

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
November 15, 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 October 18, 2012 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. None
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports

A. General Government	E. Wastewater	H. Library
B. Police	F. Planning and Codes	I. Court Clerk
C. Fire	G. Parks	J. Monthly Financial Summary
D. Public Works		
10. Consideration of the Following Resolutions:
 - a. **Resolution 12-19** - A resolution establishing revised schedule of baseball and softball field reservation fees for Parks and Recreation.
11. Consideration of the Following Ordinances:
 - a. None
12. Finance
 - a. To approve or reject removing a 2008 Ford F450 (VIN# 1FDXF46R78ED44641), a 2008 INT 7300 (VIN# 1HTWGAAT48J047240), and a 2006 Mack (VIN# 1M2K195C96M032374) from the asset effective November 29, 2012 at 5:00 pm. The Public Works Director recommends approval.
 - b. To approve or reject Stansell Electric Company's bid of \$272,990.00 for the North Palmer's Chapel Vacuum Pump Station Motor Control Center Replacement Project. The Public Works Director recommends approval.
 - c. To approve or reject Change Order #1 of \$39,000 for the North Palmer's Chapel Vacuum Pump Station Motor Control Center Replacement Project. The Public Works Director recommends approval.
 - d. To approve or reject Casey Morton Catering's bid for the Senior Meal Catering contract. The Parks and Recreation Director recommends approval.

- e. To approve or reject The Shopping Center Group's proposal for the Retail Recruitment Marketing Services contract. The City Administrator recommends approval.
- f. To approve or reject Stansell Electric Company's bid of \$63,806.30 for the Sage/McCurdy Road Signal Project. The City Administrator recommends approval.
- g. To approve or reject Valley Fence Company's proposal of \$24,950 for the Hillcrest Cemetery Security Gate Project. The Parks and Recreation Director recommends rejection.
- h. To approve or reject Webb Sanders, PLLC's contract for attorney representation services. The City Administrator recommends approval.

13. Discussion Items

- a. None

14. Other Information

- a. None

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
October 18, 2012
7:00 p.m.

1. Call to Order by the Mayor

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

2. Prayer / Pledge

Prayer and Pledge to the American Flag was led by Ald. Decker.

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the September 20, 2012 meeting.

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve the minutes. A voice vote was called for with all members voting aye. **Motion passed.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. **Ordinance 12-12** - An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees, and Charges. *Second Reading.*

No one spoke for or against.

- b. **Ordinance 12-13** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts, to remove the requirement for the Board of Zoning Appeals to review and approve vehicular and automobile sales uses in certain commercial zoning districts. *Second Reading.*

No one spoke for or against.

- c. **Ordinance 12-14** - An ordinance amending the Municipal Zoning Ordinance by amending Article IV, Supplementary Provisions applying to specific districts to define requirements for residential yard sales. *Second Reading.*

No one spoke for or against.

- d. **Ordinance 12-15** - An ordinance amending the Municipal Zoning Ordinance by amending Article III, General Provisions for communication towers typically associated with amateur towers.
Second Reading.

No one spoke for or against.

- e. **Ordinance 12-16** - An ordinance amending the Municipal Code, Title 2, Chapter 4 Miscellaneous. *Second Reading.*

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

- a. Ald. Paltzik discussed Sonya Kemp's presentation at the Chamber of Commerce luncheon.
- b. Ald. Decker discussed the possible increase in taxes next year.
- c. Ald. Decker discussed the impacts of the Healthcare Reform.
- d. Ald. Decker discussed the changes in the country's energy sources.
- e. Ald. Decker mentioned that he had received calls from two citizens with complaints about a party that included firecrackers and houses without garages.
- f. City Administrator Gerald Herman announced that Propack began shipping product from their new White House location on Thursday, October 11th.
- g. City Administrator Gerald Herman announced that Tate Ornamental is moving forward on their project with the old White House Home Builders building.
- h. City Administrator Gerald Herman announced that Conley's Casual Dining opened in Deer Crossing.
- i. City Administrator Gerald Herman provided an update on the ARRA Fiber Optics project.
- j. City Administrator Gerald Herman stated that the bid opening for the traffic light installation at 31W McCurdy/Sage Road intersection was scheduled for Thursday, October 25th.
- k. City Administrator Gerald Herman provided an update regarding the library design plans from HFR Design.
- l. City Administrator Gerald Herman announced that the Trail of Treats was scheduled for Monday, October 29th at 6:00 pm and trick-or-treating in White House would be Wednesday, October 31st.
- m. City Administrator Gerald Herman stated that he and Jason Reynold from CSR Engineering would be sharing the Planning Director responsibilities temporarily and that applications for the Planning Director position would be accepted until November 1st.

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. Decker to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

10. Consideration of the Following Resolutions:

- a. **Resolution 12-16** - A resolution authorizing participation in the Pool's "Driver Safety" Matching Grant Program.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- b. **Resolution 12-17** - A resolution amending the Purchasing Procedures for the City of White House, Tennessee.

Motion was made by Ald. Paltzik, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- c. **Resolution 12-18** - A resolution respectfully requesting the Robertson County Commission to fully fund its fair and proportionate share of dispatch costs for the E-911 Consolidated Emergency Communication Center.

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Motion passed.**

11. Consideration of the Following Ordinances:

- a. **Ordinance 12-12** - An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees, and Charges. *Second Reading.*

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

- b. **Ordinance 12-13** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts, to remove the requirement for the Board of Zoning Appeals to review and approve vehicular and automobile sales uses in certain commercial zoning districts. *Second Reading.*

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

- c. **Ordinance 12-14** - An ordinance amending the Municipal Zoning Ordinance by amending Article IV, Supplementary Provisions applying to specific districts to define requirements for residential yard sales. *Second Reading.*

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

- d. **Ordinance 12-15** - An ordinance amending the Municipal Zoning Ordinance by amending Article III, General Provisions for communication towers typically associated with amateur towers. *Second Reading.*

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

- e. **Ordinance 12-16** - An ordinance amending the Municipal Code, Title 2, Chapter 4 Miscellaneous. *Second Reading*.

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

12. Finance

- a. To approve or reject Hertz Equipment Rental Corporation's bid of \$28,050.00 for a double drum vibratory roller. The Public Works Director recommends approval.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. After discussion, Ald. Decker rescinded the motion.

Motion was made by Ald. Decker to approve Thompson Machinery's bid of \$29,580 as a 5 year / 5,000 hour pour train and hydraulic extended warranty was included for that price. A voice vote was called for with all members voting aye. **Motion passed.**

- b. To approve or reject Stansell Electric's bid for the Decorative and Traffic Light Maintenance contract. The Public Works 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. **Motion passed.**

- c. To approve or reject TPM Group's bid for the Sewer/Storm Drain Cleaning and Televising Services contract. The Public Works Director recommends approval.

Motion was made by Ald. Paltzik, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- d. To approve or reject WASCON Sales and Service's bid for the Equipment Services contract. The Public Works Director recommends approval.

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- e. To approve or reject architectural design services from Michael Marzialo, Arcitect, LLC. for the Municipal Park restroom facility for \$20,000.00. The Parks and Recreation Director recommends approval.

Motion was made by Ald. Bibb, second by Ald. Paltzik to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- f. To approve or reject acceptance fo the Center Drive Extension improvements with a one-year \$9,400.00 maintenance bond. The Planning Commission recommends approval.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Motion passed.**

13. Other Business

- a. To approve or reject rescheduling the December 20, 2012, Board of Mayor and Aldermen meeting to December 17, 2012. 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. **Motion passed.**

14. Discussion Items

a. None

15. Other Information

a. None

16. Adjournment

Meeting was adjourned at 8:01 pm.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

REPORTS....

**General Government Department
October 2012**

Administration

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

- **October 1**
 - Records Management Policy Meeting with Department Heads and Administrative Assistants
 - Meeting with HFR Design to discuss future Library
 - Meeting with reporter from White House Tribune
- **October 2**
 - Cemetery Board Meeting
 - Holiday Extravaganza Meeting
- **October 8 - Planning Commission Meeting**
- **October 9**
 - Regional Transportation Authority Operations Committee Meeting
 - ICSC Southeast Conference in Atlanta, GA
- **October 10 - ICSC Southeast Conference in Atlanta, GA**
- **October 11 - ICSC Southeast Conference in Atlanta, GA**
- **October 16 - Chamber of Commerce Luncheon**
- **October 17 - Metropolitan Planning Organization Meeting**
- **October 18 - Board of Mayor and Alderman Meeting**
- **October 23**
 - Robertson County Chamber of Commerce Economic Development Meeting
 - Museum Board Meeting
- **October 25 - Regional Transportation Summit Meeting**
- **October 30 - Robertson County Chamber of Commerce Economic Development Meeting**

Website Management

	Update Requests	Page Visits
July	31	85,214
August	49	63,924
September	32	82,694
October	24	113,317
FY 12-13	136	345,149

Facebook Management

	New Likes	Number of Posts
July	19	5
August	13	3
September	14	4
October	17	4
FY 12 - 13	63	16
FY 11 - 12	227	67

Twitter Management

	Total Number of Followers	Number of Tweets
July	223	5
August	227	1
September	237	2
October	237	4
FY 12-13	N/A	12

**Finance Department
October 2012**

Finance Section

During the month of October approximately \$4,000 in delinquent taxes came in which leaves the delinquency rate unchanged at 3%. We should have received tax rolls from the state during September and normally tax cards are mailed by October 1. At the close of October, nothing had been received from the state or either County in regards to property taxes, except for an apology memo from the state of Tennessee, which was sent on October 22. A copy of that memo has been included in the Other Information section of your agenda packet. We have since received a tax roll from Robertson County for the State, but we have identified a number of problems with tax relief customers and other taxes having zero amounts when they should not. The Tax Clerk has contacted the state about these problems, and as of this time we have not received a response. Our assumption is that the Robertson County tax cards were mailed by the state when we were sent the roll. If any of you in Robertson County have received your property tax bill for the City, please let me know.

The AP/Court Clerk attended a training session for the newly implemented Records Management Policy in October. The Finance Director met with the City Administrator and HR staff for a quarterly insurance review with Hylant. We discussed the closeout of our self-insured phase as well as the upcoming renewal of our fully insured plan, additional voluntary benefit offerings, and any problems that our employees have encountered with the current plan. The Finance Director met with the City Administrator and Parks Director to discuss the financial report submitted by the Dixie Youth baseball, ASA softball board. The Finance Director also met with the City Administrator, Public Works Director, and Utility Billing Specialist for a review of processes in regards to fees charged on new builds, as well as a continued discussion of the history on a customer who never connected to the sewer system.

All members of the Finance staff spent a significant amount of time during the month providing information to the auditors while they were on site. By my estimations, we are about three weeks ahead of where we were at this time last year. The audit staff is very pleased with our progress so far this year, they are currently testing two major grant programs and should be able to produce financial statements by the end of December. The bulk of the on-site work is completed, and someone should be back on site the week of November 26 to wrap up work on the actual financial statements.

The Finance Department closed out the month by participating in the trick-or-treat at City Hall for a nearby preschool.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$193,883.22	\$3,173,147.12
Sanitation	\$55,492.74	\$540,430.90
Wastewater	\$714,940.50*	\$1,065,137.30

- All Fund Balances are bank balances reported as of November 6, 2012.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$53,302.11.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 0 special	4 paper checks 197 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	October	FY	Last October	Last FY
Total Invoices Processed	436	1,396	290	1,435

**Finance Department
October 2012**

Call and Counter Logs

	Finance	Admin	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	294	2	31	8	52	4	7	95	1	5	120	619
Customers	81	1	10	19	21	0	11	547	0	2	58	750

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	3	14	89	123	63	2	294
Customers	0	9	6	48	18	0	81

Purchase Orders

Codes	1	\$130.00
Fire	10	\$3,761.23
Police	8	\$4,513.76
Human Resources	2	\$515.47
Engineering	1	\$36.20
Administration	5	\$1,012.99
Finance	3	\$347.97

Court	0	\$0.00
Library	13	\$8,050.19
Waste Water	26	\$79,947.54
Public Works	13	\$42,351.64
Sanitation	5	\$2,428.01
Parks	25	\$8,954.24
Bldg. Maintenance	8	\$1,556.30
Cemetery	0	\$0.00

Total	120	\$153,605.54
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Void	4
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	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	101	\$24,524.16
Purchase Orders \$1000 - \$9999	15	\$30,091.38
Purchase Orders Over \$10,000	4	\$98,990.00
Total	120	\$153,605.54

Emergency Purchase Orders - October

Number	Vendor	Items	Amount	Nature of Emergency	Department
17987E	Wascon	Labor and parts	\$500.00	Electrical short caused station controls to shut down (Meadowlark)	Wastewater
17988E	Allgood	Labor	\$500.00	Hauling wastewater from Meadowlark Station – overflowed due to electrical short.	Wastewater
17989E	Sidewinder	Labor	\$695.00	Hauling wastewater from Wilkinson Lane Station, pumps went down	Wastewater

Business License Activity - October

Opened	8
Closed	129*

Delinquency Rate: 52%

**Finance Department
October 2012**

Cumulative Information

Class	Total Licenses	Delinquencies
1	42	25
2	132	72
3	245	147
4	188	71
Total	607	315

*The number of closed business licenses is unusually high this month due to a clean-up effort by the Tax Clerk. We received permission from the State of Tennessee to close those accounts that had not been closed, but had no activity for more than seven years. This will help us to have a more accurate count on actual business licenses, and a more accurate delinquency calculation.

Municipal Court – Citations disposed either through court or payment

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	2	Open Container Law	0
Child Restraint-under 4	0	Parking Violation	1
Anti-Noise Regulations	0	Vehicle Registration Law	17
Texting While Driving	0	Seat Belt Violation – 18 and Older	16
Failure to Yield Right of Way	0	Speeding	64
Financial Responsibility Law	41	Careless Driving	0
Following Too Closely	0	Disobedience to Traffic Control Device	4
Motor Vehicle Requirements/Misc.	4	One Way Street	3
Improper Passing	0	Graduated Drivers License	0
Drivers Exercise Due Care	8	Turn to Avoid Signal	0
Codes Violations/Animal Control	1	Improper Backing	0
Drivers License Law	4	Move Over Law	0
Stop Signs	9	Total	174

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	52
Guilty as Charged	8
Dismissal	16
Dismissed upon presentation of insurance	31
Not Guilty	0
Dismissed to Traffic School	8
Dismissed with Costs and Fines	35
Dismissed with Costs	16
Dismissed with Fines	8
Case Transferred to County	0
Dismissed with Public Service	0
Total	174

Finance Department
October 2012

Wastewater Billing

New Service Connections: 7
Applications: 35
Late Penalties Applied: \$5,454.60
Adjustments: 249
Number of Reconnect Fees Paid: 23
Non-Payment Cut-Offs: 64

**Human Resources
October 2012**

- Police Officer Recruitment
- Planning & Codes Director Recruitment
- Waste Water Tech I Recruitment (Internal Posting)
- Preparation for United Way Employee Campaign
- Facilitated COWH Performance Management Tool Focus Group 10/17
- Met with the HYLANT Group for Quarterly Insurance Review
- Attended Robertson County/Work Force Essentials Awards Luncheon, 10/30
- Processed Quarterly State Unemployment Report & Payment
- Preparation for TnPRIMA Conference Workshop (Safety, Health & Wellness segment, TN State Conference- scheduled November 14th -16th 2012, Nashville, TN)
- Attended Target Solution Safety Training Overview, COWH Fire Station , 10/16
- Processed (3) FMLA Requests
- Participated in State Unemployment Insurance Telephone Hearing
- Conducted (1) Employee Exit Interview
- Attended COWH Safety Committee Meeting, 10/29
- Co-Facilitated City Hall Trick or Treat Activities for Small Wonder Daycare

Injury Reports: (0) reports, October, 2012, compared to (1) October, 2011 report

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	0
August	1	2	1
September	1	0	3
October	0	1	2
November		1	0
December		0	0

	2012-2013	2011 - 2012	2010 - 2011
January		0	2
February		0	3
March		0	0
April		3	0
May		0	0
June		0	1
Total	2	7	12

Property/Vehicle Damage Reports: (1) report, October, 2012 compared to (1) report, October, 2011

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	1
August	1	0	0
September	0	0	0
October	1	1	0
November		0	0
December		2	0

	2012-2013	2011 - 2012	2010 - 2011
January		0	2
February		3	0
March		0	0
April		1	0
May		0	0
June		0	0
Total	2	7	3

City Wide Turnover: (1) termination October, 2012 compared to (1) term October, 2011

	2012-2013	2011 - 2012	2010 - 2011
July	0.0%	0.0%	0.9%
August	1.0%	0.0%	0.9%
September	1.0%	0.0%	0.9%
October	1.0	1.0%	0.0%
November		2.0%	0.9%
December		2.0%	0.9%

	2012-2013	2011 - 2012	2010 - 2011
January		1.0%	0.9%
February		2.0%	0.0%
March		1.0%	1.0%
April		1.0%	1.0%
May		1.0%	1.1%
June		1.0%	0.0%
Total	3.0%	12.0%	9.3%

**Police Department
October 2012**

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in September:* Robertson County Chief's Meeting (Oct. 9th), 911 User Group (Oct. 10th), 911 Board Meeting (Oct. 16th), Target Safety Training (Oct. 16th), Board of Mayor and Alderman (Oct. 18th), Department Head Meeting (Oct. 22nd), Sumner County Drug Task Force (Oct. 24th), command Staff Meeting (Oct. 25th), Trail of Treats (Oct. 29th), and Code Red Meeting (Oct. 30th).
- *Captain Mingledorff attended the following meetings in September:* Rotary Club (Oct. 4th, 11th, 18th, and 25th).

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. Forty-two (42) files have been approved by an assessor. Six (6) files are ready to be checked and five (5) files are being worked on. Our goal is to have 20-25 ready to be checked in December.
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 23 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 Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	0	24	24
February	0	16	0	16
March	0	8	0	8
April	0	96	40	136
May	12.5	152	24	188.5
June	2	268	44	312
July	0	212	32	244
August	0	48	0	48
September	16	80	16	112
October	24	262	0	286
Grand Total	52.5	1,142	180	1,374.5

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 2012-2013. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	October 2012	FY 2012-2013
Two (2) Officers per Shift	55	220
Three (3) Officers per Shift	7	26

2. *Acquire and place into service two Police Patrol Vehicles.* Both vehicles are on order and are projected to be delivered to the Police Department soon. The vehicles are at the dealership getting equipment installed.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2012-2013.* Plans are being made to have one in December and one in the spring.

**Police Department
October 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 2012.*

Group A Offenses	October 2012	Per 1,000 Pop.	Total 2012	Per 1,000 Pop.
Serious Crime Reported				
Crimes Against Persons	12	1	138	13
Crimes Against Property	21	2	347	34
Crimes Against Society	8	1	120	12
Total	41	4	605	59
Arrests	27		405	

**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 2012.*

	October 2012	TOTAL 2012
Traffic Crashes Reported	26	284
Enforce Traffic Laws:		
Written Citations	215	2,596
Written Warnings	77	904
Verbal Warnings	232	2,364

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 2012.*

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
October 2012	26	2	8%	16%

Traffic School: Sgt. Dan Hunter instructed the DDC-4 Traffic School Class in October. Eight students attended.

Staffing

- We currently have two new Officers in the Tennessee Law Enforcement Training Academy. Their graduation date will be December 21st.
- Ofc. Erinn Ellis is on light duty status. She currently is assisting in CID (Crime Investigations Department).
- We are currently accepting applications for Police Officer. The deadline for applications has been extended for two weeks. Testing of new applicants is scheduled for December 1st.

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

**Police Department
October 2012**

Sumner County Emergency Response Team: The ERT had a high risk search warrant call out in Millersville on October 19th at 2400 hours. Several pounds of Marijuana and guns were seized during this warrant service.

Volunteer Reserve Officers: For the month of October, the Reserves trained on Emergency Vehicle Operations.

Support Services Performance Measurements

1. **Acquire and place into service one Criminal Investigation Division vehicle.** We have ordered a 2013 Ford Fusion from Country Ford (the same vendor that received the bid for our two new patrol cars). The Ford Fusion will be delivered the same time as the Police Patrol vehicles.
2. **Maintain or exceed a Group A crime clearance rate at the three-year average of 60% during calendar year 2012.**

2012 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
October	79%	75%

Communications Section

	October 2012	Total 2012
Calls for Service	1,150	11,054
Alarm Calls	18	292

Request for Reports

	October 2012	FY 2012-13
Requests for Reports	19	77
Amount taken in	\$9.60	\$69.87
Tow Bills	\$65.00	\$65.00
Emailed at no charge	31	130
Storage Fees	\$0.00	\$0.00

Governor's Highway Safety Office (GHSO): *Nothing to report at this time.*

Staffing

Volunteer Police Explorers: The Explorers had two new members join. They are Allison Davis and Josh Scott. In the month of October, the Explorers had a pizza party and discussed up coming events. Explorer Marie Nuzzio was promoted from Explorer to the rank of Explorer Sergeant. The Explorers assisted Captain Mingledorff during the Trail of Treats.

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

**Police Department
October 2012**

Crime Prevention/Community Relations Performance Measurements

1. **Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.** The program commenced on Tuesday, September 24th at Heritage Elementary School. D.A.R.E. Instructor, Captain Mingledorff, will teach seven classes of 157 5th graders the ten week curriculum. There will be one class taught at Christian Community School which will begin on Thursday, September 27th. Both graduations are scheduled for January 2013.

2. **Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.** This year's event was held on Monday, September 3, 2012. Held annually on Labor Day, Safety Day represents a unified, long term solution to the prevention of childhood related injuries. It also gives local law enforcement and fire/rescue personnel an opportunity to meet the public, hand out safety literature, and display their equipment. **Completed.**

3. **Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.** Accepting applications for the next class which will commence February 2013. Fifteen applications have been received for Class #13.

4. **Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.**
 - **Wheels In Motion:** Program was held on Thursday, October 25th at H. B. Williams Elementary School and Christian Community School. One bicycle and helmet was presented by the White House Rotary Club and Captain Mingledorff at each school.
 - **Captain StreetSmart:** During the 2012-2013 school year, a total of 500 students will receive classes on the importance of wearing their seatbelts in vehicles and wearing a helmet when riding their bikes through the Captain StreetSmart program. Safety information for the same number of parents will also be sent home with the students.
The following Captain StreetSmart classes were taught in October:
Growing Tree Pre-School Classes: Captain Mingledorff presented 3 "Stranger Danger" classes to 18 pre-school aged children on October 15th.
Heritage Elementary School: Captain Mingledorff presented 7 "Stranger Danger" classes to 157 fifth grade students during the month of October.
 - **Safe Seniors Crime Prevention Program:** The first class for FY 2012 was held at the Senior Center on Wednesday, October 17th. Thirty-eight senior citizens attended the classes. The topic for the month was "Fraud and Scam Prevention".
 - **S.P.E.A.R.E. Tactics** – On October 13, Sgt Eric Enck taught a S.P.E.A.R.E. class at Corner Stone Church. He had approximately 40-45 women in the class.

Special Events: WHPD Officers participated in the following events during September:

White House High School Football Security Detail: October 5th and 9th.
 White House Heritage Football Security Detail: October 5th and 19th.
 Pumpkin Run 5k Race: Saturday, October 6th – Traffic Control.
 Harvest Moon Festival and 10K Run: Saturday, October 13th – Traffic Control.
 Trail of Treats: Monday, October 29th – Traffic control and Event Security.

2012 Participation in Joint Community Events		
	October	Year to Date
Community Activities	12	58

Fire Department October 2012

Summary of Month's Activities

Fire Operations

The department responded to 69 requests for service during the month with 47 responses being medical emergencies. The department responded to 1 vehicle accident with reported injuries and one patient was transported to medical facilities.

- **October 8th 5:27pm** The Department was dispatched to a structure fire located at the Paint and Paper Shop. When fire units arrived on scene smoke was visible, fire crews made an interior attack, located the fire in the attic space and extinguished the fire. The damage to the structure was minimal and with little damage to the contents of the building.
- **October 9th 10:15am** The Department was dispatched to a fire involving lawn equipment when fire units arrived on scene the large mower was totally involved with fire and was a total loss there were no injuries reported.
- **October 18th 5:23pm** The Department was dispatched to a mutual-aid response outside the city on South Palmers Chapel Rd. involving a large storage barn. Our Engine was first to arrive on scene, upon arrival the building was fully involved with fire. Incident Command was set up and our fire personnel assisted the volunteer department with the extinguishment.
- **October 30th 9:12am** The Department responded to a reported dumpster fire located at a business on Knight Cr. The fire had been extinguished by persons on scene before our arrival there was no property damage reported.

Fire Administration

- **October 15th -18th** Asst. Chief Sisk and Firefighter Jimmy Johnson attended the second week of Fire Officer I & II at the state fire academy.
- **October 16th** Chief Palmer attended the monthly Robertson County 911 meeting.
- **October 17th** Chief Palmer attended the employee performance evaluation committee meeting at city hall.
- **October 18th** Chief Palmer attended a Tennessee Fire Chiefs meeting in Nashville for training on the state mutual-aid plan.
- **October 23rd** Chief Palmer met with our TML representative concerning the annual inspection.
- **October 30th** Chief Palmer and Asst. Chief Sisk conducted the monthly safety committee meeting at fire station 2.
- **October 30th** Chief Palmer, Asst. Chief Sisk, hosted a Code Red user training webinar at fire station 2.

Update on the Department's Goals and Objectives

- Organize a table top disaster drill to train staff and exercise the city emergency operations plan by December 1, 2012.
- Conduct the Risk Watch Program in all 1st grade classrooms beginning in September 2012 and ending in May 2013. **(Work on the project has begun)**
- Purchase and implement the Code Red weather emergency warning system by October 1st, 2012. **(This portion of the project is complete, public education of the system will be ongoing.)**
- Complete the annual apparatus pump testing by December 1st, 2012.
- Complete annual firefighter training 240 hours for career and 48 for part-time firefighters by June 30th, 2013. **(Work on the project has begun)**

Departmental Highlight

During the month of October we were able to complete the mapping for the Code Red Emergency warning system and upload the data base needed to get the Code Red system up and running. The Code Red Weather warning system will provide specific weather warnings and information regarding other emergencies that may occur. This particular project was identified in the citizen survey as a need to the community and now it has become a reality.

**Fire Department
October 2012**

Monthly Performance Indicators

Incident Responses

Structure Fires	1	Vehicle Accidents (General Cleanup)	2
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	1
Vehicle Fires	1	Rescue	0
Grass, Brush, & Trash Fires	3	False Alarms / Calls	5
Hazmat	0	Assist Other Governmental Agency	0
Other Calls	9	Total Responses for the Month	69
Emergency Medical Responses	47	Total Responses YTD	252

Fire Fighter Training

Total Training Man Hours for the Month	394.79
Total Training Man Hours YTD	1,409.46

Fire Inspection

	This Month	YTD
Fire Inspections	7	31
Fire Investigations	0	4
Plat / Plan Reviews	0	3
Fire Preplans	10	65

Public Fire Education

	This Month	YTD
Participants	1263	1769
Education Hours	18.5	39
Number of Occurrences	16	31

**Public Works
October 2012**

Staffing

The public works department is authorized 11 full time employees as follows:

1. Six (6) full-time Solid Waste drivers & maintenance workers;
2. Two (2) full-time Streets equipment operators;
3. One (1) Supervisor; and
4. One (1) Administrative Assistant.

The department is currently down one (1) Sanitation Driver.

Interdepartmental Training

- Workplace Violence and Harassment

City Public Works & Drainage Improvement Projects

Staff continues to respond to citizen public works and storm-water concerns. Below are projects that we've been working on recently:

1. **Transitioning:** I moved Shelia White from her location at the public works building over with Betty at wastewater. We had received a few complaints relative to residents not having access to the facilities. This only occurred when we had personnel out sick or had general meetings to attend. The roll-off dumpsters were moved to the rear of wastewater's building to better facilitate the residents. Much of staff's time this month was contributed to creating staging areas for garbage, metal recycling and yard waste drop-off. Additionally, drainage had to be upgraded.
2. **Wastewater Plant #1:** Staff improved the drainage at the wastewater plant site at the pump building to allow for positive drainage. Staff removed 12" culvert pipe and installed 24" pipe. They reestablished approximately 80' of ditch-line from the culvert to the fence. The sidewalk repair is all that remains. Staff spent a total of 56 man-hours, a roll of seed mat, 10-lbs. of seed, 5 tons of base rock and 12' of 24" pipe.
3. **Wastewater Plant #2:** In addition, per TDEC's requirement, staff built a roadway down to the sampling point at the lower creek discharge point. This project included lining the road side with rip rap to eliminate road washout and allow for positive drainage. Staff spent a total of 22 man-hours on this project. Staff used 50 tons of rip-rap and 12 tons of base rock.
4. **139 Star Place:** The sidewalk was damaged and we contracted with Pritchard Concrete to complete the installation of new sidewalk flags.
5. **275 Lone Oak:** The sidewalk was buckling upward which caused a liability for the City. The department contracted with Pritchard Concrete to complete the installation of new sidewalk flags.
6. **404 Portland Road:** The home owner's sidewalk was damaged by the garbage truck and we contracted with Pritchard Concrete to complete the repair of the sidewalk.

Monthly Performance Indicators

	Available Hours	Total Hours
Streets & Roads	450	420
Sanitation	810	785
Facility Maintenance - PW Staff	N/A	0
Fleet Maintenance - PW Staff	N/A	0
Training	N/A	0
Vacation	N/A	45
Sick Leave	N/A	10

**Public Works
October 2012**

The above table represents the number of man hours vs. the total number of hours worked for the month of October by department. It also represents the number of vacation days and sick leave 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	47,140 Pounds
Scrap Metal	19,180 Pounds
Yard Waste	30,300 Pounds
Recycled Oil	0 Gallons

Convenience Center

There was a total of 1 citizen that utilized our Convenience Center for the month of October. Total revenue of \$3,036.30 was received from the recycling of steel brought in by our citizens. Total operating cost for the month of October to be determined.

City of White House Clean-Up Days

For the month of October there were a total of 50 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): 583

Sanitation Enterprise Fund Totals

Number of Customers Billed	Net Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,683	\$57,529.00	\$230,297.00	\$61,919.54	\$224,823.98

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 October we had a total of 60 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the usage since October 2011.

October 2012	60
October 2011	47

October 2012 Truck Poundage and Fuel Costs

	September 2012	YTD
Tons per day	18.38	18.54
Tonnage for 1 months	322.53	2,494,480.00
Fuel used Truck #320	\$1,570.90	1,247.24
Fuel used Truck #321	\$260.83	\$6,681.90
Fuel used Truck #322	\$462.78	
Fuel used Truck #323	\$234.30	\$1,717.84
Fuel used Truck # 324	\$115.59	\$4,183.86
Total Fuel	\$2,644.40	\$1,824.79

Fuel decreased \$404.40 from the month of August

**Public Works
October 2012**

Services Provided	Total	YTD
Brush Pick Up (stops)	68	911
Brush Truck Load	10	97
Emergency Call Outs	0	1
Damaged Carts Replaced	12	43
New Carts for New Home Construction	6	19
Additional Cart Request	1	5
Curbs Repaired	0	0
Shoulders Repaired	0	0
Drainage Requests	0	11
Drainage Work (feet)	0	915
Potholes Repaired	1	6
Salt Usage (tons)	0	0
Signs Installed	2	29
Handicapped Pick Up	54	297
Move In Special Pick Up	3	13
Move Out Special Pick Up	0	2
Dead Animal Removals	2	6
Citizens requesting a pick up due to forgetting to place cart at curb after route has been completed.	2	7

Public Works (Wastewater)
October 2012

Collection System Activities

1. **Green Project:** The wastewater staff continues to work on the "Green Project", which is a program designed to remove older, less efficient, grinder pumps with a newly designed product. This project will replace approximately 430 pumps in the South Palmers and Sage Road areas. In addition, the motor control center and generator at the North Palmer's Chapel lift station is scheduled to be replaced. The completion deadline for this project is April 2013. Staff replaced 21 pumps in the month of October; which brings the total to 247 installed to date.
2. **Hobbs Project:** The surveying is complete and McGill Engineers have finished the preliminary design. The City staff met with Ben and Cindy to go over the drawings to see if there were any conflicts.
3. **GIS/GEO JOBE:** GEO JOBE collected the missing data and added it to the GIS system. I've reviewed the work order function with GEO JOBE and have scheduled a time for them to make a presentation to Mr. Herman and staff before making a decision to move forward with the work order module.
4. **Lift Stations:** We have not had any major problems at the lift stations. As a follow-up to the Wilkinson Lane lift station, the effluent piping has been replaced with a higher grade of pipe which will be more resistant to the high concentration of H₂S within the wetwell. The Vapex ozone system at this station is not adequate enough to react fully with the H₂S gas. Therefore, we have a permeating smell surrounding the station. I will be testing the Cope's station gas levels to see if I can swap out the V1500 unit at Cope's for the V400 units currently at Wilkinson.

McGill Engineers are still working on the design for the Meadowlark lift station rehabilitation project and should be ready for bid next month.

Wastewater Treatment

- A. FLOW: 0.4877 MGD
- B. CAPACITY: 1.40 MGD
- C. % of PLANT THROUGHPUT: 35%
- D. % of ACTUAL & ALLOCATED CAPACITY: 48%
- E. RAINFALL: 3.95"

1. **Violations:** With the missing Orbal aerator discs, we violated Ammonia Nitrogen (NH₃N) from the 2nd through the 28th. The reason for the violation was the inability to adequately aerate the wastewater and properly mix the sludge. These violations were called in to Joe Holland with TDEC on October 1st to let him know about the plants pending issues. The violations include the daily maximum and weekly averages on NH₃N (ammonia) milligrams per liter and pounds/day.

WASCON found two floating aerators that they were able get for us on loan from the City of Dyer, TN. Within a few days after installing these aerators, the plant returned to "normal" operations. We are well within our permitted discharge limits.

2. **H₂S & FERRIC SULFATE:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole, Union Road and Wilkinson Lane stations. We've been feeding ferric for five (5) months and the overall results are positive at the plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of eight (12) gallons per day at the Union and Old Tyree stations due to the high levels of H₂S within the system.
3. **Oxidation Ditch:** Following the above mentioned aerator replacement the Oxidation Ditch began treating the wastewater to the standards we have set for ourselves over the years. These standards are well below the City's NPDES permit limits.

**Public Works (Wastewater)
October 2012**

4. **UV System:** We are still assessing the Trojan Ultra-Violet (UV) system which continues to have problems due to increased algae levels. Derek Hough is working very hard to keep the algae from building up and we are getting a below limit kill on coliform bacteria. We may be able to get by until after the headworks are installed.
5. **Flow Meter:** Flow meters are working properly with no problems at this time.

Monthly Performance Indicators and Year-to-Date Totals

Response To SCADA Alarms

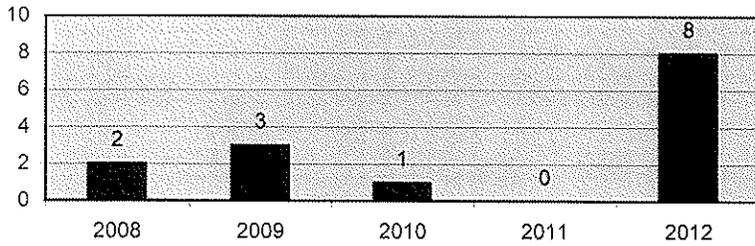
	<u>Month</u>	<u>YTD</u>
North Palmers	4	635
Calista	20	332
Wilkinson	19	61
Portland Road	0	2
Cope Crossing	19	289
Union Road	8	39
Meadowlark	6	7
Hwy 76	2	5
Cambria	0	3
Treatment Plant	35	141
Total Responses	113	1,514
TN One-Call	62	208

Month YTD

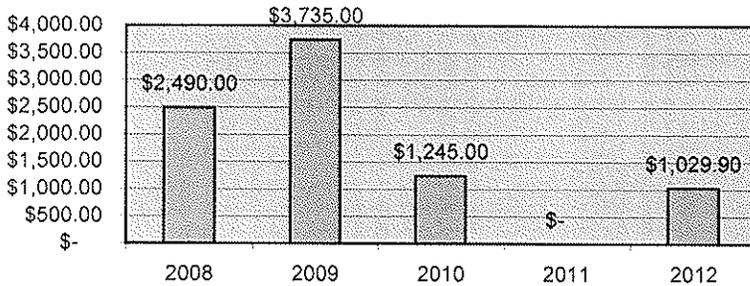
October 2012 Work Orders	0	0
Monthly Service Requests Totals	168	725
Mainline Repairs	0	0
Service Line Repairs	8	18
E/2000 (B) to E/Extreme Change-outs	7	36
E/2000(B) to E/2000 (B) Change-outs	0	1
E/Extreme to E/2000 (B) Change-outs	1	4
E/Extreme to E/Extreme Change-outs	16	51
E/2000(B) Conversions	0	3
E/One Extreme Conversions	3	23
“Green Project” Conversions	2	56
Low Pressure Service Requests	86	359
Vacuum System Service Requests	1	12
Major Lift Station Repairs	0	4

Planning and Codes Department
October 2012

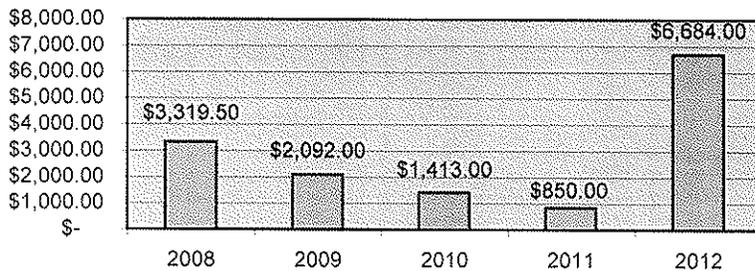
Single Family Permits



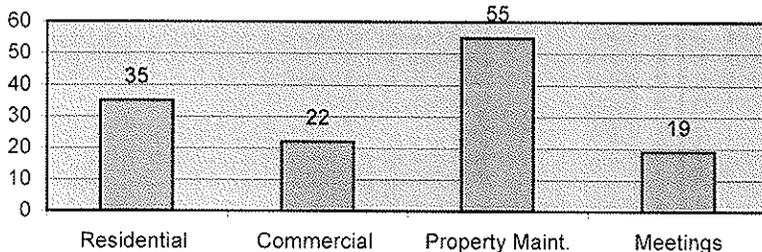
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 12-13
MEETING AGENDA ITEMS#		
Planning Commission	4	16
Construction Appeals	0	0
Zoning Appeals	0	3
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	8	16
Multi-Family Residential	2	2
Other Residential	24	64
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	4	16
State Electrical	30	133
Sign	0	2
Occupancy Permits	2	30
Other	0	2
BUILDING INSPECTIONS		
Residential	35	134
Hours	10.42	43.67
Commercial /Industrial	22	95
Hours	8	44
CODE ENFORCEMENT		
Total Cases	55	330
Hours	10.25	44.17
Complaints Received	7	40
MEETINGS		
Administration	3	10
Hours	5.67	20.42
Planning	6	13
Hours	4.5	11.25
Codes	10	18
Hours	3.5	7.84
FEES		
Permit Fees	\$ 6,684.00	\$ 14,133.00
Board Review Fees	\$0.00	\$ 300.00
City Impact Fee	\$1,029.90	\$ 2,419.47
Roads	\$318.30	\$ 861.65
Parks	\$326.20	\$ 643.00
Police	\$232.20	\$ 551.15
Fire	\$153.20	\$ 363.67
OTHER ITEMS		
Subdivision Lots	0	6
Commercial/Industrial (Sq ft)	0	3,423
Multi-Family Units	N/A	0
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	44,866.43
Workings Days in Month		18

Parks, Recreation, & Cultural Arts Department
October 2012

Summary of Month's Activities

New Park Restroom Facility

Michael Marzialo has been working on the plans for the new bathroom facility at the Park. It will serve not only the ball field users but also the entire front of the park such as the pavilion and playground users, festival attendees, and those playing at the basketball court, volleyball court, etc. Michael and the Director are working through the design process to end up with an attractive and durable structure that will be relatively easy to maintain.

RTP Grant-Municipal Park Trail Renovation

The categorical exclusion (CE) was executed by the State and sent back to the City. This triggers the formation of our contract with the State which will hopefully be sent to us soon. After the contract is signed by both parties, we will be authorized to start the design process.

Recreation

In the first 4 months of this fiscal year, youth program revenue has already exceeded last year's total by over \$11,000! This is mainly due to the addition of 15 youth softball teams this year and more than doubling the youth basketball program by adding 5th-8th grades.

Fall Baseball and Softball has ended for the year. Fall Baseball officially ended October 18th. The fall softball tournament ended for all teams on October 11th. Portland teams won the tournament in both 8U and 10U softball, while a White House team won the tournament in 6U.

Harvest Moon 10K was held October 13th. We had 23 participants total which is down from last year. However, the race went much smoother than the 5K because we ran the race ourselves, using equipment that we rented from the Nashville Striders. The low number of people certainly helped the race to go smoothly, but everyone executed the way we had planned and there was a very quick turnaround from the time the last runner finished until the awards presentation. This was not the case at the 5K. The company we had running the 5K was disorganized and unprepared. So, we did a much better job in that regard and the runners seemed to enjoy it much better.

Youth Basketball-We have (8) 1st and 2nd grade teams, (8) 3rd and 4th grade boys teams, (5) 3rd and 4th grade girls teams, (8) 5th and 6th grade boys teams, and (4) 7th and 8th grade boys teams and (3) 5th-8th grade girls teams. There are approximately 281 youth basketball participants this year. There were 132 last year. Practices start November 3rd. Games will begin December 8th. White House Heritage has given us permission to use their high school gyms for 5th-8th grade, and we are still in the process of finalizing that.

Men's Open Fall Softball ended October 23rd. The regular season champions and tournament runners-up were Track Logistics and the regular season runners-up and tournament champions were Good Naz. There were 9 teams in the league.

Capital Improvement Need-An issue we are having with the City Hall gymnasium is that the flooring keeps rising up and detaching from the underlayment. The floor has been face-nailed back down in numerous areas but the problem keeps coming back in other places. Patching doesn't seem to be a long term fix. There is no air conditioning or humidity control in the gym.

Parks Maintenance

Bob Grant, Building Maintenance, changed out all 78 fluorescent light bulbs at the soccer complex building. A single man lift had to be rented because the ceilings are high, and this type of lift will go through a doorway.

Employees have been blowing off the Greenway and Nature Trail at the Park at least three times a week to try and help keep them clean and safe.

Annual ryegrass has been broadcast on the five soccer fields at the complex and the baseball/softball fields in the Quad. All of the fields were aerated and some fields were sprayed for weeds prior to planting. A total of 2500 pounds of annual rye was used on these fields. We have also broadcast tall fescue in the commons area around the Quad fields (200 pounds of fescue).

Parks, Recreation, & Cultural Arts Department
October 2012

Several special events took place this month including the Fall Classic Soccer Tournament, Harvest Moon Festival, Parks and Recreation 10K Race, and Fields of Faith. All of these events went well.

--Used tractor and bush hog along the Greenway to clear up fields and overgrown areas. Also did some work at Fire Station #2. Small saplings and overgrown brush were cleared from around bridges at Palmers Chapel and Portland Road.

--Added topsoil in front of the double gates at the Quad and then planted with seed.

--Placed top soil in washed areas by Field 6 parking lot, leveled with Harley rake, planted seed. (5 loads of topsoil was used)

Update on Department Goals and Objectives

The equipment building / ticket booth in the city park has been painted to match the front concession stand. It looks much better with a fresh coat of paint. We may add the horizontal red stripe at a later date.

Mid-South Insulation was hired to replace the downspouts on the concession stand near the quad, and one gutter on the WHBB concession stand at the stadium. This was needed due to damage on the existing gutters and downspouts.

Department Highlight

The annual Christmas Parade will be Saturday, December 1st at 3:00p.m. Anyone wishing to participate in the parade must register by November 29th at 5:15p.m. The theme this year was thought of by Tammy Denton and it is "Miracle on Main Street". Our Grand Marshals are Mary Keith, Conner Green, and Cayden Long.

Trail of Treats took place Monday, October 29th. We had approximately 2,000 people come through. So, it was another huge success. We had a total of 40 booths. Growing Tree won the award for best booth. The White House Police Department did a great job with traffic control as usual.

Department Cost Savings Report

Ashley Smith is attending a sports turf management seminar in Atlanta on November 14-15. Ewing Irrigation and Turface are hosting the event which is called the "Keep America Playing Tour" at Coolray Field, home of the Gwinnett Braves (Triple-A affiliate of the Atlanta Braves). The hosts are covering the cost of airfare, lodging, meals and the seminar.

Parks, Recreation, Cultural Arts Department
October 2012

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12
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Maintenance

Mowing Hours	1,044	1,853	1,469	1,486	1,346
Pounds of Grass Seed Sown	3,670	5,130	1,895	3,140	2,275
Pounds of Fertilizer Applied	6,150	9,200	4,590	8,150	2,540
Number of Trees/Shrubs Planted	57	259	11	20	39

Recreation

Number of Youth Program Participants	377	353	336	354	448
Number of Adult Program Participants	857	2,309	1,343	2,353	2,471
Number of Theatre Production Attendees	102	0	0	0	0
Number of Special Event Attendees	2,865	2,989	2,505	3,484	3,970
Total Number of Special Events Offered	8	11	17	19	17
Total Number of Programs Offered	23	46	38	68	78
Youth Program Revenue	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00	\$29,702.00
Adult Program Revenue	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65	\$19,216.05
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Event Revenue	\$6,476.00	\$4,993.25	\$4,530.00	\$8,010.00	\$7,355.00

Administration

Number of Shelter Reservations	112	139	153	116	112
Hours of Shelter Reservations					
Shelter Reservation Revenue	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00	\$ 3,396.00
Number of Facilities Reservations	305	256	105	63	136
Hours of Facility Reservations					
Facility Reservation Revenue	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63	\$ 16,224.25
Misc. Revenue	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46	\$ 56,423.35

Senior Center

Senior Center Participants	3,993	2,326	2,399	2,860	3,269
Number of Trip Participants	366	293	316	473	387
Number of Meals Participants	3,430	3,555	3,848	2,912	3,315
Number of Program Participants		1,407	587	632	4,486
Number of Trips Offered	43	31	31	42	31
Number of Meals Served	48	48	50	46	49
Number of Programs Offered	5	45	54	50	90

	Current Year		YTD
	Sept. 12	Oct. 12	FY 2012-13

	217	126	700
	0	2,600	2,600
	250	2,400	3,775
	0	0	0

	0	0	400
	121	101	672
	0	0	0
	40	223	546
	4	3	12
	2	2	18
	\$2,758.00	\$16,501.00	\$ 40,962.50
	\$354.75	\$2,237.90	\$ 7,099.65
	\$0.00	\$0.00	0
	\$750.00	\$730.00	\$ 3,775.00

	18	11	52
			0
	\$245.00	\$82.00	\$ 1,002.00
	26	31	92
			0
	\$2,414.09	\$2,726.60	\$ 8,935.71
	\$4,882.76	\$5,468.58	\$ 11,394.28

	372	361	1,239
	89	34	173
	211	275	949
	387	423	1,318
	3	2	9
	4	5	17
	8	10	26

White House Inn Library and Museum
October 2012

Summary of October Activities

At the beginning of October we made a display for Banned Book Week to promote everyone's freedom to read. We entered our display in the Tennessee Library Association's Banned Book Week contest and won 1st place with 100 likes on their facebook page. We now have bragging rights for the year for having the best display and will have to work hard to top the display next year.

On October 9th, Christina and I went to a Trustee meeting in Brentwood Tn. We both learned some great information about new trends that are happening in libraries.

Then on October 11th, we had the kickoff party for our Teen Read Week program. We tie dyed shirts and had pizza that was donated from pizza hut. Then on October 15th we had a creative writing workshop with pizza that was donated from dominos. On the 18th of October we had our cupcake decorating party in which teens had to decorate a cupcake to look like a book title. The cupcakes were donated from Al's Food Land. We really hope to start having teen programs on a regular basis.

On October 18th, I also went to the Growing Tree Daycare Center at talk to children between the ages 2 and 4 about the library. The children really enjoyed learning about everything we have to offer at the library and hearing a story. The teachers at the day care were really excited about the location of the possible new library because then they would be able to walk their children over to the library for story time which these kids often miss.

Then on October 27th we had a volunteer group come to the city to do community service work. They paid for paint which they then used to restripe our parking lot and paint the railing and doors of the library. Also, thanks to Gene Taylor, Brenda Castle, Randy Allen, and with the gravel that was donated from the Roger's group in Cross Plains we were able to fix up the landscaping outside the building which spruced up the library.

Departmental Highlight

I think that just about everything that happened in October was a highlight since it was the first time we won a banned book display, this was our first teen program in a while, the first trustee meeting I have been to, and the outside has not looked so fresh in a while.

**White House Inn Library and Museum
October 2012**

<u>Official Service Area Population:</u>	13,257	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	5	111
<u>Memberships:</u>	10,513	\5 and above	5	119
		Teen	3	12
		Adult	1	10
<u>Percent of the Population with Membership:</u>	79	All ages	1	7
		Total	15	259
<u>Total Materials Available:</u>	25,827			
<u>Estimated Value of Total Materials: Last Month:</u>	\$645,675 \$642,700	<u>Wireless Internet Users:</u>		84
<u>Total Materials Available Per Capita: Last Month:</u>	1.94 1.93	<u>Computer Internet Users:</u>		474
<u>State Minimum Standard:</u>	2.00	<u>Volunteers:</u>		8
		<u>Total Hours:</u>		167
<u>Materials Added</u>		<u>Services Provided by Contracting with State</u>		
Adult Fiction:	99	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	5	Items Borrowed:		14
Child/Juvenile/Young Adult Fiction:	66	Items Loaned:		0
Juvenile/Young Adult Non-Fiction:	2	<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Audiobooks:	1	eBooks Downloaded:		305
Movies:	2	Audiobooks Downloaded:		506
Music CDs:	0	<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
Total:	175	eBooks Downloaded:		466
		Audiobooks Downloaded:		477
<u>Library Circulation</u>		<u>R.E.A.D.S. 3rd Qtr. Statistics</u>		
Total # of Check-outs:	4,208	eBooks Downloaded:		528
Last Month:	4,207	Audiobooks Downloaded:		580
Items per Patron:	2.4	<u>R.E.A.D.S. 4th Qtr. Statistics</u>		
<u>New Memberships</u>		eBooks Downloaded:		542
Adult:	26	Audiobooks Downloaded:		695
Senior Adult:	1			
Child:	3			
Student:	6			
Young Adult:	1			
Total:	37			

**CITY COURT REPORT
OCTOBER 2012**

CITATIONS

TOTAL MONIES COLLECTED FOR THE MONTH \$8,931.25

TOTAL MONIES COLLECTED YTD \$46,501.75

STATE FINES

TOTAL MONIES COLLECTED FOR MONTH \$1,558.04

TOTAL MONIES COLLECTED YTD \$7,715.84

TOTAL REVENUE FOR MONTH \$10,489.29

TOTAL REVENUE YTD \$54,217.59

DISBURSEMENTS

LITIGATION TAX \$604.23

DOS/DOH FINES & FEES \$332.50

DOS TITLE & REGISTRATION \$71.25

RESTITUTION/REFUNDS \$112.50

TBI-EXPUNGEMENT/FEES \$0.00

WORTHLESS CHECKS \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,120.48

TOTAL DISBURSEMENTS YTD \$5,833.12

ADJUSTED REVENUE FOR MONTH \$9,368.81

TOTAL ADJUSTED REVENUE YTD \$48,384.47

DRUG FUND

DONATION TO DRUG FUND FOR MONTH \$265.47

DRUG FUND DONATIONS YTD \$2,459.44

Summary Financial Statement
OCTOBER 31, 2012

DRAFT

Fiscal Year Time Lapse: 33.33

110 GENERAL FUND

Account	Description	-----Year-To-Date-----			-----OCTOBER-----		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,595,850.00	19,937.80-	1.2	132,987.50	3,612.00-	2.7
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	67,034.00	0.00	0.0	5,586.17	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	58,000.00	3,289.00-	5.7	4,833.33	1,152.00-	23.8
31212	PROPERTY TAX DELINQUENT 2ND YEAR	20,000.00	1,729.00-	8.6	1,666.67	473.00-	28.4
31213	PROPERTY TAX DELINQUENT 3RD YEAR	16,000.00	1,047.00-	6.5	1,333.33	1,047.00-	78.5
31214	PROPERTY TAX DELINQUENT 4TH YEAR	4,000.00	340.00-	8.5	333.33	266.00-	79.8
31215	PROPERTY TAX DELINQUENT 5TH YEAR	4,000.00	272.00-	6.8	333.33	272.00-	81.6
31216	PROPERTY TAX DELINQUENT 6TH YEAR	3,000.00	0.00	0.0	250.00	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	9,000.00	288.00-	3.2	750.00	288.00-	38.4
31300	INT, PENALTY, AND COURT COST ON PROP TAX	60,000.00	5,142.71-	8.6	5,000.00	2,249.94-	45.0
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	91,342.00	22,835.49-	25.0	7,611.83	0.00	0.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,020,000.00	704,754.17-	34.9	168,333.33	174,495.29-	103.7
31709	BEER AND LIQUOR LOCAL PRIV TAX	4,900.00	233.32-	4.8	408.33	200.00-	49.0
31710	WHOLESALE BEER TAX	230,000.00	94,582.15-	41.1	19,166.67	17,801.19-	92.9
31800	BUSINESS TAXES	130,000.00	34,304.72-	26.4	10,833.33	8,379.69-	77.4
31911	NATURAL GAS FRANCHISE TAX	119,000.00	95,733.43-	80.4	9,916.67	0.00	0.0
31912	CABLE TV FRANCHISE TAX	95,000.00	31,511.26-	33.2	7,916.67	3,686.07-	46.6
31960	SPECIAL ASSESSMENT - LIENS	1,300.00	520.00-	40.0	108.33	255.00-	235.4
31980	MIXED DRINK TAXES	9,000.00	3,779.08-	42.0	750.00	853.50-	113.8
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	800.00	1,050.00-	131.3	66.67	0.00	0.0
32610	BUILDING PERMITS	20,000.00	13,950.50-	69.8	1,666.67	6,963.00-	417.8
32690	OTHER PERMITS	50.00	0.00	0.0	4.17	0.00	0.0
32710	SIGN PERMITS	950.00	150.00-	15.8	79.17	0.00	0.0
33100	FEDERAL GRANTS	1,945,450.00	88,472.44-	4.5	162,120.83	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	200,417.00	75,548.13-	37.7	16,701.42	0.00	0.0
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	0.00	3,940.75-	0.0	0.00	0.00	0.0
33191	FEMA REIMBURSEMENT	70,441.00	0.00	0.0	5,870.08	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	113,523.00	0.00	0.0	9,460.25	0.00	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	22,400.00	0.00	0.0	1,866.67	0.00	0.0
33450	LOCAL GRANT-ROB.CO. SRO	36,751.00	18,375.50-	50.0	3,062.58	0.00	0.0
33460	STATE GRANT-LIBRARY TECHNOLOGY	6,100.00	0.00	0.0	508.33	0.00	0.0
33510	STATE SALES TAX	662,986.00	234,224.05-	35.3	55,248.83	57,694.91-	104.4
33520	STATE INCOME TAX	19,500.00	29,540.42-	151.5	1,625.00	44.07-	2.7
33530	STATE BEER TAX	5,230.00	2,673.29-	51.1	435.83	2,673.29-	613.4
33553	STATE GASOLINE INSPECTION FEE	21,023.00	7,007.73-	33.3	1,751.92	1,751.16-	100.0
33593	CORPORATE EXCISE TAX	16,000.00	0.00	0.0	1,333.33	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	9,500.00	0.00	0.0	791.67	0.00	0.0
34120	FEES AND COMMISSIONS	2,800.00	301.50-	10.8	233.33	1.50-	0.6
34740	PARKS AND REC LEAGUE FEES	54,000.00	50,885.75-	94.2	4,500.00	21,124.90-	469.4
34741	FIELD MAINTENANCE FEES	7,785.00	255.00-	3.3	648.75	0.00	0.0
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	3,113.71-	44.5	583.33	640.30-	109.8
34793	COMMUNITY CENTER FEES	15,000.00	10,119.71-	67.5	1,250.00	2,863.60-	229.1
34900	OTHER CHARGES FOR SERVICES	9,500.00	2,760.50-	29.1	791.67	587.00-	74.1
35110	CITY COURT FINES AND COSTS	150,000.00	48,384.47-	32.3	12,500.00	9,368.81-	75.0
35130	IMPOUNDMENT CHARGES	600.00	65.00-	10.8	50.00	65.00-	130.0

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

110 GENERAL FUND

Account	Description	Year-To-Date			OCTOBER		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36000	OTHER REVENUES	22,500.00	3,352.15-	14.9	1,875.00	777.35-	41.5
36100	INTEREST EARNINGS	6,100.00	1,290.34-	21.2	508.33	0.00	0.0
36210	RENT	19,275.00	3,726.03-	19.3	1,606.25	748.99-	46.6
36330	SALE OF EQUIPMENT	0.00	1,972.30-	0.0	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	69.76-	0.0	0.00	0.00	0.0
36420	STADIUM RECEIPTS	6,200.00	4,874.15-	78.6	516.67	1,759.00-	340.4
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	564.01-	0.0	0.00	562.44-	0.0
36450	PARKS CONCESSIONS	6,400.00	4,217.03-	65.9	533.33	2,521.08-	472.7
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	2,905.69-	0.0	0.00	1,147.69-	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		8,125,757.00	1,634,089.04-	20.1	677,146.40	326,324.77-	48.2
EXPENDITURES							
41000	GENERAL GOVERNMENT	313,563.00-	99,981.69	31.9	26,130.26-	18,833.49	72.1
41210	CITY COURT	77,734.00-	20,667.14	26.6	6,477.83-	3,578.46	55.2
41500	FINANCIAL ADMINISTRATION	365,584.00-	116,740.55	31.9	30,465.31-	17,828.95	58.5
41650	HUMAN RESOURCES	137,766.00-	43,095.49	31.3	11,480.52-	9,109.29	79.3
41670	ENGINEERING	1,491,500.00-	129,656.11	8.7	124,291.67-	38.80-	0.0
41700	PLANNING AND ZONING	268,162.00-	88,111.12	32.9	22,346.84-	17,771.55	79.5
41800	GENERAL GOVERNMENT BUILDINGS	101,308.00-	48,771.96	48.1	8,442.33-	4,176.51	49.5
41921	SPECIAL EVENTS	4,000.00-	861.56	21.5	333.33-	100.00	30.0
42100	POLICE PATROL	1,025,665.00-	332,738.27	32.4	85,472.09-	79,281.59	92.8
42120	POLICE SUPPORT SERVICES	311,430.00-	93,270.38	29.9	25,952.49-	6,219.11	24.0
42150	POLICE ADMINISTRATION	187,257.00-	65,777.03	35.1	15,604.75-	12,951.93	83.0
42151	COMMUNICATIONS SERVICES	170,000.00-	28,595.84	16.8	14,166.67-	0.00	0.0
42200	FIRE PROTECTION AND CONTROL	1,613,297.00-	311,738.96	19.3	134,441.43-	66,281.03	49.3
42210	FIRE ADMINISTRATION AND INSPECTION	294,319.00-	117,789.35	40.0	24,526.60-	2,843.71-	11.6
43000	PUBLIC WORKS	598,357.00-	319,812.25	53.4	49,863.06-	43,197.30	86.6
43100	HIGHWAYS AND STREETS	0.00	8,382.74	0.0	0.00	0.00	0.0
44310	SENIOR CITIZEN ACTIVITIES	40,066.00-	10,031.05	25.0	3,338.83-	2,411.84	72.2
44700	PARKS	257,929.00-	89,893.07	34.9	21,494.05-	22,017.80	102.4
44740	PARK MAINTENANCE	602,902.00-	107,507.95	17.8	50,241.83-	18,488.15	36.8
44800	LIBRARIES	183,342.00-	69,570.83	37.9	15,278.50-	16,499.21	108.0
44880	CHILDREN'S LIBRARY SERVICES	40,008.00-	12,002.39	30.0	3,334.00-	2,684.66	80.5
51000	MISC EXP	360,634.00-	4,000.00-	1.1	30,052.83-	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	450,417.00-	198,041.80	44.0	37,534.75-	453.80	1.2
Total EXPENDITURES		8,895,240.00-	2,309,037.53	26.0	741,269.97-	339,002.16	45.7
Total GENERAL FUND		769,483.00-	674,948.49	87.7	64,123.57-	12,677.39	19.8

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

120 INDUSTRIAL DEVELOPMENT FUND

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	18,678.62-	43.4	3,583.33	18,678.62-	521.3
36100	INTEREST EARNINGS	150.00	7.32-	4.9	12.50	0.00	0.0
	Total REVENUES	43,150.00	18,685.94-	43.3	3,595.83	18,678.62-	519.5
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	54,500.00-	1,397.70	2.6	4,541.67-	117.00	2.6
	Total EXPENDITURES	54,500.00-	1,397.70	2.6	4,541.67-	117.00	2.6
	Total INDUSTRIAL DEVELOPMENT FUND	11,350.00-	17,288.24-	152.3	945.84-	18,561.62-	1962.4

Summary Financial Statement
 OCTOBER 31, 2012
 Fiscal Year Time Lapse: 33.33

121 STATE STREET AID FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	273,296.00	68,609.89	25.1	22,774.67	0.00	0.0
36100	INTEREST EARNINGS	120.00	8.26	6.9	10.00	0.00	0.0
	Total REVENUES	273,416.00	68,618.15	25.1	22,784.67	0.00	0.0
EXPENDITURES							
43100	HIGHWAYS AND STREETS	256,500.00	164,369.62	64.1	21,375.00	10,824.50	50.6
	Total EXPENDITURES	256,500.00	164,369.62	64.1	21,375.00	10,824.50	50.6
	Total STATE STREET AID FUND	16,916.00	95,751.47	566.0	1,409.67	10,824.50	767.9

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		OCTOBER		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
36100	INTEREST EARNINGS	900.00	62.41-	6.9	75.00	0.0	0.00	0.0
36425	PARKS SALES TAX RECEIPTS	79,000.00	19,979.11-	25.3	6,583.33	0.0	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	0.00	0.0	1,666.67	0.0	0.00	0.0
	Total REVENUES	99,900.00	20,041.52-	20.1	8,325.00	0.0	0.00	0.0
EXPENDITURES								
49000	DEBT SERVICE	142,884.00-	0.00	0.0	11,906.99-	0.0	0.00	0.0
	Total EXPENDITURES	142,884.00-	0.00	0.0	11,906.99-	0.0	0.00	0.0
	Total PARKS SALES TAX FUND	42,984.00-	20,041.52-	46.6	3,581.99-	0.0	0.00	0.0

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

123 SOLID WASTE FUND

Account	Description	Year-To-Date		OCTOBER		Percent Of Budget	Actual Of Avg	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
34400	SANITATION - USER FEES	682,000.00	230,728.00-	33.8	56,833.33	57,484.00-	101.1	0.0
36100	INTEREST EARNINGS	1,000.00	204.41-	20.4	83.33	0.00	0.0	0.0
36350	INSURANCE RECOVERIES	0.00	1,658.95-	0.0	0.00	1,658.95-	0.0	0.0
37794	SALE OF MATERIALS	5,000.00	4,432.25-	88.6	416.67	1,412.25-	338.9	0.0
	Total REVENUES	688,000.00	237,023.61-	34.5	57,333.33	60,555.20-	105.6	0.0
EXPENDITURES								
43000	PUBLIC WORKS	0.00	298.50	0.0	0.00	0.00	0.0	0.0
43200	SANITATION	733,084.00-	231,011.49	31.5	61,090.36-	22,393.39	36.7	0.0
49000	DEBT SERVICE	101,980.00-	0.00	0.0	8,498.34-	0.00	0.0	0.0
	Total EXPENDITURES	835,064.00-	231,309.99	27.7	69,588.70-	22,393.39	32.2	0.0
	Total SOLID WASTE FUND	147,064.00-	5,713.62-	3.9	12,255.37-	38,161.81-	311.4	0.0

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

124 IMPACT FEES

Account	Description	Year-To-Date		OCTOBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
36100	INTEREST EARNINGS	1,000.00	89.57-	83.33	0.00	0.0
36421	ROADS IMPACT FEES	16,000.00	861.75-	1,333.33	318.40-	23.9
36422	PARKS IMPACT FEES	15,000.00	603.40-	1,250.00	326.20-	26.1
36423	POLICE IMPACT FEES	11,000.00	551.05-	916.67	232.10-	25.3
36424	FIRE IMPACT FEES	7,000.00	363.67-	583.33	153.20-	26.3
Total REVENUES		50,000.00	2,469.44-	4,166.66	1,029.90-	24.7
EXPENDITURES						
51010	ROADS IMPACT FEES	37,950.00-	0.00	3,162.50-	0.00	0.0
51040	FIRE IMPACT FEES	39,845.00-	0.00	3,320.41-	0.00	0.0
Total EXPENDITURES		77,795.00-	0.00	6,482.91-	0.00	0.0
Total IMPACT FEES		27,795.00-	2,469.44-	2,316.25-	1,029.90-	44.5

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

140 POLICE DRUG FUND

Account	Description	Year-To-Date		OCTOBER		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
31610	LOCAL SALES TAX - CO. TRUSTEE	1,200.00	325.00-	100.00	325.00-	325.0
35130	IMPOUNDMENT CHARGES	400.00	0.00	33.33	0.00	0.0
35140	DRUG RELATED FINES	15,500.00	2,598.97-	1,291.67	0.00	0.0
36100	INTEREST EARNINGS	100.00	19.09-	8.33	0.00	0.0
	Total REVENUES	17,200.00	2,943.06-	1,433.33	325.00-	22.7
EXPENDITURES						
42129	DRUG INVESTIGATION AND CONTROL	26,800.00-	20,541.52	2,233.34-	0.00	0.0
	Total EXPENDITURES	26,800.00-	20,541.52	2,233.34-	0.00	0.0
	Total POLICE DRUG FUND	9,600.00-	17,598.46	800.01-	325.00-	40.6

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		OCTOBER		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate Avg/Mth				
REVENUES									
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	660,000.00	5,155.51-	0.8	55,000.00	0.00	0.00	0.00	0.0
36100	INTEREST EARNINGS	600.00	31.43-	5.2	50.00	0.00	0.00	0.00	0.0
	Total REVENUES	660,600.00	5,186.94-	0.8	55,050.00	0.00	0.00	0.00	0.0
EXPENDITURES									
49000	DEBT SERVICE	677,722.00-	3,200.00	0.5	56,476.84-	0.00	0.00	0.00	0.0
	Total EXPENDITURES	677,722.00-	3,200.00	0.5	56,476.84-	0.00	0.00	0.00	0.0
	Total DEBT SERVICE FUND (GENERAL)	17,122.00-	1,986.94-	11.6	1,426.84-	0.00	0.00	0.00	0.0

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

412 SEWER FUND

Account	Description	Year-To-Date		OCTOBER		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate				
REVENUES									
33191	FEMA REIMBURSEMENT	25,131.00	0.00	0.0	2,094.25	0.0	0.00	0.00	0.0
34900	BULK DISPOSAL FEE	800.00	1,650.00	206.3	66.67	0.0	0.00	0.00	0.0
36000	OTHER REVENUES	15,000.00	5.00	0.0	1,250.00	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	3,200.00	512.91	16.0	266.67	0.0	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	1,658.95	0.0	0.00	0.0	1,658.95	0.00	0.0
36920	SALE OF BONDS	6,303,988.00	402,708.00	6.4	525,332.33	0.0	0.00	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	32,000.00	12,900.00	40.3	2,666.67	106.9	2,850.00	106.9	106.9
37220	ADMINISTRATIVE FEES	11,000.00	3,350.00	30.5	916.67	98.2	900.00	98.2	98.2
37230	SEWER USER FEES	2,500,000.00	835,822.07	33.4	208,333.33	99.0	206,339.18	99.0	99.0
37298	CAPACITY FEES	42,000.00	32,225.00	76.7	3,500.00	195.0	6,825.00	195.0	195.0
37995	CONNECTION FEES	4,000.00	2,250.00	56.3	333.33	315.0	1,050.00	315.0	315.0
Total REVENUES		8,937,119.00	1,293,081.93	14.5	744,759.92	219,623.13	219,623.13	219,623.13	29.5
EXPENDITURES									
49000	DEBT SERVICE	372,792.00	20,520.81	5.5	31,066.01	17.0	5,286.28	17.0	17.0
52117	ADMINISTRATION AND GENERAL EXPENSES	599,807.00	215,990.32	36.0	49,983.90	70.2	35,076.91	70.2	70.2
52210	COLLECTION	5,930,748.00	676,180.94	11.4	494,229.02	11.9	58,700.77	11.9	11.9
52213	SEWER TREATMENT AND DISPOSAL	915,462.00	127,348.94	13.9	76,288.52	33.1	25,243.01	33.1	33.1
52223	DEPRECIATION	618,700.00	154,674.99	25.0	51,558.33	0.0	0.00	0.00	0.0
58804	ARRA ASSISTANCE - SEWER REHAB PROJECT	803,988.00	285,263.18	35.5	66,999.00	0.0	0.00	0.00	0.0
Total EXPENDITURES		9,241,497.00	1,479,979.18	16.0	770,124.78	124,306.97	124,306.97	124,306.97	16.1
Total SEWER FUND		304,378.00	186,897.25	61.4	25,364.86	95,316.16	95,316.16	95,316.16	375.8

Summary Financial Statement
OCTOBER 31, 2012

Fiscal Year Time Lapse: 33.33

416 HEALTHCARE FUND

Account	Description	Year-To-Date		OCTOBER		
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES						
36000	OTHER REVENUES	0.00	283.50-	0.00	0.00	0.0
36100	INTEREST EARNINGS	300.00	84.16-	25.00	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	161,509.00	17,493.99-	13,459.08	0.00	0.0
	Total REVENUES	161,809.00	17,861.65-	13,484.08	0.00	0.0
EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	181,194.00-	16,670.02	15,099.50-	1,909.23	12.6
	Total EXPENDITURES	181,194.00-	16,670.02	15,099.50-	1,909.23	12.6
	Total HEALTHCARE FUND	19,385.00-	1,191.63-	1,615.42-	1,909.23	118.2

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		OCTOBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
34110	GENERAL SERVICES	2,275.00	288.00-	12.7	189.58	36.00-	19.0
34321	CEMETERY BURIAL CHARGES	150.00	0.00	0.0	12.50	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	14,200.00	3,600.00-	25.4	1,183.33	0.00	0.0
36100	INTEREST EARNINGS	340.00	64.12-	18.9	28.33	0.00	0.0
36340	SALE OF CEMETERY LOTS	15,500.00	0.00	0.0	1,291.67	0.00	0.0
	Total REVENUES	32,465.00	3,952.12-	12.2	2,705.41	36.00-	1.3
EXPENDITURES							
43400	CEMETERIES	42,606.00-	12,437.16	29.2	3,550.51-	42.20	1.2
	Total EXPENDITURES	42,606.00-	12,437.16	29.2	3,550.51-	42.20	1.2
	Total HILLCREST CITY CEMETERY	10,141.00-	8,485.04	83.7	845.10-	6.20	0.7

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

RESOLUTIONS....

November 8, 2012

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Ashley Smith, Parks and Recreation Director

Re: Recommendation from the Leisure Services Board to establish an appropriate reservation fee for baseball and softball fields at the Municipal Park

At the November 1st meeting of the Leisure Services Board, I asked the members to consider revising the current pricing for typical reservations of the baseball and softball fields at the Municipal Park. Our current pricing contains three different fees for daytime use and two different fees for nighttime use, depending on the field. My suggestion was to have a single fee for daytime reservations and a single fee for nighttime reservations for all fields. This simplifies it for the customers and the department. The Leisure Services Board voted unanimously to propose the change to the BMA for adoption by resolution.

Proposed field reservation fees:
\$15 per 1½ hr reservation w/o lights
\$25 per 1½ hr reservation with lights

RESOLUTION 12-19

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, ESTABLISHING A REVISED SCHEDULE OF BASEBALL AND SOFTBALL FIELD RESERVATION FEES FOR PARKS AND RECREATION.

WHEREAS, Staff in the Parks and Recreation Department periodically review the cost of fees and charges for baseball and softball field reservations to the Leisure Services Board; and

WHEREAS, the Leisure Services Board has reviewed the proposed fees from Parks Staff and has unanimously recommended those rates and fees to the Board of Mayor and Aldermen; and

WHEREAS, the Board of Mayor and Aldermen have reviewed the proposed fees and believe they are in-line with City costs and with the charges of surrounding cities,

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby establish by resolution the following fees baseball and softball field reservations:

Field Reservation Fee Without Lights - \$15 per 1 ½ hour reservation.

Field Reservation Fee With Lights - \$25 per 1 ½ hour reservation.

Adopted this 15th day of November 2012.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

ORDINANCES....

FINANCE....

November 7, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Surplus Solid Waste Collection Vehicles

On this date, October 30, 2012 we are requesting that the following Sanitation Department vehicles be declared surplus as of November 29th @ 5:00 p.m.

- #324 - 2008 Ford F450 - VIN# 1FDXF46R78ED44641 - Mileage 32,226
- #323 - 2008 INT 7300 - VIN# 1HTWGAAT48J047240 - Mileage 41,871
- #320 - 2006 Mack - VIN# 1M2K195C96M032374 - Mileage 84,578

These vehicles are part of the Contractual Agreement that the City entered into with Waste Industries at the September BMA meeting. The negotiated sales amount for the above vehicles was \$105,000.00. The trucks were appraised by two (2) independent companies and ranged between \$102,000.00 and \$107,000.00.

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 406-0177.

November 7, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Award Bid - North Palmer's Chapel Project

On this date, November 6, 2012, I am requesting that the Mayor and Board of Alderman approve the bid award for the North Palmer's Chapel Vacuum Pump Station Motor Control Center (MCC) Replacement.

The MCC is part of the CGO 2011-278 SRF loan project, commonly known as the "Green Project".

McGill Engineer's competitively bid this project and they received three (3) bid responses. I've attached the bid tabulation and backup memos for your review and consideration.

I've reviewed the submittals and I am concurring with McGill's recommendation to the BMA that Stansell Electric be awarded the MCC project with a Base Bid in the amount of \$272,990.00. The Base Bid includes the installation of a new exterior generator.

Should you have any questions regarding this contract award request, please call me at 406-0177 or Ben Simerl at (865) 712-3196.



November 7, 2012

Joe Moss
Public Works Director
City of White House
105 College Street
White House, Tennessee 37188

RE: Recommendation of Award
North Palmer's Chapel Vacuum Pump
Station – MCC Replacement

Dear Joe:

Bids for the construction of the subject project were received in the City of White House City Hall Board Room and publicly opened on October 30, 2012. As shown below, a total of three (3) bids were received and opened for the construction project. A Certified Bid Tabulation of all bids is attached for your review. The bids can be summarized as follows:

<u>Bidder</u>	<u>Base Bid Price</u>
Stansell Electric Company, Inc.	\$272,990.00
Rains Electric Company, Inc.	\$357,000.00
Southeast Electric	\$508,780.00

The low base bid for the construction project was submitted by Stansell Electric Company, Inc. from Nashville, Tennessee. McGill Associates and the City of White House have worked with Stansell Electric Company, Inc. and have found their work to be acceptable.

The project bid included a deductive alternate, which would allow the City to remove the replacement of the engine-generator from the pumping station improvements. The low bid with the deductive alternate for the construction project was also submitted by Stansell Electric Company, Inc. If the City elects to accept the deductive alternate then the bid results can be summarized as follows:

<u>Bidder</u>	<u>Bid Price with Deductive Alternate</u>
Stansell Electric Company, Inc.	\$210,990.00
Rains Electric Company, Inc.	\$228,733.58**
Southeast Electric	\$370,830.00

** = corrected bid amount

Engineering • Planning • Finance

McGill Associates, P.A. • 2240 Sutherland Avenue, Suite 2, Knoxville, TN 37919

Phone: 865-540-0801 • Fax: 865-595-4999

The budget for construction, including contingencies, of the project is \$335,600. It is our understanding that the City of White House desires to replace the engine generator at the pumping station and does not wish to accept the deductive alternative, **therefore, we recommend award of the construction contract to Stansell Electric Company, Inc. in the amount of \$272,990.00.**

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

Sincerely,
McGILL ASSOCIATES, P. A.

A handwritten signature in black ink, appearing to read "Ben R. Simerl". The signature is written in a cursive style with a large initial "B" and a distinct "S" at the end.

Benjamin R. Simerl
Project Manager

Enclosure
10.02010/letters/jm07nov12.doc

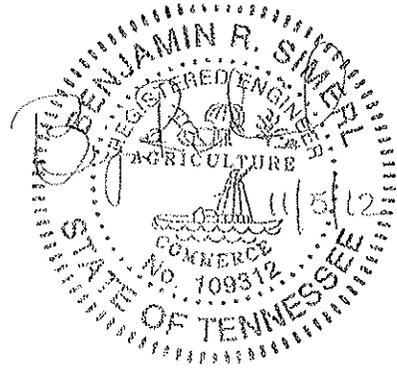
North Palmer's Vacuum Pumping Station
Motor Control Center and Engine Generator Replacment
City of White House, Tennessee

Bid Opening

October 30, 2012 2:00 p.m.

This is to certify that the following Sealed Bids for the above project were received, publicly opened and read aloud in the Board Room, White House City Hall, 105 College Street, White House, Tennessee, 37188.

 **McGill**
ASSOCIATES
Engineering • Planning • Finance
2240 Sutherland Avenue, Suite 2
Knoxville, Tennessee 37919



BID TABULATION

CONTRACTOR	TOTAL BASE BID	DEDUCTIVE ALTERNATE
Stansell Electric Company, Inc.	\$272,990.00	\$210,990.00
Rains Electric Company, Inc.	\$357,000.00	\$228,733.58 **
Southeast Electric	\$508,780.00	\$370,830.00

** - corrected bid amount

10.02023

November 7, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Works Director
Re: Request to Approve - North Palmer's Chapel Project Change Order # 1

On this date, November 7, 2012, I am requesting that the Mayor and Board of Alderman approve Change Order No. 1 for the North Palmer's Chapel Vacuum Pump Station Motor Control Center (MCC) Replacement Project.

The MCC is part of the CGO 2011-278 SRF loan project, commonly known as the "Green Project".

The NPC Bid Addendum No. 1, Section 16443 1(e), entitled MOTOR CONTROL CENTER reads, in part, as follows, "Edit Note 7: "...New Vacuum Control Panel 'VCP'. To be provided by Airvac Inc."

Based on the Addendum language, the low bidder, Stansell Electric, thought that the AIRVAC panel was to be supplied by the City. Therefore, Stansell did not include pricing for same in their bid. I've attached the backup documents for your further review and consideration.

After reviewing the documents and discussing this with Mr. Herman, Carol Sturm and McGill Engineers, I am recommending that the Mayor and Board of Alderman approve Change Order No. 1 for Stansell Electric in the amount of \$39,000.00; which represents a direct pass through with no markup.

Should you have any questions regarding this contract award request, please call me at 406-0177 or Ben Simerl at (865) 712-3196.



November 7, 2012

Joe Moss
Public Works Director
City of White House
105 College Street
White House, Tennessee 37188

RE: Change Order No. 1
North Palmer's Chapel Vacuum Pump
Station – MCC Replacement

Dear Joe:

On November 1, 2012 it was brought to our attention that there was some confusion about the equipment supply scope for the project, and that Stansell Electric Company, Inc. did not include the price to supply the Airvac Control Panel for the Pumping Station in their bids, either Base Bid or Deductive Alternate Bid. McGill Associates negotiated with Stansell Electric Company to include the Airvac Control Panel in the project scope as Change Order No. 1, so that the Contractor would supply the control panel.

The attached letter from Stansell Electric Company details this change and indicates that they will supply the control panel at the price quoted by the panel manufacturer, Airvac, Inc. without markup, overhead, and profit. The cost of the Airvac Control Panel is \$39,000. With the addition of this control panel, Stansell Electric Company's price to perform the work on the project is \$311,990.

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

Sincerely,
MCGILL ASSOCIATES, P. A.

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

Benjamin R. Simerl
Project Manager

Enclosure

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • 2240 Sutherland Avenue, Suite 2, Knoxville, TN 37919

Phone: 865-540-0801 • Fax: 865-595-4999



STANSELL
Electric
Company, Inc.

THE POWER TO INNOVATE
THE EXPERIENCE TO SUCCEED

November 5, 2012

McGill Associates, P.A.
2240 Sutherland Avenue, Suite 2
Knoxville, TN 37919

Attention: Ben Simerl, P.E.

Re: City of White House – North Palmer’s Chapel Vacuum Pumping Station
Motor Control Center and Engine Generator Replacement Project

Dear Ben,

My understanding of the bid documents was that the new “Vacuum Control Panel” shown on the drawings and addressed in the addendums were to be provided (supplied) by Airvac , Inc. and therefore was not included in our bid. It has subsequently come to our attention that it was your intent that this control panel was to be manufactured by Airvac, Inc. and supplied by us. The amount to be added to our bid for this control panel is \$39,000.00 plus \$3,607.50 tax totaling \$42,607.50. I have attached a copy of Airvac’s quote. We will deduct the tax providing the State of Tennessee provides us with an exemption for this project. In the interest of showing good faith we have chosen not to add any additional money for overhead or profit in order to provide this control panel. This results in an adjustment of our bid to total \$315,597.50 which is still \$41,402.50 below the second bidder.

Respectfully,
Bobby G. Gaines, VP / Construction Group Division Leader


Stansell Electric Company, Inc.
860 Visco Drive
Nashville, TN 37210-2150



THE WORLD LEADER IN
VACUUM SEWER TECHNOLOGY

October 12, 2012

North Palmer's Chapel Vacuum Pump Station
Control Panel and Generator Replacement
City of Whitehouse, Tennessee

TAMPA OFFICE
AIRVAC, INC.
200 Tower Drive, Suite A
Oldsmar, FL 34677 U.S.A.
Phone: (813) 855-6297
Fax: (813) 855-9093
Web: www.airvac.com

Gentlemen:

Material and equipment offered shall be in accordance AIRVAC Inc. standards.

The package offered by AIRVAC includes only the specialized vacuum equipment itemized in this letter.

Pump Control Panel

Controls to operate the various motor starters and other functions regarding the vacuum collection equipment inside the building. The enclosure size will be 38"W x 60"H X 12"D - NEMA 12 Hoffman enclosure with floor stands. Allen Bradley Series 800T HOA switches and Veeder Root hour run meters will be included with the panel. A RACO Verbatim, 4 channel telephone alarm dialer, a Rototherm, Single Pen, 12" vacuum chart recorder will be mounted through the face of the enclosure. Controls will use Allen Bradley Compact Logix PLC and appropriate I/O modules to operate the various pumps. An Ethernet modem will be provided for dialup monitoring and program changes. Control power surge protection will be included.

The vacuum pumps could have oil heaters and vacuum pump exhaust temperature switches, we are not sure, if they don't have them now, newer pumps will have them. The control panel we are providing will include these operational features. The contractor would need to pull 277V, 1 phase power to our control panel. We would provide the switch gear. The contractor would, if the heaters are there, connect to this power point and pull wiring where required. What we want is to make this available for future usage by the owner if it's not already there. These are newer features not available during the original installation.

Operation of this equipment will require the installation contractor to provide 120V power to the control panel, 5 AMP, wire to and from the various motor starters, level control probes, vacuum switches and other features, install a telephone line to the telephone dialer and provide an interconnect circuit from the generator transfer switch to allow just one sewage pump and one vacuum pump to operate during emergency power conditions.

AIRVAC personnel will provide the contractor with on-site inspection (5) consecutive days during installation. (Monday – Friday) – Any other arrangements would cost additional.

AIRVAC personnel will provide start up services.

Total price	\$39,000.00
-------------	-------------

AIRVAC is not providing the MCC; this can be provided by local supply houses.

Our Pump Control Panel costs, assumes the I/O to the MCC is hard wired. This will require the contractor to pull 6 to 10 control wires to each bucket from the Pump Control Panel. Hard wiring also requires a good deal of coordination between the MCC supplier, the Contractor and us, which limits each person's flexibility.

Most of our customers are leaning more too solid state communication with respect to telling their motor starters what they want them to do and to getting info from them. We generally supply the starters in the same enclosure as the controls and we still communicate start, stop, and auxiliary functions via Ethernet. This approach seems like it would pay even larger dividends as in this situation where the starters are remote. Since the starters are already solid state, one communications cable would transfer info to the MCC for all motor controllers without sorting out forty different wires.

This would require some preliminary investment in the MCC. Each of the soft starts, hopefully AB Flex series, would need to be equipped with an Ethernet communications module. Then, since there are several elements wanting to talk to the processor, an Ethernet switch would need to be installed somewhere in the MCC to add ports for cable connection to each bucket. If the option is available when ordering the MCC, the buckets should be wired and terminated for "Start-Stop Control via DPI Communications". That would facilitate programming and startup. If every starter does not have a HIM module, then one for the vacuum side and one for the sewage side would be preferable to provide emergency starts in the event processor or communications dropped out.

This approach yields greater flexibility and visibility. The contractor would be able to respond more easily to those "missed connections" or respond to sequence changes than a hard wired situation. In this case, we see where it would be a plus if the new panel operated temporarily alongside the existing panel and when the old one is torn out, it would take only a few minutes to relocate the new panel to where the operator was used to seeing his controls. Same thing applies if the new panel location does not pan out; say the generator has to stay; now it is too tight. Unplug the communications cable, cut off the 120v power and move to a new location. Not so easy with hardwired connections.

The visibility factor is increased many fold. With solid state communication more info is available for future use. With the proper set up amperages, leg voltage, error history and others can be used by the processor or SCADA. For troubleshooting, programming software can be used either locally or by dialup to diagnose the situation of any device on the mini network. It allows your local support or AIRVAC to quickly lend a hand to an operator who may not be able to assess the situation by himself.

There are still some other control wiring not associated with the MCC, such as the level controls and the vacuum witches. Those are still hard wired.

EXCEPTIONS/CLARIFICATIONS

AIRVAC takes exception to any part of the ARRA funds that may or may not be required in this project. Most of the control panel components are not manufactured in the USA.

No other exceptions/clarifications are being taken at this time.

DELIVERY

Anticipated shop drawing lead time:

- The Control Panel: (4) Four weeks after AIRVAC's receipt of an approved purchase order or letter of intent.

Anticipated shop drawing review by Engineer:

- (4) Four weeks after receipt of the AIRVAC drawings.

DELIVERY

Anticipated product shipment lead time:

- The Control Panel Package: (4-6) Four to Six weeks delivery after AIRVAC' receipt of approved shop drawings from the owner/engineer.
- Combined lead-time for this equipment package is (14-16) weeks from the date of receipt of an approved purchase order.

Anticipated lead time required for providing an AIRVAC field supervisor.

- Notify the AIRVAC Technical Services Department at least (3) three weeks prior to start up. A complete and operable force main, permanent power to the building, and water for filling the force main along with vacuum main line flushing should be ready prior to start up being performed.

NOTE: The purchaser shall provide all labor and equipment to off-load all materials. Any trailer demurrage charges assessed by the carrier because of delays in unloading the trailer shall be the responsibility of the purchaser. We estimate no longer than 4 hours.

TERMS AND CONDITIONS

All prices quoted above are F.O.B. jobsite, full freight allowed to the job site. ***The prices do not include sales tax, or any other tax, if applicable. Any special shipping arrangements requested by the purchaser are subject to additional freight charges.***

AIRVAC's standard payment terms and conditions are an integral part of this offer (refer to attached copy). To avoid delays in processing an order, the purchaser should acknowledge acceptance of these terms and conditions by signing the attached copy and returning it to AIRVAC when placing any order.

Payment terms are 100% of the invoiced amount, net 30 days from the date of shipment, No Retainage allowed. To minimize the number of days required for repayment to the contractor by the owner, it is suggested that shipping dates should be scheduled to coincide with the project's pay periods.

We have included with our freight cost the following shipping arrangements:

(1) Load of equipment.

Pricing is good if the following condition is met:

- Submittals approved and equipment released into production by February 28, 2013.
- Final equipment shipped prior to April 30, 2013.

Prices quoted are contingent on the purchaser purchasing all the material and equipment contained in this letter (quantities, etc.).

Any deletion of items listed will increase the price of the balance of our package. A fee will be charged for any item returned. See above exceptions/clarifications. The purchaser is responsible for all freight charges on all items being returned.

Page 4
October 12, 2012
Whitehouse Control Panel Replacement

If you have any questions regarding this offer, please feel free to call our office at 813-855-6297, my extension is 402. Our Regional Sales Manager, Mr. Frank Bland can be reached at 813-855-6297, ext. 405.

Sincerely,

A handwritten signature in cursive script that reads "Ronald White".

Ron White
Inside Sales Manager
RW

cc: Mark Jones,
Frank Bland
Mike Moss
Randy Burns

November 7, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Parks and Recreation Director
Re: Senior Meal Catering

The senior meal catering contract has been re-issued for bids for 2013. Casey Morton Catering was the only caterer to submit a bid, and the price per plate is unchanged at \$5.00. Carry-out plates are fifty cents extra. The senior citizens pay \$2.50 per plate when they dine in because of financial support from Sumner County. I am requesting your approval.

Thank you.

Weekly Senior Lunches

<p>BID# 12-1012PK</p>	<p>Casey Morton Catering</p>
<p>Weekly Senior Lunch</p>	<p>7327 Hwy. 76 East</p>
<p>OPENING: Oct. 30, 2012 @ 10:00 a.m.</p>	<p>Springfield, TN 37172</p>
<p>SPECIFICATIONS:</p>	<p>Unit Cost</p>
<p>Weekly Catered Lunches for Seniors. Every Wednesday for min. 35 people. Meals consist of (1) meat, (1) vegetable, (1) starchy vegetable, (1) bread, (1) dessert and (1) drink.</p>	<p>\$5.00 per plate and \$5.50 for a take out lunch</p>

November 7, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Retail Recruitment Marketing Services

Proposals were requested for retail recruitment marketing services for a 5-year contract. After reviewing all proposals received, I recommend that The Shopping Center Group receive the contract. If you have any questions, please contact me at 672-4350, ext. 2111.

RETAIL RECRUITMENT MARKETING SVCS.

RFP	The Shopping Center Group	The Retail Coach	Buxton Company
RETAIL RECRUITMENT MARKETING SVCS.	700 12th Ave South, Ste. 202 Nashville, TN 37203	P.O. Box 7272 Tupelo, MS 38802-7272	2651 S. Polaris Dr. Fort Worth, TX 76137
OPENING: October 10, 2012 @ 2:00 p.m.	Unit Cost	Unit Cost	Unit Cost
SPECIFICATIONS:			
Proposals from qualified retail service firms providing services in the field of retail recruitment under the direction of the City Administrator. 5-year contract			
Year 1	\$13,900.00	Total cost for Phase 1-4, completed in 120 days \$45,000.00	\$63,000.00
Year 2	\$15,290.00	Retainer fees after 120 day project is \$1,500 per month.	\$31,500.00
Year 3	\$16,819.00		\$31,500.00
Year 4	\$18,500.00		\$31,500.00
Year 5	\$20,350.00		\$31,500.00
Totals	\$84,859.00	\$129,000.00	\$189,000.00

November 7, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Sage/McCurdy Road Signal Project

Bids were requested for installation of a traffic signal at Sage/McCurdy Road. After reviewing all bids that were received, I am recommending Stansell Electric Company receive the contract. If you have any questions, please contact me at 672-4350, ext. 2111.

Sage/McCurdy Rd. Traffic Signal Project

BID# 12-1011E	Davis H. Elliott Co., Inc.	S & W Contracting Co	Stansell Electric Co.
SAGE/MCCURDY RD SIGNAL PROJECT	673 Blue Sky Pkwy.	952 New Salem Rd	860 Visco Dr
OPENING: Oct. 25, 2012 @ 3:00 p.m.	Lexington, KY 40509	Murfreesboro, TN 37129	Nashville, TN 37210-2150
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost
Traffic signal Project for McCurdy Rd., Sage Rd., intersection	\$82,940.00	\$69,213.00	\$63,806.30
Totals	\$82,940.00	\$69,213.00	\$63,806.30

November 7, 2012

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Ashley Smith, Parks and Recreation Director
Re: Security Gates for Hillcrest Cemetery

We requested Competitive Sealed Proposals for the Hillcrest Cemetery Security Gate project. Unfortunately, there was only one proposal from Valley Fence Co. at \$24,950 and the budget is \$20,000. Negotiating the price was going to eliminate much of the project scope, specifically the rock columns.

There is enough time in this fiscal year to re-issue the project or to seek sealed bids. My recommendation is to reject this proposal.

November 8, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
From: Gerald Herman, City Administrator
Re: Contract for Attorney Representation Services

The contract with the current attorney firm, Webb Sanders, PLLC, expires in January 2013. I am recommending that the contract be renewed for a period of five (5) additional years. Please contact me at 672-4350, ext. 2111 if you have any questions.

**Attorney-Client
Agreement for Representation**

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

**Section One
Effectiveness**

This Agreement shall take effect upon January 19, 2013, and shall continue for a period of five (5) years from the date of execution. Either party may terminate this agreement by giving at least ninety (90) days written notice to the other. The agreement may be terminated earlier if for any reason Valerie Webb and/or Leslie Sanders are no longer licensed to practice law in the State of Tennessee. This Agreement may be renewed upon the agreement of the parties.

**Section Two
Scope Of Service**

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

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

**Section Three
Attorney's Fees**

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

- a. 2013: Until June 2013, Client shall pay a monthly retainer of \$1,000.00. Thereafter, Client shall pay a monthly retainer of \$1,800.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$175 per hour of service for such month.
- b. 2014: Client shall pay a monthly retainer of \$1,900.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$185 per hour of service for such month.

- c. 2015: Client shall pay a monthly retainer of \$2,000.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$200 per hour of service for such month.
- d. 2016: Client shall pay a monthly retainer of \$2,100.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$210 per hour of service for such month.
- e. 2017: Client shall pay a monthly retainer of \$2,200.00 which shall cover the first ten (10) hours of service. After the first ten (10) hours of service per month, Client shall pay \$220 per hour of service for such month.
- f. In addition to the amount specified above the client will also pay the customary closing fees in real estate closings where the attorney is conducting the closing or is providing title insurance. The client will also pay the customary fee in bond transactions, but not greater than the fee charged by bond counsel for the issuance, if the attorney is required to render an opinion with respect to bond issuance.
- g. Cost and expenses. The client will also reimburse the attorney for any costs expended on behalf of the client in the ordinary course of business.
- h. Professional organizations. The client also agrees to pay the expenses incurred by the attorney to join any professional association related to the representation including the Tennessee Municipal Attorneys Association and the Tennessee Municipal League. The expenses shall include costs of travel, meals and lodging to events and seminars sponsored by said organizations. The attorney will submit requests for approval of expenses prior to incurring same, and will provide the client a statement detailing the expenses requested for reimbursement. The requests are subject to approval by the City Administrator of the client whose decision will be binding upon the attorney.

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

Section Four Retainer Fee/Deposit

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

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

**Section Five
Costs and Expenses**

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

**Section Six
Client's Duties**

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

**Section Seven
Disclaimer of Guarantee**

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

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, or have caused this Contract to be duly executed, as of the ____ day of _____, 2012.

Webb Sanders PLLC

By: _____
Name: _____
Title: _____

City of White House, Tennessee

By: _____
Name: _____
Title: _____

EXHIBIT A

GENERAL SCOPE OF SERVICES

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

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....



STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DIVISION OF PROPERTY ASSESSMENTS

Justin P. Wilson
Comptroller

James K. Polk State Office Building
505 Deaderick Street, Suite 1400
Nashville, Tennessee 37243-1402
Phone (615) 401-7737
Fax (615) 741-3888
October 22, 2012

Tom Fleming, CAE
Assistant to the Comptroller
for Assessments
(615) 401-7777

MEMORANDUM

TO: Assessors, Trustees, and Collecting Officials
IMPACT Counties

FROM: Susan Gullette *SG*
Assistant Director

SUBJECT: **2012 Tax Billing Processing**

As with any new computer system, we have experienced some problems along the way. Recently, problems occurred during the tax billing season. The good news is the actual tax calculation is accurate. The problems have been centered on the data itself or inaccurate flags or triggers within the system. All of the inaccuracies that have been identified to date are documented; some are already corrected and the remaining issues are being analyzed by our staff and vendor for the necessary revisions.

Your county may have experienced one or all of the following as your county file was being processed:

- Problems involving tax freeze parcels
- Inconsistent rounding
- Not displaying the correct or complete mailing address on tax notices
- Tax Relief Voucher inaccuracies

I apologize for any inconvenience these problems and delays have caused your office and the taxpayers in your county. You can rest assured that our staff will continue to work on all of the known issues in order to ensure these problems will not be encountered in 2013.

SG/sg