

**CITY OF WHITE HOUSE**  
**Agenda**  
**Board of Mayor and Alderman Meeting**  
**April 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 March 15, 2012 meeting.
6. Welcome Visitors
7. Public Hearings
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
  - A. General Government
  - B. Police
  - C. Fire
  - D. Public Works
  - E. Wastewater
  - F. Planning and Codes
  - G. Parks
  - H. Library
  - I. Court Clerk
  - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
  - a. None
11. Consideration of the Following Ordinances:
  - a. None
12. Finance
  - a. To approve or reject Mid Tennessee Ford's bid of \$50,802.00 for the One-Ton Utility Truck with Liftgate and Crane. The Public Works Director recommends approval.
  - b. To approve or reject Brown Construction's base bid of \$13,230 for the Library Roof Replacement and an additional \$1,000 to replace and update the roof ventilation system. The Library Director recommends approval.
  - c. To approve or reject termination of CivicPlus' service agreement effective June 30, 2012. The City Recorder recommends approval.
  - d. To approve or reject reallocating excess Building Maintenance Capital Improvement funds to additional building maintenance projects. The Planning and Codes Director recommends approval.
  - e. To approve or reject ARRA Fiber Optic Interconnect Project Change Order #5 in the amount of \$197,563. The City Recorder recommends approval.
13. Other Business
  - a. None
14. Discussion Items
  - a. None
15. Other Information
  - a. None
16. Adjournment

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Alderman Meeting*  
March 15, 2012  
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 was led by Ald. Bibb.

3. Roll Call

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

4. Adoption of the Agenda

Mayor Arnold requested City Administrator appointment be added to the agenda under discussion.

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

5. Approval of Minutes of the February 16, 2012 meeting.

Motion was made by Ald. Bibb, second by Ald. Hustson to approve the minutes. A voice vote was called for with all members voting aye. **February 16, 2012 minutes were approved.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. None

8. Communication from Mayor, Aldermen, and City Administrator

- a. Ald. Paltzik reminded the Board of the Chamber of Commerce Banquet scheduled for Thursday, March 22<sup>nd</sup> at the Epic Center.
- b. Ald. Decker discussed how pleased he was with the recent budget work sessions.
- c. Co-Interim City Administrator Chief Herman thanked the Board for their participation in the recent two day budget study session.
- d. Co-Interim City Administrator Chief Herman announced that the City received a \$16,613.69 check from TML for damage to the Library roof.
- e. Co-Interim City Administrator Chief Herman announced that the renovation project at the police department was complete.
- f. Co-Interim City Administrator Chief Herman announced that two new employees had been hired. Kevin Whittaker was hired as Recreation Superintendent. Sue Johnson was hired as police records clerk.
- g. Co-Interim City Administrator Chief Herman listed the current positions Human Resources was recruiting to fill: an Equipment Operator in Public Works and Parks Maintenance Worker and part-time Cemetery Grounds Keeper in the Parks and Recreation Department.

- h. Co-Interim City Administrator Chief Herman stated that in the Police Department a Police/Reserve Officer test would be given in March.
- i. Co-Interim City Administrator Chief Herman announced that the selection stage for interviews was in process for the Public Works Superintendent
- j. Co-Interim City Administrator Chief Herman stated that in the Finance Department the list of nearly 50 applicants for Utility Accounting Clerk had been narrowed down to ten and that skill testing would be in the next few weeks.
- k. Co-Interim City Administrator Chief Herman announced that the Portland Road Gabion Basket Retaining Wall on the Greenway project was complete. That project closed out the Greenway FEMA projects.
- l. Co-Interim City Administrator Chief Herman announced that the installation for the Fire/Security Alarm system in this building would begin in the next week.
- m. Mayor Arnold stated what a wonderful job everyone did during the recent budget study session.

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       |                       |                              |

Motion was made by Ald. Bibb, second by Ald. Paltzik to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Reports were acknowledged and ordered to be filed.**

10. Consideration of the Following Resolutions:

- a. **Resolution 12-04** - A resolution authorizing and providing for the financing of the construction of a wastewater facilities project, including authorizing the execution of applications, contractual agreements, and other necessary documents, and making certain representations, certifications, and pledges of certain revenue in connections with such financing.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Resolution 12-04 was approved.**

11. Consideration of the Following Ordinances:

- a. None

12. Finance

- a. To approve or reject REI Concrete's quote of \$5,890 to install a concrete ditch liner at the Municipal Park's Field #7. The Parks and Recreation Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **REI's quote was approved.**

- b. To approve or reject the purchase fire paging equipment from Greer Communications for \$18,363.48. The Fire Chief recommends approval.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **The purchase of fire paging equipment from Greer Communications was approved.**

- c. To approve or reject removing Asset #39 Cannon C3170U Color Copier from the asset list and sold as surplus property. The City Recorder recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Removal of Asset #39 Cannon C3170U Color Copier from the asset list was approved.**

- d. To approve or reject Change Order #4 for the ARRA Calista Road Project with a not to exceed amount of \$34,246. The Planning and Codes Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Change Order #4 was approved.**

- e. To approve or reject Hylant Group, Inc.'s recommendation for healthcare.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Hylant Group, Inc.'s recommendation for healthcare by Blue Cross Blue Shield of Tennessee was approved.**

- f. To acknowledge or order filed Public Form CT-0253, Report on Debt Obligation.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Public Form CT-0253 was approved.**

- g. To approve and adopt or reject the Fiscal Year Ending 2011 audit report presented by Crosslin & Associates.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Fiscal Year Ending 2011 audit report was approved.**

### 13. Other Business

- a. To approve or reject Good Moral Character Certificate for Olabopo Richards of Richie's Hotwings Bar & Grill located at 2934 Hwy 31 W.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Good Moral Character Certificate for Olabopo Richards of Richie's Hotwings Bar & Grill was approved.**

### 14. Discussion Items

- a. To approve or reject the appointment of Gerald Herman as City Administrator.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Fiscal Year Ending 2011 audit report was approved.**

- b. To nominate a board member to negotiate City Administrator contract with Gerald Herman.

Motion was made by Ald. Decker, second by Ald. Bibb to appoint Mayor Arnold. A voice vote was called for with all members voting aye. **Mayor Arnold was appointed to negotiate the contract.**

- c. To approve or reject termination of Mercer Group, Inc.'s contract effective immediately.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Termination of Mercer Group, Inc.'s contract was approved.**

### 15. Other Information

- a. Ald. Paltzik requested that a study session be scheduled to discuss economic development in the City.

16. Adjournment

Meet was adjourned at 7:41 pm.

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Michael Arnold, Mayor

ATTEST:

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Amanda Priest, City Recorder

REPORTS....

**General Government Department  
March 2012**

**Administration**

City Administrator Gerald Herman attended the following meetings for Administration this month:

- March 1: Recreation Supervisor Interviews & Chelsey Hough Return Greeting
- March 5: TML Legislative Conference
- March 6: TML Legislative Conference
- March 7: Non CIP Department Head Meetings
- March 8: Sustainability Economic Development (LP Field), Realizing Robertson's Future Kickoff, & Library Board Meeting
- March 12: Staff Meeting & Planning Commission Meeting
- March 13 & 14: Budget Retreat
- March 15: City Administrator Interview & Board of Mayor and Aldermen Meeting
- March 20: Chamber Luncheon
- March 21: MPO (Nashville)
- March 22: Chamber of Commerce Banquet
- March 26: Staff Meeting, Medical Open Enrollment Meeting, & Sumner County 911 Service Meeting
- March 29: Sumner County Council of Governments
- March 30: Dixie Youth Baseball Parade

<b>Website Management</b>			
	<b>March</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
Number of Internal Requests for Website Updates	22	110	138
Visits	8,527 8,168	72,580	92,795

Our city website had 8,527 visits during the month of March increasing by 359 visits from last month. 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	1975	Franklin, KY	157
Oak Ridge, TN	1042	Atlanta, GA	124
Gallatin, TN	311	Knoxville, TN	120
Hendersonville, TN	297	Brentwood, TN	110
White House, TN	263	Madison, TN	98

Did you know 29% of this month's visitors accessed the City's website directly and 47% 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 52 different countries from around the world.

<b>Facebook Management</b>			
	<b>March</b>	<b>FY 11 - 12</b>	<b>FY 10 - 11</b>
New Likes <sup>1</sup>	9	203	683
Number of Posts <sup>2</sup>	8	60	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  
March 2012**

**Finance Section**

Delinquent tax cards were mailed in March, and have resulted in an additional 3% in collections, bringing the total collected to 95% of the total property tax base. That leaves 5% of the property tax base delinquent on April 1. This is continuing a trend of improvement over the last three years, specifically putting us ahead of where we were last year by 2%.

The Finance Director spent the majority of the month of March working on budget activity. The initial revenue projections were completed for the current fiscal year, and budget files were prepared for redistribution to department heads, following preparation for the Budget Retreat and time spent reviewing revenue projections and non-capital projects with the City Administrator. The Finance Director also worked with audit staff from Crosslin & Associates after the approval of the audit at the March meeting to submit the necessary information to the federal government related to federal grants. A representative from The Farmers Bank met with the Finance Director, Mayor, and Accounting Specialist during the month to renew the Automated Clearing House agreement with the City. Additionally, the Finance Director worked with representatives of Morgan Keegan, and Cumberland Securities to close out the bond refunding transaction.

With the assistance of Human Resources, ten candidates were tested for the Utility Accounting Clerk position, and two candidates were interviewed during the month. At the time of this report an employment offer has been declined due to pay rate, and additional interviews will be scheduled.

March was full of training opportunities for Finance Staff. The Finance Director attended the Tennessee Government Finance Officers Association, Spring Institute in Jackson, Tennessee, March 22-23. Topics covered included Business Tax, Employer Law and Legal Implications of Social Media, Technology and Telework, Governmental Accounting Standards Board Update, State of the State and Pension Plans for Local Governments, IRS and Local Government Audits – Be Ready!, and It's More than Management. All of the continuing education units earned will count toward the mandatory hours for the Certified Municipal Finance Officer certificate renewal for the Finance Director. The Tax Clerk attended the annual conference for the Tennessee Association of Municipal Clerks and Records along with the City Recorder. The Court Clerk attended the Municipal Court Clerks Spring Conference in Franklin, Tennessee on March 28-29 and Topics covered included The Basics of City Court, Recovering Money Owed the Court, Court Action Reports, and Time Management. This conference is both mandatory and free of charge.

**Performance Measures**

**Major Fund Balances**

<b>Fund</b>	<b>Cash Balance</b>	<b>Investment Account Balance</b>
General Fund	\$1,632,753.11	\$3,001,324.46
Sanitation	\$249,910.66	\$346,024.79
Wastewater	\$473,972.44*	\$787,395.19

- All Fund Balances are bank balances reported as of April 10, 2012.
- \*The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$181,062.89.

**Payroll**

<b>Number of Payrolls</b>	<b>Number of Checks and Direct Deposits</b>	<b>Number of adjustments</b>	<b>Number of Void Checks</b>
3 regular	4 paper checks 275 direct deposits	0 Retroactive Adjustments	0 Voids

**Finance Department  
March 2012**

**Accounts Payable**

	<b>March</b>	<b>FY</b>	<b>Last March</b>	<b>Last FY</b>
<b>Total Invoices Processed</b>	268	2,856	357	2,785

**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
<b>Calls</b>	235	15	34	22	51	5	4	13	8	5	30	422
<b>Customers</b>	111	0	0	6	0	0	0	0	2	3	8	130

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
<b>Calls</b>	5	4	48	114	52	12	235
<b>Customers</b>	0	3	24	75	9	0	111

**Purchase Orders**

Codes	4	\$220.88
Fire	11	\$22,950.62
Police	22	\$6,111.86
Human Resources	2	\$1,805.00
Engineering	1	\$985.00
Administration	12	\$9,003.28
Finance	9	\$2,926.57

Court	2	\$363.21
Library	8	\$1,460.55
Waste Water	28	\$15,437.27
Public Works	10	\$13,645.46
Sanitation	4	\$4,467.13
Parks	27	\$17,121.64
Bldg. Maintenance	6	\$20,087.64
Cemetery	2	\$363.21

<b>Total</b>	<b>147</b>	<b>\$116,611.27</b>
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<b>Void</b>	<b>3</b>
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	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	129	\$30,852.69
Purchase Orders \$1000 - \$9999	16	\$47,819.10
Purchase Orders Over \$10,000	2	\$37,939.48
<b>Total</b>	<b>147</b>	<b>\$116,611.27</b>

**Emergency Purchase Orders**

Number	Vendor	Items	Amount	Nature of Emergency	Department
17133E	Sunbelt Rentals	Saw Blade	\$185.00	Cut driveway @ 2724 Highway 31W to access leak	Wastewater
17146E	Sani-Tech Jet	Clean Pipe	\$1,300.0	Treatment Plant was down	Wastewater
16992E	Local Government Corporation	Labor	\$255.00	Repair Robert's computer	Wastewater
17139E	Hutch Pool & Spa	Ice Granules	\$77.99	Copes Crossing manhole – odor control issues	Wastewater

**Finance Department  
March 2012**

**Business License Activity**

<b>Opened</b>	4
<b>Closed</b>	1

Delinquency Rate: 61%

**Cumulative Information**

Class	Total Licenses	Delinquencies
1	46	41
2	149	83
3	302	193
4	209	116
<b>Total</b>	<b>706</b>	<b>433</b>

**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	0
Child Restraint-under 4	0	Parking Violation	1
Anti-Noise Regulations	0	Vehicle Registration Law	18
Improper Backing	0	Seat Belt Violation – 18 and Older	27
Failure to Yield Right of Way	0	Speeding	132
Financial Responsibility Law	1	Careless Driving	3
Following Too Closely	71	Disobedience to Traffic Control Device	7
Motor Vehicle Requirements	3	Enter Access Roadway	0
Improper Passing	7	Graduated Drivers License	0
Drivers Exercise Due Care	0	Turn to Avoid Signal	0
Codes Violations/Animal Control	11	Texting While Driving	0
Drivers License Law	1	Move Over Law	0
Stop Signs	7	<b>Total</b>	<b>295</b>

**Municipal Court - Case Disposition**

Disposition	Total
Ticket Paid in Full – Prior to Court	89
Guilty as Charged	9
Dismissal	22
Dismissed upon presentation of insurance	55
Not Guilty	1
Dismissed to Traffic School	19
Dismissed with Costs and Fines	72
Dismissed with Costs	23
Dismissed with Fines	5
Case Transferred to County	0
Dismissed with Public Service	0
<b>Total</b>	<b>295</b>

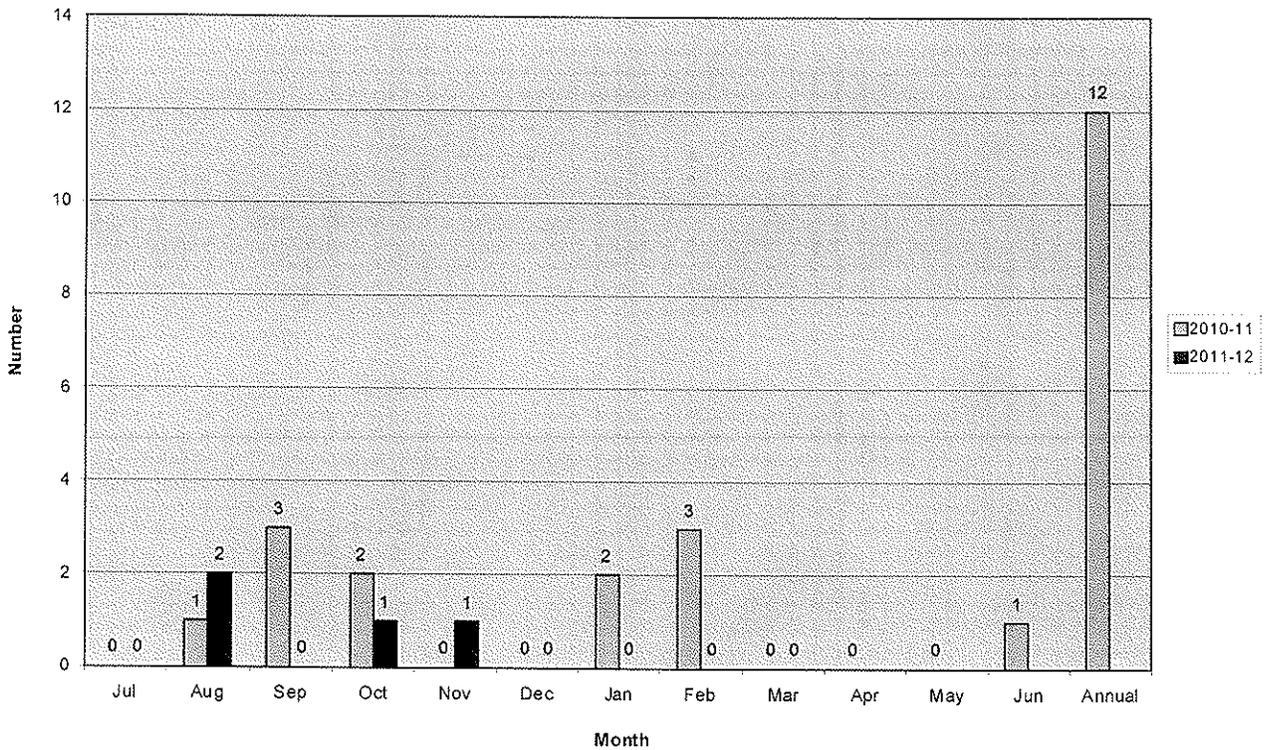
Human Resources Department  
March 2012

Administration

- Recruiting for Public Works Superintendent
- Recruiting for Finance Utility Accounting Clerk
- Recruiting for Public Works Equipment Tech II
- Recruiting for Cemetery Groundskeeper
- Recruiting for Police Chief
- OSHA Inspection Review Visit
- Police & Reserve Officer Testing, 3/31/12
- Hired Parks & Recreation Superintendent
- Hired Police Records Clerk I
- Attended Hylant Group Broker Meetings
- Coordinated Insurance Open Enrollment Meetings
- Attended COWH Safety Meeting, 3/27/2012
- Attended COWH Leadership Budget Retreat, 3/13/2012
- Facilitated Employment Contract Processing for New City Administrator

Injury Reports: (0) reports, March, 2012 compared to the March, 2011 report (0)

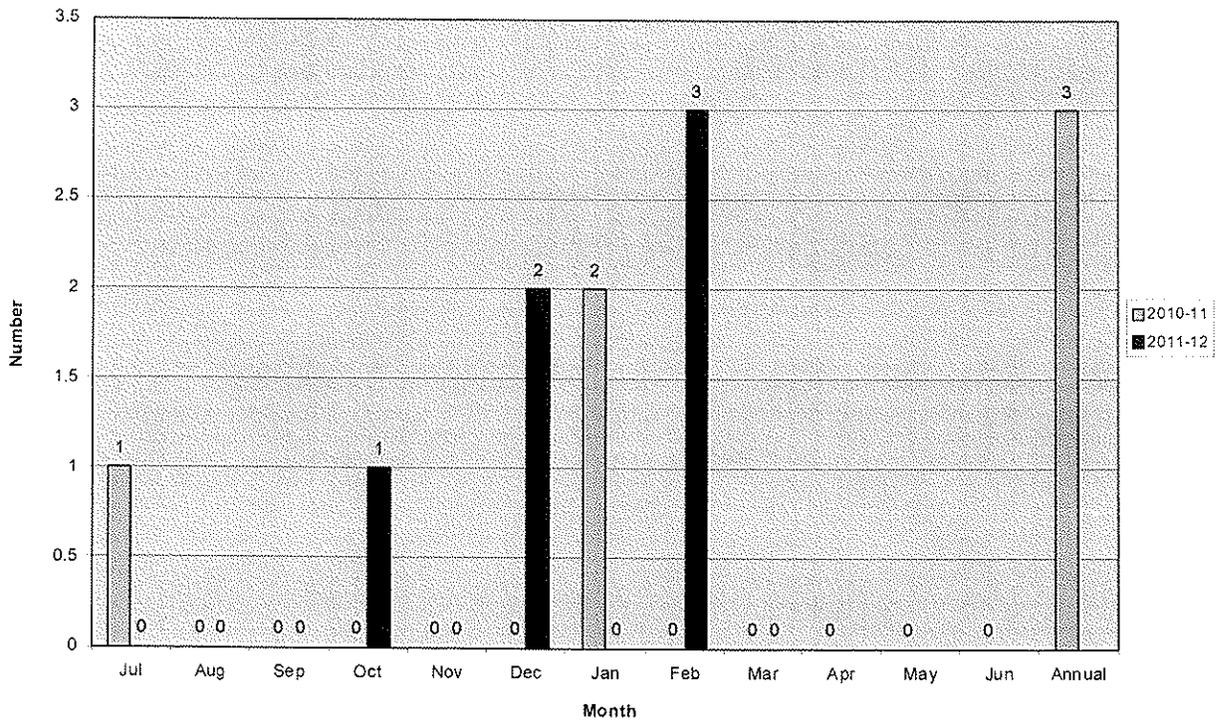
Number of Injury Reports



**Human Resources Department  
March 2012**

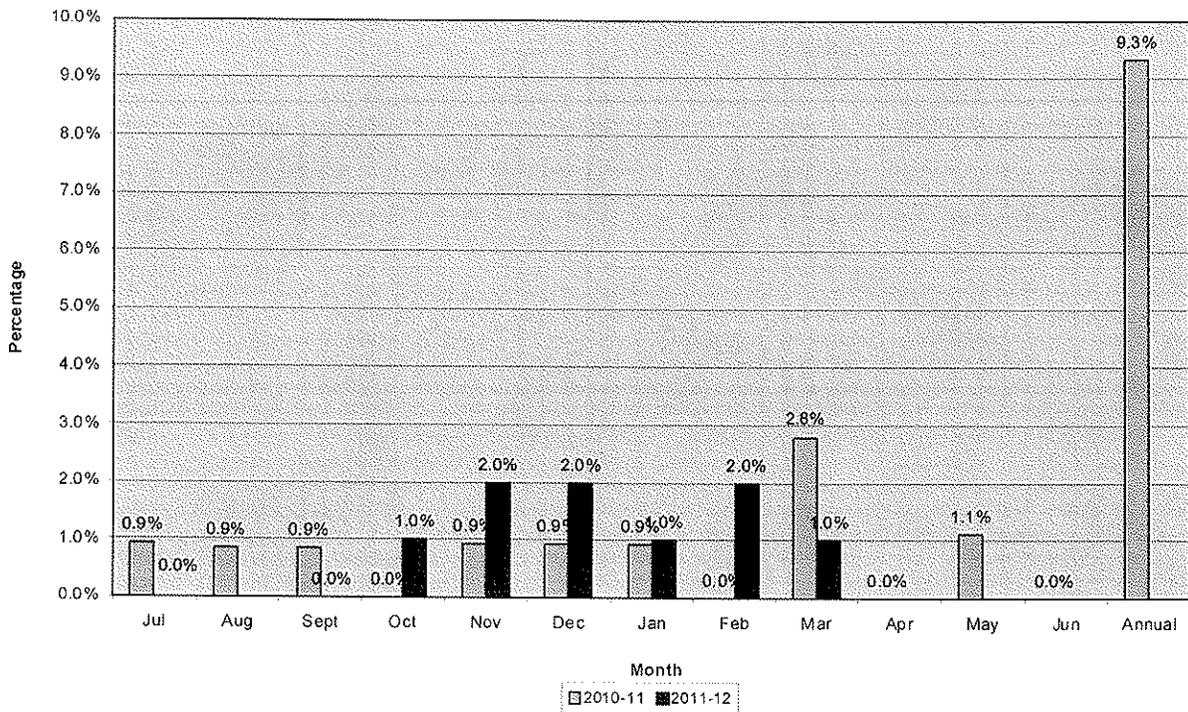
Property/Vehicle Damage Reports: (0) reports, March, 2012 compared to (0) reports, March, 2011

**Number of Property/Vehicle Damage Reports**



City Wide Turnover: (1.0%) terminations March, 2012 compared to (2.8%) terms March, 2011

**Citywide Turnover**



**Police Department  
March 2012**

**Highlights**

- On March 15<sup>th</sup>, Chief Gerald Herman was announced as the new City Administrator for the City of White House. Chief Herman is still the acting Chief of Police. Applications for the Chief of Police position are being accepted until April 16<sup>th</sup>.

**Meetings/Civic Organizations**

- *Chief Herman attended the following meetings in March:* Department Head Staff Meeting (3/12), Robertson County 911 User Group (3/14), Board of Mayor and Alderman (3/15), Robertson County 911 Board Meeting (3/20), Command Staff (3/22), Tennessee Association of Chief's of Police (3/28), and CPIT (Child Protective Investigative Team).
- *Captain Mingledorff attended the following meetings in March:* Rotary Club (3/8, 22, &29) and Chamber of Commerce Annual Banquet (3/22).
- *Captain Ring attended the following meetings in March:* Sumner County Drug Task Force (3/21) and Safety Meeting (3/27).

**Police Department Administration Performance Measurements**

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.* The accreditation process has 152 professional standards that need to be met. Policy and procedures need to be written and proofs shown for each standard prior to approval by an assessor. We have written policies and procedures to comply with 37 of these standards. We are in the process of gathering proofs for these 37 standards and writing additional policies. Six files have been approved by an assessor.
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	0	24	24
February	0	16	0	16
March	0	8	0	8
<b>Total</b>	0	24	24	48

**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	March 2012	FY 2011 - 2012
Two (2) Officers per Shift	44	213
Three (3) Officers per Shift	18	335

2. *Acquire and place into service two Police Patrol Vehicles by October 5, 2011.* Two 2011 Ford Crown Victoria Police Pursuit Vehicles were purchased from TT of F. Ford of Murfreesboro. The vehicles have been decaled and equipped with accessories. They were put into service the middle of September. Complete.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2011-2012.* Fall Compliance Checks were completed on December 30<sup>th</sup>. Two Businesses failed compliances: Kroger and Nervous Charlie's. Letters will be sent out in April advising of a Spring Compliance Check.

**Police Department  
March 2012**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 82 per 1,000 population during the calendar year of 2011.*

<b>Group A Offenses</b>	<b>March 2012</b>	<b>Per 1,000 Pop.</b>	<b>Total 2012</b>	<b>Per 1,000 Pop.</b>
<i><b>Serious Crime Reported</b></i>				
Crimes Against Persons	22	2	43	4
Crimes Against Property	28	3	93	9
Crimes Against Society	15	1.5	52	5
<b>Total</b>	65	6	188	18
<b>Arrests</b>	54		137	

\*U.S. Census Estimate 2010 -- 10,255

5. *Maintain a traffic collision rate at or below the three-year average of 280 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2011.*

	<b>March 2012</b>	<b>Total 2012</b>
<b>Traffic Crashes Reported:</b>	34	95
<b>Enforce Traffic Laws:</b>		
Written Citations	304	946
Written Warnings	97	370
Verbal Warnings	263	886

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.*

<b>COLLISION RATIO</b>				
	<b>Collisions</b>	<b>Injuries</b>	<b>Monthly</b>	<b>YTD</b>
March	34	4	12%	18%

Traffic School: Sgt. Dan Hunter instructed a DDC-4 Traffic School Class on March 8th. The class had approximately 19 students. The next class will be held on April.

Staffing

- The Police Department held a written and physical testing for new Police Officers/Reservist on March 31<sup>st</sup> at the White House Police Department.
- *K-9:* Ofc. Jason Ghee and Nike attended their monthly training.
- *Sumner County Emergency Response Team:* Nothing to report at this time.
- *Volunteer Reserve Officers:* The Reserve Officers were involved in Active Shooter training at White House Heritage High School.

**Support Services Performance Measurements**

1. *Maintain or exceed a Group A crime clearance rate at the three-year average of 60% during calendar year 2012.*

<b>2012 Clearance Rate</b>		
<b>Month</b>	<b>Group A Offenses</b>	<b>YTD</b>
March	68%	78%

**Police Department  
March 2012**

Communications Section

	<b>March 2012</b>	<b>Total 2012</b>
<b>Calls for Service</b>	1,316	4,053
<b>Alarm Calls</b>	29	77

Request for Reports

	<b>March 2012</b>	<b>FY 2011-12</b>
<b>Requests for Reports</b>	26	159
<b>Amount taken in</b>	\$17.95	\$106.10
<b>Tow Bills</b>	\$165.00	\$765.00
<b>Emailed at no charge</b>	25	262
<b>Storage Fees</b>	\$0	\$550.00

Staffing

- Susan Johnson accepted the position as Records Clerk. Susan started on March 26<sup>th</sup>.
- *Volunteer Police Explorers:* Nothing to report at this time.

Item(s) sold on Govdeals: Nothing sold in the month of March.

**Crime Prevention/Community Relations Performance Measurements**

1. *Teach D.A.R.E Classes (10 Week Program) to two public elementary schools, by the end of each school year.* The program resumed February 13<sup>th</sup>, 2012 at White House Middle School. Captain Mingledorff is instructing the ten week course to a total of 7 fifth grade classes (155 students) during the spring semester. Graduation is scheduled for Thursday, May 10<sup>th</sup> at 1:00 pm.
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* Planning for the 13<sup>th</sup> annual event has begun. This year's event is being scheduled for Monday, September 3, 2012 (Labor Day).
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* The 12<sup>th</sup> annual class began on Tuesday, February 21, 2012. Twenty-five citizens are currently enrolled and attending the classes. Classes meet ten weeks once a week for three hours. Graduation is scheduled for Tuesday, April 24<sup>th</sup>.
4. *Participate in a joint community event monthly in order to promote the department's crime prevention efforts and community relations programs.*

- a. **Captain StreetSmart:** Captain Mingledorff taught the following safety classes to seven kindergarten classes at the following elementary school:

R.F. Woodall Primary School: Mrs. Runkle, Mrs. Spivey, and Mrs. Cron.

H.B. Williams: Mrs. Fowler, Mrs. McFarland, Mrs. Mowell and Mrs. Grissom.

A total of 140 students received classes on the importance of wearing their seatbelts in vehicles and wearing a helmet when riding their bikes. Safety information for the parents was also sent home with the students.

- b. **Wheels in Motion:** White House Rotary Club and Captain Mingledorff presented 2 bikes and 2 helmets to elementary student award winners at HB Williams and WH Heritage Elementary Schools on Thursday, March 22, 2012. Since 2006, the White House Police Department and White House Rotary Club have teamed up in support of their "Wheels in Motion" project. Wheels in Motion promotes and rewards young citizens who exhibit good character traits, leadership principles, and a volunteer spirit. The program also helps raise awareness of the Rotary Club's mission and motto, "Service Above Self". The bicycle award is just another example of the club giving back to the

**Police Department  
March 2012**

community that it supports. The Police Department provides the helmet to the award recipient, in support of one of its many youth injury prevention programs.

- c. **Summer Leadership Class:** The Annual Summer Leadership Class of 26 citizens visited the WHPD on Wednesday, March 14<sup>th</sup>. Captain Mingledorff provided an overview of the department as well as a facility tour.
- d. **S.P.E.A.R.E.:** Sgt. Eric Enck instructed two (2) S.P.E.A.R.E. classes this month. At Cross Roads Medical he had 24 people in attendance and at White House First United Methodist Church 20 people.
- e. **Special Events:** WHPD Officers participated in the following events during March:

White House Spring Soccer Tournament: Friday - Sunday, March 9<sup>th</sup> - 11<sup>th</sup>  
Dixie Youth Baseball Opening Ceremony and Parade: Friday, March 30<sup>th</sup>.

<b>2012 Participation in Joint Community Events</b>		
	<b>March</b>	<b>YTD</b>
<b>Community Activities</b>	8	16

## Fire Department March 2012

### Summary of Month's Activities

#### Fire Operations

The department responded to 82 requests for service during the month. Of these, 58 responses were medical emergencies. The department responded to 2 vehicle accidents with reported injuries. There were no patients transported to a medical facility.

- On March 7<sup>th</sup> the department was dispatched to a vehicle fire near a residence. When fire units arrived on scene a large custom van was fully involved in fire. Two attack lines were used to extinguish the fire. The vehicle was a total loss although no other property was reported damaged.
- On March 18<sup>th</sup> at 2:02 am the department was dispatched to a fire in a commercial building. When fire units arrived on scene the fire had been extinguished and confined to the cooking appliance. After an investigation of the building and the appliance involved, the only damage reported was to the appliance itself. No injuries were reported with this incident.

During the month the department responded to 2 weather related incidents: a tree struck by lightning that fire crews worked to extinguish and a tree down across the roadway that was sawed and removed.

#### Fire Administration

- March 6<sup>th</sup> - Chief Palmer and Fire Marshal Sisk attended the Fire Department Day on the Hill event at the State Capital.
- March 6<sup>th</sup> - Chief Palmer attended the Citizens Police Academy at White House Police Department to promote the fire department CERT program.
- March 15<sup>th</sup> - Chief Palmer met with the TOSHA inspector during the bi-annual inspection of the City.
- March 26<sup>th</sup> - Chief Palmer and Chief Herman attended a meeting with the Sumner County 911 director to discuss 911 call routing and mapping.
- March 27<sup>th</sup> - Chief Palmer conducted the monthly safety committee meeting.
- During the month of March Fire Marshal Sisk attended 4 National Weather Service online briefings.

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

- Complete the Risk Watch Program in the schools by May 30<sup>th</sup>, 2012. **(In progress.)**
- Implement an online firefighter training program that meets NFPA standards, ISO and State in-service requirements by January 1<sup>st</sup>, 2012. **(Implemented and ongoing.)**
- Update the Department's SOG document and reformat sections to be more tasks/response specific by June 30<sup>th</sup>, 2012.
- Organize a table top disaster drill to train staff and exercise the city emergency operations plan by December 1<sup>st</sup>, 2011.

#### Departmental Highlight

On March 14<sup>th</sup> members of the Leadership Sumner Group visited fire station 2 for a tour and training demonstration. The group participated in two fire training scenarios the first utilizing a thermal imager camera and the SCBA training room. The second scenario was operating a hose stream and nozzle at the training tower. Everyone present enjoyed the activities.

#### Department Cost Saving Report

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

**Fire Department  
March 2012**

**Monthly Performance Indicators**

**Incident Responses**

Structure Fires	0	Vehicle Accidents (General Cleanup)	2
Cooking / Electrical Fires	1	Vehicle Accidents (With Injuries)	3
Vehicle Fires	1	Rescue	0
Grass, Brush, & Trash Fires	1	False Alarms / Calls	4
Hazmat	0	Assist Other Governmental Agency	1
Other Calls	11	Total Responses for the Month	82
Emergency Medical Responses	58	Total Responses YTD	684

**Fire Fighter Training**

Total Training Man Hours for the Month	530
Total Training Man Hours YTD	3,817.5

**Fire Inspection**

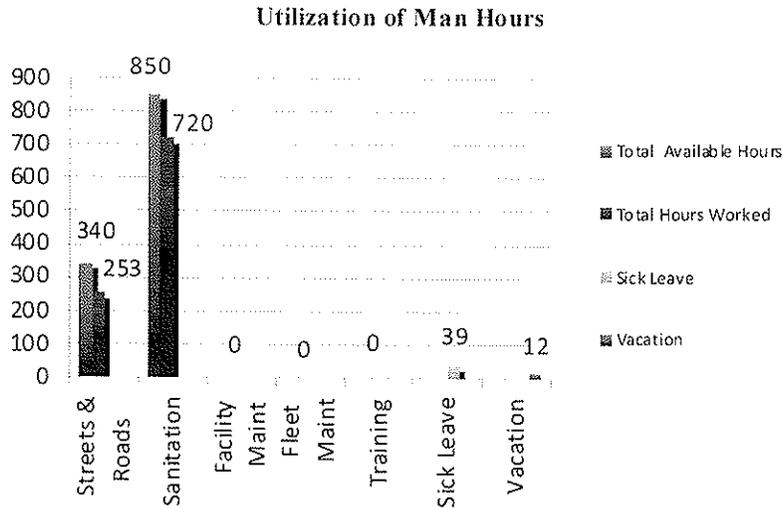
	<b>This Month</b>	<b>YTD</b>
Fire Inspections	10	61
Fire Investigations	3	6
Plat / Plan Reviews	1	14
Fire Preplans	50	150

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	286	3,070
Education Hours	9.5	124
Number of Occurrences	6	70

**Public Works Department  
March 2012**

**Monthly Performance Indicators**



The above chart represents the number of man hours vs. the total number of hours worked for the month of March by department. It also represents the number of sick and vacation days used. There is no longer a vehicle maintenance mechanic; routine maintenance has been performed by the Public Works staff on vehicles as needed.

**Recycling**

Single Stream	48,380 Pounds
Scrap Metal	6,540 Pounds
Yard Waste	62,700 Pounds
Recycled Oil	0 Gallons

The above chart 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 March. Total revenue received \$858.95 from the recycling of materials brought in by citizens who took advantage of the clean up days. Total operating cost for the month of March to be determined.

**City of White House Clean up days**

For the month of March there were 76 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 (Calendar Year 2012): 139**

**Sanitation Enterprise Fund Totals**

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,643	\$57,480.00	\$511,950.00	\$56,726.59	\$514,758.82

**Staffing**

The public works department is authorized 11 full time employees. Currently we are down an Equipment Operator I position.

**Public Works Department  
March 2012**

**Interdepartmental Training**

- Tree Trimming & Chainsaw Policy

**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 March we had a total of 46 citizens utilized the mobile emissions testing station located at the Public Works Facility.

<b>March 2012</b>	46
<b>March 2011</b>	38

**March 2012 Truck Poundage and Fuel Costs**

	<b>March 2012</b>	<b>YTD</b>
Tons per day	18.14	18.29
Pounds for 1 months	616,600	5,288,660.00
Tonnage for 1 months	308.30	2,644.33
Fuel used Truck #319	\$1,357.31	\$2,840.56
Fuel used Truck #320	\$210.87	\$12,575.82
Fuel used Truck #321	\$1,330.52	\$3,405.50
Fuel used Truck # 323	\$624.15	\$9,239.89
Fuel used #324	\$3,522.85	\$3,317.21
Total Fuel cost for 8 months		\$31,609.88

\*Fuel increased \$281.23 from the month of February\*

<b>Services Provided</b>	<b>Total</b>	<b>YTD</b>
Brush Pick Up (stops)	204	1,672
Brush Truck Load	28	282
Emergency Call Outs	0	2
Damaged Carts Replaced	7	46
New Carts for New Home Construction	9	59
Additional Cart Request	4	12
Curbs Repaired	0	0
Shoulders Repaired	0	3
Drainage Requests	8	45
Drainage Work (feet)	0	5,326
Potholes Repaired	16	107
Salt Usage (tons)	0	0
Signs Installed	6	129
Handicapped Pick Up	81	723
Move In Special Pick Up	2	17
Move Out Special Pick Up	1	3
Dead Animal Removals	1	8
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	8	36

**Public Works (Wastewater)  
March 2012**

Administration: None.

Collection system: None.

**Goals and Objectives Progress:**

- **CG0-2011-278:** In progress.
- **GIS/GPS:** In progress.

**Wastewater Treatment:** The odor at Cope crossing has dropped down. Ferric sulfate is being tested at S Palmers and Union Road stations

**Monthly Performance Indicators and Year to Date Totals**

Service Provided	Month	Total YTD	Amount Billed	Revenue Received	Revenue Totals 2011 - 2012
New Service Connections (Capacity Fees)	0	0	\$ 0.00	\$ 0.00	\$ 7300.00
Customers Billed	3912	N/A	Net Amount \$300,962.89	\$286,356.032	2,375,308.63
Applications or Transfers for Service	56	127	n/a	\$4,150.00	\$24,545.75
Late Penalties	967	8549	\$4,681.50	N/A	N/A
Adjustments	21	N/A	N/A		
Administrative Fees	30	241	\$1500.00	\$1500.00	\$ 10,075.25
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	37	184	\$5,681.50	Included in Admin Fees	Included in Admin Fees
Commitments for Service		0	\$ .00	\$0.00	0.00
Metal Recycling		1	2,770.00		
Bulk Disposal	4	4	\$600.00	\$600.00	\$600.00
Farm Leasing Crop		1		19,060.63	19,060.63
			<b>Monthly Totals:</b>	<b>\$</b>	<b>\$</b>

\*Revenue from Previous Month Service

**Month      Total  
YTD**

<b>Work Orders</b>	42	206
<b>All Service Requests</b>	31	958
Billing Related Service Requests	78	324
Mainline Repairs	1	1
Service Line Repairs	7	36
E/One to E/One	27	218
E/One Conversion	12	125
Green Project	25	114
L.P. Service Requests	63	554
Vacuum Service Requests	26	80
<b>Major Lift Station Repairs</b>	1	3

**Responses to SCADA Alarms**

**Month      Total YTD**

North Palmers	131	926
Calista	167	629
Wilkinson	133	388
Portland Road	0	10
Crossing	0	85
Union Road	0	0
Meadowlark	4	10
Hwy 76	4	15
Cambria	2	12
Treatment Plant	26	314
<b>Total Responses</b>	<b>467</b>	<b>2389</b>
<b>TN One-Call Requests</b>	<b>110</b>	<b>630</b>

**Flow      Plant      Inches of      % of  
MGD      Capacity      Rain Fall      Capacity**

Average Daily Flow (effluent)	18.0283	1.4 MGD	9.31	39%
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**Planning & Codes Department**  
**March 2012**

**Summary of Department Activities:**

Staff attended the kick-off meeting for the Realizing Robertson's Future program. The program is being set up to facilitate increased economic development in Robertson County. The program is proposed to include \$ 2,000,000 in project funds. Staff attended the Sumner County Buildings Officials meeting and discussed inspection issues with carnivals, temporary stages, county school athletic facilities, etc. Staff met with property owners in Magnolia Village about drainage concerns in the common open space areas.

**Department Highlight:**

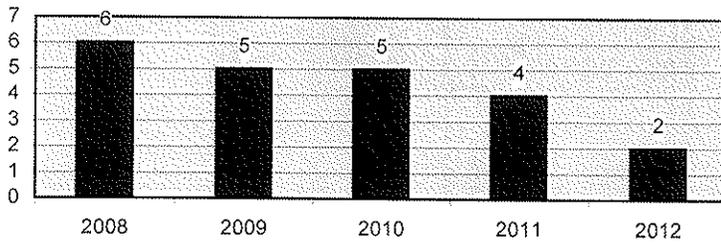
Due to development issues and multiple resident complaints, the Planning Commission authorized staff to obtain the letter of credit for the Brookside Development on Wilkinson Lane. Staff has contracted out the installation of street lights, landscaping, walking trail, concrete sidewalks, and detention pond culvert installation, which is currently under construction. The remaining items include additional landscaping and drainage berm improvements.

**Cost Savings:**

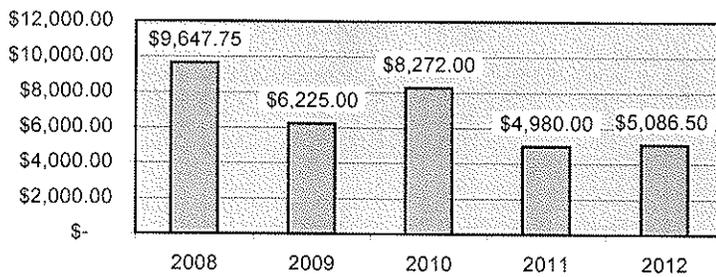
Planning/Codes staff is currently using two vehicles. A 1996 Ford Ranger was recently sold due to the cost of maintenance issues versus the value of the vehicle.

Planning and Codes Department  
March 2012

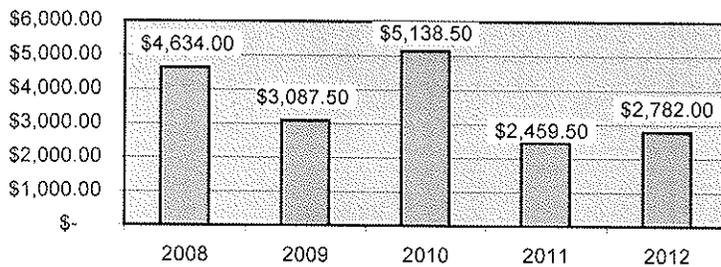
Single Family Permits



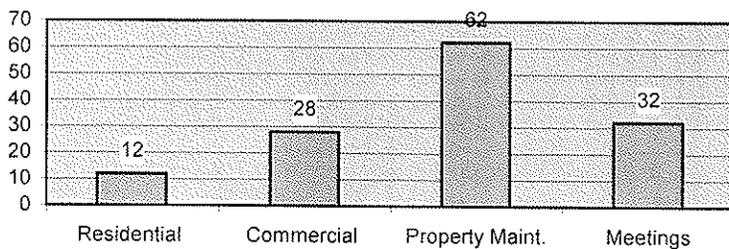
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 11-12
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	2	33
Construction Appeals	0	0
Zoning Appeals	0	6
Training/Study Session	0	0
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	2	8
Multi-Family Residential	0	0
Other Residential	12	67
New Commercial	0	1
New Industrial	1	1
Other Com/Ind	3	17
State Electrical	19	214
Sign	2	6
Occupancy Permits	8	70
Other	0	1
<b>BUILDING INSPECTIONS</b>		
Residential	12	194
Hours	3.75	62.92
Commercial /Industrial	28	160
Hours	12.42	78.25
<b>CODE ENFORCEMENT</b>		
Total Cases	62	664
Hours	7.42	86.15
Complaints Received	18	87
<b>MEETINGS</b>		
Administration	32	72
Hours	37.67	108.09
Planning	17	94
Hours	19.17	90.25
Codes	9	33
Hours	11.5	28.75
<b>FEES</b>		
Permit Fees	\$ 2,782.00	\$ 11,859.00
Board Review Fees	\$ 0.00	\$ 1,825.00
City Impact Fee	\$5,086.50	\$ 16,850.14
Roads	\$2,013.00	\$ 4,299.00
Parks	\$792.00	\$ 3,168.00
Police	\$1,374.00	\$ 5,652.45
Fire	\$907.50	\$ 3,730.69
<b>PLANNING COMMISSION APPROVAL</b>		
Subdivision Lots		6
Commercial/Industrial (Sq ft)		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		17

**Parks, Recreation, & Cultural Arts Department**  
**March 2012**

**Summary of Month's Activities**

*Employee News / Training*

The Director attended year one of the Revenue Development and Management School in Wheeling, West Virginia from March 11-16<sup>th</sup>. It was very educational to hear what other agencies in the United States are doing and to compare and contrast the experiences of like-minded professionals in the Parks and Recreation field. The school is offered in cooperation with North Carolina State University and the National Recreation & Park Association.

Mark Bagwell, a member of our department since 2005, is leaving employment with the city to return back home to Michigan. We hope to fill the position ASAP.

White House Dixie Youth practices began on March 1<sup>st</sup> and there are approximately 550 kids participating. The opening night ceremony and parade of players was held Friday, March 30<sup>th</sup> and the opening day of the season was Saturday, March 31<sup>st</sup>. It was an impressive and memorable start to the season as Mary Keith was honored. This even made the local news. We have also been supporting White House Heritage Middle School Baseball and Softball teams by providing a place for them to practice at the Park.

*Recreation*

Zumba classes are ongoing. The classes are held Monday and Tuesday mornings and on Wednesday evenings. Zumba classes are open to all city employees for free as part of the city wellness initiative. Attendance to the Wednesday night class is especially strong with an average of 30 people per class.

Adult Open Gym will be open all Friday's in March, April & May (except Good Friday). Open gym is available to all city employees for free as part of the city wellness initiative.

Registration for Adult Softball concluded this month and we have 9 teams participating in this 16 game double-header league. The first practices started in March with games beginning in April. Games will be held on Mondays and Fridays. The league tournament will be completed in June.

Church Co-ed Volleyball-We have 8 teams in the league and games began this month on March 27<sup>th</sup>. The games are played on Tuesday & Thursday nights and the teams play twice a week. We scheduled 2 practices for all teams prior to the season beginning.

Little League Challenger-We have 13 kids (2 teams) participating in the league. The City of White House has a District 2 charter, meaning that no other city in our district has a special needs program established with Little League. The games begin on April 14<sup>th</sup> and continue every Saturday for a total of 6 games. The practices and games are held on Field 8.

Big League Baseball registration for ages 15-17 began February 6<sup>th</sup> and will end May 3<sup>rd</sup>. Registration is available for teams and individuals. Team registration will be \$400 and individual \$30 per person – non-resident fees may apply. Games will be played on Tuesday's and Thursday's after Memorial Day on Field 7. We need a minimum of four teams for this league to make. Each team will get a minimum of 8 games with practices provided before and during the season.

*Maintenance*

We currently are looking for a cemetery groundskeeper to maintain Hillcrest Cemetery. Maintenance is being performed temporarily by employees from the Parks Maintenance division although this is not a feasible long term solution. The position is being advertised as "open until filled".

Both football fields and field 7 at the park have been sprayed with glyphosate to remove annual weeds this month. This allows the bermudagrass to come out of dormancy without competing against weeds. An application of pre-emergent herbicide and fertilizer was also applied to both football fields.

**Parks, Recreation, & Cultural Arts Department  
March 2012**

**Update on Department Goals and Objectives**

The rear gates of the Municipal Park were closed on Tuesday, February 28<sup>th</sup>. The very next day this decision paid off, as the Police Department stopped and arrested two individuals who vandalized the Park with their vehicles and had one less escape route.

**Department Highlight**

The White House Spring Classic Soccer Tournament was held on March 9<sup>th</sup>-11<sup>th</sup> and it was a resounding success! The City of White House made a very favorable impression on the visitors to our community. Despite the heavy rains on Thursday, the fields dried enough on Friday to start games that evening and the weather remained good for the rest of the weekend. Some of the stats for the tournament were:

Teams Attending: 97

Players Attending: 1,450

Estimated Total Attendees: 4,500

Games played: 158

Complexes Utilized: 3 (WHYS Complex, Civic Center and City Park)

Fields used: 8

States represented: MO, TN, KY, IN

**Department Cost Savings Report**

The quad baseball fields received a total of 8,000 lbs of infield conditioner, or 2,000 lbs per field. This helps the fields to become playable faster after a rain event. We split the cost of this application 50/50 with the WHDY league which saved the city \$660.

**Parks, Recreation, Cultural Arts Department  
February 2012**

	Prior Years					Current Year		
	FY 2006-2007	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	Feb-12	Mar-12	YTD FY 2011-12
<b>Maintenance</b>								
Mowing Hours	1,020	1,044	1,853	1,469	1,486	20	141	784
Pounds of Grass Seed Sown	4,350	3,670	5,130	1,895	3,140	50	0	2,150
Pounds of Fertilizer Applied	16,795	6,150	9,200	4,590	8,150	0	550	1,854
Number of Trees/Shrubs Planted	69	57	259	11	20	0	0	24
<b>Recreation</b>								
Number of Youth Program Participants	326	377	353	336	354	0	13	406
Number of Adult Program Participants	291	857	2,309	1,343	2,353	188	279	1,844
Number of Theatre Production Attendees	271	102	0	0	0	0	0	0
Number of Special Event Attendees	3,453	2,865	2,989	2,505	3,484	0	0	3,725
Total Number of Special Events Offered	6	8	11	17	19	0	0	13
Total Number of Programs Offered	13	23	46	38	68	8	8	52
Youth Program Revenue	\$31,045.38	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00	\$281.00	\$218.00	\$23,683.00
Adult Program Revenue	\$14,713.00	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65	\$4,012.00	\$2,175.90	\$16,396.70
Theatre Production Revenue	\$1,195.00	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$7,557.50	\$6,476.00	\$4,993.25	\$4,530.00	\$8,010.00	\$0.00	\$0.00	\$4,015.00
<b>Administration</b>								
Number of Shelter Reservations	115	112	139	153	116	0	7	64
Hours of Shelter Reservations								
Shelter Reservation Revenue	\$3,612.50	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00	\$169.00	\$543.00	\$2,056.00
Number of Facilities Reservations	257	305	256	105	63	18	16	91
Hours of Facility Reservations								
Facility Reservation Revenue	\$19,601.34	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63	\$1,823.00	\$1,741.00	\$10,089.00
Misc. Revenue	\$36,238.58	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46	\$26,865.40	\$5,354.00	\$52,757.21
<b>Senior Center</b>								
Senior Center Participants	2,619	3,993	2,326	2,399	2,860	375	319	2,519
Number of Trip Participants	274	366	293	316	473	47	50	284
Number of Meals Participants	3,433	3,430	3,555	3,848	2,912	363	278	2,434
Number of Program Participants			1,407	587	632	585	560	3,302
Number of Trips Offered	45	43	31	31	42	4	4	23
Number of Meals Served	50	48	48	50	46	5	4	36
Number of Programs Offered	4	5	45	54	50	9	9	67

**White House Inn Library & Museum**  
**March 2012**

**Summary of March Activities**

Rebecca attended a webinar entitled Transforming Libraries presented by the American Library Association. The webinar focused on the constantly changing role of public libraries and the future of library services.

The library board met on March 8<sup>th</sup> to discuss library and museum security, current downloadable content and the acquisition of future content, and the library Facebook page.

Library Assistants cataloged and processed close to 500 items during March. The new items were a combination of titles ordered with state funding and local funding. Each title must be added to the library's circulation system and prepared for the shelf with appropriate barcodes, labels, book jackets, etc. The library is still striving to meet the collection goal of 2 items per capita, which is the minimum standard recommended by the state. The library is currently at 1.89 items per capita. One obstacle in meeting this goal is a lack of space for new materials. Rebecca is working with library staff to find creative solutions to the lack of shelf space.

Janet Parchman hosted the Adult Book Club on March 29<sup>th</sup> with 8 participants. The book club members discussed *Holes* by Louis Sachar.

Sherry Tackett presented 8 storytimes with a total of 226 attendees, which was an increase over the February total attendance of 152. Library staff members have been promoting storytime in the library, in local newspapers, in the Word on White House, and on the library's Facebook page. Storytime attendees celebrated the arrival of spring during the month with stories and a spring tree craft.

Dr. Jonathon Griffin visited the library on March 14<sup>th</sup> to speak to children about dental health. He entertained storytime participants and taught them brushing techniques using a giant toothbrush to demonstrate.

A local Girl Scouts troop created an eye-catching display in the library to honor the 100<sup>th</sup> anniversary of the founding of the Girl Scouts organization. The library was pleased to be able to provide display space and partner with a community organization.

**Departmental Highlight**

The Friends of the Library received a \$1,000 grant from Wal-Mart to support library services. In the interest of serving as many patrons as possible, the funding will be split among the age groups the library serves. Rebecca worked closely with library staff members to create a proposal for the Friends detailing how the funds will be spent.

**Department Cost Saving Report**

The library took advantage of a sale with The Library Store and saved approximately \$100 compared to ordering the same supplies through another vendor the library frequently uses.

**White House Inn Library & Museum  
March 2012**

**Performance Measures**

<u>Official Service Area Population:</u>	13,316	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	4	116
<u>Memberships:</u>	10,141	Preschool	4	110
		Teen	1	3
<u>Percent of the Population with Membership:</u>	76	Adult	1	8
		Total	10	237
<u>Total Materials Available:</u>	25,230			
<u>Estimated Value of Total Materials: Last Month:</u>	\$630,750 \$620,550	<u>Wireless Internet Users:</u>		93
<u>Total Materials Available Per Capita: Last Month:</u>	1.89 1.86	<u>Computer Internet Users:</u>		744
<u>State Minimum Standard:</u>	2.00	<u>Volunteers:</u>		9
		<u>Total Hours:</u>		122
<u>Materials Added</u>		<u>Services Provided by Contracting with State</u>		
Adult Fiction:	97	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	50	Items Borrowed:		25
Child/Juvenile/Young Adult Fiction:	179	Items Loaned:		10
Juvenile/Young Adult Non-Fiction:	34			
Audiobooks:	101	<u>R.E.A.D.S. 1<sup>st</sup> Qtr. Statistics</u>		
Movies:	32	eBooks Downloaded:		305
Music CDs:	4	Audiobooks Downloaded:		506
Total:	497			
		<u>R.E.A.D.S. 2<sup>nd</sup> Qtr. Statistics</u>		
<u>Library Circulation</u>		eBooks Downloaded:		466
Total # of Check-outs:	4,527	Audiobooks Downloaded:		477
Last Month:	4,510			
Items per Patron:	2.49	<u>R.E.A.D.S. 3<sup>rd</sup> Qtr. Statistics</u>		
		eBooks Downloaded:		
<u>New Memberships</u>		Audiobooks Downloaded:		
Adult:	25			
Senior Adult:	0	<u>R.E.A.D.S. 4<sup>th</sup> Qtr. Statistics</u>		
Child:	1	eBooks Downloaded:		
Student:	11	Audiobooks Downloaded:		
Young Adult:	5			
Total:	42			

## CITY COURT REPORT MARCH 2012

**CITATIONS:**

TOTAL MONIES COLLECTED FOR THE MONTH \$17,776.75

TOTAL MONIES COLLECTED YTD \$114,264.65

**STATE FINES:**

TOTAL MONIES COLLECTED FOR MONTH \$2,415.37

TOTAL MONIES COLLECTED YTD \$17,213.83

TOTAL REVENUE FOR MONTH \$20,192.12

**TOTAL REVENUE YTD \$131,478.48**

**DISBURSEMENTS**

LITIGATION TAX \$1,140.10

DOS/DOH FINES & FEES \$817.00

RESTITUTION/REFUNDS \$0.00

WORTHLESS CHECKS \$55.00

TBI FINES & FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$2,012.10

TOTAL DISBURSEMENTS YTD \$14,107.17

ADJUSTED REVENUE FOR MONTH \$18,180.02

**TOTAL ADJUSTED REVENUE YTD \$117,371.31**

DONATION TO DRUG FUND FOR MONTH \$716.30

TRANSFER TO DRUG FUND \$0.00

\$0.00

DONATIONS YEAR TO DATE \$4,265.50

CITY COURT CLERK

  
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Summary Financial Statement  
MARCH 31, 2012

**DRAFT**

Fiscal Year Time Lapse: 75.00

110 GENERAL FUND

Account	Description	Year-To-Date			MARCH		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,760,069.00	1,673,848.54	95.1	146,672.42	78,229.30	53.3
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	67,034.00	111.7	5,000.00	10,541.00	210.8
31211	PROPERTY TAX DELINQUENT 1ST YEAR	53,000.00	27,304.00	51.5	4,416.67	3,711.00	84.0
31212	PROPERTY TAX DELINQUENT 2ND YEAR	15,000.00	25,238.00	168.3	1,250.00	0.00	0.0
31213	PROPERTY TAX DELINQUENT 3RD YEAR	7,000.00	16,681.00	238.3	583.33	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	6,000.00	16,571.00	276.2	500.00	0.00	0.0
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	56,066.89	180.9	2,583.33	1,551.12	60.0
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	88,757.00	66,567.78	75.0	7,396.42	7,396.42	100.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,016,000.00	1,537,871.05	76.3	168,000.00	152,695.86	90.9
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,500.00	3,375.00	75.0	375.00	0.00	0.0
31710	WHOLESALE BEER TAX	217,000.00	189,488.10	87.3	18,083.33	17,247.69	95.4
31800	BUSINESS TAXES	104,000.00	75,495.16	72.6	8,666.67	33,658.34	388.4
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	79,125.48	86.0	7,666.67	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	800.00	1,896.55	237.1	66.67	61.55	92.3
31980	MIXED DRINK TAXES	6,000.00	7,217.66	120.3	500.00	793.54	158.7
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	800.00	100.0	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	11,090.00	55.5	1,666.67	2,317.00	139.0
32690	OTHER PERMITS	50.00	50.00	100.0	4.17	0.00	0.0
32710	SIGN PERMITS	1,350.00	450.00	33.3	112.50	200.00	177.8
33100	FEDERAL GRANTS	693,490.00	39,575.70	5.7	57,790.83	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	636,246.00	114,731.08	18.0	53,020.50	0.00	0.0
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	59,248.62	52.2	9,460.25	0.00	0.0
33400	STATE GRANTS	659,311.00	260.68	0.0	54,942.58	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,450.00	11,400.00	50.8	1,870.83	11,400.00	609.4
33450	LOCAL GRANT-ROB.CO. SRO	35,855.00	0.00	0.0	2,987.92	0.00	0.0
33520	STATE INCOME TAX	662,986.00	515,594.80	77.8	55,248.83	50,882.89	92.1
33530	STATE BEER TAX	37,064.00	11,259.27	30.4	3,088.67	110.72	3.6
33533	STATE GASOLINE INSPECTION FEE	5,230.00	2,713.00	51.9	435.83	0.00	0.0
33593	CORPORATE EXCISE TAX	21,023.00	15,803.12	75.2	1,751.92	1,752.89	100.1
33710	COUNTY GRANT - SENIOR NUTRITION	11,546.00	15,253.14	132.1	962.17	15,253.14	1585.3
34120	FEES AND COMMISSIONS	8,500.00	9,500.00	111.8	708.33	0.00	0.0
34740	PARKS AND REC LEAGUE FEES	3,800.00	2,315.00	60.9	316.67	0.00	0.0
34741	FIELD MAINTENANCE FEES	48,000.00	52,596.30	109.6	4,000.00	5,128.90	128.2
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,375.00	7,565.00	102.6	614.58	2,635.00	428.7
34793	COMMUNITY CENTER FEES	7,000.00	6,622.09	94.6	583.33	801.05	137.3
34900	OTHER CHARGES FOR SERVICES	12,000.00	12,135.00	101.1	1,000.00	2,371.50	237.2
35110	CITY COURT FINES AND COSTS	10,000.00	6,869.50	68.7	833.33	969.50	116.3
35130	IMPOUNDMENT CHARGES	149,000.00	117,336.31	78.7	12,416.67	18,180.02	146.4
		350.00	1,050.00	300.0	29.17	0.00	0.0

Account	Description	Year-To-Date			MARCH		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
<b>REVENUES</b>							
36000	OTHER REVENUES	27,000.00	14,274.50	52.9	2,250.00	5,055.75	224.7
36100	INTEREST EARNINGS	7,000.00	3,002.74	42.9	583.33	0.00	0.0
36210	RENT	15,500.00	18,537.43	119.6	1,291.67	6,893.47	533.7
36330	SALE OF EQUIPMENT	0.00	14,009.16	0.0	0.00	660.00	0.0
36350	INSURANCE RECOVERIES	0.00	25,501.62	0.0	0.00	16,613.69	0.0
36420	STADIUM RECEIPTS	7,200.00	4,976.00	69.1	600.00	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	7.37	0.0	0.00	7.04	0.0
36450	PARKS CONCESSIONS	6,700.00	5,984.36	89.3	559.33	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	4,780.50	0.0	0.00	1,168.48	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	5,233,917.96	65.2	668,646.42	448,286.86	67.0
<b>EXPENDITURES</b>							
41000	GENERAL GOVERNMENT	315,607.00	237,364.63	75.2	26,300.58	20,703.18	78.7
41210	CITY COURT	79,727.00	60,808.77	76.3	6,643.90	9,230.56	138.9
41500	FINANCIAL ADMINISTRATION	364,798.00	275,156.86	75.4	30,399.84	29,719.91	97.8
41650	HUMAN RESOURCES	117,130.00	83,682.43	71.4	9,760.83	13,091.03	134.1
41670	ENGINEERING	1,178,911.00	517,295.72	43.9	98,242.57	9,120.00	9.3
41700	PLANNING AND ZONING	261,507.00	192,670.50	73.7	21,792.25	29,045.81	133.3
41800	GENERAL GOVERNMENT BUILDINGS	138,412.00	83,871.87	60.6	11,534.34	23,862.99	206.9
41921	SPECIAL EVENTS	4,000.00	1,693.72	42.3	333.33	0.00	0.0
42100	POLICE PATROL	920,462.00	675,822.64	73.4	76,705.16	93,332.45	121.7
42120	POLICE SUPPORT SERVICES	264,298.00	194,914.50	73.7	22,024.83	28,739.72	130.5
42150	POLICE ADMINISTRATION	201,263.00	133,648.29	66.4	16,771.92	18,685.53	111.4
42151	COMMUNICATIONS SERVICES	170,000.00	114,988.02	67.6	14,166.67	16,138.20	113.9
42200	FIRE PROTECTION AND CONTROL	1,691,308.00	875,567.62	51.8	140,942.35	124,590.24	88.4
42210	FIRE ADMINISTRATION AND INSPECTION	237,456.00	167,057.02	70.4	19,788.00	21,589.56	109.1
43000	PUBLIC WORKS	79,265.00	44,118.83	55.7	6,605.42	5,712.90	86.5
43100	HIGHWAYS AND STREETS	197,293.00	141,644.48	71.8	16,441.07	23,140.79	140.7
44310	SENIOR CITIZEN ACTIVITIES	34,665.00	19,523.49	56.3	2,888.74	2,883.16	99.8
44700	PARKS	255,274.00	187,355.74	73.4	21,272.79	19,749.84	92.8
44740	PARK MAINTENANCE	498,723.00	342,655.84	68.7	41,560.25	37,523.68	90.3
44800	LIBRARIES	182,707.00	118,773.22	65.0	15,225.56	16,189.32	106.3
44880	CHILDREN'S LIBRARY SERVICES	39,863.00	30,153.24	75.6	3,321.92	4,645.68	139.8
51000	MISC EXP	325,000.00	2,021.52	0.6	27,083.33	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	725,000.00	407,377.38	56.2	60,416.67	0.00	0.0
Total EXPENDITURES		8,282,669.00	4,904,123.29	59.2	690,222.32	547,694.55	79.4
Total GENERAL FUND		258,912.00	329,794.67	127.4	21,575.90	99,407.69	460.7

120 INDUSTRIAL DEVELOPMENT FUND

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33800	LOCAL REVENUE ALLOCATIONS	43,000.00	11,264.76	26.2	3,583.33	0.00	0.0
36100	INTEREST EARNINGS	175.00	50.56	28.9	14.58	0.00	0.0
	Total REVENUES	43,175.00	11,315.32	26.2	3,597.91	0.00	0.0
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	54,500.00	41,781.21	76.7	4,541.67	0.00	0.0
	Total EXPENDITURES	54,500.00	41,781.21	76.7	4,541.67	0.00	0.0
	Total INDUSTRIAL DEVELOPMENT FUND	11,325.00	30,465.89	269.0	943.76	0.00	0.0

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

121 STATE STREET AID FUND

Account	Description	Year-To-Date		MARCH		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual	
REVENUES						
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	203,160.54-	22,774.67	21,257.89-	93.3
36100	INTEREST EARNINGS	200.00	14.75-	16.67	0.00	0.0
	Total REVENUES	273,496.00	203,175.29-	22,791.34	21,257.89-	93.3
EXPENDITURES						
43100	HIGHWAYS AND STREETS	258,900.00-	198,610.18	21,575.01-	176.00	0.8
	Total EXPENDITURES	258,900.00-	198,610.18	21,575.01-	176.00	0.8
	Total STATE STREET AID FUND	14,596.00	4,565.11-	1,216.33	21,081.89-	1733.2

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		MARCH		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
36100	INTEREST EARNINGS	1,200.00	248.61-	20.7	100.00	0.0	0.00	0.0
36425	PARKS SALES TAX RECEIPTS	79,000.00	56,199.62-	71.1	6,583.33	109.3	7,195.18-	109.3
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	20,520.00-	102.6	1,666.67	0.0	0.00	0.0
	Total REVENUES	100,200.00	76,968.23-	76.8	8,350.00		7,195.18-	86.2
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-	998.19-	1.3	6,372.84-		7,195.18-	112.9

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

123 SOLID WASTE FUND

Account	Description	Year-To-Date		Percent Of Budget	MARCH		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
34400	SANITATION - USER FEES	514,215.00-	514,215.00-	76.9	55,750.00	57,150.00-	102.5
36100	INTEREST EARNINGS	380.26-	380.26-	31.7	100.00	0.00	0.0
36330	SALE OF EQUIPMENT	0.00	54,561.00-	0.0	0.00	8,311.00-	0.0
37794	SALE OF MATERIALS	5,200.00	3,046.80-	58.6	433.33	858.95-	198.2
Total REVENUES		675,400.00	572,203.06-	84.7	56,283.33	66,319.95-	117.8
EXPENDITURES							
43200	SANITATION	717,993.00-	487,527.18	67.9	59,832.76-	47,672.90	79.7
49000	DEBT SERVICE	104,850.00-	4,944.80	4.7	8,737.51-	0.00	0.0
Total EXPENDITURES		822,843.00-	492,471.98	59.9	68,570.27-	47,672.90	69.5
Total SOLID WASTE FUND		147,443.00-	79,731.08-	54.1	12,286.94-	18,647.05-	151.8

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

124 IMPACT FEES

Account	Description	Year-To-Date		MARCH		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	287.31-	141.67	0.00	0.0
36421	ROADS IMPACT FEES	20,000.00	4,299.00-	1,666.67	2,013.00-	120.8
36422	PARKS IMPACT FEES	16,000.00	5,754.45-	1,333.33	792.00-	59.4
36423	POLICE IMPACT FEES	13,000.00	4,773.19-	1,083.33	1,374.00-	126.8
36424	FIRE IMPACT FEES	9,000.00	2,023.50-	750.00	907.50-	121.0
Total REVENUES		357,700.00	17,137.45-	29,808.33	5,086.50-	17.1
<b>EXPENDITURES</b>						
51010	ROADS IMPACT FEES	388,100.00-	2,467.80	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	73,306.00-	32,282.00	6,109.83-	0.00	0.0
51040	FIRE IMPACT FEES	40,595.00-	1,555.10	3,382.91-	0.00	0.0
Total EXPENDITURES		502,101.00-	36,304.90	41,841.74-	0.00	0.0
Total IMPACT FEES		144,401.00-	19,167.45	12,033.41-	5,086.50-	42.3

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

140 POLICE DRUG FUND

Account	Description	Year-To-Date		MARCH		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	1,650.00	100.00	300.00	300.0
35130	IMPOUNDMENT CHARGES	400.00	100.00	33.33	0.00	0.0
35140	DRUG RELATED FINES	15,500.00	6,765.50	1,291.67	716.30	55.5
36100	INTEREST EARNINGS	100.00	57.60	8.33	0.00	0.0
	Total REVENUES	17,200.00	8,573.10	1,433.33	1,016.30	70.9
EXPENDITURES						
42129	DRUG INVESTIGATION AND CONTROL	9,450.00	4,587.88	787.50	276.60	35.1
	Total EXPENDITURES	9,450.00	4,587.88	787.50	276.60	35.1
	Total POLICE DRUG FUND	7,750.00	3,985.22	645.83	739.70	114.5

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		MARCH		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate				
REVENUES									
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	550,000.00	528,583.75-	96.1	45,833.33	24,703.99-	53.9		
36100	INTEREST EARNINGS	800.00	44.13-	5.5	65.67	0.00	0.0		
	Total REVENUES	550,800.00	528,627.88-	96.0	45,900.00	24,703.99-	53.8		
EXPENDITURES									
49000	DEBT SERVICE	572,596.00-	131,904.10	23.0	47,716.34-	0.00	0.0		
	Total EXPENDITURES	572,596.00-	131,904.10	23.0	47,716.34-	0.00	0.0		
	Total DEBT SERVICE FUND (GENERAL)	21,796.00-	396,723.78-	1820.2	1,816.34-	24,703.99-	1360.1		

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

412 SEWER FUND

Account	Description	Year-To-Date			MARCH		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
33142	ARRA ASSISTANCE - SEWER REHAB PROJECT	193,800.00	0.00	0.0	16,150.00	0.00	0.0
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.00	0.0
34900	BULK DISPOSAL FEE	600.00	1,200.00	200.0	50.00	0.00	0.0
36000	OTHER REVENUES	7,500.00	24,908.02	332.1	625.00	19,124.52	3059.9
36100	INTEREST EARNINGS	4,000.00	1,571.98	39.3	333.33	0.00	0.0
36330	SALE OF EQUIPMENT	3,500.00	7,441.62	212.6	291.67	0.00	0.0
36920	SALE OF BONDS	6,775,200.00	144,214.00	2.1	564,500.00	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	30,000.00	29,795.00	99.3	2,500.00	3,600.00	144.0
37220	ADMINISTRATIVE FEES	10,000.00	10,155.25	101.6	833.33	1,150.00	138.0
37230	SEWER USER FEES	2,543,000.00	1,912,475.38	75.2	211,916.67	230,497.83	108.8
37298	CAPACITY FEES	48,000.00	16,900.00	35.2	4,000.00	2,400.00	60.0
37995	CONNECTION FEES	4,800.00	1,350.00	28.1	400.00	300.00	75.0
Total REVENUES		9,645,531.00	2,150,011.25	22.3	803,794.25	257,072.45	32.0
EXPENDITURES							
49000	DEBT SERVICE	762,506.00	555,645.83	72.9	63,542.18	23,831.34	37.5
52117	ADMINISTRATION AND GENERAL EXPENSES	839,421.00	373,500.09	44.5	69,951.76	24,570.54	35.1
52210	COLLECTION	7,051,823.00	689,806.48	9.8	587,651.91	47,462.78	8.1
52213	SEWER TREATMENT AND DISPOSAL	516,236.00	172,260.46	33.4	43,019.68	18,434.36	42.9
52223	DEPRECIATION	586,796.00	440,097.03	75.0	48,899.67	48,899.67	100.0
58801	ARRA ASSISTANCE - COPEX CROSSING PROJECT	0.00	324,036.65	0.0	0.00	0.00	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	969,000.00	515,040.13	53.2	80,750.00	0.00	0.0
Total EXPENDITURES		10,725,782.00	3,070,386.67	28.6	893,815.20	163,198.69	18.3
Total SEWER FUND		1,080,251.00	920,375.42	85.2	90,020.95	93,873.76	104.3

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

416 HEALTHCARE FUND

Account	Description	Year-To-Date		MARCH		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
36000	OTHER REVENUES	0.00	1,942.15-	0.00	0.00	0.0	0.00	0.0
36100	INTEREST EARNINGS	500.00	228.79-	45.8	41.67	0.0	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	360,331.44-	0.0	0.00	0.0	40,706.96-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	1,014,082.00	696,864.65-	68.7	84,506.83	201,425.49-	201,425.49-	238.4
	Total REVENUES	1,014,582.00	1,059,367.03-	104.4	84,548.50	242,132.45-	242,132.45-	286.4
EXPENDITURES								
51520	INSURANCE EMPLOYERS SHARE	1,009,869.00-	965,046.40	95.6	84,155.75-	87,992.56	87,992.56	104.6
	Total EXPENDITURES	1,009,869.00-	965,046.40	95.6	84,155.75-	87,992.56	87,992.56	104.6
	Total HEALTHCARE FUND	4,713.00	94,320.63-	2001.3	392.75	154,139.89-	154,139.89-	9246.3

Summary Financial Statement  
MARCH 31, 2012

Fiscal Year Time Lapse: 75.00

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		MARCH			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
34110	GENERAL SERVICES	2,028.00	2,214.00-	109.2	169.00	0.00	0.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	15,450.00	8,450.00-	54.7	1,287.50	600.00-	46.6
36100	INTEREST EARNINGS	380.00	173.38-	45.6	31.67	0.00	0.0
36340	SALE OF CEMETERY LOTS	12,000.00	16,500.00-	137.5	1,000.00	0.00	0.0
	Total REVENUES	30,158.00	27,337.38-	90.6	2,513.17	600.00-	23.9
EXPENDITURES							
43400	CEMETERIES	20,043.00-	12,734.19	63.5	1,670.25-	200.25	12.0
	Total EXPENDITURES	20,043.00-	12,734.19	63.5	1,670.25-	200.25	12.0
	Total HILLCREST CITY CEMETERY	10,115.00	14,603.19-	144.4	842.92	399.75-	47.4

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

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

RESOLUTIONS....

ORDINANCES....

FINANCE....

*April 10, 2012*

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

**To: Board of Mayor and Aldermen**  
**CC: Gerald Herman, City Administrator**  
**From: Joe Moss, Public Works Director**  
**Re: Wastewater Utility Truck Bid**

---

I've reviewed the Request for Bid submittals for the One-Ton Utility Truck with Lift-gate and Crane.

The lowest and best response bid came from Mid Tennessee Ford in Nashville. The Mid Tennessee Ford bid was for the amount of \$50,802.00. The delivery time indicated on the bid package is 153 days after receipt of order (ARO). The long delivery time was due to the crane-body delivery time.

However, I've discussed this time concern with the Mid Tennessee Ford account manager, Sean Folmar, and he indicated that once he receives the purchase order, he will have his body vendor order the parts for the crane body. Mr. Fulmar stated that he should have this truck delivered to the City within 105 ARO.

My recommendation is to award the bid to the Mid Tennessee Ford of Nashville.



*April 12, 2012*

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

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Rebecca Whipple, Library Director  
**Re:** Library Roof Replacement

---

The roof on the current library facility has been in place for 25 years and has received storm and hail damage. In light of this damage, TML approved a claim to replace the library roof. The funds received from TML will cover the roof replacement project in its entirety. I am seeking approval of the lowest base bid to replace the roof at the Alternative #1 specification level, which includes higher quality architectural shingles. The lowest base bid is from Brown Construction at \$13,230 and includes an option to work on Sunday. The library is open every day except Sunday, so it would be more appropriate to have the work done while library patrons are not in the parking lot and facility. I also request an additional \$1,000 to replace and update the roof ventilation system.

ROOF REPLACEMENT ON LIBRARY INN

BID# 12-1002LI	Two Rivers Roofing, Inc	Brown Construction	Regency Construction	Jewell General Contracting & Roofing
Roof Replacement on Library Inn	204 Williams Ave Madison, TN 37115	P.O. Box 1247 White House, TN 37188	1006 Madison Creek Rd Goodlettsville, TN 37072	1063 Louisville Hwy Goodlettsville, TN 37072
OPENING: April 3, 2012 @ 1:00 p.m.				
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost
Replace roof on COWH Library; Remove and dispose of existing regular asphalt roof shingles.	\$12,800.00	\$12,150.00	\$13,600.00	\$13,770.71
Alternative #1--Dimensional roof shingles	\$13,300.00	\$13,230.00	\$14,500.00	\$14,390.71
Flashing Replacement	\$1.50 per L.F.	\$6.00 per Ft	\$10.00 per L.F.	\$1.26 per SF
Decking Replacement	\$2.00 per SF	\$2.00 per SF	\$40.00 per 4' x 8' - 1/2" sheet	included in price
Delivery	Start within 3 weeks from contract, and complete within 2 weeks from start	2 weeks from acceptance, to be performed on Sunday	within 30 days of purchase order	ASAP from purchase order. Duration of 2 working days

*April 11, 2012*

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

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Amanda Priest, City Recorder  
**Re:** CivicPlus Service Agreement

---

Currently the City's website is hosted by CivicPlus. For the 2011 - 2012 fiscal year, our maintenance fee was \$6,744. After reviewing the services provided for this fee, staff does not believe that the maintenance funds are being used efficiently and effectively. Therefore, staff recommends the current contract with CivicPlus be terminated effective June 30, 2012. Other available opportunities for the website will be explored to determine what will be the best solution for the City's website.

*April 11, 2012*

## **MEMORANDUM**

**To: Board of Mayor and Aldermen**

**CC: Gerald Herman, City Administrator**

**From: Addam McCormick, Planning/Codes Director**

**Re: Building Maintenance Capital Improvement Budget**

---

The 2011/2012 Building Maintenance Capital Improvement budget was approved at \$59,000. The budget includes the City Hall/Civic Center fire alarm system and the gym floor repair projects. Due to anticipated reduced project costs, there will be an estimated \$25,000 in remaining funds available. Staff request that the remaining funds be used to complete the following projects by the end of the 2011-2012 fiscal budget year.

**\$ 4,500**

Concrete slab overtop near the gym entrance. The slab over top project is to repair the busted slab which is adding to the water problem of the gym floor. The project also includes expanding the existing sidewalk leading to the Building Maintenance's storage room for a dedicated vehicle parking space and loading area.

**\$ 4,500**

The heating and air system in the current Finance Director's office and future City Administrator's office has issues with air flow and temperature control. The project would include installing a separate thermostat and air damper system to improve air flow and control temperatures in the office.

**\$ 4,500**

The gym ceiling needs an additional heater replacement. One heater was recently replaced. Replacing the second unit would provide adequate heat for the gym area and replace the existing operable heater that is over 20 years old.

*April 11, 2012*

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

**To: Board of Mayor and Aldermen**  
**CC: Gerald Herman, City Administrator**  
**From: Amanda Priest, City Recorder**  
**Re: ARRA Fiber Optic Interconnect Project Change Order #4**

---

Recommendation: Approval

The attached documentation shows the details regarding Stansell Electric Company's proposal to complete the necessary work in the City's buildings. This work was always scheduled to take place. However, it was not included in Stansell's original contract or the budget for this project. This work will need to be completed before the project can be completed and implemented. These changes will amount to a total of \$197,563.00.

If you have any questions, please let me know.



**STANSELL  
Electric  
Company, Inc.**

**Contractors-Engineers  
Traffic Control  
Data/Comm**

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

February 3, 2012

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

**Re: Change Order #5 Revised Proposal for City of White House Fiber Optic Interconnect Project**

Mr. Glass:

As requested, I have adjusted the change order numbering sequence for this proposal. All other information is the same as our original proposal dated 11/9/2011.

In recent conversations with Kevin Kizer of Local Government Corporation, he has asked that SEC revise our proposal based on the following changes:

1. Delete redundancy fiber switch from City Hall.
2. Delete a 48 port copper switch from City Hall.
3. Reduce the number of data service drops in City Hall to a maximum of 50.
4. Revise proposal to reflect pricing for the base system (1 GBPS) only.

As previously noted, Stansell is proposing the installation of new equipment, reworking service drops and the programming of each switch. There is still a lot of work that will be needed to be completed before the City has full use of their system, but Stansell understands that this work would fall under the City's existing contract with Local Government Corporation and will not be part of our proposed scope of work.

While the attached revised proposal addresses our understanding of the revised scope of work we are to provide, we feel that the previously submitted timeframe of 100 working days will still be needed. Our proposal is based on being able to work 8 to 10 hours per day, 5 days a week. If the City agrees to proceed with this work, we will be able to provide a tighter schedule once all materials have been acquired. With the exception of City Hall, we should be able to adjust our schedule to prevent having to continuously work in closed buildings, but we will not be able to totally prevent this from happening and still meet the proposed timeframes outlined in our previous proposal dated 11/2/11 for each building. Also, as noted in our in that proposal, a lot of our finishing work for each building will require heavy coordination with Local Government. Depending on the timing of their work or issues encountered as a result of their work, additional time on top of the timeframes provided may be needed.



**STANSELL**  
**Electric**  
**Company, Inc.**

**Contractors-Engineers**  
**Traffic Control**  
**Data/Comm**

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

Based on the above noted changes, SEC has revised our proposal cost to \$197,563.00. Should you have any questions or concerns regarding this proposal please do not hesitate to contact me. I can be reached at my office number, (615) 369-4080, or on my cell phone at (615) 416-3535. I can also be reached via email at [csims@stansellelectric.com](mailto:csims@stansellelectric.com).

Sincerely,

Christopher Sims, P.E.  
Project Manager

Attachment

cc Amanda Priest – City of White House, TN  
Bobby Gaines – SEC, Inc.  
Brian Landry, P.E. – SEC, Inc.  
Tom Bennett – SEC, Inc.

Supplemental Agreement and/or Request for Construction Change  
Change Order No. 5

CITY OF WHITE HOUSE  
105 College Street  
White House, TN 37188

Contract No. 74LPLMF3004090202  
Project No. 74LPLM-F3-004  
Reference No. ARRA-STP-M-9320(1)  
County: ROBERTSON & SUMNER

Whereas, we **STANSELL ELECTRIC COMPANY, INC.**, with **THE HANOVER INSURANCE COMPANY**, as Surety, entered into a contract with the CITY OF WHITE HOUSE, on 04/09/12, for the construction by said Contractor of the above designated project; and Whereas, certain items of construction encountered are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the City at the prices scheduled therefore below:

The purpose of this Change Order is to establish unit prices for and to revise estimated pay item quantities for items of work not covered by the original contract.

It is agreed to add the following pay items to the above designated project due the following, which has been encountered during the course of construction of this project:

1. Item 104-03.06, Additional Work (City Hall Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of a new server cabinet, wire management system, Fiber Core Switch, patch panels and a UPS system for switch protection.
2. Item 104-03.07, Additional Work (Police Department Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of new 19" rack shelves, wire management systems, Fiber Core Switch, patch panels and a UPS system for switch protection.
3. Item 104-03.08, Additional Work (Library Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of new 19" rack shelves, wire management systems, Fiber Core Switch, patch panels and a UPS system for switch protection.
4. Item 104-03.09, Additional Work (Fire Hall #1 Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of a wire management system, Fiber Core Switch, patch panels and a UPS system for switch protection.
5. Item 104-03.10, Additional Work (Fire Hall #2 Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of a wire management system, Fiber Core Switch, patch panels and a UPS system for switch protection.
6. Item 104-03.11, Additional Work (Sewer Department Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of reworking the existing server room, a wire management system, Fiber Core Switch, patch panels and a UPS system for switch protection.
7. Item 104-03.11, Additional Work (Public Works Department Modification) is added so that the City can utilize the fiber optic system for uses outside the current scope of work. The added work consists of a wire management system, Fiber Core Switch, patch panels and a UPS system for switch protection.

Unit prices listed below include all labor, materials, profit, overhead and incidentals necessary to complete this work.

Item Number	Description	Unit	Original Quantities	Revised Quantities	Over + Under-	Contract Price	Net Amount Due Change
104-03.06	ADDITIONAL WORK (CITY HALL MODIFICATION)	EA	0.00	1.00	+1.00	\$ 111,893	\$111,893.00
104-03.07	ADDITIONAL WORK (POLICE DEPARTMENT MODIFICATION)	EA	0.00	1.00	+1.00	\$ 11,682	\$ 11,682.00
104-03.08	ADDITIONAL WORK (LIBRARY MODIFICATION)	EA	0.00	1.00	+1.00	\$ 11,682	\$ 11,682.00
104-03.09	ADDITIONAL WORK (FIRE HALL #1 MODIFICATION)	EA	0.00	1.00	+1.00	\$ 16,845	\$ 16,845.00
104-03.10	ADDITIONAL WORK (FIRE HALL #2 MODIFICATION)	EA	0.00	1.00	+1.00	\$ 11,188	\$ 11,188.00

104-03.11	ADDITIONAL WORK (SEWER DEPARTMENT MODIFICATION)	EA	0.00	1.00	+1.00	\$ 19,982	Category I \$ 19,982.00
104-03.12	ADDITIONAL WORK (PUBLIC WORKS DEPARTMENT MODIFICATION)	EA	0.00	1.00	+1.00	\$ 14,291	\$ 14,291.00

Original Contract Amount	\$ 297,168.00	Changes This Request:	\$ 197,563.00
Requested Changes	\$ 244,803.76	Previous Changes:	\$ 47,240.76
Revised Contract Amount	\$ 541,971.76	Changes to Date	\$ 244,803.76

Now, Therefore, We, STANSELL ELECTRIC COMPANY, INC., Contractors, and THE HANOVER INSURANCE COMPANY, Surety, hereby agree to this Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

Date Approved:

RECOMMENDED FOR APPROVAL:

STANSELL ELECTRIC COMPANY, INC. CONTRACTOR

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

\_\_\_\_\_  
CITY ADMINISTRATOR

THE HANOVER INSURANCE COMPANY SURETY

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

\_\_\_\_\_  
CITY RECORDER

## CITY HALL – MAIN COMPUTER ROOM

The main computer room (12' x 9') currently has one 19" x 48" server cabinet (APC Cabinet). In SEC's original scope, we were to add one 19" x 72" open frame relay rack to the server room and terminate all fiber in this rack. After a detailed survey conducted by SEC and Local Government Corporation it was determined that the proposed 19" x 72" rack is no longer needed. Based on our current understanding for this additional work, the following is recommended.

**Redesign:** Install one additional 19" x 72" server cabinet for all communication and switch hardware. Provide wire management for fiber connectivity and copper connectivity. Install one TMGB (Telecommunications Main Grounding Busbar) and connect to main building ground using #2 copper bonding backbone. Install ¾" plywood backboard (4x8 sheet) on wall facing rack entry and paint with fire retardant paint. This backboard will be for the future relocation of the City's phone system. Provide a 12" ladder rack between the new backboard, crossing over both cabinets, and connecting to the wall behind both cabinets. This ladder rack will provide a means to support all cabling as well as transition the fibers into the cabinet. SEC is also proposing to replace a maximum of 50 data cables within City Hall.

As noted in our survey with Local Government, SEC's installation will include all programming needed for the proposed switches only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

### **Communications Cabinet layout:**

1. 144 Fibers will be terminated in the top 4RU of the cabinet in a fiber LIU.
2. Wire Management will be placed in the next 2 RU below the LIU.
3. One Cisco 3750 Fiber Core Switch will be installed below the wire management.
4. Blank panels will be placed in the next 4 RU.
5. Two 48 port Cat 6 patch panels (2 RU each) separated by a 2 RU wire manager installed beneath each patch panel will be installed beneath the blank panels.
6. Two 4 RU with one Cisco 3750 48 port Copper switch will be installed below the wire manager with an additional 2 RU wire manager installed below it.
7. An additional 4 RU blank panel will be installed below the Cisco switch.
8. Blank panels will finish out the remaining space to reach the bottom 4 RUs of rack space.
9. An APC 3000 VA UPS will be installed in the bottom 4 RUs of available cabinet space for network switch protection.
10. Cabinet will have full height vertical cable managers installed within the cabinet.

**Existing Server Cabinet Layout:** Based on our understanding of this additional scope of work, we do not anticipate any work to the existing server cabinet.

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$111,893.00

## Police Department

The communications closet (8'x4') is extremely small and overfilled. In the original scope of work, a new 19" floor mounted rack and a plywood backboard were to be installed in this closet. During our survey with Local Government Corporation, it was decided that we could rework the existing items in the closet to allow us to utilize the existing wall mount rack. As a result of this survey, SEC does not intend to install the items outlined in our original scope. Based on our current understanding, the following is recommended.

**Redesign:** Route the new fiber optic cable up from the floor in innerduct and over to the edge of the ceiling and back down to enter the top 4U in a fiber LIU in the existing 19" x 36" wall mount rack. Remove and discard the two existing finger type wire managers. Move the existing Cat5e patch panel a distance of 7 RU lower in the rack. Install one covered 1RU manager below the fiber LIU. Install one Cisco 2960 48 port switch directly below the 1RU wire manager and install a 2 RU horizontal wire manager below the Cisco 2960 switch. Install one TGB (Telecommunications Grounding Busbar) on the existing backboard and connect to main building ground using #2 copper bonding backbone. SEC does not anticipate having to replace any of the existing cabling needed for voice or data transfer.

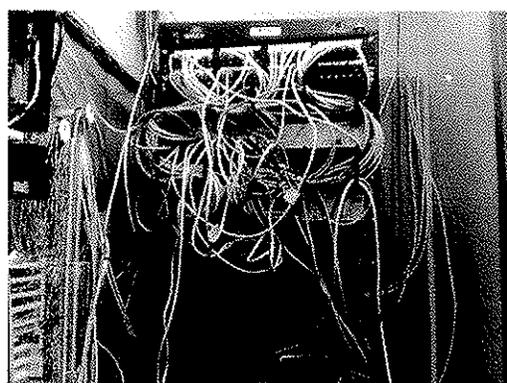
As noted in our survey with Local Government, SEC's installation will include all programming needed for the proposed switch only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

### Proposed re-work of the Existing Police Rack layout:

1. Fibers will be terminated in place of existing patch panel the top 4RU of the rack in a fiber LIU.
2. Wire Management will be placed in the next 1 RU below the LIU.
3. One Cisco 2960 copper switch will be installed and programmed below the wire management.
4. Existing switches will be temporary until testing and cutover is complete, then removed.
5. Wire Management will be placed in the next 2 RU below the Cisco 2960 switch.
6. One 24 port Cat 5e patch panel will be reinstalled beneath the 2RU wire manager.
7. Two 19" rack shelves will be added to install existing non rack mount IT equipment.
8. One APC 1500 VA UPS will be installed in the bottom of this rack.



Fiber Entrance



Existing Rack

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$11,682.00

## **Fire Hall #1**

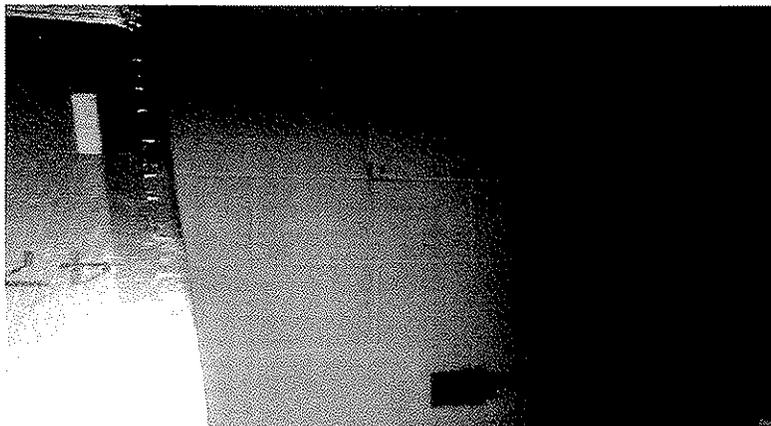
In the original scope for Fire Hall #1, a new 19" floor mounted Rack and a plywood backboard were to be installed in a "new" telecommunications closet. This new closet would also house the building's hot water heater. Due to the proximity of the water heater and existing water lines, the City's Fire Chief asked that this closet be relocated. As a result, the maintenance space adjacent to the HVAC unit in the rear center of the building will be utilized to install a 19" x72" floor mount relay rack and plywood backboard. Based on our current understanding, the following is recommended.

**Redesign:** Route the new fiber optic cable down through the newly installed sleeve into the top 4RU of the new rack. Install a 1 RU horizontal wire manager below the LIU. Install a Cisco 2960 24 port switch below the wire manager and install a 2 RU horizontal wire manager below it. Install a 24 port Cat 6 patch panel below the 2 RU horizontal wire manager. Install an additional 2 RU horizontal wire manager below the Cat6 patch panel. Install an APC 1500VA UPS in the bottom of the rack. Provide a TGB mounted adjacent or below the rack. If needed, provide a dedicated 20 amp electrical circuit to power equipment. SEC is also proposing to replace a maximum of 10 voice and data cables within Fire Hall #1.

As noted in our survey with Local Government, SEC's installation will include all programming needed for the proposed switch only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

### **Proposed Fire Hall #1 Rack layout:**

1. Fibers will be terminated in the top 4RU of the rack in a fiber LIU.
2. Wire Management will be placed in the next 1 RU below the LIU.
3. One Cisco 2960 copper switch will be installed below the wire management.
4. Wire Management will be placed in the next 2 RU below the Cisco 2960 switch.
5. One 24 port Cat 6 patch panel will be installed beneath the 2RU wire manager.
6. Two 19" rack shelves will be added to install existing non rack mount IT equipment.
7. One APC 1500 VA UPS will be installed in the bottom of this rack for switch protection.
8. Evaluate existing electrical circuit and if necessary convert to 20 Amp dedicated 115 VAC.



Fire hall #1, Location for new 19" x 36" rack

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$16,845.00

## Fire Hall #2

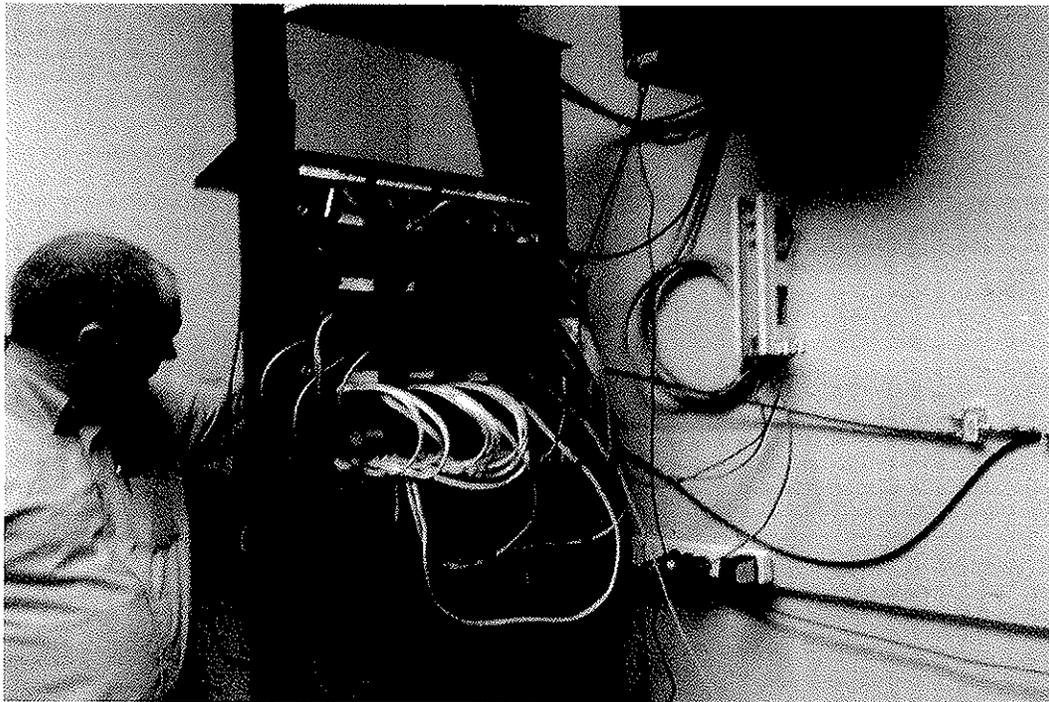
As per our original scope of work for Fire Hall #2, the existing communications rack and data infrastructure will be utilized for the installation. Based on our current understanding, the following is recommended.

**Redesign:** Route the new fiber optic cable up through the underground sleeve through innerduct into the top 4RU of the existing rack. Install a 1 RU horizontal wire manager below the LIU. Install a 2 RU horizontal wire manager and Cisco 2960 48 port switch below the existing Ethernet switch. Install an APC 1500VA UPS in the bottom of the rack. Provide a TGB mounted on the wall adjacent to the rack. SEC does not anticipate having to replace any of the existing cabling needed for voice or data transfer.

As noted in our survey with Local Government, SEC's installation will include all programming needed for the proposed switch only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

### Proposed rework of Fire Hall #2 Rack layout:

1. Fibers will be terminated in the top 4RU of the rack in a fiber LIU.
2. Wire Management will be placed in the next 1 RU below the LIU.
3. One Cisco 2960 48 port copper switch will be installed and programmed below the existing patch panels and Ethernet switch.
4. One APC 1500 VA UPS will be installed in the bottom of this rack to support the network switch.
5. Two vertical wire managers will be installed, one on each side of the rack.



Existing Fire Hall #2 rack

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$11,188.00

### Wastewater Treatment Plant

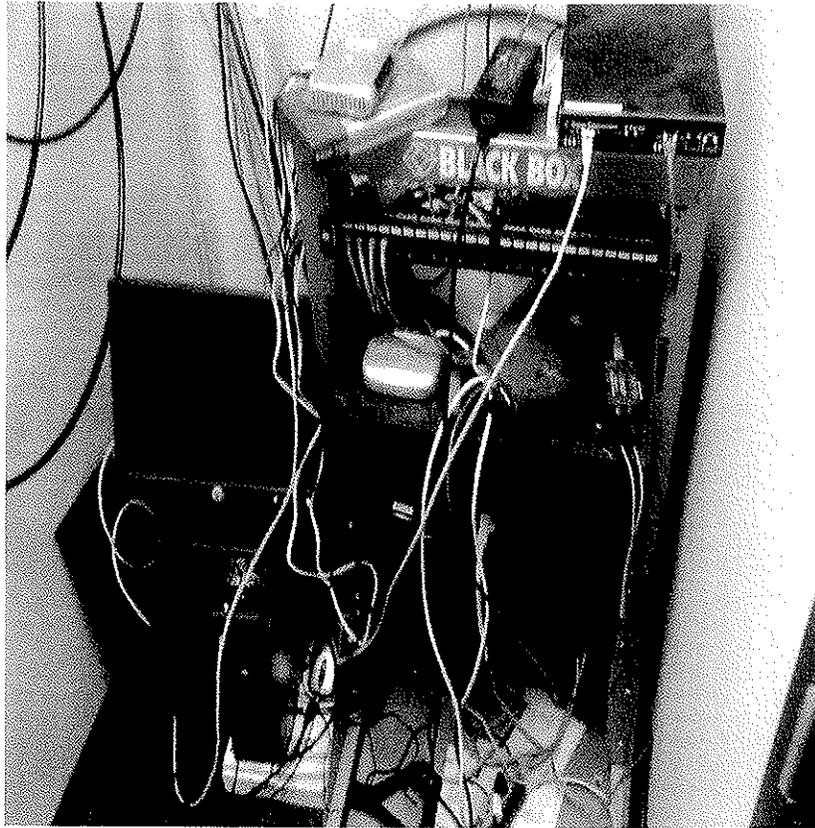
In the original scope of work, a new 19" floor mounted rack and a plywood backboard were to be installed in this closet. During our survey with Local Government Corporation, it was decided that a new 12" ladder rack should also be included. The ladder rack will connect the rear of the rack to the wall for supporting all cables. Based on our current understanding, the following is recommended.

**Redesign:** Install a 1 RU horizontal wire manager below the LIU. Relocate the 2 RU existing SCADA fiber LIU below this 1RU horizontal wire manager. Install a 1 RU wire manager below this SCADA LIU. Install a Cisco 2960 48 port fiber/copper switch. Install a 2 RU horizontal wire manager below the Cisco 2960 switch. Relocate the existing copper patch panel below the 2U horizontal wire manager. Install a second 2 RU horizontal wire manager under the copper patch panel. Install three rack mount shelves for additional existing rack mount hardware items. Install an APC 1500VA UPS in the bottom of the rack. Provide a TGB mounted on the wall behind the rack. SEC does not anticipate having to replace any of the existing cabling needed for voice or data transfer.

As noted in our survey with Local Government, SEC's installation will include all programming needed for the proposed switch only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

#### Proposed Wastewater Treatment Rack layout:

1. Fibers will be terminated in the top 4RU of the rack in a fiber LIU.
2. Wire Management will be placed in the next 1 RU below the LIU.
3. Existing SCADA LIU will be placed in the next 2 RU space.
4. Wire Management will be placed in the next 1 RU below the SCADA LIU.
5. One Cisco 2960 48 port copper switch will be installed below the 1 RU horizontal wire manager.
6. Horizontal Wire Management will be placed in the next 2 RU below the Cisco 2960 switch.
7. Existing Patch Panel will be located below the 2 RU wire manager.
8. Horizontal Wire Management will be placed in the next 2 RU below the patch panel.
9. Three rack shelves will require 6 RU for non- rack mount devices and existing computers.
10. One vertical wire manager will be installed on the left side of the rack.
11. One APC 1500 VA UPS will be installed in the bottom of this rack.
12. One TGB will be installed and grounded using bonding conductor.
13. One plywood backboard will be placed on wall behind rack for telephone system use.
14. After cutover, existing rack and unused equipment will be discarded.



Existing wastewater rack

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$19,982.00

## Public Works

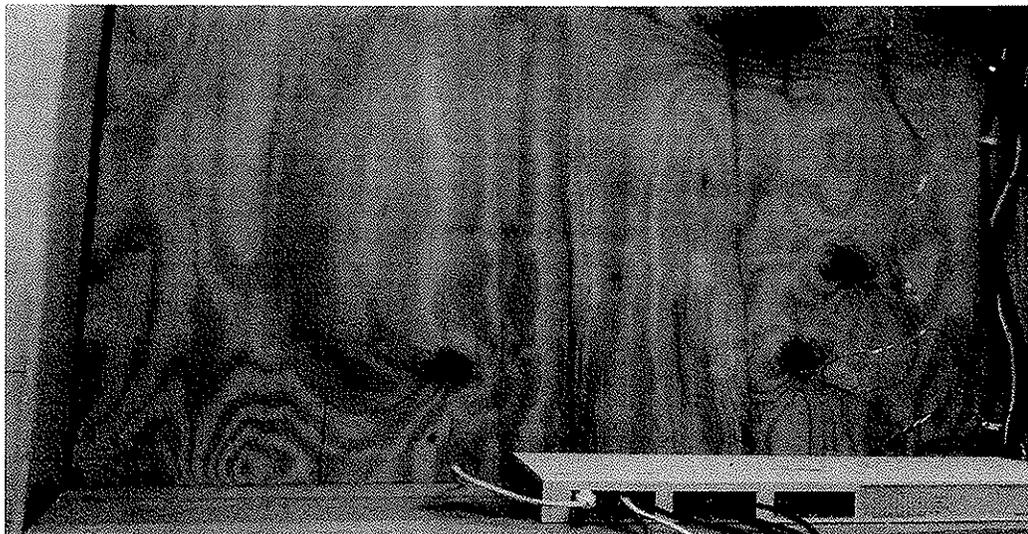
Similar to the Police Station, the communications closet in the Public Works building is extremely small. In the original scope of work, a new 19" floor mounted rack was to be installed in this closet. During our survey with Local Government Corporation, it was decided that a 19" x 36" swing gate rack would be better suited for this space. As a result of this survey, SEC does not intend to install the items outlined in our original scope. Based on our current understanding, the following is recommended.

**Redesign:** Route the new fiber optic cable through innerduct into the top 4RU of the new rack. Install a 1 RU horizontal wire manager below the LIU. Install a Cisco 2960 24 port fiber/copper switch below the existing Ethernet switch. Install an APC 1500VA UPS in the bottom of the rack. Provide a TGB mounted on the wall adjacent to the rack. Currently, all voice cables in this building connect through a non surge protected buried 25 pair cable. Voice cables are in the ceiling hanging on a terminal block. It is anticipated that after the phone system is placed on the fiber network that this cable will not be used. Therefore, SEC anticipates installing a maximum of 20 total Cat6 cables in this building to replace existing voice and data cables based on voice and data outlets in the ceiling and shop.

As noted in our survey with Local Government, SEC's installation will include all programming needed for the proposed switch only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

### **Proposed Public Works Rack layout:**

1. Fibers will be terminated in the top 4RU of the rack in a fiber LIU.
2. Wire Management will be placed in the next 1 RU below the LIU.
3. One Cisco 2960 24 port copper switch will be installed below 1 RU manager.
4. One 2RU Horizontal Wire Manager will be installed below Cisco 2960 switch.
5. One Cat6 24 port patch panel will be installed and existing cables re-terminated.
6. One APC 1500 VA UPS will be installed in the bottom of this rack for the network switch.



Public Works Rack Location

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$14,291.00

### City Library

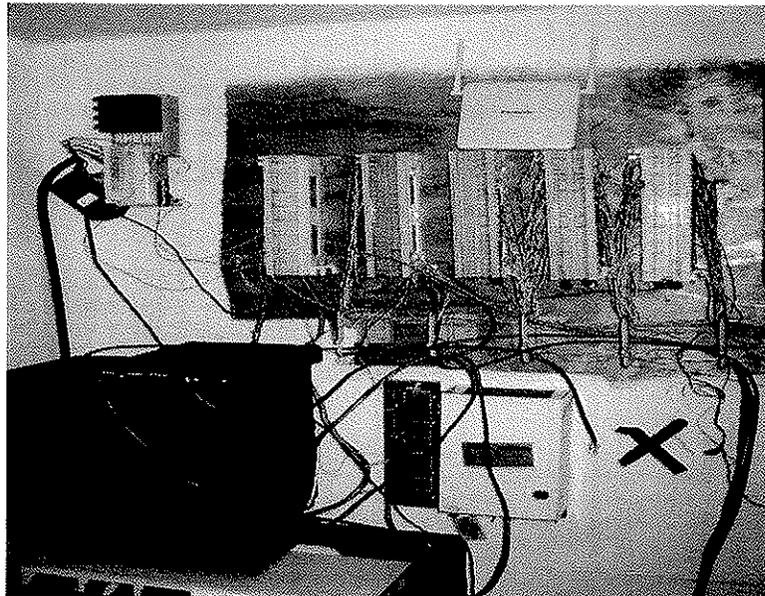
Similar to the Police Station and Public Works Buildings, the communications closet in the Library is extremely small. In the original scope of work, a new 19" floor mounted rack was to be installed in this closet. After reviewing this area, SEC would recommend installing a 19" x 36" swing gate rack and installing a new plywood backboard. Based on our current understanding, the following is recommended.

**Redesign:** Route the new fiber optic cable through innerduct into the top 4RU of the new rack. Install a 1 RU horizontal wire manager below the LIU. Install a Cisco 2960 48 port fiber/copper switch below the existing Ethernet switch. Install an APC 1500VA UPS in the bottom of the rack. Provide a TGB mounted on the wall adjacent to the rack. SEC anticipates installing a maximum of 22 total Cat6 cables in this building to replace existing voice and data cables based on voice and data outlets currently being used.

This building was not part of our survey with Local Government, but in an effort to standardize the proposed work, SEC's installation will include all programming needed for the proposed switch only. Coordination of the IP scheme or any other programming work not specifically noted in the proposal documents will be the responsibility of the City.

#### **Proposed Library Rack layout:**

1. Fibers will be terminated in the top 4RU of the rack in a fiber LIU.
2. Wire Management will be placed in the next 1 RU below the LIU.
3. One Cisco 2960 48 port copper switch will be installed below 1 RU manager.
4. One 2RU Horizontal Wire Manager will be installed below Cisco 2960 switch.
5. One Cat6 48 port patch panel will be installed and existing cables re-terminated.
6. One APC 1500 VA UPS will be installed in the bottom of this rack for the network switch.



Library Rack Location

**Proposal Cost:**

During recent phone conversations, SEC was asked to provide a cost for the installation of a base system (1 GBPS) only. The following is a proposed cost for each system.

Base System Proposal:            \$11,682.00

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....