves!

The City Administrator's last day with the City was December 29<sup>th</sup>.

<b>Website Management</b>			
	<b>December</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
Number of Internal Requests for Website Updates	9	72	138
Visits	7,252	48,441	92,795

Our city website has had 7,252 visits during the month of December, which was a decrease of 346 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>	<b>City</b>	<b>Visits</b>
Nashville, TN	1,935	Atlanta, GA	143
Oak Ridge, TN	816	Franklin, KY	129
Gallatin, TN	283	Knoxville, TN	127
Hendersonville, TN	234	Brentwood, TN	100
White House, TN	201	Madison, TN	70

Did you know 32% of this month's visitors accessed the City's website directly and 46% 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 53 different countries from around the world.

<b>Facebook Management</b>			
	<b>December</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
New Likes <sup>1</sup>	14	162	683
Number of Posts <sup>2</sup>	5	39	44
Post Views <sup>3</sup>	N/A	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. This information is no longer gathered by Facebook. The number of times people (Fans and non-Fans) have viewed a News Feed story.

**Finance Department  
December 2011**

**Finance Section**

At the end of December, 35% of the total property tax base has been collected. This puts us 11% behind where we were at this point last year. A large number of mortgage company packets came in during the last week of the year, and it appears as though the lag is just in timing and is directly related to the timing of the holidays this year, and how the final two work weeks were affected.

Audit staff from Crosslin & Associates contacted the Finance Director during the last week of December and indicated that they would be filing an extension with the Comptroller's office. The extension states that the audit will be completed by January 31.

The Finance Director met with representatives from Regions Bank, Corporate Trust office on December 6 to discuss the current debt service instruments that they hold for the City. The meeting served as notice that our administrative fees would be modestly increasing effective with the new year. This is the first time in at least 8 years that these fees have increased, and the increase was anticipated. There was a small increase included in the current year's budget that appears as though it will absorb the actual increase. The Finance Director also prepared the current quarter's report for SAFER grant reimbursement.

One Finance staff member took medical leave beginning in December and duties have been split between other staff members and the Finance Director in order to cover during the leave period.

**Performance Measures**

**Major Fund Balances**

Fund	Cash Balance	Investment Account Balance
General Fund	\$715,821.04	\$3,000,426.72
Sanitation	\$5,036.04	\$345,921.27
Wastewater	\$745,608.07*	\$787,159.66

- All Fund Balances are bank balances reported as of January 10, 2012.
- \*The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$340,103.55.

**Payroll**

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular	3 paper checks 188 direct deposits	3 Retroactive Adjustments	0 Voids

**Accounts Payable**

	December	FY	Last December	Last FY
Total Invoices Processed	234	2,002	284	1,824

**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	189	4	32	14	28	1	41	59	4	2	30	404
Customers	154	0	8	0	7	0	0	2	0	0	23	194

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	0	12	87	81	4	5	189
Customers	0	8	80	66	0	0	154

**Finance Department  
December 2011**

**Purchase Orders**

Codes	2	\$8,979.00	Court	0	\$0.00
Fire	9	\$3,186.05	Library	1	\$29.95
Police	19	\$4,154.38	Waste Water	13	\$12,808.31
Human Resources	0	\$0.00	Public Works	8	\$8,239.77
Engineering	1	\$48,288.76	Sanitation	2	\$1,644.33
Administration	2	\$19,860.33	Parks	20	\$2,950.49
Finance	1	\$197.20	Bldg. Maintenance	6	\$3,492.00
			Cemetery	2	\$125.16
<b>Total</b>	<b>86</b>	<b>\$113,955.73</b>	<b>Void</b>	<b>1</b>	

	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	72	\$12,221.72
Purchase Orders \$0 - \$999	12	\$33,695.25
Purchase Orders \$0 - \$999	2	\$68,038.76
<b>Total</b>	<b>86</b>	<b>\$113,955.73</b>

**Emergency Purchase Orders – December**

- None

**Business License Activity**

<b>Opened</b>	9
<b>Closed</b>	0

Delinquency Rate: 63%

**Cumulative Information**

Class	Total Licenses	Delinquencies
1	46	34
2	146	83
3	297	197
4	201	123

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

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 <sup>st</sup> Offense)	0	Open Container Law	1
Child Restraint-under 4	1	Parking Violation	0
Anti-Noise Regulations	0	Vehicle Registration Law	20
Improper Backing	0	Seat Belt Violation – 18 and Older	18
Failure to Yield Right of Way	0	Speeding	92
Financial Responsibility Law	56	Careless Driving	1
Following Too Closely	0	Disobedience to Traffic Control Device	5
Motor Vehicle Requirements	1	Enter Access Roadway	0
Improper Passing	1	Graduated Drivers License	1
Drivers Exercise Due Care	11	Turn to Avoid Signal	0
Codes Violations/Animal Control	0	Texting While Driving	0
Drivers License Law	4	Move Over Law	0
Stop Signs	7	<b>Total</b>	<b>219</b>

**Finance Department  
December 2011**

**Municipal Court - Case Disposition**

<b>Disposition</b>	<b>Total</b>
Ticket Paid in Full – Prior to Court	54
Guilty as Charged	16
Dismissal	13
Dismissed upon presentation of insurance	43
Not Guilty	0
Dismissed to Traffic School	17
Dismissed with Costs and Fines	50
Dismissed with Costs	18
Dismissed with Fines	8
Case Transferred to County	0
Dismissed with Public Service	0
<b>Total</b>	<b>219</b>

**Human Resources Department  
December 2011**

**Administration**

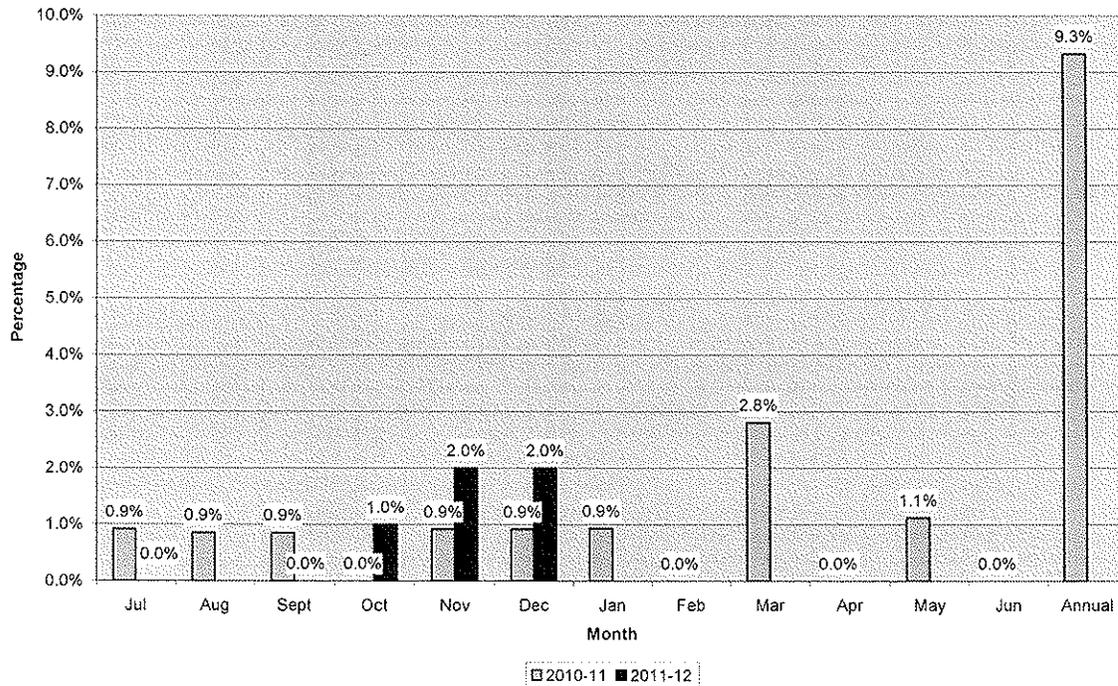
- Recruited/Hired **COWH Public Works Director**
- Attended **New Horizon Computer Training**, Nashville, TN, 12/12/11
- **BLR Training Product Review**- New Training Module Programs 12/7/11
- Recruiting: **Public Works Equipment Operator I**
- Recruiting: **Police Department Records Clerk I**
- Coordinated Public Works Department **TCAPWA Regional Meeting**, 1/31/12
- Processed (4)four **FMLA** requests
- COWH Employees completed **Annual BLR Training Competencies**
- Processed Annual **Employee Longevity Awards**
- Renewed **TPMA-HR** Membership
- Scheduled Required **TCRS Biennial Meeting Attendance**, Franklin, TN, 2/10/12
- Conducted (1) one **Employee Exit Interview**
- Processed Final Employee/Department **Pay Plan Adjustments** for January 2012
- Coordinated alignment of **Dental and Medical Open Enrollment** dates

**Key Performance Indicators (Performance Measurements)**

**Citywide Turnover**

- **Two (2) Termination(s)/Employment Separation(s)**

**Citywide Turnover**

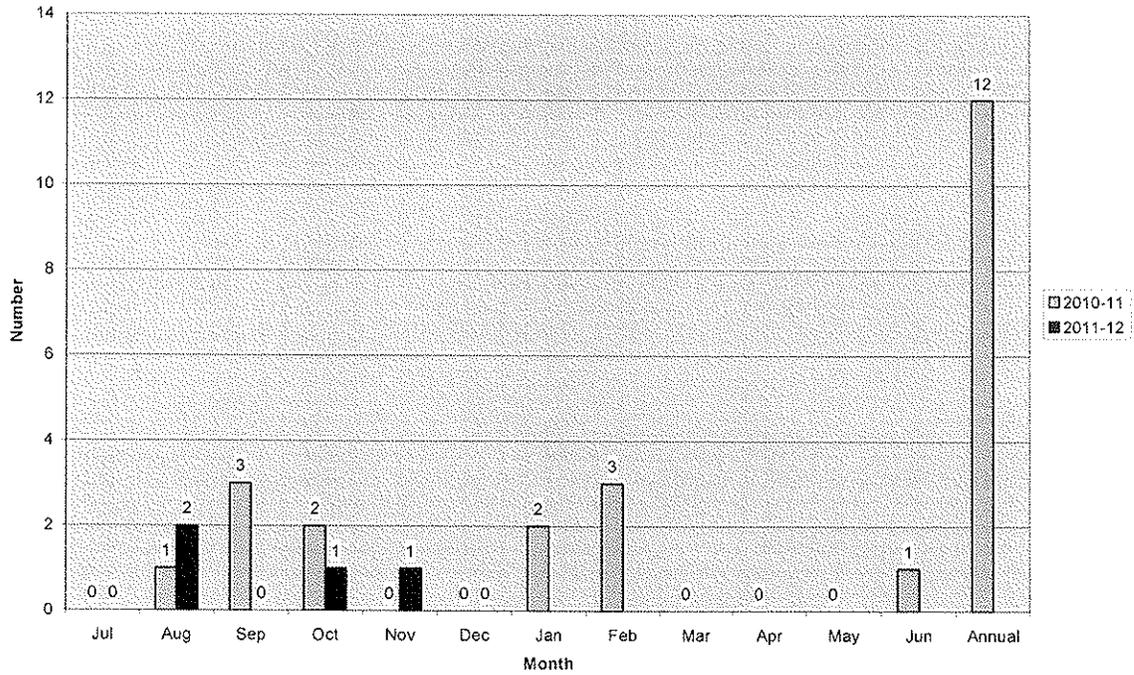


**Human Resources Department  
December 2011**

Safety

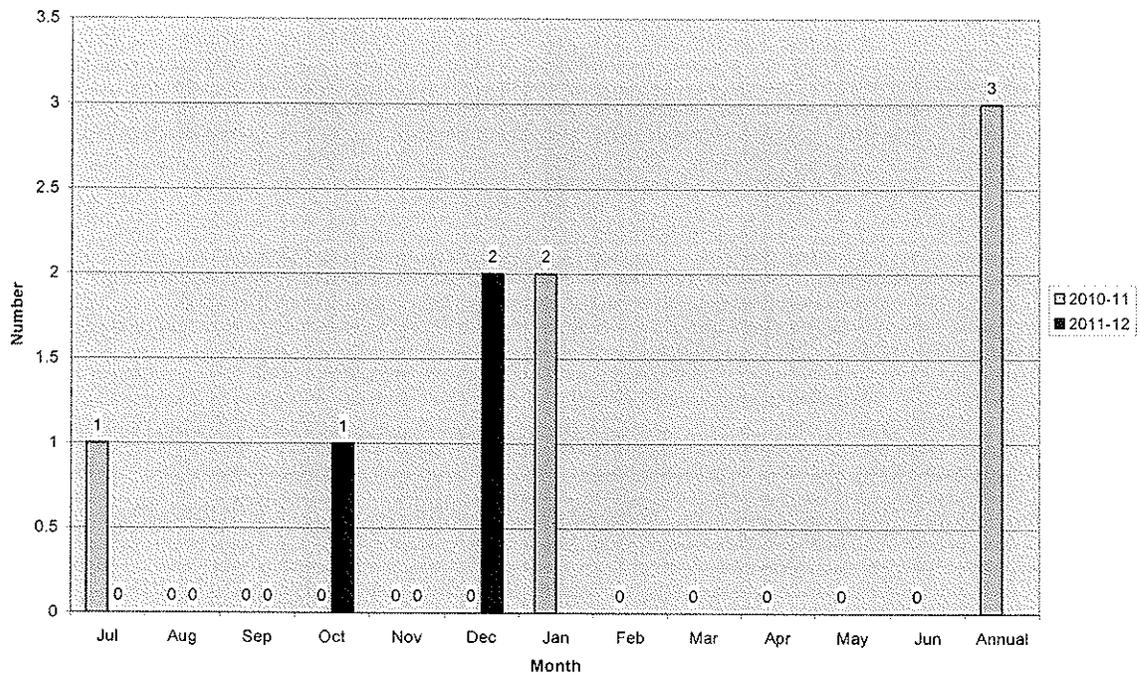
- Zero (0) Workers Compensation Claims

**Number of Injury Reports**



- Two (2) Vehicle/Property damage reports

**Number of Property/Vehicle Damage Reports**



**Police Department  
December 2011**

**Highlights**

- The Total for the Police Reserve Volunteer hours for the year of 2011 is 1,258 hours. Total monetary savings for the City of White House is \$26,870.84.

**Meetings/Civic Organizations**

- *Chief Herman attended the following meetings in December:* Tennessee Association of Chief's of Police (TACP) , Robertson County Chief's Meeting, D.A.R.E. Graduation for Community Christian, D.A.R.E. Graduation for White House Heritage Elementary, Robertson County 911 User Group, Board of Mayor & Alderman, ERT Annual Breakfast, Blood Law Webinar, and Command Staff Meeting.
- *Captain Mingledorff attended the following meetings in December:* Rotary Club (Dec. 1, 8, 15, and 29).

**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
December	2	80	16	98
<b>Total</b>	<b>89</b>	<b>1,237</b>	<b>270</b>	<b>1,596</b>

**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	December 2011	FY 2011 - 2012
Two (2) Officers per Shift	19	126
Three (3) Officers per Shift	43	242

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.**

**Police Department  
December 2011**

**3. Conduct two underage alcohol compliance checks during the Fiscal Year 2011-2012.**

Fall Compliance Checks were completed on December 30<sup>th</sup>. Two Businesses failed compliances: Kroger and Nervous Charlie's.

**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	December 2011	Per 1,000 Pop.	Total 2011	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	19	2	151	15
Crimes Against Property	36	4	512	50
Crimes Against Society	9	1	184	18
<b>Total</b>	64	6	847	83
<b>Arrests</b>	37		492	

\*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.**

	December 2011	Total 2011
<b>Traffic Crashes Reported:</b>	33	299
<b>Enforce Traffic Laws:</b>		
Written Citations	274	2,686
Written Warnings	126	1,139
Verbal Warnings	293	2,913

**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
December	33	6	18%	22%

**Staffing**

**K-9**

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

**Sumner County Emergency Response Team**

- ERT team Annual SWAT Breakfast was held in December. Chief Herman, Capt. Jim Ring, Sgt. Eric Enck, Officer David Segerson and Officer Joel Brisson attended.

**Volunteer Reserve Officers**

- On December 12<sup>th</sup>, Det. Sgt. Pat Brady instructed training to the Police Reserves on Statement Analysis and Interviews.
- We currently have six Police Reserve Officers. See above Highlights for total Police Reserve Volunteer hours for the 2011 year.

**Police Department  
December 2011**

**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
December	68%	64%

**Communications Section**

	December 2011	Total 2011
Calls for Service	1,275	12,900
Alarm Calls	19	337

**Request for Reports**

	December 2011	FY 2011-12
Requests for Reports	24	113
Amount taken in	\$22.90	\$67.35
Tow Bills	\$100.00	\$600.00
Emailed at no charge	24	161
Storage Fees	\$425.00	\$550.00

***Staffing***

- Patti Aric, Records Clerk, resigned her position with the Police Department on December 29<sup>th</sup>. Applications have been accepted for a new Clerk. Testing will take place on January 12<sup>th</sup>.

***Volunteer Police Explorers:*** Nothing to report at this time.

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

No items sold during the month of December.

**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 culminated in December at White House Heritage Elementary and Christian Community Elementary Schools in December. Captain Mingledorff instructed seven classes (200 students) during the ten week program. Graduation ceremonies were 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.

**Police Department  
December 2011**

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>December</b>	<b>YTD</b>
<b>Community Activities</b>	5	66

- ***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, December 12<sup>th</sup>. Topics included Child Passenger Safety and Bicycle Safety.
- ***"Safe Seniors" Program:*** Captain Mingledorff, working with 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. December's class was held on Wednesday, December 28<sup>th</sup>, from 11:00 am to 12:00 pm for 55 senior citizens. Topics covered were "Community Crime Prevention" and "Safe Winter Driving Tips.
- ***Traffic School:*** A total of 18 citizens attended Traffic School in December. For the year of 2011, 182 citizens attended Traffic School.
- ***2nd Annual Trot for Tots Run/Walk:*** 138 runners and walkers participated in this year's event. 400 toys were collected during the event. Coordinators for this year's event were: Staff Sgt. Scott Benaske, Wayne Beatty, Lydia Beatty, Walker Beatty, Carrie Johnson, Adam Johnson, Hank Elliott, and Captain Jeff Mingledorff.
- ***Toys for Tots:*** Captain Mingledorff and WHFD Captain Holman were co-coordinators in the Annual Marine Corps Reserve Toys for Tots Campaign for 2011. Toys were collected this year at the following sites/organizations:
  - White House Police Department, White House Fire Department, Dollar General Market, Kroger and Walgreen's.
  - Toy Drives were held at R.F. Woodall Elementary, Heritage Middle School Junior Beta Club, Heritage High School Leadership Committee for "Heritage Helping Hands", Heritage Elementary Junior Beta Club, and the 2<sup>nd</sup> Annual Trot for Tots 5K Run/Walk.
    - **2,800 toys were collected in White House this year during the period of November 7<sup>th</sup> – December 19<sup>th</sup>.**
  - WHPD Officers participated in the following events during December:
    - *White House Christmas Parade and Holiday Extravaganza:* Traffic Control and Event Security on Saturday, December 3<sup>rd</sup>.
    - *White House Heritage High School Basketball:* Officers provided traffic control and event security for four (4) home games during December.
    - *White House Middle School Basketball:* Officers provided traffic control and event security for two (2) home games during December.
    - *Trot for Tots 5K Run/Walk:* Officers assisted with traffic control and event security for the race event and toy drive on Saturday, December 10<sup>th</sup>.

## **Fire Department December 2011**

### **Summary of Month's Activities**

#### **Fire Operations**

The department responded to 64 requests for service during the month with 47 responses being medical emergencies. The department responded to 4 vehicle accidents with reported injuries. Three patients were transported to area hospitals. Unlike last December, the department did not respond to any structure fires during the month. However, we were dispatched to some cooking incidents, gas leaks, and CO detector activations during the month. On December 9<sup>th</sup>, the department responded to a reported RV fire. When fire units arrived on scene, the motor home was fully involved in fire. Fire personnel extinguished the fire and no other vehicles or structures were damaged. The RV was considered a total loss.

#### **Fire Administration**

There were several meetings during the month that were cancelled due to the holidays. Fire administration worked throughout the month on training projects including the planning and scheduling of the basic fire class starting in January. The new online training program had to be purchased, and then we provided the necessary information to the vendor in preparation for the system to be operational in January. Fire administration began working on the project of acquiring new radio frequencies and relicensing our existing radio frequencies in 2009. It has been a long process but we are nearing completion. We currently have the applications pending at the FCC for the relicensing of our existing frequencies which will change them to a trunking radio system and an application for four additional frequencies to enhance fire department paging and emergency backup radio channels.

Fire Marshal Sisk participated in a National Weather Service briefing 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. **(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, 2011.

#### **Departmental Highlight**

During the month of December we were able to begin work on the new online training program that will be live in January 2012. The program includes fire operations, fire officer, apparatus driver, medical, and safety training that meets NFPA standards. The system also maintains a record of other training activities completed by department personnel. This will result in a more efficient and accurate record keeping process.

#### **Department Cost Saving Report**

Fire department personnel added some lighting at the training tower and constructed additional movable walls to be used for training at the tower and the SCBA room at the station. There was an estimated costs savings of \$520.00 for the labor costs saved.

**Fire Department  
December 2011**

**Monthly Performance Indicators**

**Incident Responses**

Structure Fires	0	Vehicle Accidents (General Cleanup)	4
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	4
Vehicle Fires	1	Rescue	0
Grass, Brush, & Trash Fires	1	False Alarms / Calls	2
Hazmat	0	Assist Other Governmental Agency	0
Other Calls	5	Total Responses for the Month	64
Emergency Medical Responses	47	Total Responses YTD	449

**Fire Fighter Training**

Total Training Man Hours for the Month	335
Total Training Man Hours YTD	2,014

**Fire Inspection**

	<b>This Month</b>	<b>YTD</b>
Fire Inspections	5	31
Fire Investigations	0	2
Plat / Plan Reviews	2	9
Fire Preplans	0	100

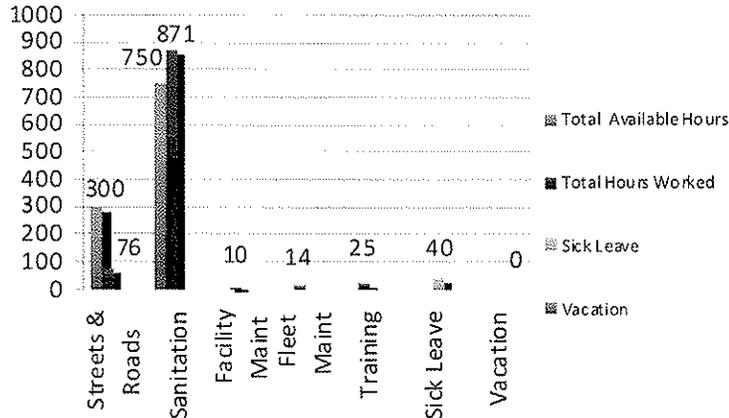
**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	200	1,991
Education Hours	10	86
Number of Occurrences	6	47

**Public Works Department  
December 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 December 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**

Single Stream	54,000 Pounds
Scrap Metal	4,580 Pounds
Yard Waste	28,000 Pounds
Recycled Oil	200 Gallons

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

**Convenience Center**

There were no citizens that utilized our Convenience Center for the month of December. Total revenue received \$584.75 from the recycling of oil and steel brought in by citizens who took advantage of the clean up days. Total operating cost for the month of December to be determined.

**City of White House Clean up days**

For the month of December, there were a total of 63 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: 715**

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	\$57,135.00	\$340,185.00	\$55,878.98	\$338,543.58

**Public Works Department  
December 2011**

**Staffing**

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

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

- To be seen is your responsibility.

**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 2012; schedule will be published in the next issue of The Word on White House. For the month of December we had a total of 41 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since December of 2010.

<b>December 2011</b>	41
<b>December 2010</b>	44

**December 2011 Truck Poundage and Fuel Costs**

	<b>December 2011</b>	<b>YTD</b>
Tons per day	19.19	18.61
Pounds for 1 months	575,740	3,557,920
Tonnage for 1 months	287.87	1,778.96
Fuel used Truck #319	\$ 576.95	\$ 2,680.56
Fuel used Truck #320	\$ 1,424.26	\$ 8,525.55
Fuel used Truck #321	\$ 133.17	\$ 2,438.82
Fuel used Truck # 323	\$ 1,093.87	\$ 5,753.02
Fuel used #324	\$ 549.64	\$ 1,980.47
Total Fuel cost for 11 months	\$ 3,777.89	\$ 21,379.32

\*Fuel increased \$292.24 from the month of November\*

<b>Services Provided</b>	<b>Total</b>	<b>YTD</b>
Brush Pick Up (stops)	66	1,265
Brush Truck Load	15	163
Emergency Call Outs	0	1
Damaged Carts Replaced	4	28
New Carts for New Home Construction	3	39
Additional Cart Request	0	6
Curbs Repaired	0	0
Shoulders Repaired	0	2
Drainage Requests	2	37
Drainage Work (feet)	0	5,326
Potholes Repaired	18	42
Salt Usage (tons)	0	0
Signs Installed	0	109
Handicapped Pick Up	80	480
Move In Special Pick Up	1	14
Move Out Special Pick Up	0	2
Dead Animal Removals	0	6
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	7	26

**Wastewater Department  
December 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:** Sixty Seven (67) 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:**

All tie-ins on Meadows Road are done. This section is no longer on vacuum.

**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:**

None.

**Wastewater Department  
December 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	\$ 2500.00	\$ 2500.00	\$ 2500.00
Customers Billed	3893	N/A	Net Amount 253,898.80	\$ 253,475.01	1,630,181.76
Applications or Transfers for Service	40	40	n/a	\$2,850.00	\$20,395.75
Late Penalties	1024	6,476	\$4,972.06	N/A	N/A
Adjustments	39	N/A	N/A		
Administrative Fees	1	182	\$ 50.00	50.00	7,705.25
Service Availability Requests	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
New Service Inspections (Connection Fees)	0	1	0	\$0.00	\$150.00
Field Inspection Fees	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
Non-Payment Cut-Offs	5	96	\$6523.28	Included in Admin Fees	Included in Admin Fees
Commitments for Service	1	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	Total YTD
<b>Work Orders</b>	41	164
<b>All Service Requests</b>	82	888
Billing Related Service Requests	78	324
Mainline Repairs	0	0
Service Line Repairs	0	21
L.P. Service Requests	75	491
Gravity Service Requests	0	0
Vacuum Service Requests	7	52
<b>Major Lift Station Repairs</b>	1	3

<b>Responses to SCADA Alarms</b>		
	Month	Total YTD
North Palmers	136	684
Calista	30	356
Wilkinson	7	218
Portland Road	0	10
Tyree	0	85
Union Road	0	0
Meadowlark	0	6
Hwy 76	1	5
Cambria	0	1
Treatment Plant	18	255
<b>Total Responses</b>	<b>192</b>	<b>1620</b>
<b>TN One-Call Requests</b>	<b>70</b>	<b>307</b>

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

**Planning and Codes Department  
December 2011**

**Summary of Department Activities:**

Staff attended multiple economic development related meetings with the previous city administrator. Staff attended a training seminar with Parks Staff for the State's Safe Route to Schools Grant Program. Staff assisted with the Public Works Director interviews. Staff completed address ranges for the updated ward boundary map for the County Election Offices. Building Maintenance staff assisted with the Holiday Extravaganza and the installation of decorations. Building Maintenance staff coordinated the sprinkler upgrade and roof repair projects at the City Hall / Civic Center.

**Department Highlight:**

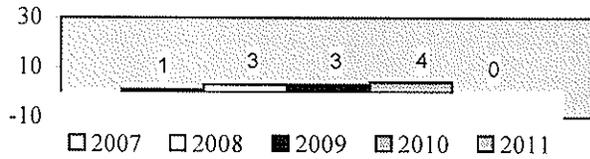
The City requires digital copies for all new site and building plans to meet record keeping requirements. When a project is complete, staff will only have to keep the digital copy of the plans which will reduce storage issues for future plans. The current plan storage room is located in the City Hall / Civic Center. The plans are required to be permanent records and the City currently has several hundred building plans.

**Cost Savings:**

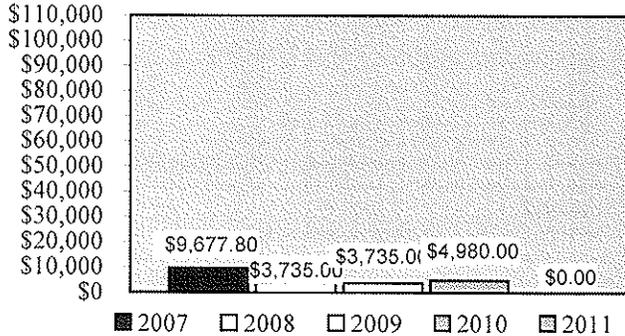
Per the City's Purchasing requirements, staff obtained three bids for all building maintenance projects over \$1,000. The process includes staff meeting with the contractors to discuss the projects and review any specifications.

**Planning and Codes Department  
December 2011**

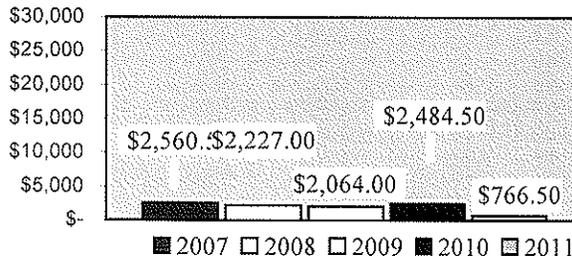
**Single Family Permits**



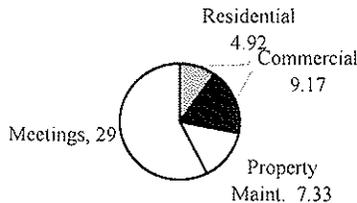
**Impact Fees**



**Permit Fees**



**Inspections / Meetings Hours**



	Month	FY 11-12
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	3	28
Construction Appeals	0	0
Zoning Appeals	1	5
Training/Study Session	0	0
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	0	6
Multi-Family Residential	0	0
Other Residential	2	50
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	7	12
State Electrical	25	155
Sign	0	4
Occupancy Permits	4	48
Other	0	1
<b>BUILDING INSPECTIONS</b>		
Residential	14	168
Hours	4.92	51.34
Commercial /Industrial	20	91
Hours	9.17	35.33
<b>CODE ENFORCEMENT</b>		
Total Cases	62	521
Hours	7.33	67.83
Complaints Received	4	56
<b>MEETINGS</b>		
Administration	7	27
Hours	14.5	42.17
Planning	13	59
Hours	10.75	51.58
Codes	5	20
Hours	3.75	15.25
<b>FEES</b>		
Permit Fees	\$766.50	\$6,817.00
Board Review Fees	\$75.00	\$1,750.00
City Impact Fee	\$0.00	\$7,470.00
Roads	\$0.00	\$2,286.00
Parks	\$0.00	\$2,376.00
Police	\$0.00	\$1,692.00
Fire	\$0.00	\$1,116.00
<b>PLANNING COMMISSION APPROVAL</b>		
Subdivision Lots	0	6
Commercial/Industrial (Sq ft)	0	3,423
Multi-Family Units	N/A	0
Other	N/A	0
<b>OTHER ITEMS</b>		
Subdivision Bonds: 23		\$974,300.00
Builders Bonds		\$58,122.95
Workings Days in Month	15	

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

**Summary of Month's Activities**

Long-Range Planning

We are currently working on the departmental long range plan to identify future needs and to assist with the CIP process. The Leisure Services Board and the Department staff participated in a group exercise at the November 3<sup>rd</sup> meeting to kick start the process. On December 1<sup>st</sup>, the Director followed this up by giving a tour of facilities to several members of the Leisure Services Board so all would have a better understanding of items discussed. We currently have a brief survey posted on the City website. It is also available at the signup locations for Dixie Youth Baseball and White House Youth Soccer. We hope that by asking the public to provide feedback that we will get an understanding about what their priorities are as it relates to Parks and Recreation.

Municipal Park Gate

The concrete footers were poured and the anchor bolts installed this month to prepare for the installation of the base plates and the double leaf gates at the back of the Park. The gates are being installed the week of January 9<sup>th</sup> by Park Maintenance employees.

Recreation

Youth Basketball games began this month. They were scheduled to start on December 3<sup>rd</sup> but were pushed back one week to accommodate the installation of the new basketball goals due to safety issues with the old ones.

Men's Open League Basketball games continued this month. The games are played on Tuesday's so none were missed due to the temporary gym closure.

This month preparation for the spring sports began. In January registration will begin for Adult Softball, Church League Co-ed Volleyball, and Little League Challenger Baseball.

Adult Softball will offer a Co-ed League, Men's Open Recreational, and Men's Open Competitive. The Co-ed League fee is \$400 per team and their season will start in April. The Men's League fee is \$450. The Men's fee has increased because they will have a longer season than last spring. This is what a lot of the teams want and what is common in other area spring softball leagues.

Church League Co-ed Volleyball will begin in March. The registration which starts in January will be \$250 per team and more than one team per church may be entered into the league. The games will take place on Tuesday's and Thursday's.

Little League Challenger will also be returning this spring. Registration remains at \$35 per resident and is \$47 per non-resident. Sponsorship forms will be sent out to local businesses next month to make this league as successful and enjoyable as possible for all involved. Their games will begin in April and will be played on Field 8 which was made ADA accessible with the Little League grant we received last year.

Adult Open Gym will be back on the schedule starting Friday, January 13<sup>th</sup> for anyone over the age of 18 to come in and shoot some hoops between 6:00 p.m. and 9:30 p.m. for \$3. Zumba classes are ongoing. The classes are held Monday and Tuesday mornings and on Wednesday evenings.

Maintenance

Employees installed 570 ft of bottom rail around the bottom of the tennis court fence. The fence had started to curl up on the bottom letting balls roll under the fence. Now players will not have to chase after tennis balls and the Parks employees will not have to spend so much time picking up tennis balls when mowing.

The Leisure Services Board recommended that we limit smoking to areas away from athletic fields and spectator areas to protect park users from second hand smoke. We have posted "No Smoking Beyond This Point" signage throughout the Park and Soccer Complex to emphasize this rule.

Employees fertilized 64 trees this month in preparation for spring. The landscape beds were edged with a motorized edger at the Soccer Complex and then mulched.

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

All department vehicles and equipment has been serviced for the winter. Engine oil and oil filters were changed, fuel filters on all diesel engines changed, tires rotated, antifreeze tested for low temp protection, belts checked, etc. Bearings, belts, and shields are being replaced on the 15 ft triplex mower.

**Update on Department Goals and Objectives**

CIP-Adjustable Basketball Goals

The adjustable basketball goals were installed this month in the gym. They are serving us well as the season is in full swing now. This is a definite improvement that has been noticed by many people. They are awesome, and we can operate our leagues so much more efficiently and safely now.

**Department Highlight**

The Christmas Parade was held on Saturday, December 3<sup>rd</sup>. We had 56 entrants. In the opinion of the Department, this was the best parade we have hosted. We had a lot of floats and active participants that made the parade fun for all involved!

**Department Cost Savings Report**

The repair to the tennis court fencing was cost efficient because we already had all of the material available in salvage kept from the old baseball/softball field demolition.

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 great and welcome addition to our playground in the White House Municipal Park.

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

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

	Nov-11	Dec-11	FY 2011-12	
Mowing Hours	15	0	0	623
Pounds of Grass Seed Sown	0	0	0	2,075
Pounds of Fertilizer Applied	0	4	4	1,289
Number of Trees/Shrubs Planted	12	12	12	24

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

	Nov-11	Dec-11	FY 2011-12	
Number of Youth Program Participants	131	0	0	393
Number of Adult Program Participants	203	117	117	1,226
Number of Theatre Production Attendees	0	0	0	0
Number of Special Event Attendees	0	1,500	1,500	3,725
Total Number of Special Events Offered	1	1	1	13
Total Number of Programs Offered	3	2	2	29
Youth Program Revenue	\$468.00	\$0.00	\$0.00	\$23,114.00
Adult Program Revenue	\$1,748.00	\$348.00	\$348.00	\$8,909.85
Theatre Production Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$0.00	\$0.00	\$0.00	\$4,015.00

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

	Nov-11	Dec-11	FY 2011-12	
Number of Shelter Reservations	0	0	0	57
Hours of Shelter Reservations	\$0.00	\$0.00	\$0.00	\$1,174.00
Shelter Reservation Revenue	6	8	8	49
Number of Facilities Reservations	\$363.00	\$587.50	\$587.50	\$4,755.50
Hours of Facility Reservations	\$1,116.00	\$5,743.80	\$5,743.80	\$17,253.40
Facility Reservation Revenue				
Misc. Revenue				

	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11
Number of Shelter Reservations	115	112	139	153	116
Hours of Shelter Reservations	\$3,612.50	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00
Shelter Reservation Revenue	257	305	256	105	63
Number of Facilities Reservations	\$19,601.34	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63
Hours of Facility Reservations	\$36,238.58	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46
Facility Reservation Revenue					
Misc. Revenue					

	Nov-11	Dec-11	FY 2011-12	
Senior Center Participants	286	219	219	1,483
Number of Trip Participants	83	20	20	169
Number of Meals Participants	290	131	131	1,526
Number of Program Participants	431	412	412	1,654
Number of Trips Offered	6	1	1	13
Number of Meals Served	4	2	2	23
Number of Programs Offered	8	10	10	40

	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11
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	1,407	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

## White House Inn Library & Museum December 2011

### Summary of December Activities

Janet Parchman hosted the Adult Book Club on December 8<sup>th</sup> with 11 participants. The book club read and discussed *The Art of Racing in the Rain* by Garth Stein.

Library staff members cataloged 256 items ordered with state and federal funding. The items include new fiction and nonfiction titles for all ages, audio books, and replacement titles for worn and damaged items that must be withdrawn from the collection. The library currently owns 24,576 items.

Rebecca Whipple created instruction handouts for patrons interested in checking out eBooks and audio books on an eBook reader, computer, or smartphone. Many library patrons asked for assistance in downloading eBooks to the Kindle or Nook eReader. Janet Parchman created an instruction sheet specific to the newest version of the Amazon reader, the Kindle Fire. Janet shared the instructions with the libraries of Sumner and Robertson counties.

Rebecca Whipple has been working closely with the Friends of the Library on their current project to replace the worn carpet in the library. A sample of the new carpet chosen by library staff members is displayed in the library. A donation of \$15 to the Friends group will purchase one square of carpet.

Library staff members created a holiday book display with Christmas stories, holiday cookbooks, Christmas craft books, and books about creating homemade holiday gifts and decorations.

Library Assistant Amber Walker weeded the library's collection of classic honor paperbacks. These paperbacks are extra copies of classic titles that have been donated to the library and are available to patrons but are not cataloged in the library system.

Sherry Tackett presented 4 storytimes with a total of 93 in attendance. On December 13<sup>th</sup> and 14<sup>th</sup> storytime participants made a special holiday craft.

### Departmental Highlight

The library hosted its annual Holiday Open House on December 1<sup>st</sup> with around 100 guests attending. The event is a great opportunity for library staff to meet with local government officials, library patrons, library board members, Friends of the Library members, and local residents. The open house included refreshments by Becki's catering and holiday music provided by Markham Brown.

### Department Cost Saving Report

No cost savings to report this month.

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

**PERFORMANCE MEASURES**

<u>Official Service Area Population:</u>	13,316		
<u>Memberships:</u>	9,983	<u>Program</u>	<u>Sessions</u>
		Toddler	2
		Preschool	2
		Teen	0
		Adult	2
		Total	6
<u>Percent of the Population with Membership:</u>	75		<u>Attendance</u>
			49
			44
			0
			105
			198
<u>Total Materials Available:</u>	24,576	<u>Wireless Internet Users:</u>	67
<u>Estimated Value of Total Materials:</u>	\$614,400		
<u>Last Month:</u>	\$610,375	<u>Computer Internet Users:</u>	687
<u>Total Materials Available Per Capita:</u>	1.85	<u>Volunteers:</u>	7
<u>Last Month:</u>	1.83		
<u>State Minimum Standard:</u>	2.00	<u>Total Hours:</u>	102
<u>Materials Added</u>		Services Provided by Contracting with State	
Adult Fiction:	87	<u>Interlibrary Loan Service</u>	
Adult Non-Fiction:	34	Items Borrowed:	10
Child/Juvenile/Young Adult Fiction:	103	Items Loaned:	0
Juvenile/Young Adult Non-Fiction:	22		
Audiobooks:	35	<u>R.E.A.D.S. 1<sup>st</sup> Qtr. Statistics</u>	
Movies:	3	eBooks Downloaded:	305
Music CDs:	0	Audiobooks Downloaded:	506
Total:	284		
		<u>R.E.A.D.S. 2<sup>nd</sup> Qtr. Statistics</u>	
<u>Library Circulation</u>		eBooks Downloaded:	466
Total # of Check-outs:	3,508	Audiobooks Downloaded:	477
Last Month:	4,248		
Items per Patron:	2.46	<u>R.E.A.D.S. 3<sup>rd</sup> Qtr. Statistics</u>	
		eBooks Downloaded:	
<u>New Memberships</u>		Audiobooks Downloaded:	
Adult:	23		
Senior Adult:	0	<u>R.E.A.D.S. 4<sup>th</sup> Qtr. Statistics</u>	
Child:	0	eBooks Downloaded:	
Student:	3	Audiobooks Downloaded:	
Young Adult:	2		
Total:	28		

## CITY COURT REPORT DECEMBER 2011

**CITATIONS:**

TOTAL MONIES COLLECTED FOR THE MONTH \$10,827.80

TOTAL MONIES COLLECTED YTD \$65,013.90

**STATE FINES:**

TOTAL MONIES COLLECTED FOR MONTH \$1,458.25

TOTAL MONIES COLLECTED YTD \$9,881.92

TOTAL REVENUE FOR MONTH \$12,286.05

TOTAL REVENUE YTD \$74,895.82

**DISBURSEMENTS**

LITIGATION TAX \$716.57

DOS/DOH FINES & FEES \$308.75

RESTITUTION/REFUNDS \$10.00

WORTHLESS CHECKS \$0.00

TBI FINES & FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,035.32

TOTAL DISBURSEMENTS YTD \$8,249.33

ADJUSTED REVENUE FOR MONTH \$11,250.73

**TOTAL ADJUSTED REVENUE YTD \$66,646.49**

DONATION TO DRUG FUND FOR MONTH \$570.95

TRANSFER TO DRUG FUND \$0.00

\$0.00

DONATIONS YEAR TO DATE \$2,518.45

CITY COURT CLERK \_\_\_\_\_



**DRAFT**

110 GENERAL FUND

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

Account	Description	Year-To-Date			--DECEMBER--		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,760,069.00	730,919.16-	41.5	146,672.42	576,137.94-	392.8
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	0.00	0.0	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	53,000.00	16,372.00-	30.9	4,416.67	1,420.00-	32.2
31212	PROPERTY TAX DELINQUENT 2ND YEAR	15,000.00	24,614.00-	164.1	1,250.00	0.00	0.0
31213	PROPERTY TAX DELINQUENT 3RD YEAR	7,000.00	16,396.00-	234.2	583.33	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	6,000.00	16,571.00-	276.2	500.00	311.00-	62.2
31215	PROPERTY TAX DELINQUENT 5TH YEAR	8,000.00	16,690.00-	208.6	666.67	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	10,000.00	866.00-	8.7	833.33	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,000.00	3,928.00-	56.1	583.33	0.00	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	31,000.00	52,798.27-	170.3	2,583.33	424.65-	16.4
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	88,757.00	44,378.52-	50.0	7,396.42	7,396.42-	100.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,016,000.00	983,314.30-	48.8	168,000.00	168,094.09-	100.1
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,500.00	1,475.00-	32.8	375.00	0.00	0.0
31710	WHOLESALE BEER TAX	217,000.00	135,839.24-	62.6	18,083.33	22,250.11-	123.0
31800	BUSINESS TAXES	104,000.00	36,390.02-	35.0	8,666.67	3,386.20-	39.1
31911	NATURAL GAS FRANCHISE TAX	126,000.00	118,855.50-	94.3	10,500.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	92,000.00	51,625.20-	56.1	7,666.67	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	800.00	1,035.00-	129.4	66.67	715.00-	1072.4
31980	MIXED DRINK TAXES	6,000.00	4,836.01-	80.6	500.00	833.50-	166.7
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	0.00	0.0	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	6,478.00-	32.4	1,666.67	847.50-	50.8
32690	OTHER PERMITS	50.00	50.00-	100.0	4.17	0.00	0.0
32710	SIGN PERMITS	1,350.00	250.00-	18.5	112.50	0.00	0.0
33100	FEDERAL GRANTS	693,490.00	18,637.15-	2.7	57,790.83	554.90-	1.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	636,246.00	77,193.98-	12.1	53,020.50	12,480.14-	23.5
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	0.00	144,505.96-	0.0	0.00	0.00	0.0
33191	FEMA REIMBURSEMENT	51,232.00	0.00	0.0	4,269.33	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	113,523.00	29,624.31-	26.1	9,460.25	0.00	0.0
33400	STATE GRANTS	659,311.00	0.00	0.0	54,942.58	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,450.00	0.00	0.0	1,870.83	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	35,855.00	0.00	0.0	2,987.92	0.00	0.0
33510	STATE SALES TAX	662,986.00	338,348.49-	51.0	55,248.83	55,118.01-	99.8
33520	STATE INCOME TAX	37,064.00	11,042.33-	29.8	3,088.67	52.86-	1.7
33530	STATE BEER TAX	5,230.00	2,713.00-	51.9	435.83	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	21,023.00	10,541.50-	50.1	1,751.92	1,754.48-	100.1
33593	CORPORATE EXCISE TAX	11,546.00	0.00	0.0	962.17	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	4,750.00-	55.9	708.33	0.00	0.0
34120	FEES AND COMMISSIONS	3,800.00	2,225.00-	58.6	316.67	75.00-	23.7
34740	PARKS AND REC LEAGUE FEES	48,000.00	38,888.25-	81.0	4,000.00	3,846.00-	96.2
34741	FIELD MAINTENANCE FEES	7,375.00	2,185.00-	29.6	614.58	1,845.00-	300.2
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	4,216.85-	60.2	583.33	562.80-	96.5
34793	COMMUNITY CENTER FEES	12,000.00	5,919.50-	49.3	1,000.00	610.00-	61.0
34900	OTHER CHARGES FOR SERVICES	10,000.00	4,408.50-	44.1	833.33	534.50-	64.1
35110	CITY COURT FINES AND COSTS	149,000.00	67,701.81-	45.4	12,416.67	12,286.05-	98.9
35130	IMPOUNDMENT CHARGES	350.00	1,050.00-	300.0	29.17	750.00-	2571.1

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

110 GENERAL FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
36000	OTHER REVENUES	27,000.00	7,928.00	29.4	2,250.00	1,652.20	73.4
36100	INTEREST EARNINGS	7,000.00	2,341.28	33.4	583.33	308.35	52.9
36210	RENT	15,500.00	8,716.86	56.2	1,291.67	1,460.43	113.1
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	0.00	0.0
36420	STADIUM RECEIPTS	7,200.00	4,976.00	69.1	600.00	51.50	8.6
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	2,798.33	0.0	0.00	2,798.00	0.0
36450	PARKS CONCESSIONS	6,700.00	4,389.45	65.5	558.33	349.30	62.6
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	2,482.02	0.0	0.00	657.02	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	3,074,497.18	38.3	668,646.42	879,562.95	131.5

EXPENDITURES

41000	GENERAL GOVERNMENT	315,607.00	181,973.99	57.7	26,300.58	37,954.99	144.3
41210	CITY COURT	79,727.00	40,192.71	50.4	6,643.90	7,278.28	109.5
41500	FINANCIAL ADMINISTRATION	364,798.00	179,424.20	49.2	30,399.84	20,867.89	68.6
41650	HUMAN RESOURCES	117,130.00	54,930.01	46.9	9,760.83	8,498.73	87.1
41670	ENGINEERING	1,178,911.00	378,196.17	32.1	98,242.57	0.11	0.0
41700	PLANNING AND ZONING	261,507.00	126,892.03	48.5	21,792.25	21,056.96	96.6
41800	GENERAL GOVERNMENT BUILDINGS	138,412.00	52,329.12	37.8	11,534.34	9,139.83	79.2
41921	SPECIAL EVENTS	4,000.00	1,693.72	42.3	333.33	800.00	240.0
42100	POLICE PATROL	920,462.00	462,546.91	50.3	76,705.16	62,585.23	81.6
42120	POLICE SUPPORT SERVICES	264,298.00	130,102.02	49.2	22,024.83	26,031.99	118.2
42150	POLICE ADMINISTRATION	201,263.00	88,745.51	44.1	16,771.92	12,209.87	72.8
42151	COMMUNICATIONS SERVICES	170,000.00	48,777.69	28.7	14,166.67	0.00	0.0
42200	FIRE PROTECTION AND CONTROL	1,691,308.00	605,448.45	35.8	140,942.35	76,567.24	54.3
42210	FIRE ADMINISTRATION AND INSPECTION	237,456.00	110,514.91	46.5	19,788.00	18,051.00	91.2
43000	PUBLIC WORKS	79,265.00	31,367.46	39.6	6,605.42	1,839.94	27.9
43100	HIGHWAYS AND STREETS	197,293.00	93,901.66	47.6	16,441.07	8,793.16	53.5
44310	SENIOR CITIZEN ACTIVITIES	34,665.00	15,062.82	43.5	2,888.74	243.54	8.4
44700	PARKS	255,274.00	132,523.91	51.9	21,272.79	16,260.63	76.4
44740	PARK MAINTENANCE	498,723.00	263,175.93	52.8	41,560.25	15,451.60	37.2
44800	LIBRARIES	182,707.00	80,123.65	43.9	15,225.56	8,813.37	57.9
44880	CHILDREN'S LIBRARY SERVICES	39,863.00	19,918.31	50.0	3,321.92	4,488.42	135.1
51000	MISC EXP	325,000.00	1,017.92	0.3	27,083.33	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	725,000.00	398,841.10	55.0	60,416.67	0.00	0.0
Total EXPENDITURES		8,282,669.00	3,495,664.36	42.2	690,222.32	356,932.78	51.7
Total GENERAL FUND		258,912.00	421,167.18	162.7	21,575.90	522,630.17	2422.3

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		DECEMBER		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual Of Avg	
REVENUES						
33800	LOCAL REVENUE ALLOCATIONS	43,000.00	11,264.76-	3,583.33	0.00	0.0
36100	INTEREST EARNINGS	175.00	45.99-	14.58	0.00	0.0
	Total REVENUES	43,175.00	11,310.75-	3,597.91	0.00	0.0
EXPENDITURES						
48000	ECONOMIC OPPORTUNITY	54,500.00-	41,081.21	4,541.67-	215.42	4.7
	Total EXPENDITURES	54,500.00-	41,081.21	4,541.67-	215.42	4.7
	Total INDUSTRIAL DEVELOPMENT FUND	11,325.00-	29,770.46	943.76-	215.42	22.8

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

121 STATE STREET AID FUND

Account	Description	Year-To-Date		DECEMBER		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate				
REVENUES									
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	137,164.52-	50.2	22,774.67	22,139.38-	22,774.67	22,139.38-	97.2
36100	INTEREST EARNINGS	200.00	12.29-	6.1	16.67	0.00	16.67	0.00	0.0
	Total REVENUES	273,496.00	137,176.81-	50.2	22,791.34	22,139.38-	22,791.34	22,139.38-	97.1
EXPENDITURES									
43100	HIGHWAYS AND STREETS	258,900.00-	189,233.25	73.1	21,575.01-	9,118.00	21,575.01-	9,118.00	42.3
	Total EXPENDITURES	258,900.00-	189,233.25	73.1	21,575.01-	9,118.00	21,575.01-	9,118.00	42.3
	Total STATE STREET AID FUND	14,596.00	52,056.44	356.6	1,216.33	13,021.38-	1,216.33	13,021.38-	1070.5

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
36100	INTEREST EARNINGS	1,200.00	203.66-	17.0	100.00	13.76-	13.8
36425	PARKS SALES TAX RECEIPTS	79,000.00	35,185.79-	44.5	6,583.33	5,924.56-	90.0
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	35,389.45-	35.3	8,350.00	5,938.32-	71.1
EXPENDITURES							
49000	DEBT SERVICE	176,674.00-	75,970.04	43.0	14,722.84-	0.00	0.0
	Total EXPENDITURES	176,674.00-	75,970.04	43.0	14,722.84-	0.00	0.0
	Total PARKS SALES TAX FUND	76,474.00-	40,580.59	53.1	6,372.84-	5,938.32-	93.2

Summary Financial Statement  
 DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

123 SOLID WASTE FUND

Account	Description	Year-To-Date		Percent Of Budget	DECEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
34400	SANITATION - USER FEES	669,000.00	340,560.00-	50.9	55,750.00	57,795.00-	103.7
36100	INTEREST EARNINGS	1,200.00	303.90-	25.3	100.00	35.25-	35.3
36330	SALE OF EQUIPMENT	0.00	46,250.00-	0.0	0.00	0.00	0.0
37794	SALE OF MATERIALS	5,200.00	1,603.10-	30.8	433.33	0.00	0.0
	Total REVENUES	675,400.00	388,717.00-	57.6	56,283.33	57,830.25-	102.7
EXPENDITURES							
43200	SANITATION	717,993.00-	344,636.59	48.0	59,832.76-	32,701.26	54.7
49000	DEBT SERVICE	104,850.00-	4,944.80	4.7	8,737.51-	4,000.00	45.8
	Total EXPENDITURES	822,843.00-	349,581.39	42.5	68,570.27-	36,701.26	53.5
	Total SOLID WASTE FUND	147,443.00-	39,135.61-	26.5	12,286.94-	21,128.99-	172.0

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

124 IMPACT FEES

Account	Description	Year-To-Date		DECEMBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
<b>REVENUES</b>						
33400	STATE GRANTS	298,000.00	0.00	24,833.33	0.00	0.0
36100	INTEREST EARNINGS	1,700.00	224.85	141.67	30.39	21.5
36421	ROADS IMPACT FEES	20,000.00	2,286.00	1,666.67	0.00	0.0
36422	PARKS IMPACT FEES	16,000.00	2,376.00	1,333.33	0.00	0.0
36423	POLICE IMPACT FEES	13,000.00	1,692.00	1,083.33	0.00	0.0
36424	FIRE IMPACT FEES	9,000.00	1,116.00	750.00	0.00	0.0
Total REVENUES		357,700.00	7,694.85	29,808.33	30.39	0.1
<b>EXPENDITURES</b>						
51010	ROADS IMPACT FEES	388,100.00	1,337.80	32,341.67	0.00	0.0
51020	PARKS IMPACT FEES	100.00	0.00	8.33	0.00	0.0
51030	POLICE IMPACT FEES	73,305.00	32,282.00	6,108.83	32,282.00	528.4
51040	FIRE IMPACT FEES	40,595.00	1,555.10	3,382.91	0.00	0.0
Total EXPENDITURES		502,101.00	35,174.90	41,841.74	32,282.00	77.2
Total IMPACT FEES		144,401.00	27,480.05	12,033.41	32,251.61	268.0

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

140 POLICE DRUG FUND

Account	Description	Year-To-Date		DECEMBER		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	1,350.00-	112.5	100.00	400.00-	400.00-	400.0
35130	IMPOUNDMENT CHARGES	400.00	100.00-	25.0	33.33	0.00	0.00	0.0
35140	DRUG RELATED FINES	15,500.00	5,018.45-	32.4	1,291.67	570.95-	570.95-	44.2
36100	INTEREST EARNINGS	100.00	48.14-	48.1	8.33	0.00	0.00	0.0
	Total REVENUES	17,200.00	6,516.59-	37.9	1,433.33	970.95-	970.95-	67.7
EXPENDITURES								
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	4,089.41	43.3	787.50-	815.34	815.34	103.5
	Total EXPENDITURES	9,450.00-	4,089.41	43.3	787.50-	815.34	815.34	103.5
	Total POLICE DRUG FUND	7,750.00	2,427.18-	31.3	645.83	155.61-	155.61-	24.1

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		Percent Of Budget	DECEMBER	
		Budget Estimate	Actual		Estimate Avg/Mth	Actual
REVENUES						
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	550,000.00	101,055.84	18.4	45,833.33	71,208.06
36100	INTEREST EARNINGS	800.00	41.24	5.2	66.67	1.31
	Total REVENUES	550,800.00	101,097.08	18.4	45,900.00	71,209.37
EXPENDITURES						
49000	DEBT SERVICE	572,596.00	77,704.10	13.6	47,716.34	69,118.50
	Total EXPENDITURES	572,596.00	77,704.10	13.6	47,716.34	69,118.50
	Total DEBT SERVICE FUND (GENERAL)	21,796.00	23,392.98	107.3	1,816.34	2,090.87

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

412 SEWER FUND

Account	Description	Year-To-Date		Percent Of Budget	DECEMBER	
		Budget Estimate	Actual		Estimate Avg/Mth	Actual Of Avg
REVENUES						
33142	ARRA ASSISTANCE - SEWER REHAB PROJECT	193,800.00	0.00	0.0	16,150.00	0.0
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.0
34900	BULK DISPOSAL FEE	600.00	600.00	100.0	50.00	0.0
36000	OTHER REVENUES	7,500.00	3,013.40	40.2	625.00	451.6
36100	INTEREST EARNINGS	4,000.00	1,240.49	31.0	333.33	80.22
36330	SALE OF EQUIPMENT	3,500.00	7,441.62	212.6	291.67	0.0
36920	SALE OF BONDS	6,775,200.00	144,214.00	2.1	564,600.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	30,000.00	20,420.00	68.1	2,500.00	145.0
37220	ADMINISTRATIVE FEES	10,000.00	7,455.25	74.6	833.33	200.00
37230	SEWER USER FEES	2,543,000.00	1,288,228.36	50.7	211,916.67	220,517.77
37298	CAPACITY FEES	48,000.00	7,900.00	16.5	4,000.00	0.0
37995	CONNECTION FEES	4,800.00	750.00	15.6	400.00	0.0
Total REVENUES		9,645,531.00	1,481,263.12	15.4	803,794.25	227,245.39

EXPENDITURES

49000	DEBT SERVICE	762,506.00	157,269.31	20.6	63,542.18	31,931.34
52117	ADMINISTRATION AND GENERAL EXPENSES	839,421.00	290,638.79	34.6	69,951.76	20,694.25
52210	COLLECTION	7,051,823.00	549,197.62	7.8	587,651.91	33,660.12
52213	SEWER TREATMENT AND DISPOSAL	516,236.00	118,060.39	22.9	43,019.68	10,527.98
52223	DEPRECIATION	586,796.00	293,398.02	50.0	48,899.67	48,899.67
58801	ARRA ASSISTANCE - COPEX CROSSING PROJECT	0.00	316,775.27	0.0	0.00	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	969,000.00	514,315.63	53.1	80,750.00	0.0
Total EXPENDITURES		10,725,782.00	2,239,655.03	20.9	893,815.20	145,713.36
Total SEWER FUND		1,080,251.00	758,391.91	70.2	90,020.95	81,532.03

Summary Financial Statement  
DECEMBER 31, 2011

Fiscal Year Time Lapse: 50.00

416 HEALTHCARE FUND

Account	Description	Year-To-Date		DECEMBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36100	INTEREST EARNINGS	500.00	190.71-	38.1	41.67	19.48-	46.7
36350	INSURANCE RECOVERIES	0.00	209,192.61-	0.0	0.00	20,307.92-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	1,014,082.00	495,439.16-	48.9	84,506.83	87,515.14-	103.6
	Total REVENUES	1,014,582.00	704,822.48-	69.5	84,548.50	107,842.54-	127.6
EXPENDITURES							
51520	INSURANCE EMPLOYERS SHARE	1,009,869.00-	460,125.73	45.6	84,155.75-	23,851.65	28.3
	Total EXPENDITURES	1,009,869.00-	460,125.73	45.6	84,155.75-	23,851.65	28.3
	Total HEALTHCARE FUND	4,713.00	244,696.75-	5192.0	392.75	83,990.89-	1385.3

433 HILLCREST CITY CEMETERY

Summary Financial Statement  
DECEMBER 31, 2011      Fiscal Year Time Lapse: 50.00

Account	Description	Year-To-Date		Percent Of Budget	DECEMBER	
		Budget Estimate	Actual		Estimate Avg/Mth	Actual
<b>REVENUES</b>						
34110	GENERAL SERVICES	2,028.00	1,894.00-	93.4	169.00	534.00-
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	0.00
34323	GRAVE - OPENING AND CLOSING FEES	15,450.00	5,650.00-	36.6	1,287.50	800.00
36100	INTEREST EARNINGS	380.00	138.93-	36.6	31.67	8.87-
36340	SALE OF CEMETERY LOTS	12,000.00	13,500.00-	112.5	1,000.00	0.00
	<b>Total REVENUES</b>	30,158.00	21,182.93-	70.2	2,513.17	257.13
<b>EXPENDITURES</b>						
43400	CEMETERIES	20,043.00-	11,486.53	57.3	1,670.25-	25.16
	<b>Total EXPENDITURES</b>	20,043.00-	11,486.53	57.3	1,670.25-	25.16
	<b>Total HILLCREST CITY CEMETERY</b>	10,115.00	9,696.40-	95.9	842.92	282.29

G/L Month: 12 DECEMBER  
 Beginning Fund: 110 Beginning Function: ZZZZZ  
 Ending Fund: 433 Ending Function: ZZZZZ

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

RESOLUTIONS.....

ORDINANCES....

## MEMORANDUM

TO: White House Board of Mayor and Aldermen,  
Chief Gerald Herman, City Administrator

FROM: Addam McCormick, City of White House

DATE: January 10, 2012

RE: Zoning Ordinance Amendment: Flood Maps

The White House Regional Planning Commission on Monday January 9, 2012, recommended approval of the zoning ordinance and zoning map amendment for the 2012 Sumner County FEMA Flood Maps and Flood Insurance Study. The City in 2011 adopted the State of TN's model flood plain zoning ordinance but during a recent audit by State representatives, it was determined that three definitions needed to be added to the ordinance.

City staff reviewed the 2012 Flood Maps and no significant changes are included to the map from the current maps. The Flood Insurance Study includes high water and design elevations for creeks and rivers that are used in connection with the maps for designing building and structures in the regulated flood plains and flood ways.

**ORDINANCE NO. 12-01**

**AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING  
ORDINANCE BY AMENDING ARTICLE V, ZONING DISTRICTS**

**WHEREAS**, the City of White House, Tennessee desires regulating development within the corporate limits of White House, Tennessee by minimizing danger to life and property due to flooding, and to establish eligibility for participation in the National Flood Insurance Program;

**Whereas**, the White House Municipal Planning Commission has duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance and Zoning Map of the City of White House, Tennessee, be amended as hereinafter described; and

**Whereas**, the Board of Mayor and Aldermen have reviewed such recommendation and have conducted a public hearing thereon.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE, AS FOLLOWS:

ARTICLE V, ZONING DISTRICTS, is hereby amended by the addition of new defintions and the reference to 2012 Sumner County Flood Insurance Rate Map and Flood Elevation Study, which reads as follows:

**5.055 Floodway and Flood Fringe Districts**

**Amendment#1**

Article V Zoning Districts  
Section 5.055 Floodway and Flood Fringe Districts  
Article II Definitions

Amendment to include the following definitions:

**"Act"** means the statutes authorizing the National Flood Insurance Program that are incorporated in 42 U.S.C. 4001-4128.

**"Breakaway Wall"** means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

**"Floor"** means the top surface of an enclosed area in a building (including basement), i.e., top of slab in concrete slab construction or top of wood flooring in wood frame construction. The term does not include the floor of a garage used solely for parking vehicles.

**Amendment#2**

Article V Zoning Districts  
Section 5.055 Floodway and Flood Fringe Districts  
Article III General Provisions  
Section B. Section B. Basis for Establishing the Areas of Special Flood Hazard

**ARTICLE III. GENERAL PROVISIONS**

**B. Basis for Establishing the Areas of Special Flood Hazard**

The Areas of Special Flood Hazard identified on the City of White House , Tennessee, as identified by FEMA, and in its Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM), Community Panel Numbers (Sumner County Maps) 0125, 0257, 0259, 0260, 0267, 0270, and 0280, 252\*, 254\*, and 262\* dated April 17, 2012 and (Robertson County Maps) 405, 410, and 415 dated April 16, 2008, along with all

supporting technical data, are adopted by reference and declared to be a part of this Ordinance. \* *Currently non-printed maps.*

**BE IT FURTHER ORDAINED** 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:

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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

**MEMORANDUM**

TO: White House Board of Mayor and Aldermen,  
Chief Gerald Herman, City Administrator

FROM: Addam McCormick, City of White House

DATE: January 10, 2012

RE: Zoning Ordinance Amendment: Building Setback Exemptions

The White House Regional Planning Commission at the October 11, 2011, meeting recommended approval of the amendment to the zoning ordinance to define building setback exemptions for retaining walls, fences, driveways, and similar structures. The purpose of the amendment is to formally define the City's policy on regulating these structures.

ORDINANCE NO. 12-02

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE VII, EXCEPTIONS AND MODIFICATIONS

WHEREAS, the City of White House, Tennessee desires regulating development of building and structures within the corporate limits of White House, Tennessee by limiting location of building and structures in relation to property lines, recorded easements, and minimum building setbacks including the exemptions of certain building and structures from these requirements,

Whereas, the White House Municipal Planning Commission at the October 11, 2011, Meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City of White House, Tennessee, be amended as hereinafter described; and

Whereas, the Board of Mayor and Aldermen have reviewed such recommendation and have conducted a public hearing thereon.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE, AS FOLLOWS:

Article VII Exemptions and Modifications

Section 7.060 Exceptions to Setback Requirements

Proposed Changes in bold italics

The front setback requirements of this ordinance for dwellings shall not apply to any lot where the average depth of existing setbacks on the developed lots located within one hundred (100) feet of each side of such lot is less than the minimum required front yard depth. In such cases, the front yard setback may be less than required but not less than the average of the existing depth for front yards on developed lots within one hundred (100) feet on each side of the lot. In residential districts, however, the setback shall in no case be less than fifteen (15) feet from the street right-of-way line.

Proposed Ordinance Amendment:

*Retaining walls, walls, fences, driveways, pads, mailboxes and similar structures are permitted to be installed or constructed over minimum building setbacks. Structures regulated by this section over eight (8ft) feet in height and any structure used as the foundation support wall for a connected building and structure not regulated in this section are required to be a minimum of five (5 ft) feet or the distance determined by the recorded property easement from the property line. The setback exceptions listed in this section does not permit easements to be blocked or limited for drainage or access to utilities as determined by city staff.*

**BE IT FURTHER ORDAINED** 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:

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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

## MEMORANDUM

TO: White House Board of Mayor and Aldermen,  
Chief Gerald Herman, City Administrator

FROM: Addam McCormick, City of White House

DATE: January 10, 2012

RE: Zoning Ordinance Amendment: Landscape Plan Requirements

The White House Regional Planning Commission at the October 11, 2011, meeting recommended approval of the amendment to the zoning ordinance regarding landscape plan design requirements. The purpose of the amendment is for the City's professional design requirements for landscape plans match the State of Tennessee Engineer and Architect Board's requirements. The amendment would permit surveyors, architect, engineers, and landscape architects to prepare landscape plans for small developments including buildings less than 5,000 sq ft. Sites containing buildings larger than 5,000 sq ft are required by state law to only be completed by a licensed landscape architect.

ORDINANCE NO. 12-03

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING  
ORDINANCE BY AMENDING ARTICLE III, GENERAL PROVISIONS

**WHEREAS**, the City of White House, Tennessee desires regulating development of multi-family residential, commercial, and industrial development within the corporate limits of White House, Tennessee by requiring design professionals to prepare site developments plans to ensure compliance with local regulations and industry design standards.

**Whereas**, the White House Municipal Planning Commission at the December 12, 2011, meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City of White House, Tennessee, be amended as hereinafter described; and

**Whereas**, the Board of Mayor and Aldermen have reviewed such recommendation and have conducted a public hearing thereon.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE, AS FOLLOWS:

Article            **III General Provisions**  
Section:         **3.110 Site Plan Requirements**  
Item:             **Plan Design and Submittal Requirements**  
Part:             **31**

31.                Landscape plan in compliance with Section 3.120, of Zoning Ordinance and the *Commercial Design Standards*, completed by a State of Tennessee Licensed landscape architect, *engineers, surveyors, and architects are permitted to complete the landscape plan for site developments as determined by state requirements.*

**BE IT FURTHER ORDAINED** 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:

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

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

FINANCE....

# Memo

**To:** Board of Mayor and Alderman  
**From:** Warren Garrett – Interim Director  
**CC:** Amanda Priest, City Recorder  
**Date:** 1/12/2012  
**Re:** Request for surplus on Sanitation issued vehicles.

---

On this date, January 10, 2012, we are requesting that the following be declared surplus.

- 1998 Freightliner FL80, Vin. # 1FVXJLBB9XH959974. Mileage 149,394 (Fuel pump needs to be replaced)

Truck to be sold on GovDeals.com.

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-0215.

# Memo

To: Board of Mayor and Aldermen  
From: Chief Palmer  
CC:  
Date: January 12, 2012  
Re: Surplus Equipment

---

In order to update our asset lists and to sell the equipment, the following item should be declared surplus because it is no longer being utilized by the department. I am requesting the item be declared surplus at the January board meeting.

#### **Machinery and Equipment**

<b>ASSET #</b>	<b>DESCRIPTION</b>	<b>SERIAL #</b>
639	Thermal Imaging	10501442

Sincerely,



Joe Palmer

Fire Chief

# Memo

To: Board of Mayor and Aldermen  
From: Chief Palmer  
CC:  
Date: January 12, 2012  
Re: Surplus Equipment

---

In order to update our asset lists and to sell the equipment, the following items should be declared surplus because the equipment is no longer being utilized by the city. I am requesting the items be declared surplus at the January board meeting.

## Mobile Equipment

ASSET #	DESCRIPTION	SERIAL #
632	Public Safety Radios	SN023513 - SN027426

Sincerely,



Joe Palmer  
Fire Chief

# Memo

To: Board of Mayor and Aldermen  
From: Chief Palmer  
CC:  
Date: January 12, 2012  
Re: Surplus Equipment

---

In order to update our Asset lists, many items should be declared surplus because they have already been declared surplus and or disposed of previously. Attached is the fire department list that I am requesting being declared surplus at the January board meeting.

## Data Processing Equipment

ASSET #	DESCRIPTION	SERIAL #	SERIAL #
630	Southeastern Telec	N/A	We no longer have ISTT Tec. Replaced.
633	Laptop computer	9142F0110503700620M	
634	Pentium III Computer	N/A	Sent to City Hall Storage
644	Gateway Computer	1006932	
659	Photo Copier	F232400	

Sincerely,



Joe Palmer

Fire Chief

## MEMORANDUM

TO: White House Board of Mayor and Aldermen,  
Chief Gerald Herman, City Administrator

FROM: Addam McCormick, Planning/Codes Department

DATE: January 10, 2012

RE: Elio Giordano/South Palmers Agreement

The H.B Williams Elementary School on South Palmers Chapel Road was built in 2001. The Sumner County's plans included a traffic study regarding roadway improvements with the school construction. At the time, City representatives understood that the County would complete the improvements. After the school was constructed, the City was left with the responsibility of completing the turn lanes for the school project. The City began the process of receiving funding for the project and had preliminary engineering completed.

Based on the proposed roadway improvements, including a dedicated left and right turn at the South Palmers Chapel Road and Tyree Springs Intersection, land acquisition was needed on South Palmers Chapel Road. Previous City Mayor Administration met with Elio Giordano, South Palmers Chapel Property owner, and developed a three party land exchange agreement between Mr. Giordano, City of White House, and the Sumner County School Board. The City and Mr. Giordano signed the agreement (attached) in May 2002. Mr. Giordano by quit claim deed dedicated the City the property referenced in the agreement also in May 2002. The quit claim deed was recorded May 24, 2002.

The 2002 agreement also included a provision dictation that the City, during the project construction phase, demolish the old wood barn located at the northern edge of South Palmers Chapel Road on Mr. Giordano's property. The agreement also included for the City to construct a 12' x 20' carport on the property. The agreement also included provisions for landscaping and paving requirements.

The City between 2002 and 2010, obtained additional state/federal funding for the project which will require the City to follow State laws regarding property acquisition including obtaining two property appraisals. The project process is currently remaining in the right-of-way phase due to the property acquisition issue.

Previous City Administration was concerned with the original agreement in regards to the City constructing a carport on private property and discussed with Mr. Giordano that the City would instead give the owner money in exchange for the actual car port construction. Previous city staff recently contacted Sumner County about getting the original agreement signed. Sumner County decided not to enter into the agreement due to concerns with liability issues but the County did dedicate property to the City as described in the original agreement by quit claim which was recorded on April 8, 2011. The County also purchased evergreen trees to fill in the holes in the original landscape screening. City staff completed the installation of the trees.

A final subdivision plat signed by the City and Mr. Giordano was recorded on June 6, 2011. The plat formally designated the land swap agreement per the original agreement.

The City per State requirements recently had primary and secondary property appraisals completed. The appraisals both came back stating that the 0.05 acres/2,289 sq ft that Mr. Giordano dedicated to the City was appraised at \$ 7,200 (\$ 3,662 land/\$ 3,500 improvements) and the 0.11 acres/4,619 sq ft was appraised at \$ 8,300. Appraisals for the County dedicated property were based on 5,546 sq ft instead of 4,619 sq ft. Staff adjusted the appraisal rate based on the cost per sq ft list in the appraisals and the adjusted value would be \$ 7,142.80.

Recently Mr. Giordano notified staff about the property in question as it was in the process of foreclosure. City staff questioned Mr. Amonette regarding if the City should still pay Mr. Giordano the value of the carport due to the foreclosure issue. Previous City Administration was concerned with paying Mr. Giordano money for an issue on property that he no longer owned. Mr. Giordano submitted the attached letter stating his request.

Mr. Amonette stated to staff that since Mr. Giordano agreed to the original agreement and did designate and receive the properties in question and since the City changed the original agreement verbally by offering money instead of constructing the carport that the City is responsible for paying Mr. Giordano the value of the carport. Mr. Amonette also requested to prevent future problems with property owners that the City proceed with demolishing the building per the original agreement and have Mr. Giordano sign an agreement that the money paid for the carport would meet the intent of the original agreement.

Staff contacted carport installers and staff recommends the value to pay for a 12' x 20' carport with three sides closed-in is \$ 1,130. Staff received cost estimates ranging from \$ 935 to \$ 1,320 including taxes. Since a portion of the old wood barn in question is located on private property, staff has left a message for a property representative about receiving written permission for the city to demolish the wood barn building.

## AGREEMENT

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2002, by and between the City of White House, White House, TN (hereinafter referred to as "City"), the Sumner County Board of Education (hereinafter referred to as "Board"), and Mr. Elio Giordano (hereinafter referred to as Owner")

**WHEREAS**, the Board is presently constructing a school building known as the Harold Williams Elementary School near the intersection of Tyree Springs Road and South Palmer Chapel Road within the City Of White House; and

**WHEREAS**, the construction necessitates the modification of the roadway to provide for turning lane, a portion of which will require a transfer of ownership of the property from the Owner; and

**WHEREAS**, the Owner is agreeable to transferring a portion of his property to the City for a right-of-way in consideration of a transfer of property by the Board to him and the installation of a new 12ft x 20ft. carport on his property.

**NOW, THEREFORE**, in consideration of the foregoing, the parties agree as follows:

1. The Owner has title to property located on South Palmers Chapel Road by virtue of a deed recorded in Record Book 639, Page 642, Register's Office of Sumner County, Tennessee, and being identified as parcel 11 on the Property Map 96 of the Tax Assessors' Office of Sumner County, and as depicted on the attached Map made a part hereof by reference as Exhibit A.
2. The Board is the owner of property located on South Palmers Chapel Road as evidenced by a deed recorded in Record Book 898, Page 518, said Register's Office, as depicted on the attached Map made a part hereof by reference as Exhibit A.
3. The Owner agrees to transfer by quitclaim deed to the City a portion of his property for right-of-way purposes and being a linear strip approximately 15.0 feet wide and extending along the south an front of his property approximately 162 feet, with a north boundary line located 30 feet from the centerline of South Palmers Chapel Road as depicted on the attached Map, which is made a part hereof by reference as Exhibit A. The Owner will keep the wood from the existing barn located on the property to be conveyed and the remaining structure being retained will be removed and demolished. Said removal to be accomplished by the Road Project Contractor within 60 days of the awarding of the contract.
4. The Board agrees to transfer ownership by quitclaim deed a strip of property being approximately 24 feet wide and extending 195 feet along the eastern border of the property owned by the Owner and as depicted on Exhibit B attached hereto.

5. The City agrees as a part of its responsibilities under this Agreement, and in consideration of the transfer to it of the right-of-way property by the Owner, to install a new carport garage having dimensions of 12ft. x 20ft. and to be built at a location specified by the Owner. The City agrees to have the garage built within 30 days after demolition of the existing garage.

6. The City agrees as a part of its responsibilities under this Agreement that as part of the roadway turning lane construction project, the Owner's existing gravel driveway will be paved with asphalt up to the new right-of-way line.

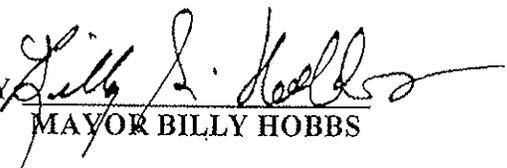
7. The Board agrees as a part of its responsibilities under this Agreement to create a denser pine tree screen along the common boundary between the school property and the Owner's Property.

8. All parties agree that the respective governmental agencies have received the necessary approvals for the obligations imposed by this Agreement and that the parties signing on behalf of said governmental agencies have been given the authority to execute the within Agreement.

9. The Owner and the Board agree that they have good title to the property being conveyed and there are no liens against said property or impositions against the said property that would preclude the transfer of said property.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2002 to be effective as of the date the last person has signed this Agreement.

**CITY OF WHITE HOUSE**

BY   
MAYOR BILLY HOBBS

5-24-02  
DATE

SUMNER COUNTY BOARD OF EDUCATION

BY: \_\_\_\_\_

DATE \_\_\_\_\_

OWNER:

Elio Giordano  
ELIO GIORDANO

5/23/02  
DATE

STATE OF TENNESSEE  
COUNTY OF SUMNER

On this the 24<sup>th</sup> day of May, 2002 before me personally appeared **BILLY HOBBS**, in his capacity as Mayor, to me known (or proved to me on the basis of satisfactory evidence) to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same in his capacity as Mayor of the City of White House and was authorized so to do.

Deborah J. Martin  
NOTARY PUBLIC

(SEAL)  
My Commission Expires:  
05/07/03

STATE OF TENNESSEE  
COUNTY OF SUMNER

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2002 before me personally appeared \_\_\_\_\_, in his capacity as \_\_\_\_\_ of the Sumner County Board of Education, to me known (or proved to me on the basis of satisfactory evidence) to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same in his capacity as \_\_\_\_\_ of the Sumner County Board of Education and was authorized so to do.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)  
My Commission Expires:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

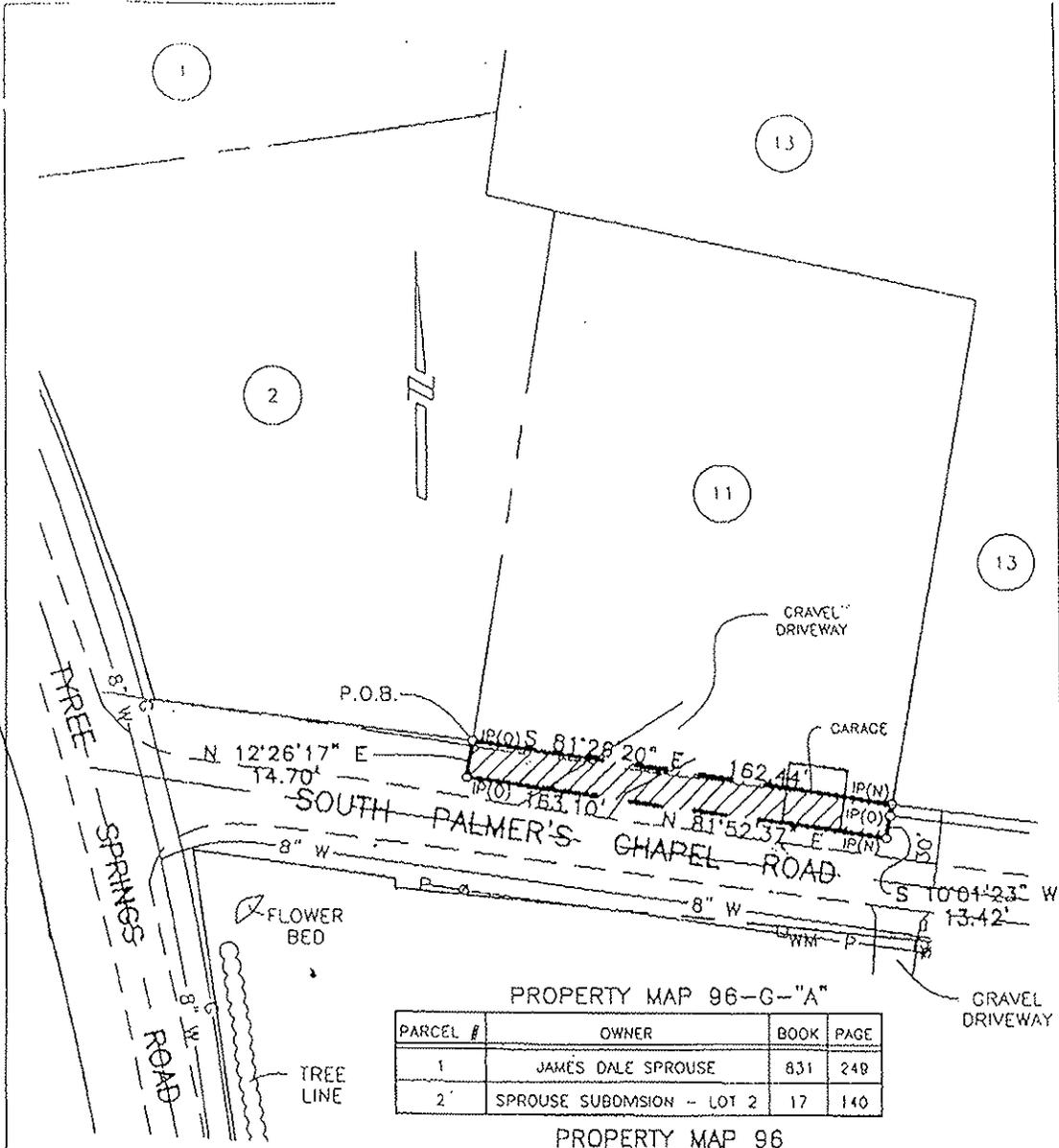
STATE OF TENNESSEE  
COUNTY OF SUMNER

On this, the 23<sup>rd</sup> day of May, 2002, before me personally appeared before me, **Elio Giordano**, to me known (or proved to me on the basis of satisfactory evidence) to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

  
NOTARY PUBLIC

(SEAL)  
My Commission Expires:  
05/07/2003

C:\OFFICE\WPWIN\WPDOCS\MUNICIPAL\COWS\CHOO.AGR



PROPERTY MAP 96-G-"A"

PARCEL #	OWNER	BOOK	PAGE
1	JAMES DALE SPROUSE	831	248
2	SPROUSE SUBDMISION - LOT 2	17	140

PROPERTY MAP 96

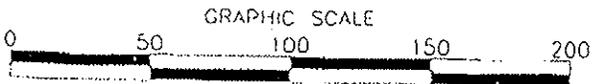
11	ELIO P. GIORDANO	639	642
13	SUMNER CO. BOARD OF ED.	898	518

**ROW. DESCRIPTION**

A description of a right-of-way on the Elio P. Giordano property as of record in book 639, page 642, R.O.S.C., TN., being parcel 11 on County Tax Map 96, and more particularly described as follows according to a survey by Caldwell Engineering and Surveying, dated August 18, 2000.

Beginning at an iron pin in the southeast corner of lot no.2 of the Sprouse Subdivision as of record, in Plot Book 17, Page 140, R.O.S.C., TN., and located 30 feet north of the centerline of South Palmer's Chapel Road, being the northwest corner of the herein described easement, thence S 81'26'20" E 162.44 feet to an iron pin, being the southwest corner of the Sumner County Board of Education property as of record in book 898, page 518, R.O.S.C., TN., and being 21.60 feet from the centerline of South Palmer's Chapel Road, thence S 10'01'23" W 13.42 feet to an iron pin, being the southeast corner of the Giordano property, thence with Giordano N 81'52'37" W 163.10 feet to an iron pin being the southwest corner of Giordano property, thence, N 12'26'17" E 14.70 feet to the point of beginning, and containing 0.05 acres, more or less.

ROW. DESCRIPTION ON  
**ELIO P. GIORDANO PROPERTY**  
 SUMNER COUNTY  
 WHITE HOUSE, TENNESSEE

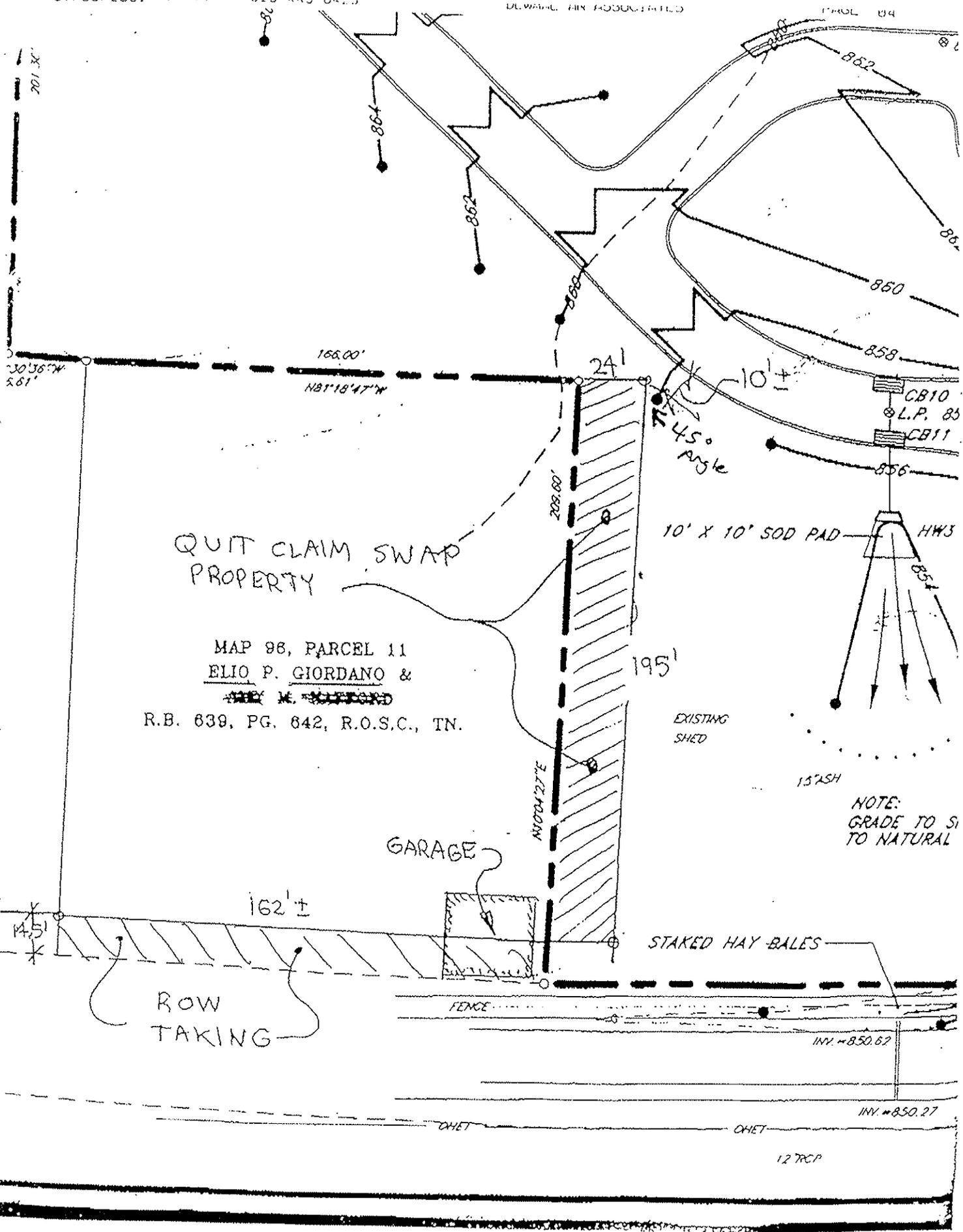



**CALDWELL ENGINEERING & SURVEYING**  
 POST OFFICE BOX 323 HOCKESSVILLE, TENNESSEE 37071 (615)871-0111  
 DATE: 8-2-01 JOB # 00-65E

REVISION #1 7-09-01

Exhibit A





QUIT CLAIM SWAP PROPERTY

MAP 98, PARCEL 11  
ELIO P. GIORDANO &  
~~THE M. SCHEFFOLD~~  
R.B. 639, PG. 642, R.O.S.C., TN.

GARAGE

EXISTING SHED

STAKED HAY BALES

ROW TAKING

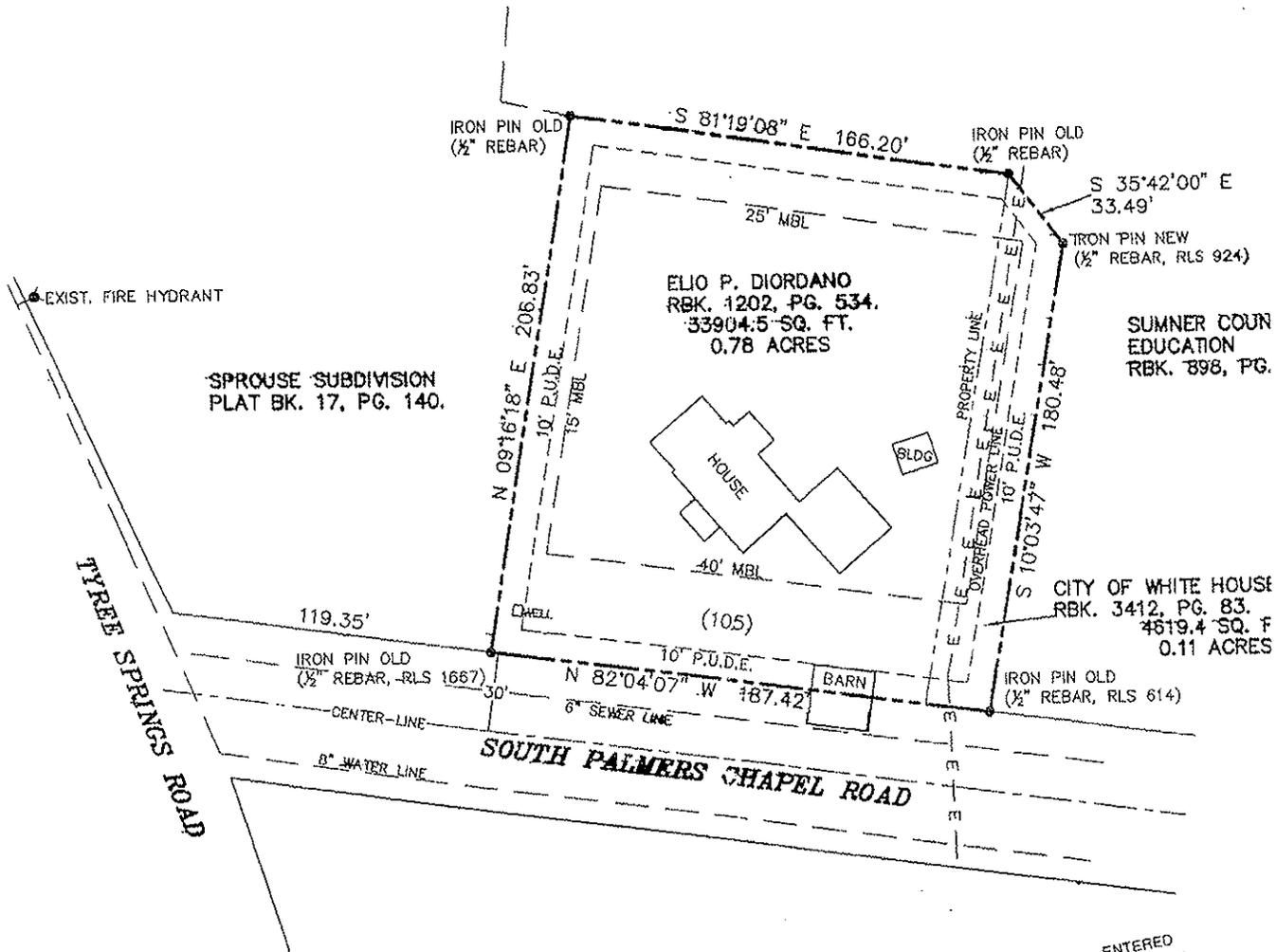
NOTE:  
GRADE TO S1  
TO NATURAL

12 TRCP

**FINAL PLAT:  
ELIO GIORDANO PROPERTY**

15TH CIVIL DISTRICT, SUMNER COUNTY, TENNESSEE

DATE: APRIL 29, 2011



ENTERED  
John C. Isbell  
Property Assessor

To whom it may concern, this letter is to inform any and all parties concerned with the property swap between Elio Giordano and The City of White House. We had entered an agreement approximately 5 years ago regarding a property swap and a compensation for the structure that would be removed as a result of the widening of South Palmers Chapel Road. I have maintained a constant contact with Adam McCormick and other members and zoning authorities. We have been trying to resolve this matter for quite some time. This letter is to serve as a statement of intent and to inform all parties that this has been a long process in which circumstances have changed since the original agreement. I have given all concessions on my behalf of the contract and I am still waiting for the reimbursement from the city. Please be advised that this is a request to complete the terms of the original contract. Thank you for your time and attention to this matter.

Sincerely,  
Elio Giordano

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....

## Budget Calendar for FY 2012 - 2013 Annual Budget

Milestone	Date
CIP template distributed to Department Heads by City Recorder.	1/19
Department Head Budget Retreat	1/25
6-Year Capital Improvements Submissions Due	2/9
Departmental Worksheets prepared by Finance and distributed to Department Heads.	2/16
New Position requests due to City Administrator from Department Heads.	2/16
Department Heads submit schedule of any anticipated certifications requiring rate increases to HR.	2/23
Initial revenue projections due to Administrator from Finance March 5th.	3/5
FY11-12 projected expenditures due to Finance from Department Heads.	3/5
List of projects not in CIP due to Administrator from Department Heads.	3/5
Department Head meeting to discuss summary and cost of any projects not included in CIP.	3/6 to 3/7
Board of Mayor and Aldermen Budget Retreat	3/13 to 3/14
Finance Director redistributes worksheets to Department Heads.	3/29
FY 2012 - 2013 proposed expenditures due to Finance from Department Heads.	4/12
Salary projections including COL, and salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison and Benefit Summary Chart due to Finance from HR.	4/12
City Administrator and Finance Director Review proposed budget.	4/23 to 4/26
City Recorder distributes CIP detail templates to Department Heads.	4/26
Board Study Session	5/3
CIP detail sheets due to City Recorder from Department Heads.	5/8
Budget Document delivered to Board of Mayor and Aldermen.	5/10
First Reading of Budget (Regular Board Meeting)	5/17
Budget publication due 10 days before final passage	6/5
Public Hearing and Second Reading of Budget (Regular Mtg.)	6/21
Beginning of FY 2012-2013 Annual Budget	7/1