

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
March 21, 2013
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 February 21, 2013 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 13-02** - An ordinance amending the City of White House, Tennessee, Municipal Zoning Ordinance by amending Article IV, Section 4.070 J Table 1, Signage Area and Height. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Court Clerk
 - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. **Resolution 13-07** - A resolution adopting a Title VI Action plan in reference to minority representation on community boards and commissions.
11. Consideration of the Following Ordinances:
 - a. **Ordinance 13-02** - An ordinance amending the City of White House, Tennessee, Municipal Zoning Ordinance by amending Article IV, Section 4.070 J Table 1, Signage Area and Height. *Second Reading.*
 - b. **Ordinance 13-03** - An ordinance amending the Zoning Map for 13.11 acre property relative to Robertson County Tax Map 106, Parcel 190.02 and Parcel 190.03 from C-4, Office Professional to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan. *First Reading.*
12. Finance
 - a. To approve or reject surplusings a Gateway E4100 (Serial # 0034336699) and a Gateway E4100 (Serial # 0032401187). The Library Director recommends approval.

- b. To approve or reject surplusing a 2000 Ford Crown Victoria (VIN # 2FAFP71W8YX167193) and a 2003 Ford Crown Victoria (VIN # 2FAFP71W13X221877). The Police Chief recommends approval.
- c. To approve or reject Scott & Ritter, Inc.'s bid of \$236,510 for replacement of the Meadowlark Lift Station. The Public Services Director recommends approval.
- d. To approve or reject an additional \$12,540 for the Restroom Facility at the Municipal Park project to include previously deducted items. The Parks and Recreation Director recommends approval.
- e. To approve or reject a not-to-exceed amount of \$60,000 for Amendment #1 to Task Order 2007-11 Hobbs Area and Dawn Court Vacuum Collection Sewer Conversion. The Public Services Director recommends approval.
- f. To approve or reject CSR Engineering's proposal of \$9,500 for engineering services for small municipal separate storm sewer system permitting. The City Administrator and Public Services Director recommend approval.
- g. To approve and adopt or reject the Fiscal Year Ending 2012 audit report presented by Crosslin & Associates.

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
February 21, 2013
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. Bibb.

3. Roll Call

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

4. Adoption of the Agenda

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

5. Approval of Minutes of the January 10, 2013 meeting, of the January 17, 2013 meeting, and of the January 28, 2013 meeting.

Motion was made by Ald. Paltzik, second by Ald. Decker 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. None

8. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik announced the Chamber of Commerce Banquet scheduled for March 14th and the Discover White Hose Business Fair on April 27th.

City Administrator Gerald Herman discussed the recent United Way bowling event fundraiser that staff participated in.

City Administrator Gerald Herman discussed the recent Staff Budget Retreat and announced that the Board Budget Retreat was scheduled for March 6th and 7th.

City Administrator Gerald Herman provided an update regarding the SR 76 Sidewalk project.

City Administrator Gerald Herman provided an update regarding the Tyree Springs / South Palmers Intersection project.

City Administrator Gerald Herman provided an update regarding the US 31W Active Transportation Trailhead to Trailhead project.

City Administrator Gerald Herman stated that the closing for 123 Calista Road was scheduled for February 26th.

City Administrator Gerald Herman discussed the MS4 Storm Water permitting that the City is now required to participate in.

City Administrator Gerald Herman provided an update regarding the Hobbs / Dawn Court Conversion from Vacuum to Gravity sewer project.

City Administrator Gerald Herman stated that a Public Hearing was held on February 19th regarding a \$2,000,000 upgrade to the sewer treatment plan.

City Administrator Gerald Herman announced that the State Housing Development Agency reported that three applications were received for the low income housing tax credit.

City Administrator Gerald Herman stated that a lawsuit had been filed against the City regarding the Cope's Crossing Lift Station by Buddy and Nancy Stinson. The City would be represented by Farrar and Bates, LLP.

City Administrator Gerald Herman announced that the Jerry Coble excessive force lawsuit was scheduled for trial in Federal District Court on April 23rd.

Mayor Arnold discussed the United Way bowling event fundraiser and stated that the Board would need to have a team ready for next year's event.

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. Paltzik, 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 13-02** - A resolution to establish an updated Occupational Safety and Health Program Plan, devise rules and regulation, and to provide for a safety director and the implementation of such program plan.

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.**

- b. **Resolution 13-03** - A resolution supporting a Safe Routes to School grant application.

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

- c. **Resolution 13-04** - A resolution authorizing and providing for the financing of the construction of a wastewater facilities project, including authorizing the execution of applications, contractual agreements, and other necessary documents, and making certain representations, certifications, and pledges of certain revenue in connection with such financing.

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.**

- d. **Resolution 13-05** - A resolution accepting the Robertson County Hazard Mitigation Plan document.

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.**

- e. **Resolution 13-06** - A resolution approving a Food for Fines program for the White House Inn Library.

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

11. Consideration of the Following Ordinances:

- a. **Ordinance 13-02** - An ordinance amending the City of White House, Tennessee, Municipal Zoning Ordinance by amending Article IV, Section 4.070 J Table 1, Signage Area and Height. *First Reading.*

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

12. Finance

- a. To approve or reject application of the 2013 Library Services and Technology Grant. The Library Director recommends approval.

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

- b. To approve or reject CTR Coatings bid for the Coatings and Manhole Restorations contract. The Public Services 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 all bids received for the Wastewater Pump and Equipment Supply contract. The Public Services Director recommends rejection.

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

- d. To approve or reject subdivision and street acceptance for the Phase Two section of Springbook Blvd. and Ravenwood Ct. The Planning Commission 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.**

- e. To approve or reject Showalter Construction's bid of \$264,160 for the restroom facility at the Municipal Park. The Parks and Recreation 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.**

13. Other Business

- a. To approve or reject authorizing the City Administrator in conjunction with the White House Utility District to redesign the White House Utility District's water tower. The City Administrator 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.**

- b. To approve or reject Hylant Group's recommendation of Cigna for medical and Delta Dental for dental insurance coverage. The City Administrator 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.**

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

Meeting was adjourned at 7:34 pm.

ATTEST:

Michael Arnold, Mayor

Amanda Brewton, City Recorder

REPORTS....

**General Government Department
February 2012**

Administration

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

- February 5 - Beer Board Meeting
- February 7
 - Speaker at Rotary Lunch
 - Relay for Life Chile Cook Off
- February 11 - Planning Commission Meeting
- February 12
 - Regional Transportation Authority Operations Committee Meeting
 - Geo Jobe GIS Meeting
 - Heath, Educational, and Housing Facilities Board Meeting
- February 15 - Mayors' Caucus
- February 19 - Chamber of Commerce Luncheon
- February 20 - Municipal Planning Organization Meeting
- February 21
 - Police & Firefighter of the Year Awards Ceremony
 - Board of Mayor and Aldermen Meeting

Website Management

	Update Requests	Page Visits		Update Requests	Page Visits
July	31	85,214	January	51	98,082
August	49	63,924	February	45	96,253
September	32	82,694	March		
October	24	113,317	April		
November	21	121,011	May		
December	22	98,573	June		
			FY 12-13	275	660,986

Facebook Management

	New Likes	# of Posts		New Likes	# of Posts
July	19	5	January	9	3
August	13	3	February	15	2
September	14	4	March		
October	17	4	April		
November	18	10	May		
December	17	6	June		
			FY 12 - 13	268	78

Twitter Management

	Total Followers	# of Tweets		Total Followers	# of Tweets
July	223	5	January	260	3
August	227	1	February	262	2
September	237	2	March		
October	237	4	April		
November	239	10	May		
December	245	6	June		
			FY 12-13	N/A	33

General Government Department
February 2012

Building Maintenance Projects

Special Maintenance Projects

- Painted Board Room
- Replaced and painted sheetrock
- Gathered quotes for budget for upcoming fiscal year for building maintenance projects
- Sourced new granite countertop for Board Room

General Maintenance

- Repaired urinal valve at Police Department
- Safety checks
- Door closer installation
- Replacement of lighting and ballasts at Police Department and Library
- Reset school lights
- General repairs and maintenance
- Replaced diverter on Police Department roof

**Finance Department
February 2013**

Finance Section

February tax collections rounded out the tax year, and at the close of the month, 89% of the tax base had been collected, leaving 11% delinquent. This puts us about 3% behind where we were last year at this time, and right in line with the year before. I am not overly concerned with the delinquencies at this point, but we will need to watch closely to see if there are enough last minute receipts that are booked into March to make up the difference.

The Finance Director, along with the City Administrator, met with Bill Fuqua of The Bransford Group to discuss possible locations for an ATM machine on city hall property. The Finance Director spent the majority of the month involved with budget activity including preparation of the 6 year CIP for the Finance Department, preparing and distributing departmental budget worksheets to capture current year projections, preparation of non --CIP projects and a position request and discussion of both with City Administrator, and finally meeting with MTAS representative, City Administrator, and City Recorder for a budget retreat planning session. The Finance Director, along with the City Administrator, and Director of Human Resources met with the Hylant Group to discuss and review insurance renewal options, and the same group met with a representative from TML for a Risk Management Review and discussed the upcoming renewal of the related policies. The Finance Staff attended a retirement reception for Sherry Tackett during the month of February.

The Finance Director received a call from our audit firm Crosslin & Associates during the last week of February with the unfortunate news that the Audit Director, Rich Lockwood has left the firm, and taken a position elsewhere. This has been a set-back for the completion of the audit, and another extension has been filed with the state. At the writing of this report, it is still our hope to have at least an audit draft prepared to present to you at the March board meeting.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$1,261,122.85	\$3,504,666.83
Sanitation	\$172,346.83	\$632,688.95
Wastewater	\$261,373.00*	\$1,830,770.48

- All Fund Balances are bank balances reported as of March 12, 2013.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$66,184.12.

Payroll

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

Accounts Payable

	February	FY	Last February	Last FY
Total Invoices Processed	290	2,583	347	2,588

**Finance Department
February 2013**

Call and Counter Logs

	Finance	Admin	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	219	5	17	5	39	1	11	181	2	5	13	498
Customers	240	1	2	5	6	2	3	565	0	2	14	840

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	2	5	77	88	44	3	219
Customers	0	4	174	47	15	0	240

Purchase Orders

Codes	4	\$728.16
Fire	10	\$4,998.80
Police	15	\$9,227.15
Human Resources	3	\$493.38
Engineering	1	\$3,850.00
Administration	9	\$982.35
Finance	5	\$452.26

Court	0	\$0.00
Library	6	\$372.61
Waste Water	22	\$20,771.29
Public Works	9	\$7,205.31
Sanitation	2	\$2,202.50
Parks	21	\$6,435.12
Bldg. Maintenance	4	\$533.63
Cemetery	1	\$4,550.00

Total	112	\$62,802.56
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Void	4
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	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	107	\$40,523.56
Purchase Orders \$1000 - \$9999	4	\$12,279.00
Purchase Orders Over \$10,000	1	\$10,000.00
Total	112	\$62,802.56

Emergency Purchase Orders – February - None

Number	Vendor	Items	Amount	Nature of Emergency	Department

Business License Activity – February

Opened	4
Closed	0

Delinquency Rate: 55%

Cumulative Information

Class	Total Licenses	Delinquencies
1	40	37
2	139	68
3	244	125
4	194	106
Total	617	336

**Finance Department
February 2013**

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 st Offense)	0	Open Container Law	0
Child Restraint-under 4	3	Parking Violation	0
Anti-Noise Regulations	0	Vehicle Registration Law	17
Texting While Driving	0	Seat Belt Violation – 18 and Older	14
Failure to Yield Right of Way	0	Speeding	80
Financial Responsibility Law	67	Careless Driving	1
Following Too Closely	0	Disobedience to Traffic Control Device	1
Motor Vehicle Requirements/Misc.	3	One Way Street	0
Improper Passing	0	Drivers License Law	3
Drivers Exercise Due Care	9	Turn to Avoid Signal	0
Codes Violations/Animal Control	1	Improper Backing	0
Stop Signs	5	Move Over Law	0
		Total	204

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	65
Guilty as Charged	8
Dismissal	9
Dismissed upon presentation of insurance	51
Not Guilty	1
Dismissed to Traffic School	15
Dismissed with Costs and Fines	32
Dismissed with Costs	21
Dismissed with Fines	2
Case Transferred to County	0
Dismissed with Public Service	0
Total	204

Wastewater Billing

New Service Connections: 1
 Applications: 47
 Late Penalties Applied: \$4,904.10
 Adjustments: 31
 Number of Reconnect Fees Paid: 45 (January cut-offs were not done until February due to staffing issues at the Wastewater Plant)
 Non-Payment Cut-Offs: 29 (February cut-offs were not done until March due to staffing issues at the Wastewater Plant)

**Human Resources Department
February 2013**

- Waste Water Tech I Recruitment
- FireFighter/First Responder Recruitment, Part-Time
- Civic Center Attendant/Groundskeeper Recruitment
- United Way Employee Campaign
- TDOT Assessment Review - SR 76 Sidewalk Project
- Meeting with AFLAC Benefits Consultant
- TML Risk Management Roundtable Meeting, Brentwood 2/21
- Budget Preparation Reviews
- Conducted (1) Exit Interview- Retirement
- Injury Reports: (0) reports, February, 2013, compared to (0) February, 2012 reports

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

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

Property/Vehicle Damage Reports: (0) reports, February, 2013 compared to (3) reports, February, 2012

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

	2012-2013	2011 - 2012	2010 - 2011
January	0	0	2
February	0	3	0
March		0	0
April		1	0
May		0	0
June		0	0
Total	4	7	3

City Wide Turnover: (1) termination February, 2013 compared to (2) terms February, 2012

	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	1.0%	2.0%	0.9%
December	0.0%	2.0%	0.9%

	2012-2013	2011 - 2012	2010 - 2011
January	1.0%	1.0%	0.9%
February	1.0%	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	6.0%	12.0%	9.3%

Employee Disciplinary Reports

	2012-2013	2011 - 2012	2010 - 2011
July			
August			
September			
October			
November			
December			

	2012-2013	2011 - 2012	2010 - 2011
January	2-Suspens		
February	0		
March			
April			
May			
June			
Total	2		

**Police Department
February 2013**

Highlights

- The Annual Rotary Club recognition for **Officer of the Year/Firefighter of the Year** was held on February 21st. The 2012 Officer of the Year is Danny Ward. Officer Danny Ward has been with the White House Police Department since August 2010.

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in February:* Beer board Meeting (Feb. 5th), Tennessee Association of Chiefs of Police (Feb. 7th and 8th), Relay for Life Chili Cook-Off Judge (Feb. 7th), Department Head Meeting (Feb. 11th and 25th), Robertson County Chief's Meeting (Feb. 13th), 911 User Group (Feb. 13th), 911 Board Meeting (Feb. 19th), Sumner County Drug Task Force (Feb. 20th), Rotary Club Officer of the Year Luncheon (Feb. 21st), Board of Mayor and Alderman Meeting (Feb. 21st), and ADHOC Sumner County School Safety Committee Meeting (February 28th).
- *Captain Mingledorff attended the following meetings in February:* Rotary Club (Feb. 14th, 21st, and 28th) and Chamber of Commerce (Feb. 19th).

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. Fifty-eight (58) files have been approved by an assessor. Ten (10) files are ready to be checked and fifteen (15) files are being worked on.
2. *Our department training goal is that each police employee receives 40 hours of in-service training each year.* The White House Police Department has 22 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 880 hours of training per calendar year.

Month	Admin Training Hrs	Patrol Training Hrs	Support Services Training Hrs	Total Hrs
January	0	368	0	368
February	0	272	0	272
Total	0	368	0	640

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	February 2013	FY 2012-2013
Two (2) Officers per Shift	40	391
Three (3) Officers per Shift	16	92

2. *Acquire and place into service two Police Patrol Vehicles.* The new Ford Interceptors were received, stripped, equipment installed and placed into service the first of December. Complete.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2012-2013.* Fall Compliance checks took place on December 6th. Two vendors failed: Conley's Restaurant and Plainview BP. The next compliance check will be in the Spring.

**Police Department
February 2013**

4. *Maintain or reduce TBI Group A offenses at the three-year average of 80 per 1,000 population during the calendar year of 2013.*

Group A Offenses	Feb 2013	Per 1,000 Pop	Total 2013	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	< 1	1	17	2
Crimes Against Property	39	4	88	8
Crimes Against Society	< 1	1	13	1
Total	58	6	118	11
Arrests	24		41	

**U.S. Census Estimate 2011 – 10,419*

5. *Maintain a traffic collision rate at or below the three-year average of 312 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2013.*

	February 2013	Total 2013
Traffic Crashes Reported	22	40
Enforce Traffic Laws:		
Written Citations	216	460
Written Warnings	95	184
Verbal Warnings	405	708

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 2013.*

	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
February 2013	22	3	14%	10%

Traffic School: Sgt. Keith Anglin instructed the DDC-4 Traffic School Class in January. There were 17 students in attendance.

Staffing

- Officer Justin Slate started with the Police Department February 11th. Ofc. Slate was already certified thru Walter's State in Morristown, Tennessee. He will be in Field Training for the next several weeks.
- Ofc. Andrew McGregor and Ofc. Justin Towers have both completed their Field Training.

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

Sumner County Emergency Response Team: The ERT had tryouts for the Sumner County spot. The tryouts took place at TVA.

Volunteer Reserve Officers: The Volunteer reserves had their monthly training on February 18th.

Support Services Performance Measurements

1. *Acquire and place into service one Criminal Investigation Division vehicle.* The 2013 Ford Fusion was delivered. It is being driven by Det. Sgt. Dan Hunter in the Criminal Investigations Division. Complete.

**Police Department
February 2013**

2. *Maintain or exceed a Group A crime clearance rate at the three-year average of 68.6% during calendar year 2013.*

Month	Group A Offenses	Year to Date
February	74%	67%

Communications Section

	February 2013	Total 2013
Calls for Service	1,120	2,326
Alarm Calls	38	78

Request for Reports

	February 2013	FY 2012-13
Requests for Reports	25	198
Amount taken in	\$21.40	\$203.72
Tow Bills	\$100.00	\$365.00
Emailed at no charge	27	234
Storage Fees	\$0.00	\$50.00

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

Staffing

Volunteer Police Explorers: The Explorers attended the Explorer Winterfest Competition in Gatlinburg the first of March. Seventy-one (71) teams attended the event. Our Explorers were chosen for six events, in which we had four top ten finishes.

Item(s) sold on Govdeals: Nothing sold during February 2013.

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 spring program commenced at White House Middle School on Tuesday, February 26th. DARE Instructor, Captain Mingledorff is currently teaching seven 5th grade classes (165 students). The Graduation Ceremony is scheduled for Tuesday, May 14th.
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* This year's event will be held on Monday, September 2, 2013 (Labor Day).
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* Class 13 began on Tuesday, February 19th, with 33 citizens attending. Graduation is scheduled for Tuesday, April 23rd.
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
 - a. *Wheels In Motion:* One bicycle and one helmet were presented at H.B. Williams Elementary School on Thursday, February 21st.
 - b. *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.

**Police Department
February 2013**

- c. *The following Captain StreetSmart classes were taught in February:*
 - i. *Heritage Elementary School:* Captain Mingledorff presented two “Safe Kid’s” classes to 40 3rd grade students on Wednesday, February 13th.
 - ii. *Safe Seniors Crime Prevention Program:* A class was held at the Senior Center on Wednesday, February 20th. Twenty-six senior citizens attended the class. The topic for February class was “Identity Theft Prevention”.
- d. *Special Events: WHPD Officers participated in the following events during February:*
 - i. White House Heritage High School Basketball Security: Feb. 12, 13, and 23rd.
- e. *Upcoming Events:*
 - i. Pre-Prom/Graduation Prevention of Impaired Driving Classes: (Spring)
 - ii. Drug Take Back Event: April 2013

2013 Participation in Joint Community Events		
	February	Year to Date
Community Activities	6	17

**Fire Department
February 2013**

Summary of Month's Activities

Fire Operations

The department responded to 60 requests for service during the month with 40 responses being medical emergencies. The department responded to 5 vehicle accidents with reported injuries with four patients transported to area hospitals.

- **February 7th 11:35am** The Department was dispatched to a reported structure fire on Meadowlark Dr. when fire units arrived on the scene heavy smoke was visible. The fire had vented through the rear window of the structure and into the attic area. Fire crews made entry into the structure to extinguish the fire and perform a primary search for any possible victims. It was confirmed no one was home at the time, the structure was ventilated and the fire extinguished. There was approximately 30% of the structure damaged by the fire with a substantial amount of the contents salvageable. There were no injuries reported during this incident.
- **February 16th 5:45pm** The Department was dispatched to a dumpster fire on Center Dr. when fire units arrived on scene the contents of the large dumpster was on fire. After access was made to the area the fire was extinguished with no injuries reported and the only damage reported was to the dumpster.

Fire Administration

- **February 5th** Chief Palmer and Asst. Chief Sisk met with members of the Chamber of Commerce to plan the July 4th event.
- **February 12th** Asst. Chief Sisk and the Fire Captains conducted interviews for two part-time firefighter positions.
- **February 20th & 21st** Chief Palmer attended the fire chief's conference in Nashville for training and committee meetings.
- During the month of February Asst. Chief Sisk participated in four National Weather Service weekly weather briefings.

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 January 31, 2013.
- 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)**
- 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

On February 21st the Annual Rotary luncheon to honor the Fire and Police officer of the year was held at city hall. This event is always a department highlight that the Rotary organization and its members recognize the achievements of our police and firefighters. This year's firefighter of the year was Keith Jerde he was awarded this recognition by his peers based on his service to the department over the past year.

**Fire Department
February 2013**

Monthly Performance Indicators

Incident Responses

Structure Fires	1	Vehicle Accidents (General Cleanup)	2
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	5
Vehicle Fires	0	Rescue	0
Grass, Brush, & Trash Fires	1	False Alarms / Calls	6
Hazmat	0	Assist Other Governmental Agency	1
Other Calls	4	Total Responses for the Month	60
Emergency Medical Responses	40	Total Responses YTD	542

Fire Fighter Training

Total Training Man Hours for the Month	351.32
Total Training Man Hours YTD	2,522.93

Fire Inspection

	This Month	YTD
Fire Inspections	24	80
Fire Investigations	1	7
Plat / Plan Reviews	1	8
Fire Preplans	1	72

Public Fire Education

	This Month	YTD
Participants	344	2783
Education Hours	7.25	96.75
Number of Occurrences	7	54

Public Services - Public Works
February 2013

Staffing

The public works department is authorized 11 full time employees. Due to the change in solid waste operations, we now have the following employee's assigned to public works:

1. Three (3) full-time Sanitation ((1) driver & (2) maintenance workers);
2. Two (2) full-time Streets equipment operators (Operator I & Operator II);
3. One (1) Supervisor; and;
4. One (1) Administrative Assistant.

Training

- Corrugated Pipe Installation Guide
- Use of City Vehicles and Equipment 7.4
- Workplace Violence and Harassment 7.7

Sanitation Collection:

Waste Industries (WI) has completed the third full month of operation in the City. I have been monitoring Waste Industries web based portal to see the type and quantity of calls. In the last month, the calls have been greatly minimized.

The February report show that staff has made 60 requests on the WI web portal system as indicated below:

1. 30 calls came from residents that had container issues, either needed a replacement, moved out and needed them picked up, or they moved in and need containers delivered;
2. 30 calls came from residents that had "missed" service with garbage or recycling. Of this 30, five (5) did not have their cans at the curb in time for the collection truck.

The total volume of recyclables collected curbside during February was approximately 36 tons of material; which is a savings of about **\$820.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for February was approximately **\$652.00**. This is a net gain of **\$1,472.00**.

City Public Works Tasks & Drainage Improvement Projects

1. **211 Cardinal Drive:** Resident called and said that their drainage ditch along the side of 211 Cardinal Drive needed to be cleaned out. The resident is afraid her house will become flooded in the event of rain. Staff visited the site and determined that small some branches and leaves were caught on rip rap causing a small blockage in ditch-line. Staff advised the property owner that this area is on private property and it is the owner's responsibility to rake up leaves and branches. Staff further advised that the City will collect the material free of charge if they place it at the curb.
2. **Fire Station #1 @ Hwy 76:** Fire Chief Palmer requested replacement of the drainage culvert located on the west side of the fire station. Staff removed the old, rusted galvanized culvert and replaced it with corrugated plastic. The area will be groomed, seeded and matted when the weather turns warmer. This rehab project required the following time and materials:
 - a. 89 man-hours;
 - b. 80' of 36" plastic drainage pipe;
 - c. 25 tons of gravel;
 - d. 12 tons of rock screening material placed around the pipe;
 - e. 10 tons fill material for ground cover material;
 - f. 8 tons of rip-rap placed along 50' of the ditch line, from the existing head wall to new pipe;
 - g. 5 tons of rip-rap placed along the opposite side of the culvert.
3. **502 Calista Road:** I received a letter from Mr. Guill, 502 Calista Road requesting that the Public Works department clear the right-of-way (R-O-W) adjacent to his property. Mr. Guill stated that he was getting ready to build a house on that lot and he could not see the oncoming cars due to the trees blocking the view.

As you may be aware, trees along the Calista Road corridor are growing in the ditch line and pose not only sight problems, but also a potential for falling across the roadway during a storm event. I directed staff to clear the obstructions from the R-O-W reshape and re-seed the area for bank stabilization. The project required the following time and materials:

**Public Services - Public Works
February 2013**

- a. 64 man-hours;
 - b. 18 equipment hours;
 - c. 7 trees removed;
 - d. 2 loads of brush removed;
 - e. 3-lbs. of seed;
 - f. 2-bales of hay.
4. **213/215 Williamsburg:** Sherry Mummert sent an email advising of a street light that was missing a globe at 213/215 Williamsburg. Staff responded to the request and replaced the missing fixture.
5. **701 Volunteer Drive:** Mr. Denning called the office and stated that the ditch line needed to be re-established to allow positive flow in the event of rain. He said that the storm water is not draining properly. Staff responded to site and found that the homeowner had filled the ditch with leaves from his yard. The leaves were holding water and preventing the storm water from flowing normally. However, staff wanted to be sure so they shot the ditch with a laser level and found that the ditch line had positive fall. Staff further advised Mr. Denning that the City offers free leaf collection if it is bagged and placed on the curb.
6. **Wastewater Treatment Plant:** Staff replaced a culvert under the sidewalk at the pump building and reshaped the ditch line to allow ponding water on the tarmac to move into the ditch. Staff replaced the sidewalk and reseeded and matted the ditch line. The project required the following time and materials:
- a. 34 man-hours;
 - b. 10 equipment hours;
 - c. 66 bags of ready mix;
 - d. 2x4's and nails;
 - e. 5-lbs. of seed;
 - f. 2-bales of hay.
7. **Area's Throughout the City:**
- a. **Asphalt Repairs:** Staff has finally got all of the equipment for doing asphalt repairs. The weather has not been our friend, but staff has been diligently working on potholes and bad asphalt areas around the City. This will be an ongoing project with scheduling done on a weekly basis.
 - b. **Yard Waste Collection:** Due to the privatization of the sanitation collection service I have extended the yard waste curbside collection program. Instead of running in one area once a month, the truck will now operate continuously, covering the service areas a more frequent basis.
 - c. **Litter Control:** Since the privatization of the sanitation collection service, staff has been increasing the areas they service for litter collection. You should see a marked improvement with this task due to staff dedicating more time toward this service.
 - d. **Sign Maintenance:** Staff has spent many hours this past month on sign repair and maintenance. As needed, signs at the intersections will have the names of both streets on one stop sign.

Monthly Performance

	Available Hours	Total Hours
Streets & Roads	400	376
Sanitation	400	307
Facility Maintenance - PW Staff	N/A	14
Fleet Maintenance - PW Staff	N/A	51
Training	N/A	23
Vacation	N/A	11
Sick Leave	N/A	21
Emergency Call Outs	N/A	26

The above table represents the number of man hours versus the total number of hours worked for the month of February by department. It also represents the number of vacation days and sick leave used.

**Public Services - Public Works
February 2013**

Sanitation Enterprise Fund Totals

Number of Customers Billed	Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,698	\$57,482.50	\$58,554.77	\$402,992.00	\$454,129.64

Services Provided

	Total	YTD		Total	YTD
Brush Pick Up (stops)	236	1432	Drainage Work (feet)	80	1397
Brush Truck Load	23	178	Potholes Repaired	6	43
Emergency Call Outs	0	11	Salt Usage (tons)	0	4 Tons
Free Clean Up Drop Offs	22	692	Signs Installed	18	93
Curbs Repaired	1	1	Signs Reset	15	15
Shoulders Repaired	0	1	Back Door Pick Up (stops)	77	616
Shoulder Work (feet)	0	788	Move In Special Pick Up	2	19
Litter Removal (bags)	71	122	Move Out Special Pick Up	1	3
Drainage Requests	4	18	Dead Animal Removals	4	11
Special Pick Up	2	3			

Tonnage Totals

Agency	3/12	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	1/13	2/13	YTD
Municipal Waste: Tons	309	297	339	297	320	329	291	322	303	234	315	234	3,590
Disposal Fee	\$7,637	\$7,306	\$8,251	\$6,812	\$7,296	\$7,501	\$6,622	\$7,337	\$6,902	\$5,327	\$7,183	\$5,918	\$84,092
Waste Mgt: Tons	15	16	42	33	11	20	0	20	5	13	5	8	188
Disposal Fee	\$1,724	\$1,772	\$3,593	\$1,865	\$1,079	\$1,991	0	\$2,001	\$726	\$1,601	\$505	\$883	\$14,147
Recycle Am: Tons	22	20	19	18	24	20	17	19	17	38	42	36	292
Recycling Revenue	0	0	0	0	0	0	0	0	0	\$571.10	\$631.95	651.95	\$1,855
Oil / Steel / Batteries: Tons	3	0	0	0	9	0	11	16	0	0	8	10	57
Convenience Center Revenue	\$859	\$0	\$45	\$436	\$1,306	\$15	\$1,705	\$3,036	\$0	\$0	\$1,541	\$2,235	\$11,178

Public Services - Wastewater
February 2013

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. The completion deadline for this project is April 2013. Staff replaced 27 pumps in the month of January; which brings the total to 363 installed to date.

The motor control center and generator replacement project at the North Palmer’s Chapel lift station has been started. The contractor, Stansell Electric, has mobilized and placed equipment at the site. The work is scheduled to be completed by June 28th.

2. **Hobbs Project:** McGill and Associates have finished the design and we are waiting on easement acquisitions. We cannot start the bid process until we have the easements either signed or on the court’s docket for a hearing. Cindy Wheeler will mail out a final request notice during the first week of March to those residents that haven’t signed the easements. If we don’t receive a response from them after that letter has been issued, the City will begin the legal process for easement acquisition.
3. **GIS/GEO JOBE:** We are still waiting on the Geo-Jobe to complete the software update for the new version of the GIS based work order system that we ordered. Our target date for implementation is still March 2013.
4. **Lift Stations:** McGill Engineers are finished with the design for the Meadowlark lift station rehabilitation project and the bid opening date was moved to March 5th to give the potential contractor additional time to submit a bid.

The parts for the Wilkinson Lane and Union Road lift stations electrical motor control centers have come in and we are pleased to note that both stations are up and running with no problems. REI Concrete installed a new retaining wall at the Portland Road lift station; which will keep the embankment from collapsing onto the Greenway.

We’ve had another pump failure at the Washington/Mt. Vernon apartments, this time it was due to excessive grease buildup. I’ve budgeted for a larger pump system for them and the Belmont complex.

Wastewater Treatment

1. Flow.....	0.445 MGD
2. Capacity.....	1.40 MGD
3. % of Plant Throughput	32%
4. % of Actual & Allocated Capacity	40%
5. Rainfall.....	2.88”

1. **Violations:** No violations this month, all permit requirements are well below the plant 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 eight (8) months and the overall results are positive within the sewer system and at the treatment plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of twelve (12) gallons per day at the Wilkinson Lane, Union Road and Old Tyree stations due to the high levels of H2S within the system.

There are still some periodic odor problems at one or two of the air-relief valves that are situated on the southern force main. Our plan is to move the Wilkinson ferric sulfate tank over to the Meadowlark lift station as soon as we complete the new station construction. The introduction of ferric sulfate at this point should serve to mitigate the H2S in the outlying reaches of the southern force main.

Siemens and staff are running a monthly monitoring program on both atmospheric H2S and Dissolved Sulfides on the wastewater system and we’ve received very positive results.

**Public Services - Wastewater
February 2013**

3. *Oxidation Ditch:* Regardless of the continuous rain, we were finally able to install the second orbital. The aeration process is up and running as designed.
4. *UV System:* The Trojan Ultra-Violet (UV) system continues to have problems due to increased algae levels. Derek and Chris are working hard to keep the algae from building up in the UV system, but we continue to achieve a "*below limit*" kill on coliform bacteria. We may be able to get by until after the headworks are installed to rehab the UV system.

Monthly Performance Indicators and Year-to-Date Totals

SCADA Alarms Responses

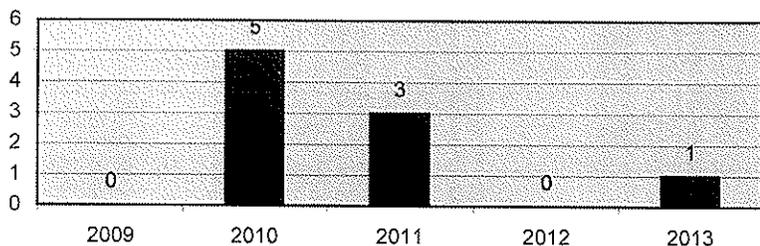
	<u>Month</u>	<u>YTD</u>
North Palmers	49	1215
Calista	149	710
Wilkinson	15	194
Portland Road	0	2
Cope Crossing	11	387
Union Road	3	140
Meadowlark	0	19
Hwy 76	0	7
Cambria	2	13
Treatment Plant	22	268
Total Responses	251	2955
TN One-Call	77	557

Month YTD

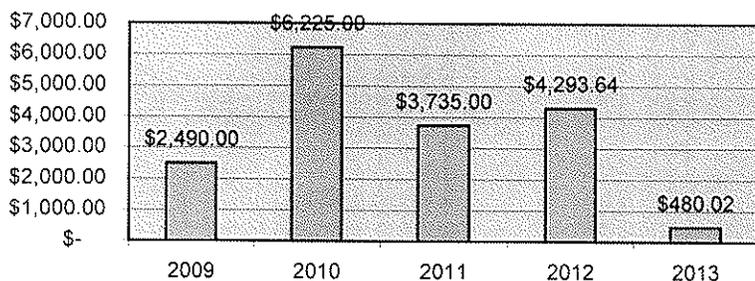
February 2013 Work Orders	181	1368
Monthly Service Requests Totals	1	4
Mainline Repairs	12	40
Service Line Repairs	10	61
E/2000 (B) to E/Extreme Change-outs	5	7
E/2000(B) to E/2000 (B) Change-outs	1	10
E/Extreme to E/2000 (B) Change-outs	9	98
E/Extreme to E/Extreme Change-outs	0	9
E/2000(B) Conversions	6	34
E/One Extreme Conversions	27	172
"Green Project" Conversions	69	643
Low Pressure Service Requests	10	67
Vacuum System Service Requests	1	5
Major Lift Station Repairs	181	1368

**Planning and Codes Department
February 2013**

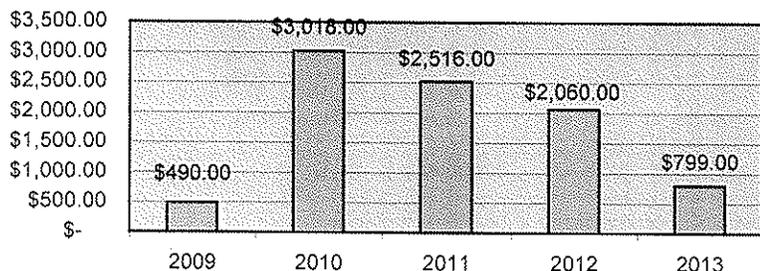
Single Family Permits



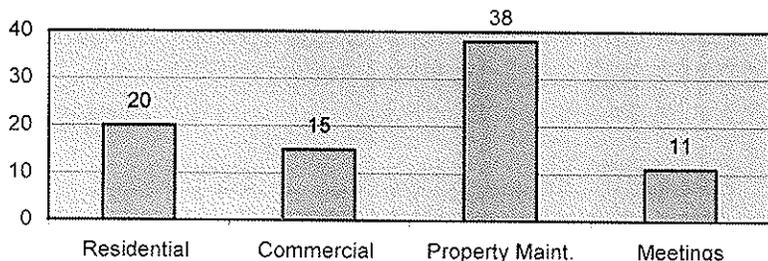
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 12-13
MEETING AGENDA ITEMS#		
Planning Commission	4	28
Construction Appeals	0	0
Zoning Appeals	0	3
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	1	22
Multi-Family Residential	0	2
Other Residential	5	87
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	1	19
State Electrical	26	232
Sign	0	3
Occupancy Permits	5	46
Other	1	4
BUILDING INSPECTIONS		
Residential	20	238
Hours	5	78.66
Commercial /Industrial	15	138
Hours	8.58	75.17
CODE ENFORCEMENT		
Total Cases	38	423
Hours	9.17	69.42
Complaints Received	12	68
MEETINGS		
Administration	3	21
Hours	6.33	51.31
Planning	4	25
Hours	13.5	30.5
Codes	4	35
Hours	1.75	53.25
FEES		
Permit Fees	\$ 799.00	\$ 19,052.95
Board Review Fees	\$75.00	\$ 1,175.00
City Impact Fee	\$480.02	\$ 3,558.92
Roads	\$393.62	\$ 1,492.70
Parks	\$39.60	\$ 880.60
Police	\$28.20	\$ 720.35
Fire	\$18.60	\$ 475.27
OTHER ITEMS		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	42,866.43
Workings Days in Month		15

Parks, Recreation, & Cultural Arts Department
February 2013

Summary of Month's Activities

We are currently trying to fill a part-time position in the Parks Maintenance division. This person will work approximately 22 hours per week, staffing the parks in the evenings. Mr. Jim Solomon began working part-time in the same role this month. With these positions filled, we can keep the parks staffed each night Monday-Saturday and 4 hours on Sunday which is a tremendous help.

The department has a new 5 year agreement with Coca-Cola Bottling as the exclusive beverage provider for the City of White House.

We have contracted with Wade's Lawn Service to mow 4 trailheads every 7-10 days and to mow the cemetery each week. This will free the Park Maintenance employees to concentrate on maintaining the sports fields to a high level.

The RTP grant for the trail renovation project is still on hold. We are waiting for the state to return our contract. They say that the federal funds which are tied to the grant are the reason for the delay.

Recreation

The final Youth Basketball games were played February 25th. This wrapped up a very successful season for us. We had approximately 280 kids participating this year with the addition of 5th-8th grades and it seemed to go over very well. We actually turned a profit on the season, which comes as a nice surprise considering how much we had to spend on facility rentals and paying the school employees.

The Men's Open Basketball season ended February 26th. The Dusty Devils were the Regular Season and Tournament Champions, and Woody's Steakhouse was the Regular Season and Tournament Runner-up. There were 7 teams that participated this year.

Registration for Co-Ed Church Volleyball is January has been extended to allow more teams to join. The fee is \$250/per team. Games will begin at the end of March with Tuesday and Thursday night games.

Registration for Little League Challenger Baseball ends March 11th. The fee is \$35 for City Residents and \$47 for Out-of-City residents. *This Little League Baseball program is for any boy or girl between the ages of 4 and 18 that faces a mental or physical challenge.* Practices will begin in March and Saturday games will begin in April.

Registration for Men's Open Spring Softball ends March 4th. The games will begin in April with doubleheader games on Tuesdays and Thursdays. The fee is \$450/per team.

Registration for Girls Volleyball has ended. We are going to make it a 3-5th grade league and a 6th – 8th grade league in order to get enough numbers in both. There will be 4 teams in each league. There are over 60 participants this spring, which is up from 45 last fall.

Parks Maintenance

Employees utilized a rented snorkel lift to repair the 30ft backstops on Fields 1, 2, 3, 4, and 7 which were damaged by high winds a few weeks ago. We have been having trouble with the fence rails coming out of the rail cups at the top of the poles. The solid rails have now been replaced with steel cables, and the netting attaches to the cables. This cable system allows the poles to move in the wind without affecting the net. This was done completely by Parks Maintenance employees.

Employees have been working at the Soccer Complex in preparation for the Spring Soccer Tournament on March 8, 9 and 10th. Soil was added to eroded areas around the fields and around drains. Regular mowing is now occurring at the soccer complex to clip the annual rye on the fields. The fields are green and look great going into the soccer season.

Update on Department Goals and Objectives

The Director has approved 2 youth softball tournaments since we met last. One will be held on March 23-24, 2013 and the event producer has requested 6 fields. Another one will be held July 20-21, 2013 and the event producer has requested 3 fields. A third application had to be denied for a softball tournament because we already had the first

Parks, Recreation, & Cultural Arts Department
February 2013

tournament scheduled on the same weekend. A fourth application, for a middle school baseball tournament, has been received in the past few days. This is very encouraging and can be attributed to the new rate structure.

We are starting to think about creating a "Miracle Field" in the future for special needs players. These fields are made of either a rubberized surface or a synthetic turf that is easy to roll a wheelchair on and provides impact attenuation in the case of falls. This would be used for our Little League Challenger program. We feel that this would dramatically increase the number of players coming into White House from surrounding areas.

Department Highlight

The *WHYS Spring Classic Soccer Tournament* was held on March 8th, 9th, and 10th. There were 101 teams that participated and games were held at the Soccer Complex, the Jr. Pro Football field, the Stadium field, and Heritage HS. The event was a huge success.

Department Cost Savings Report

So far we have raised \$2,175 in sponsorship money for our Little League Challenger program, which is \$1,125 more than we made last year. We have 15 sponsors so far, which is 6 more than we had last year. The support for this program has been tremendous.

**Parks, Recreation, Cultural Arts Department
January 2013**

	Prior Years				Current Year	
	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
Mowing Hours	1,044	1,853	1,469	1,486		
Pounds of Grass Seed Sown	3,670	5,130	1,895	3,140		
Pounds of Fertilizer Applied	6,150	9,200	4,590	8,150		
Number of Trees/Shrubs Planted	57	259	11	20		

	Prior Years				Current Year	
	Jan. 13	Feb. 13	YTD			
	0	0	756			
	50	0	3,250			
	0	0	5,525			
	0	0	2			

Maintenance

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

Number of Youth Program Participants	0	0	680	
Number of Adult Program Participants	141	105	1,166	
Number of Theatre Production Attendees	0	0	0	
Number of Special Event Attendees	0	0	796	
Total Number of Special Events Offered	0	1	15	
Total Number of Programs Offered	6	6	34	
Youth Program Revenue	\$514.00	\$2,942.00	\$ 44,978.50	
Adult Program Revenue	\$1,220.00	\$3,089.00	\$ 13,244.90	
Theatre Production Revenue	\$0.00	\$0.00	\$0.00	
Special Event Revenue	\$0.00	\$0.00	\$ 3,775.00	

Recreation

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

Number of Shelter Reservations	0	0	52	
Shelter Reservation Revenue	\$120.00	\$165.00	\$ 1,287.00	
Number of Facilities Reservations	24	19	182	
Facility Reservation Revenue	\$3,112.53	\$3,584.38	\$ 20,976.43	
Misc. Revenue	\$22,785.96	\$7,234.56	\$ 45,246.46	

Administration

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	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

Senior Center Participants	285	203	2,403	
Number of Trip Participants	26	4	255	
Number of Meals Participants	272	227	1,861	
Number of Program Participants	291	335	2,717	
Number of Trips Offered	2	1	16	
Number of Meals Served	5	4	32	
Number of Programs Offered	8	8	62	

Senior Center

White House Inn Library & Museum
February 2013

Summary of Activities

- The Friends of the White House Library held an author book signing on February 11th. The author was KL Collins, who is a White House resident and wife to City Employee Jason Collins. Mrs. Collins sold copies of her romantic fiction novel during the signing.
- Sherry Tackett's city retirement party was on February 14th at Fire Hall two. The City Administrator presented Sherry with a rocking chair on behalf of her 20 years of service to the City. The Friends of the Library also held a small retirement party for Sherry on February 20th at the library. The Friends presented Sherry with a plaque and agreed to donate a children's book every year in honor of Sherry's service. Also, many of the children that attended Sherry's story time came to wish Sherry farewell.
- On February 19th, the library was closed so that two librarians could attend Library Legislative Day. During this event, we learned tips on how to advocate for library causes and we met with our State Representatives. During this event, I learned that our Library Building Grant has made it through the initial review. The only question that arose was why there were three deeds. Since the land that the new library will be built on was obtained in three separate purchases, we sent all three deeds.
- On February 21st the White House Library's Adult Book Club met. We had a total of 13 people attend to discuss the book *Rain Waters* by Sandra Brown.
- During the week of February 25th through March 2nd, the Friends of the White House Library put on a book sale. On the first day, the Friends sold four tables full of books.
- Also, during the month of February, the Friends of the Library voted to pursue applying for a grant through the Memorial Foundation that is located in Hendersonville. If this grant is received, it will cover 3% of the new library's building cost. Once the Friends have all of their State paperwork in order and the City also votes on the amount of funding that will be spent on the new library, then the Friends and I will meet with the Portland Library Director who had applied and received this grant to start the grant writing process.

Department Highlights

Although there were many great events that took place this month, Legislative Day was the Department's highlight as the training was very helpful, meeting with our legislatives will help us build connections and gain needed support, and we received information about the status of our Library Building Grant.

Performance Measures

Official Service Area Population:	13,257	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
Memberships:	10,677	Toddler	2	47
% of the Pop with Membership:	80	Preschool	2	52
Total Materials Available:	25,350	Teen	0	0
Est Value of Total Materials:	\$633,750	Adult	1	13
Last Month:	\$637,450	All ages	0	0
Total Materials Available Per Capita:	1.91	Total	5	112
Last Month:	1.92	Wireless Internet Users:		86
State Minimum Standard:	2.00	Computer Internet Users:		307

Materials Added

Adult Fiction:	60	Children Computers:	150
Adult Non-Fiction:	29	Volunteers:	10
Child/Juvenile/Young Adult Fiction:	91	Total Hours:	125.8
Juvenile/Young Adult Non-Fiction:	4		
Audiobooks:	3		
Movies:	4		
Music CDs:	0		
Total:	191		

Services Provided by Contracting with State

<u>Interlibrary Loan Service</u>	Items Borrowed: 19
	Items Loaned: 19

Library Circulation

# of Check-outs:	3,051
Last Month:	3,318
Items per Patron:	1.9

New Memberships

Adult:	35	Senior Adult:	0
Child:	0	Student:	10
Young Adult:	5	Total:	50

<u>1st Quarter:</u>	eBooks:	305
	Audiobooks:	506
<u>2nd Quarter:</u>	eBooks:	864
	Audiobooks:	585
<u>3rd Quarter:</u>	eBooks:	528
	Audiobooks:	580
<u>4th Quarter:</u>	eBooks:	542
	Audiobooks:	69

CITY COURT REPORT
February 2013

CITATIONS	
TOTAL MONIES COLLECTED FOR THE MONTH	\$13,381.55
<u>TOTAL MONIES COLLECTED YTD</u>	<u>\$90,191.11</u>
STATE FINES	
TOTAL MONIES COLLECTED FOR MONTH	\$967.25
<u>TOTAL MONIES COLLECTED YTD</u>	<u>\$14,756.76</u>
TOTAL REVENUE FOR MONTH	\$14,348.80
<u>TOTAL REVENUE YTD</u>	<u>\$104,947.87</u>
DISBURSEMENTS	
LITIGATION TAX	\$985.72
DOS/DOH FINES & FEES	\$598.50
DOS TITLE & REGISTRATION	\$161.50
RESTITUTION/REFUNDS	\$0.00
TBI-EXPUNGEMENT/FEES	\$0.00
WORTHLESS CHECKS	\$0.00
TOTAL DISBURSEMENTS FOR MONTH	\$1,745.72
<u>TOTAL DISBURSEMENTS YTD</u>	<u>\$10,885.49</u>
ADJUSTED REVENUE FOR MONTH	\$12,603.08
<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$94,062.38</u>
DRUG FUND	
DRUG FUND DONATIONS FOR MONTH	\$513.00
<u>DRUG FUND DONATIONS YTD</u>	<u>\$3,933.42</u>

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City of White House
Summary Financial Statement
February 2013

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Page 1 of 14

110	General Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
31110	Real & Personal Property Tax(Current)	1,595,850.00	(1,487,532.34)	93.21 %	132,987.50	(423,098.23)	318.15 %
31120	Public Utilities Property Tax (Current)	67,034.00	(64,571.00)	96.33 %	5,586.17	(64,571.00)	1,155.91 %
31211	Property Tax Delinquent 1st Year	58,000.00	(26,438.03)	45.58 %	4,833.33	(8,168.27)	169.00 %
31212	Property Tax Delinquent 2nd Year	20,000.00	(4,315.00)	21.58 %	1,666.67	(969.00)	58.14 %
31213	Property Tax Delinquent 3rd Year	16,000.00	(2,693.00)	16.83 %	1,333.33	(367.00)	27.53 %
31214	Property Tax Delinquent 4th Year	4,000.00	(1,315.00)	32.88 %	333.33	0.00	0.00 %
31215	Property Tax Delinquent 5th Year	4,000.00	(1,247.00)	31.18 %	333.33	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	9,000.00	(288.00)	3.20 %	750.00	0.00	0.00 %
31300	Int, Penalty, And Court Cost On Prop	60,000.00	(12,141.03)	20.24 %	5,000.00	(1,932.79)	38.66 %
31513	Payment In Lieu Of Tax -Sewer	91,342.00	(60,894.64)	66.67 %	7,611.83	(7,611.83)	100.00 %
31610	Local Sales Tax - Co. Trustee	2,020,000.00	(1,453,938.75)	71.98 %	168,333.33	(239,893.61)	142.51 %
31709	Beer And Liquor Local Priv Tax	4,900.00	(6,295.82)	128.49 %	408.33	(850.00)	208.16 %
31710	Wholesale Beer Tax	230,000.00	(177,033.39)	76.97 %	19,166.67	(19,242.02)	100.39 %
31800	Business Taxes	130,000.00	(47,286.83)	36.37 %	10,833.33	(5,151.93)	47.56 %
31911	Natural Gas Franchise Tax	119,000.00	(95,733.43)	80.45 %	9,916.67	0.00	0.00 %
31912	Cable TV Franchise Tax	95,000.00	(83,481.55)	87.88 %	7,916.67	(24,203.32)	305.73 %
31960	Special Assessment - Liens	1,300.00	(520.00)	40.00 %	108.33	0.00	0.00 %
31980	Mixed Drink Taxes	9,000.00	(7,916.92)	87.97 %	750.00	(1,057.34)	140.98 %
32090	Peddler Permit	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32209	Beer And Liquor License Application	800.00	(1,600.00)	200.00 %	66.67	0.00	0.00 %
32610	Building Permits	20,000.00	(18,845.50)	94.23 %	1,666.67	(889.50)	53.37 %
32690	Other Permits	50.00	0.00	0.00 %	4.17	0.00	0.00 %

110	General Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
32710	Sign Permits	950.00	(250.00)	26.32 %	79.17	0.00	0.00 %
33100	Federal Grants	1,945,450.00	(97,986.44)	5.04 %	162,120.83	0.00	0.00 %
33142	ARRA Grant #1 - Fiber Optic	200,417.00	(75,548.13)	37.70 %	16,701.42	0.00	0.00 %
33143	ARRA Grant #2 - Callista Road Project	0.00	(3,940.75)	0.00 %	0.00	0.00	0.00 %
33191	Fema Reimbursement	70,441.00	0.00	0.00 %	5,870.08	0.00	0.00 %
33320	Tva Payments In Lieu Of Taxes	113,523.00	(58,473.00)	51.51 %	9,460.25	0.00	0.00 %
33410	State Law Enforcement Education	22,400.00	(9,600.00)	42.86 %	1,866.67	(9,600.00)	514.29 %
33450	Local Grant-Rob.Co. Sro	36,751.00	(36,751.00)	100.00 %	3,062.58	0.00	0.00 %
33460	State Grant-Library Technology	6,100.00	0.00	0.00 %	508.33	0.00	0.00 %
33510	State Sales Tax	662,986.00	(477,841.56)	72.07 %	55,248.83	(71,883.73)	130.11 %
33520	State Income Tax	19,500.00	(29,839.03)	153.02 %	1,625.00	(94.11)	5.79 %
33530	State Beer Tax	5,230.00	(2,673.29)	51.11 %	435.83	0.00	0.00 %
33553	State Gasoline Inspection Fee	21,023.00	(14,012.37)	66.65 %	1,751.92	(1,751.16)	99.96 %
33593	Corporate Excise Tax	16,000.00	0.00	0.00 %	1,333.33	0.00	0.00 %
33710	County Grant - Senior Nutrition	9,500.00	(9,500.00)	100.00 %	791.67	0.00	0.00 %
34120	Fees And Commissions	2,800.00	(1,070.73)	38.24 %	233.33	31.22	-13.38 %
34740	Parks And Rec League Fees	54,000.00	(66,479.88)	123.11 %	4,500.00	(9,436.00)	209.69 %
34741	Field Maintenance Fees	7,785.00	(3,780.00)	48.55 %	648.75	(2,760.00)	425.43 %
34760	Library Fines, Fees, And Other	7,000.00	(4,794.90)	68.50 %	583.33	(519.50)	89.06 %
34793	Community Center Fees	15,000.00	(21,648.55)	144.32 %	1,250.00	(3,574.38)	285.95 %
34900	Other Charges For Services	9,500.00	(5,415.00)	57.00 %	791.67	(614.00)	77.56 %
35110	City Court Fines And Costs	150,000.00	(94,082.38)	62.72 %	12,500.00	(12,603.08)	100.82 %
35130	Impoundment Charges	600.00	(165.00)	27.50 %	50.00	0.00	0.00 %
36000	Other Revenues	22,500.00	(5,985.90)	26.60 %	1,875.00	(1,519.20)	81.02 %

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
110	General Fund						66.67%
36100	Interest Earnings	6,100.00	(3,522.02)	57.74 %	508.33	(449.64)	88.45 %
36210	Rent	19,275.00	(5,991.93)	31.09 %	1,606.25	0.00	0.00 %
36330	Sale Of Equipment	0.00	(2,975.93)	0.00 %	0.00	0.00	0.00 %
36350	Insurance Recoveries	0.00	(69.76)	0.00 %	0.00	0.00	0.00 %
36420	Stadium Receipts	6,200.00	(5,128.55)	82.72 %	516.67	0.00	0.00 %
36430	Tax Refunds (Overpayments)	0.00	(1,551.57)	0.00 %	0.00	(1,916.00)	0.00 %
36450	Parks Concessions	6,400.00	(6,512.11)	101.75 %	533.33	(702.56)	131.73 %
36700	Contri And Donation From Private	0.00	(6,792.33)	0.00 %	0.00	(2,042.00)	0.00 %
36960	Operating Transfer In From Other	130,000.00	0.00	0.00 %	10,833.33	0.00	0.00 %
	Total Revenues	8,125,757.00	(4,606,469.34)	56.69 %	677,146.42	(917,439.98)	135.49 %
	Expenditures						
41000	General Government	(313,563.00)	193,164.93	61.60 %	(26,130.25)	16,377.40	62.68 %
41210	City Court	(77,734.00)	42,688.58	54.92 %	(6,477.83)	3,617.07	55.84 %
41500	Financial Administration	(365,584.00)	239,174.33	65.42 %	(30,465.33)	16,706.27	54.84 %
41650	Human Resources	(137,766.00)	81,152.56	58.91 %	(11,480.50)	7,433.05	64.75 %
41670	Engineering	(1,491,500.00)	340,042.25	22.80 %	(124,291.67)	100,593.43	80.93 %
41700	Planning And Zoning	(268,162.00)	153,242.81	57.15 %	(22,346.83)	13,134.14	58.77 %
41800	General Government Buildings	(101,308.00)	64,492.62	63.66 %	(8,442.33)	4,520.63	53.55 %
41921	Special Events	(4,000.00)	2,313.48	57.84 %	(333.33)	0.00	0.00 %
42100	Police Patrol	(1,025,665.00)	623,563.97	60.80 %	(85,472.08)	61,798.26	72.30 %
42120	Police Support Services	(311,430.00)	185,874.69	59.68 %	(25,952.50)	22,691.72	87.44 %
42150	Police Administration	(187,257.00)	121,099.87	64.67 %	(15,604.75)	14,807.38	94.89 %
42151	Communications Services	(170,000.00)	113,055.69	66.50 %	(14,166.67)	0.00	0.00 %
42200	Fire Protection And Control	(1,613,297.00)	607,045.75	37.63 %	(134,441.42)	57,570.48	42.82 %

110	General Fund	Account	Description	Year-To-Date			Month-To-Date			66.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
42210		Fire Administration And Inspection	(294,319.00)	198,735.37	67.52 %	(24,526.58)	18,146.91	73.99 %		
43000		Public Works	(598,357.00)	400,615.21	66.95 %	(49,863.08)	19,063.00	38.23 %		
43100		Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
44310		Senior Citizen Activities	(40,066.00)	19,060.64	47.57 %	(3,338.83)	1,186.36	35.53 %		
44700		Parks	(257,929.00)	176,803.01	68.55 %	(21,494.08)	15,461.41	71.93 %		
44740		Park Maintenance	(602,902.00)	217,967.96	36.15 %	(50,241.83)	21,264.32	42.32 %		
44800		Libraries	(183,342.00)	123,729.11	67.49 %	(15,278.50)	14,549.70	95.23 %		
44880		Children's Library Services	(40,008.00)	24,938.51	62.33 %	(3,334.00)	1,799.85	53.98 %		
51000		Misc Exp	(360,634.00)	(4,000.00)	-1.11 %	(30,052.83)	0.00	0.00 %		
58802		ARRA Grant #1 - Fiber Optic	(450,417.00)	201,016.30	44.63 %	(37,534.75)	0.00	0.00 %		
58803		ARRA Grant #2 - Callista Road Project	0.00	29,027.59	0.00 %	0.00	0.00	0.00 %		
Total	110	General Fund	(8,895,240.00)	4,154,805.23	46.71 %	(741,270.00)	410,721.38	55.41 %		
			(769,483.00)	(451,664.11)	-58.70 %	(64,123.58)	(506,718.60)	-790.22		

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
120	Industrial Development Fund						66.67%
Revenues							
33800	Local Revenue Allocations	43,000.00	(33,504.39)	77.92 %	3,583.33	0.00	0.00 %
36100	Interest Earnings	150.00	(21.81)	14.54 %	12.50	(4.08)	32.64 %
	Total Revenues	43,150.00	(33,526.20)	77.70 %	3,595.83	(4.08)	0.11 %
Expenditures							
48000	Economic Opportunity	(54,500.00)	40,813.03	74.89 %	(4,541.67)	0.00	0.00 %
	Total Expenditures	(54,500.00)	40,813.03	74.89 %	(4,541.67)	0.00	0.00 %
Total 120	Industrial Development Fund	(11,350.00)	7,286.83	64.20 %	(945.83)	(4.08)	-0.43 %

121	State Street Aid Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
Revenues									
33551			State Gasoline And Motor Fuel Tax	273,296.00	(179,639.78)	65.73 %	22,774.67	(22,985.58)	100.93 %
36100			Interest Earnings	120.00	(27.88)	23.23 %	10.00	(1.78)	17.80 %
			Total Revenues	273,416.00	(179,667.66)	65.71 %	22,784.67	(22,987.36)	100.89 %
Expenditures									
43100			Highways And Streets	(256,500.00)	230,445.87	89.84 %	(21,375.00)	(30,858.49)	-144.37 %
			Total Expenditures	(256,500.00)	230,445.87	89.84 %	(21,375.00)	(30,858.49)	-144.37
Total	121		State Street Aid Fund	16,916.00	50,778.21	-300.18 %	1,409.67	(53,845.85)	3,819.76

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg	
		Budget Estimate	Actual	Estimate Avg/Mth	Actual		
122	Parks Sales Tax Fund					66.67%	
Revenues							
36100	Interest Earnings	900.00	(178.93)	19.88 %	75.00	(26.01)	34.68 %
36425	Parks Sales Tax Receipts	79,000.00	(53,129.36)	67.25 %	6,583.33	(7,102.54)	107.89 %
36700	Contri And Donation From Private	20,000.00	(20,520.00)	102.60 %	1,666.67	0.00	0.00 %
	Total Revenues	99,900.00	(73,828.29)	73.90 %	8,325.00	(7,128.55)	85.63 %
Expenditures							
49000	Debt Service	(142,884.00)	16,308.91	11.41 %	(11,907.00)	0.00	0.00 %
	Total Expenditures	(142,884.00)	16,308.91	11.41 %	(11,907.00)	0.00	0.00 %
Total 122	Parks Sales Tax Fund	(42,984.00)	(57,519.38)	-133.82 %	(3,582.00)	(7,128.55)	-199.01

123	Solid Waste Fund	Account	Description	Year-To-Date		Monthly Comparative:							
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg				
		Revenues											
34400			Sanitation - User Fees	682,000.00	(461,234.50)	67.63 %	56,833.33	(57,563.50)	101.28 %				
36100			Interest Earnings	1,000.00	(570.84)	57.08 %	83.33	(68.43)	82.12 %				
36330			Sale Of Equipment	0.00	(105,000.00)	0.00 %	0.00	0.00	0.00 %				
36350			Insurance Recoveries	0.00	(1,658.95)	0.00 %	0.00	0.00	0.00 %				
37794			Sale Of Materials	5,000.00	(8,183.10)	163.66 %	416.67	(1,892.25)	454.14 %				
			Total Revenues	688,000.00	(576,647.39)	83.82 %	57,333.33	(59,524.18)	103.82 %				
		Expenditures											
43000			Public Works	0.00	0.00	0.00 %	0.00	0.00	0.00 %				
43200			Sanitation	(733,084.00)	452,435.46	61.72 %	(61,090.33)	27,167.21	44.47 %				
49000			Debt Service	(101,980.00)	3,498.46	3.43 %	(8,498.33)	0.00	0.00 %				
			Total Expenditures	(835,064.00)	455,933.92	54.60 %	(69,588.67)	27,167.21	39.04 %				
Total	123		Solid Waste Fund	(147,064.00)	(120,713.47)	-82.08 %	(12,255.33)	(32,356.97)	-264.02				

124	Impact Fees	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	1,000.00	(247.33)	24.73 %	83.33	(28.50)	34.20 %
36421	Roads Impact Fees	16,000.00	(1,463.66)	9.15 %	1,333.33	(393.62)	29.52 %
36422	Parks Impact Fees	15,000.00	(841.00)	5.61 %	1,250.00	(39.60)	3.17 %
36423	Police Impact Fees	11,000.00	(731.77)	6.65 %	916.67	(28.20)	3.08 %
36424	Fire Impact Fees	7,000.00	(482.89)	6.90 %	583.33	(18.60)	3.19 %
Total Revenues		50,000.00	(3,766.65)	7.53 %	4,166.67	(508.52)	12.20 %
Expenditures							
51010	Roads Impact Fees	(37,950.00)	163.85	0.43 %	(3,162.50)	0.00	0.00 %
51040	Fire Impact Fees	(39,845.00)	1,184.83	2.97 %	(3,320.42)	0.00	0.00 %
Total Expenditures		(77,795.00)	1,348.68	1.73 %	(6,482.92)	0.00	0.00 %
Total 124	Impact Fees	(27,795.00)	(2,417.97)	-8.70 %	(2,316.25)	(508.52)	-21.95 %

140	Police Drug Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
31610	Local Sales Tax - Co. Trustee	1,200.00	(400.00)	33.33 %	100.00	0.00	0.00 %
33100	Federal Grants	0.00	0.00	0.00 %	0.00	0.00	0.00 %
35130	Impoundment Charges	400.00	0.00	0.00 %	33.33	0.00	0.00 %
35140	Drug Related Fines	15,500.00	(4,820.42)	31.10 %	1,291.67	(995.00)	77.03 %
36000	Other Revenues	0.00	(100.00)	0.00 %	0.00	(100.00)	0.00 %
36100	Interest Earnings	100.00	(51.36)	51.36 %	8.33	(5.85)	70.20 %
	Total Revenues	17,200.00	(5,371.78)	31.23 %	1,433.33	(1,100.85)	76.80 %
Expenditures							
42129	Drug Investigation And Control	(26,800.00)	22,266.33	83.08 %	(2,233.33)	49.30	2.21 %
	Total Expenditures	(26,800.00)	22,266.33	83.08 %	(2,233.33)	49.30	2.21 %
Total 140	Police Drug Fund	(9,600.00)	16,894.55	175.98 %	(800.00)	(1,051.55)	-131.44

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
		Revenues						66.67%
31110		Real & Personal Property Tax		(604,901.97)	91.65 %	55,000.00	(172,814.77)	314.21 %
36100		Interest Earnings		(92.02)	15.34 %	50.00	(32.05)	64.10 %
		Total Revenues		(604,993.99)	91.58 %	55,050.00	(172,846.82)	313.98 %
		Expenditures						
49000		Debt Service		161,651.33	23.85 %	(56,476.83)	0.00	0.00 %
		Total Expenditures		161,651.33	23.85 %	(56,476.83)	0.00	0.00 %
Total 200		Debt Service Fund (General)		(443,342.66)	-2,589.32 %	(1,426.83)	(172,846.82)	-

412 Sewer Fund	Year-To-Date			Monthly Comparative:		
	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues						
33191 Fema Reimbursement	25,131.00	0.00	0.00 %	2,094.25	0.00	0.00 %
34900 Bulk Disposal Fee	800.00	(1,650.00)	206.25 %	66.67	0.00	0.00 %
36000 Other Revenues	15,000.00	(23,888.75)	159.26 %	1,250.00	(20,481.54)	1,638.52 %
36100 Interest Earnings	3,200.00	(1,716.93)	53.65 %	266.67	(231.66)	86.87 %
36330 Sale Of Equipment	0.00	(2,792.58)	0.00 %	0.00	0.00	0.00 %
36350 Insurance Recoveries	0.00	(3,491.55)	0.00 %	0.00	0.00	0.00 %
36920 Sale Of Bonds	6,303,988.00	(678,142.00)	10.76 %	525,332.33	0.00	0.00 %
37210 Application Fees	32,000.00	(19,550.00)	61.09 %	2,666.67	(1,800.00)	67.50 %
37220 Administrative Fees	11,000.00	(6,450.00)	58.64 %	916.67	(850.00)	92.73 %
37230 Sewer User Fees	2,500,000.00	(1,684,836.21)	67.39 %	208,333.33	(185,878.57)	89.22 %
37298 Capacity Fees	42,000.00	(43,225.00)	102.92 %	3,500.00	(900.00)	25.71 %
37995 Connection Fees	4,000.00	(3,450.00)	86.25 %	333.33	(150.00)	45.00 %
Total Revenues	8,937,119.00	(2,469,193.02)	27.63 %	744,759.92	(210,291.77)	28.24 %
Expenditures						
49000 Debt Service	(372,792.00)	65,621.94	17.60 %	(31,066.00)	5,590.37	18.00 %
52117 Administration And General Expenses	(599,807.00)	343,324.04	57.24 %	(49,983.92)	30,538.61	61.10 %
52210 Collection	(5,930,748.00)	968,641.41	16.33 %	(494,229.00)	(30,902.59)	-6.25 %
52213 Sewer Treatment And Disposal	(915,462.00)	244,920.47	26.75 %	(76,288.50)	26,886.98	35.24 %
52223 Depreciation	(618,700.00)	412,466.64	66.67 %	(51,558.33)	51,558.33	100.00 %
58804 ARRA Assistance - Sewer Rehab	(803,988.00)	293,100.35	36.46 %	(66,999.00)	0.00	0.00 %
Total Expenditures	(9,241,497.00)	2,328,074.85	25.19 %	(770,124.75)	83,671.70	10.86 %
Total 412 Sewer Fund	(304,378.00)	(141,118.17)	-46.36 %	(25,364.83)	(126,620.07)	-499.20

433 Hillcrest City Cemetery	Year-To-Date			Monthly Comparative:		
	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues						66.67%
34110 General Services	2,275.00	(852.00)	37.45 %	189.58	0.00	0.00 %
34321 Cemetery Burial Charges	150.00	(650.00)	433.33 %	12.50	(650.00)	5,200.00 %
34323 Grave - Opening And Closing Fees	14,200.00	(6,050.00)	42.61 %	1,183.33	(600.00)	50.70 %
36100 Interest Earnings	340.00	(174.48)	51.32 %	28.33	(19.76)	69.74 %
36340 Sale Of Cemetery Lots	15,500.00	0.00	0.00 %	1,291.67	0.00	0.00 %
Total Revenues	32,465.00	(7,726.48)	23.80 %	2,705.42	(1,269.76)	46.93 %
Expenditures						
43400 Cemeteries	(42,606.00)	18,329.90	43.02 %	(3,550.50)	4,676.91	131.73 %
Total Expenditures	(42,606.00)	18,329.90	43.02 %	(3,550.50)	4,676.91	131.73 %
Total 433 Hillcrest City Cemetery	(10,141.00)	10,603.42	104.56 %	(845.08)	3,407.15	403.17 %

RESOLUTIONS....

March 14, 2013

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Cheryl Lewis-Smith, Human Resources Director
Re: Title VI Action Plan- Minority Representation on Boards & Commissions

This resolution is being presented for your review and acceptance as requested by the Tennessee Department of Transportation (**TDOT**), in conjunction with our current SR76 Sidewalk Grant Project. It has been recommended that additional focus is needed in the area of outreach and recruitment for securing minority group representation on boards and commissions. Concerted effort is needed to establish an action plan that will reflect due diligence in securing minority representation in spite of current city demographics.

Upon your acceptance of this resolution, the action plan will be forwarded as an addendum to our Title VI Compliance Assessment Review submitted for the SR 76 Sidewalk Project.

RESOLUTION 13-07

**A RESOLUTION OF THE CITY OF WHITE HOUSE BOARD OF MAYOR AND ALDERMEN
ADOPTING A TITLE VI ACTION PLAN IN REFERENCE TO MINORITY REPRESENTATION ON
COMMUNITY BOARDS AND COMMISSIONS.**

WHEREAS, the City of White House desires to recruit minority representation on the City's community boards and commissions,

WHEREAS, the City of White House will implement and adhere to the Title VI Action Plan below in an effort to increase minority representation on the City's community boards and commissions,

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House hereby adopt the following action plan:

The City of White House embraces and adheres to Title VI compliance standards. It is the City's desire to enhance the City's commitment and efforts in promoting and ensuring Title VI compliance as related to securing minority representation on city boards and commissions. Future outreach and recruitment efforts will be executed through published notices/announcements via local newspapers, government channel networks, radio, city website, and other local community news sources as well as collegial engagement with the City of White House Chamber of Commerce, churches, civic groups, schools and other agencies that will allow dissemination of said communication. Additional measures to include branding initiatives for the city that reflect an emphasis of the city's desire to enhance community engagement through diversified support of its constituents.

This resolution shall take effect upon its passage, the public welfare requiring it.

Adopted this 21st day of March 2013.

Michael Arnold, Mayor

Amanda Brewton, City Recorder

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ORDINANCES....

January 28, 2013

MEMORANDUM

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: Zoning Ordinance Change

The White House Planning Commission on Monday January 14, 2013 recommended amending the Zoning Ordinance regarding Article IV Section 4.070 J Table 1. The referenced table is attached. The text that is struck through on the "Awning / Canopy Sign" row will be removed from the Zoning Ordinance.

ORDINANCE 13-02

AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE IV, SECTION 4.070 J TABLE 1, SIGNAGE AREA AND HEIGHT.

WHEREAS, the City of White House, Tennessee desires regulating land use including accessory residential buildings and uses within the corporate limits of White House, Tennessee by regulating residential uses to limit the commercial use of properties to prevent issues in residential zoning districts,

WHEREAS, the White House Municipal Planning Commission at the January 14, 2013 Meeting duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of the City of White House, Tennessee, be amended as hereinafter described; and

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

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

Article IV Supplementary Provisions Applying to Specific Districts
SECTION 4.070 Standards for Signs
ITEM# J Table 1 Signage Area and Height

4.070 J Table 1 Signage Area and Height

Building Signs	
Commercial/Industrial Zoning Districts	
Wall/Marquee Sign	
Building Sq ft	
50,000 (-)	10% of building Frontage on which the sign(s) are to be installed.
50,001 - 150,000	7.5 % of building frontage on which the sign(s) are to be installed.
150,001 (+)	5% of building frontage on which the sign(s) are to be installed
Projecting Sign	1 square foot of sign area per 2 linear feet of building frontage on which the sign (s) are to be attached up to a maximum of 12 square feet in area. The top of all projecting signs shall be located below the roofline and a height not greater than 16 feet above the ground. The base of all projecting signs shall no less than 8 feet above the ground. Projecting signs shall not project from the exterior wall of a building more than 4 feet.
Awning / Canopy Sign	1 square foot per 2 linear feet of awning or canopy up to a maximum of 16 square feet in area. No awning or canopy sign shall extend above the top of the awning or canopy
Reader Board	Maximum area on a wall sign shall be 20% of the wall area or 20 sq ft in area, which ever is less, of the area of wall/marquee sign (s) and be under the same requirements of the wall/marquee signs. The reader board cannot be above the primary area of the wall/marquee sign.

BE IT FURTHER ORDAINED this ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: February 21, 2013

Second Reading: March 21, 2013

Michael Arnold, Mayor

ATTEST:

Amanda Brewton, City Recorder

March 13, 2013

M E M O R A N D U M

To: Board of Mayor and Aldermen

CC: Gerald Herman, City Administrator

From: Reed Hillen, Planning and Codes Director

Re: Neighborhood Center Residential Planned Unit Development Rezoning and Preliminary Master Plan Approval

The White House Planning Commission on Monday March 11, 2013 recommended the re-zoning of approximately 13.11 acres of a 46.47 acre tract from C-4 (Office Professional) to NCRPUD (Neighborhood Center Residential Planned Unit Development). The property is referenced on Robertson County Tax Map 106, Parcel 190.02 and 190.03 and is located at 116 & 126 Madeline Way.

The City's Comprehensive Plan defines the area as a Medical Center Activity Node. The original plans for a medical development are no longer in the works. Much of this medical center plan included multi-family assisted living facilities. This planned multi-family development will be an acceptable replacement to work within the surrounding area in the long range plan. Also, the future expansion of the project may include assisted living facilities.

The Planning Commission discussed that this development provides the multi-family units and density focused development that is needed in the City and in the area.

The Planning Commission approved the Preliminary Master Plan. The Final Master Plan and Site Plan will be submitted to the Planning Commission once the Zoning change is official. These plans will address aspects of the development and its impact on the surrounding properties.

ORDINANCE 13-03

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR 13.11 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 106, PARCEL 190.02 AND PARCEL 190.03 FROM C-4, OFFICE PROFESSIONAL TO NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT AND PRELIMINARY MASTER PLAN.

WHEREAS, an application has been received from a property representative to rezone 13.11 acres of Robertson County Tax Map 106, Parcel 190.02 and Parcel 190.03 at 116 Madeline Way and 126 Madeline Way from C-4, Office Professional to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan Approval for 144 Multi-Family Units, Open Space, and Recreational Amenities.

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

Robertson County Tax Map 106, Parcel 190.02 and Parcel 190.03.

BE IT FURTHER ORDAINED that this rezoning has been approved by the Planning Commission at the March 11, 2013 meeting; and

BE IT FURTHER ORDAINED that the attached map and preliminary master plat shall become a part of this ordinance.

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

First Reading: March 21, 2013

Second Reading: April 18, 2013

Michael Arnold, Mayor

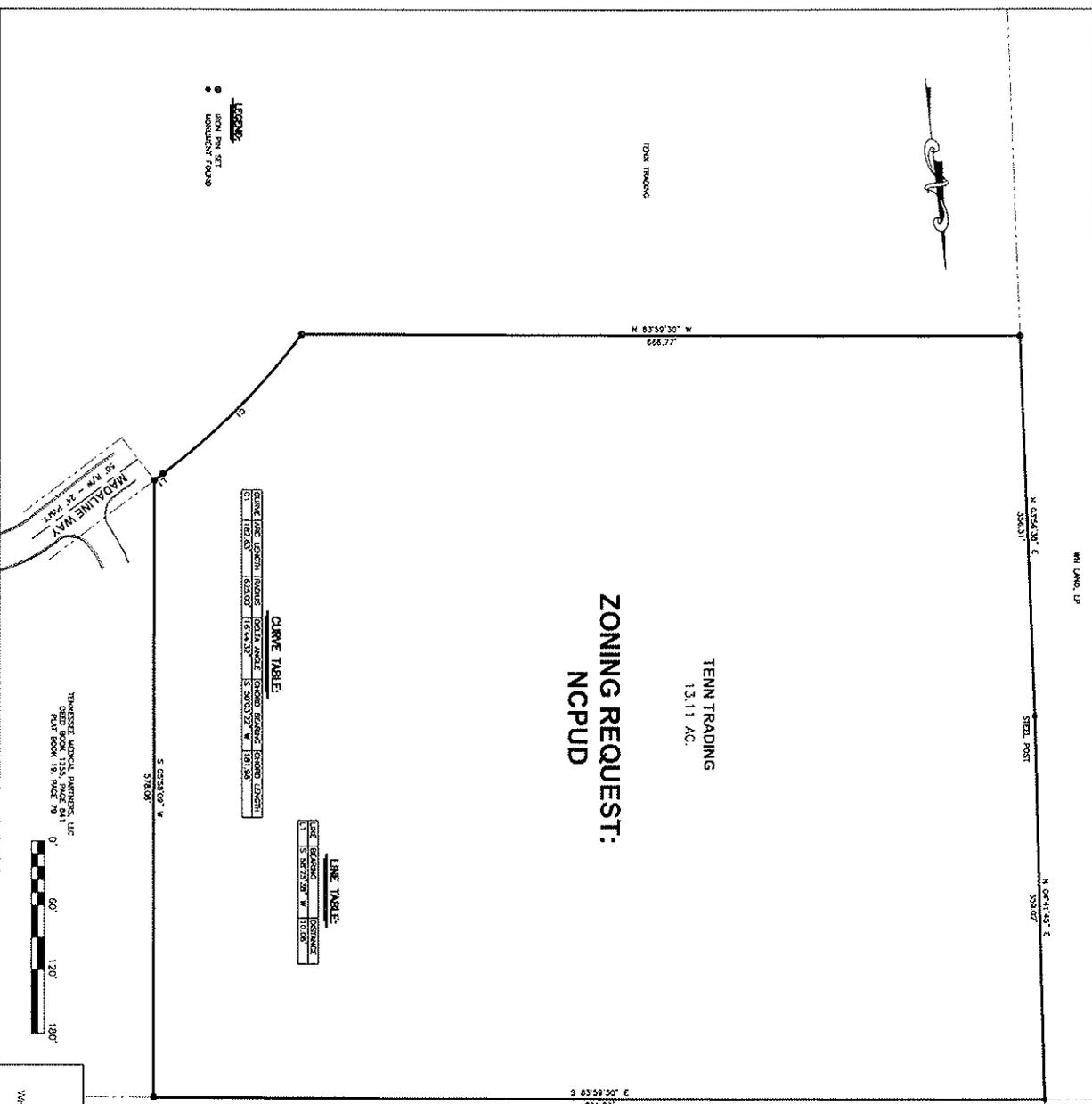
ATTEST:

Amanda Brewton, City Recorder



TORR TRACKING

LEGEND
● IRON PIN SET
○ MONUMENT FOUND



ZONING REQUEST: NCPUD TENN TRADING 13.11 AC.

CURVE TABLE

START LINE LENGTH	START BEARING	CURVE ANGLE	CHORD BEARING	CHORD LENGTH
117.20'	S 82°53'30" W	16°24'33"	S 83°05'32" W	101.81'

LINE TABLE

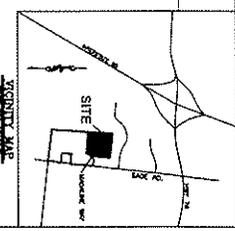
SEC	BEARING	LENGTH
1	S 82°53'30" W	101.81'

THOMASSET MORCEL PARTNERS, LLC
DEED BOOK 1153, PAGE 841
TENN TRADING, INC.
DEED BOOK 131, PAGE 79



TR-COUNTY BAPTIST CHURCH OF
WHITE HOUSE
DEED BOOK 271, PAGE 171

TR-COUNTY BAPTIST CHURCH OF
WHITE HOUSE
DEED BOOK 743, PAGE 576



REZONING PLAT
FOR
TENN TRADING
WHITE HOUSE, ROBERTSON COUNTY, TN



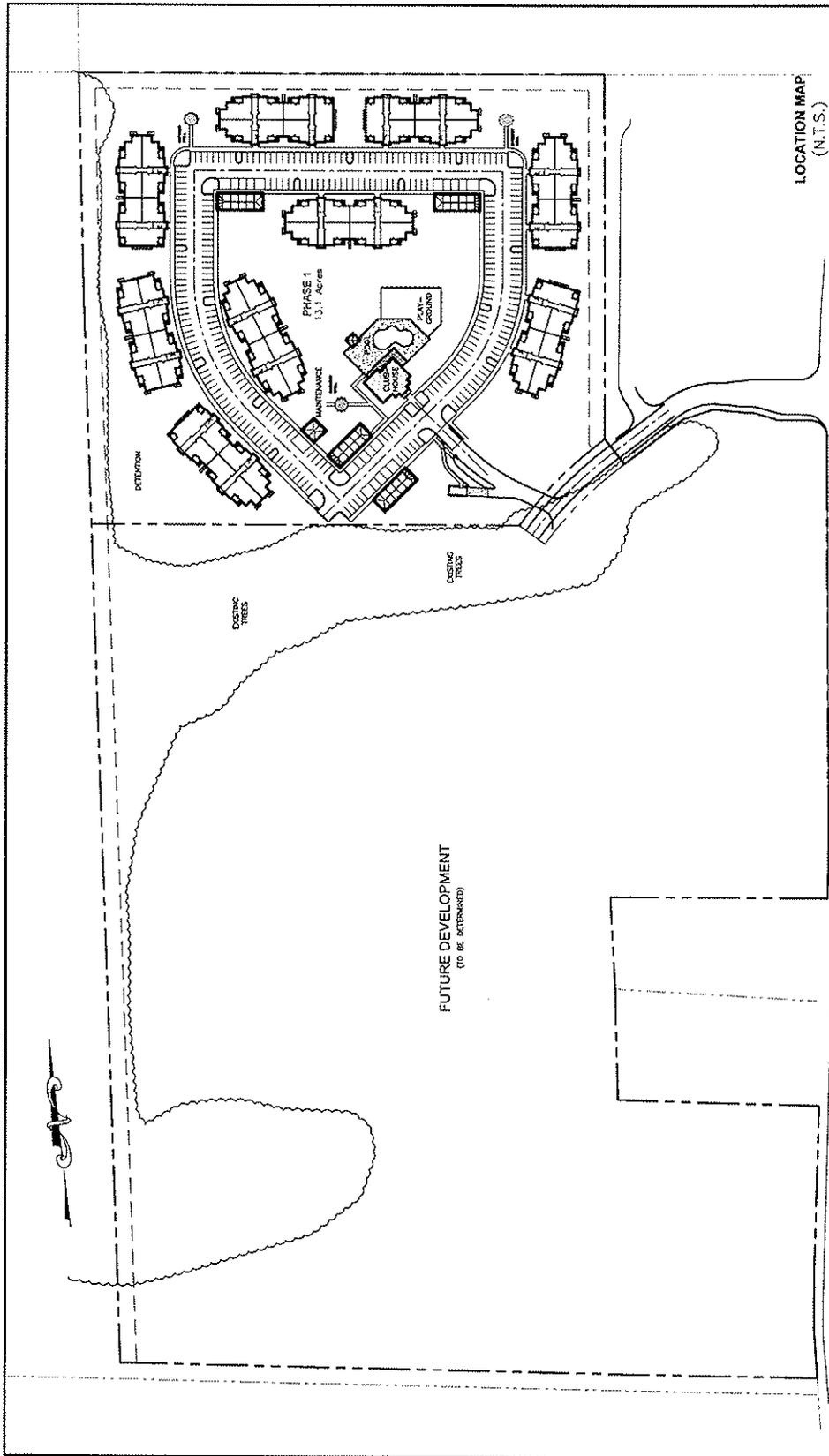
LANDMARK ENGINEERING

Civil Engineering
Transportation
Surveying
Land Surveying
Land Planning
Landscape Architecture

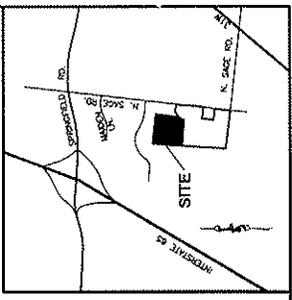
Landmark Engineering, Inc.
4833 Highway 100, Suite 200
Bowling Green, KY 42301
P: 202-842-0812
F: 202-842-0813
H: 202-842-0814
W: www.landmarkengineering.com

Project No. 12188
Client: Tenn Trading, Inc.
Approved By: T. L. Mason
Date: MARCH 07, 2013

REZONING PLAT
SHEET
1 of 1



LOCATION MAP
(N.T.S.)



EXHIBIT

WHITEHOUSE, TN
JOB NO.: 12188
03-08-2013



SITE DATA:

PHASE 1	
SITE AREA:	47-13.1 AC.
UNITS:	
1. BEDROOM UNITS:	24
2. BEDROOM UNITS:	40
3. BEDROOM UNITS:	14
TOTAL UNITS:	78
PHASES:	02
SPACES PROVIDED:	238



FINANCE....

March 11, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Elizabeth Kozlowski
Re: Surplus Computers

With the funds secured through the TSLA 2013 Technology Grant, new computers will be purchased to replace the out of date Library computers. All of the current computers no longer have a warranty and some are even over six years old. The Library has sorted through the old computers and determined which ones will remain as back-ups and parts. However, some of the computers need to be declared surplus as they are so old they cannot be used. The computers deemed surplus will be put up for action. Should they not sell, then proper measures will be taken. The two computers that need to be declared surplus are as follows:

Gateway E4100 Serial #0034336699
Gateway E4100 Serial # 0032401187

I recommend declaring these computers surplus as their age makes them unusable for the library or any other City department.

March 12, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Pat Brady, Police Chief
Re: Surplus Items

The White house Police Department is requesting that the following items be sold as surplus property and removed from the asset inventory.

VEHICLES	VIN	MILEAGE
2000 Ford Crown Victoria	2FAFP71W8YX167193	84,100
2003 Ford Crown Victoria	2FAFP71W13X221877	111,000

March 11, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request to Award Bid – Meadowlark Lift Station

On this date, March 11, 2013, I am requesting that the Mayor and Board of Alderman consider awarding the Meadowlark Lift Station contract to Scott & Ritter, Inc.

The Meadowlark lift station has outlived its useful life and this project is designed to install a new, above ground, lift station to replace this old, below ground, failing station.

McGill Associates competitively bid this service and received four (4) bid responses. I've attached the bid tabulation for your review.

Ben Simerl has reviewed the submittals and is recommending award of the construction contract to **Scott & Ritter, Inc. in the amount of \$236,510.00**. I concur with Ben's award recommendation.

The bid also included an additive alternate for inclusion of a portable generator. Due to the high cost, **I am recommending that we do not accept** the additive alternate.

As you're aware, the engineering costs for this project are approximately \$25,000.00.

Should you have any questions regarding this contract extension request, please call me at 406-0177.

City of White House

Meadowlark Pump Station Rehabilitation

Bid Opening

March 5, 2013 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 City Council Room, City of White House City Hall, 105 College St., White House, Tennessee, 37188.



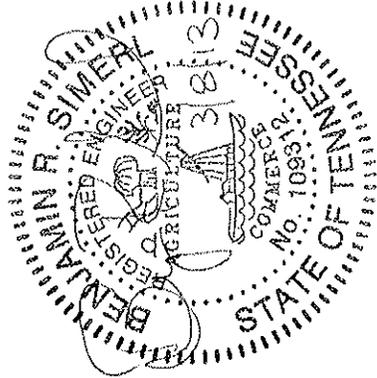
Engineering • Planning • Finance
2240 Sutherland Avenue, Suite 2
Knoxville, Tennessee 37919

12.02008

CERTIFIED BID TABULATION Meadowlark Pump Station Rehabilitation City of White House Tennessee		Scott & Ritter, Inc. P.O. Box 749 Bowling Green, KY 42102	Lincoln Utility Contractors, Inc. P.O. Box 973 Fayetteville, TN 37334	Cumberland Valley Constructors 1308 Baptist World Center Dr. Nashville, TN 37207	PPMI Construction 5201 Middle Mt. Vernon Rd. Evansville, IN 47712
Bid Bond (5%)	Yes	Yes	Yes	Yes	Yes
Addendum No. 1-2	Yes	Yes	Yes	Yes	Yes
Base Bid	\$236,510.00	\$294,900.00	\$314,950.00	\$336,777.00	
Alternate A	\$66,000.00	\$72,000.00	\$63,850.00	\$70,000.00	



This is to certify that the bids tabulated herein were publicly opened and read aloud at 2:00 pm on the 5th day of March 2013, in the City Council Room, City of White House City Hall 105 College St, White House, Tennessee, 37188, and that said bids were accompanied by acceptable certified checks or bidder's bonds in the amount of 5% of the bid.





March 11, 2013

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

RE: Recommendation of Award
Meadowlark Pump Station 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 March 5, 2013. As shown below, a total of four (4) 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>
Scott & Ritter, Inc.	\$236,510.00
Lincoln Utility Contractors, Inc.	\$294,900.00
Cumberland Valley Constructors	\$314,950.00
PPMI Construction	\$336,777.00

The low base bid for the construction project was submitted by Scott & Ritter, Inc., from Bowling Green Kentucky. McGill Associates and the City of White House have worked with Scott & Ritter, Inc. and have found their work to be acceptable.

The project bid also included an additive alternate, which would allow the City to add a portable engine generator to serve this and other sewer pumping stations in the City. The low bid with the additive alternate for the portable engine generator was also submitted by Scott & Ritter, Inc. If the City elects to accept the additive alternate then the bid results can be summarized as follows:

<u>Bidder</u>	<u>Bid Price with Additive Alternate</u>
Scott & Ritter, Inc.	\$302,510.00
Lincoln Utility Contractors, Inc.	\$366,900.00
Cumberland Valley Constructors	\$378,800.00
PPMI Construction	\$406,777.00

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

It is our understanding that the City of White House does not want to purchase the potable engine generator at this time and does not wish to accept the additive alternate, **therefore, we recommend award of the construction contract to Scott & Ritter, Inc. in the amount of \$236,510.00.**

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, slightly slanted style.

Benjamin R. Simerl
Project Manager

Enclosure
12.02008/letters/jm11mar13.doc

March 13, 2013

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: Restroom Facility for the Municipal Park (Bid 13-1001PK)

For the February meeting, I requested approval of the low bid minus 5 deduct items listed on the bid form, for a total cost of \$264,160. The savings on the deducted items was \$10,840. Upon further review, it is believed that the increased durability and quality of the deducted items is worth the money because it will reduce maintenance expenses over the life of the building. As I understand, an additional amount up to \$15,000 was approved at the February meeting. For \$12,540 the previously deducted items and a concrete sidewalk can be added in. Therefore, I am requesting your approval.

Thank you.

March 13, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request to Amend Engineer's Task Order 2007-11

On this date, March 12, 2013, I am requesting that the Mayor and Board of Alderman consider **Amendment #1** to the Agreement for Engineering Services **Task Order 2007-11** (signed and dated December 15, 2011), entitled Hobbs Area and Dawn Court Vacuum Collection System Conversion. I've attached both documents for your review and consideration.

As noted in **Task Order 2007-11**, there's a section under Basic Services entitled "Easement Survey and Plats". The compensation method for this service is denoted as "Standard Hourly Rates". At the time of this Task Order, the number of easements required had not been determined, so a fixed dollar amount could not be ascertained.

Now that the easement portion of the project is well underway, the funding agency, TDEC/SRF, has requested that McGill Associates and the City provide a budget value for the Easement Surveys and Acquisition Assistance services as defined in the McGill engineering contract with the City.

As noted in **Amendment No. 1**, Ben has put a "**Not-To-Exceed**" amount of **\$60,000.00** for this SRF budget line item. I've also attached Ben's memo to me regarding same.

Should you have any questions regarding this contract extension request, please call me at 406-0177.

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

Task Order

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

1. Specific Project Data

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

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

2. Services of Engineer

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

- Part 1 – Basic Services
- A.1.01 – Study and Report Phase
- A.1.02 – Preliminary Design Phase
- A.1.03 – Final Design Phase
- A.1.04 – Bidding or Negotiating Phase
- A.1.05 – Construction Phase
- A.1.06 – Post-Construction Phase
- A.1.07 – Easement Survey and Plats

3. Owner's Responsibilities

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

4. Times for Rendering Services

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

5. **Payments to Engineer**

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

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

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

6. **Consultants:** None

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

8. **Attachments:** None

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

TASK ORDER 2007-11

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

The Effective Date of this Task Order is December 15, 2011.

OWNER: City of White House,
Tennessee

ENGINEER: McGill Associates, P.A.

By:

By:

Michael Arnold

[Signature]

Name: [Signature]

Name: Gary R. McGill, P.E.

Title: Mayor

Title: Principal

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

State of: Tennessee

Date Signed: 12/15/11

Date Signed: 12/15/11

Address for giving notices:

Address for giving notices:

City of White House
105 College St
White House, TN 37188

McGill Associates, P.A.
P.O. Box 4187
Sevierville, Tennessee 37864-4187

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Amanda Priest

Benjamin R. Simerl

Title: City Recorder

Title: Senior Project Manager

Phone Number: 615-672-4350

Phone Number: 865-908-0575

Facsimile Number: 615-672-2939

Facsimile Number: 865-908-0110

E-Mail

E-Mail

Address: apriest@cityofwhitehouse.com

Address: ben.simerl@mcgillengineers.com



March 11, 2013

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

RE: Amendment No. 1 – Hobbs Sewer Project

Dear Joe:

The funding agency for the Hobbs Sewer project (TDEC-State Revolving Fund (SRF)) has requested that McGill Associates and the City provide a budget value for the Easement Surveys and Acquisition Assistance services defined in our engineering contract with the City. Currently those services are defined in the Contract as to be paid for based on McGill Associates hourly rate schedule. A limit to this fee was not defined when the Contract was signed in 2011 because at that time the number of easements needed to construct the project had not been determined. At this time, based on the 47 easement surveys performed to date and our extensive efforts to locate all the affected property owners, the easement surveys and acquisition services for the Hobbs sewer project will not exceed \$60,000. To put this value in perspective, when we initially set the project budget for funding the project we set aside approximately \$300,000 for administration, easement surveys, easement acquisition, and legal services.

To satisfy SRF's request, we have attached a Contract Amendment for Task Order 2007-11, the engineering agreement between McGill Associates and the City for the Hobbs Sewer Project, that modifies the payment terms for the Easement Surveys and Acquisition services to include that our fee for these services will not exceed \$60,000. Please let me know if you have any questions or need additional information.

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

**AMENDMENT NO. 1
AGREEMENT FOR ENGINEERING SERVICES
TASK ORDER 2007-11 HOBBS AREA AND DAWN COURT VACUUM COLLECTION
SYSTEM CONVERSION**

1. Background Data

- a. Effective Date of Owner-Engineer Agreement: December 15, 2011
- b. Owner: City of White House, Tennessee
- c. Engineer: McGill Associates, P.A.
- d. Project: Hobbs Area and Dawn Court Vacuum Collection System Conversion

2. Nature of Amendment

- Modifications to Services of Engineer
- Modifications to Payment to Engineer

3. Description of Modifications

Attachment 1, "Modifications"
Amendments to the Agreement for Engineering Services Task Order 2007-11, December 15, 2011.

Owner and Engineer hereby mutually agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER: City of White House, Tennessee

ENGINEER: McGill Associates, P.A.



By: Mike Arnold

By: Gary R. McGill, P.E.

Title: Mayor

Title: Principal

Date
Signed: _____

Date
Signed: 3.12.13

This is **Attachment 1**, consisting of 1 page, to Amendment No. 1, dated _____.

MODIFICATIONS

The Payments to Engineers for the Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:

- TASK ORDER 2007-11
 - BASIC SERVICES
 - Payments to Engineer, Item No. 5, Basic Services, “Easement Survey and Plats” shall be amended as follows:

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

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
<hr/>		
Basic Services		
Easement Survey and Plats	C. Standard Hourly Rates to a maximum (maximum not to exceed)	\$60,000.00

March 13, 2013

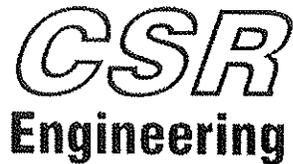
M E M O R A N D U M

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator
W. Joe Moss, Public Services Director

Re: Engineering Proposal for MS4 Permit

We are recommending CSR Engineering for engineering services regarding small municipal separate storm sewer system permitting. If you have any questions, please do not hesitate to contact me at 672-4350, ext. 2105.



CSR Engineering Inc.
248 Centre St., Suite 200
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

February 14, 2013
CSR Engineering Proposal No. 2012-07a

Mr. Gerald Herman
105 College St.
White House, TN 37188

RE: PROPOSAL FOR ENGINEERING SERVICES FOR SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMITTING – CITY OF WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

Gerry,

CSR Engineering, Inc. is pleased to offer our professional services associated with the City of White House MS4 Permit process. Given the accumulation of background information, recent consultations, and TDEC MS4 requirements, we propose a two-phased approach to properly permitting the City of White House as a Small MS4. Please accept this Letter Agreement as our proposal for these engineering and related services. The professional services provided by CSR under this Agreement are limited to the **General Scope of Work**. If you prefer, this scope of work could be incorporated as amendment to the existing contract or signed as a separate contract. We have no preference of how to execute the contract. The General Scope of Work shown below will allow for the City of White House to obtain necessary documents required for permitting.

General Scope of Work

- Gather information/Review existing City Codes, Documents, Procedures and Infrastructure concerning Stormwater Regulation (\$1,500)
- Develop a thorough description (including map) of the City of White House Stormwater System (Part II of MS4 Permit NOI) (\$4,800)
- Prepare and submit the finalized Small MS4 Permit – NOI to TDEC (\$3,200)
- Prepare Meeting Minutes as required throughout the project for all formal meetings (No charge – included in other items bid)

Upon completion of the General Scope of Work and White House being permitted as an MS4 under TDEC, the Future Scope of Work will be necessary in order to maintain permit compliance. The Future Scope of Work shown can be partially completed by CSR Engineering and has prices quoted for some items. However, the development of the City Stormwater Management Program may vary on the amount of input/work by existing departments or personnel in cooperation with CSR Engineering. Therefore the fee for that item needs further discussion and definition (based on your guidance) prior to setting a firm cost. This work will be generally defined within the original MS4 Permit, and therefore required to be completed over a five-year period. The Future Scope of Work is for

information purposes and shall be executed under a separate agreement or amendment to existing contracts.

Future Scope of Work

- Develop a Stormwater Ordinance for adoption by the BMA that establishes the proper Stormwater Management Program and authority for Stormwater Regulation (Billed Hourly – completed in conjunction with City Staff)
- Develop the City of White House Stormwater Management Program (Applies to Part V of MS4 Permit NOI) to include the following items (Billed Hourly - completed in conjunction with City Staff):
 - Plans and Procedures for Public Education And Outreach
 - Plans and Procedures for Public Involvement/Participation
 - Plans and Procedures for Illicit Discharge Detection And Elimination
 - Plans and Procedures for Construction Site Stormwater Runoff Program
 - Plans and Procedures for Permanent (Post-Construction) Stormwater Management In New Development And Redevelopment Program
 - Plans and Procedures for Pollution Prevention/Good Housekeeping For Municipal Operations
- Develop and submit TDEC Multi Sector General Permit for any City of White House Facilities (\$6,000 per site not currently permitted)
- Develop and submit documents for sites requiring "No Exposure" Waiver submittal in lieu of TMSGP (\$1,600 per site)
- Provide the MS4 Annual Reporting Document (Rough Draft) required by TDEC for Permitted MS4s during the 5-year permit cycle (if necessary -- Billed Hourly - completed in conjunction with City Staff)

Services provided will be limited to the specific scope of work defined above. Any subsequent engineering services determined from the Planning Commission meeting will be included in later proposals.

The fee for the Phase I services will be a lump sum of \$9,500.00 with future fees expected as follows:

Phase I – Gather Information, Define Stormwater System, Complete and Submit MS4 Permit – NOI	\$ 9,500.00
Phase II – Future Scope of Work	\$ TBD

CSR's engineering services will be subject to the Terms and Conditions as attached in the Professional Services Agreement with the insurance requirements in Exhibit "A". We will bill by percentage complete at the end of each month. The fee quoted includes compensation for basic services, check prints for your review and hard copies to the City of White House. We will begin work immediately as per our discussion and will work on a reasonable

Mr. Gerald Herman
February 14, 2013
Page 3

schedule to submit documents no later than 30 days following contract agreement. Given the highly coordinated efforts inherent in this project, if any additional information arises that changes the project focus, we shall revise the scope of work or schedule and submit for your approval.

If this proposal meets with your approval, please execute the original and return a signed copy of this agreement to this office via post, email or fax. Again, we appreciate the opportunity to develop this proposal and look forward to completion of a successful project.

Sincerely,

Jason Reynolds, PE
Project Manager

Accepted by:

Gerald Herman, City Administrator

Date

CSR ENGINEERING

PROFESSIONAL SERVICES AGREEMENT

This agreement made as of the ___ day of _____ 2013, between City of White House (Client) and CSR Engineering, Inc. (CSR) to perform professional services for the assignment described as follows:

Project: MS4 Permit Assistance

Location: White House, TN

Description of Project: Engineering services and assistance for the City of White House during the 180-day permit planning and submission period associated with the NPDES Phase II MS4 Permit Application process with the Tennessee Department of Environment and Conservation

- I. PROFESSIONAL SERVICES: CSR agrees to perform the following Basic Services under this contract:
 - a. Professional Engineering Services that are more thoroughly described in CSR Proposal #2012-07a General Scope of Work,
 - b. Exclusively represent the City in related issues.
- II. COMPENSATION: The compensation to be paid to CSR for providing the requested services shall be:

\$9,500 for the services in this contract and referenced from the original project RFP response by CSR, which will be billed on by percentage of work complete for the duration of the project.
- III. PAYMENTS: Billings for services rendered will be made monthly and payment is due within thirty (30) days of receipt of invoice.
- IV. TERMINATION: The obligation to provide further services under this Agreement may be terminated without cause by either party upon sixty (60) days written notice. On termination by either Client or CSR, Client shall pay CSR with respect to any services performed to the date of termination (including all reimbursable expenses incurred).
- V. ACCESS TO THE SITE/JOBSITE SAFETY: Unless otherwise stated, CSR will have access to the site for activities necessary for the performance of the services. The Client understands that CSR is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety. CSR will not be responsible for any losses or injuries that occur at the Project site.
- VI. INDEMNITY REQUIREMENT. CSR further agrees to protect, defend, and save the Client its elected and appointed officials, agents, employees and volunteers while working in the scope of their duties as such, harmless from and against any and all claims, demands, and causes of action of any kind or character, including the cost of their defense, arising in favor of CSR's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of

services performed or omissions of services or in any way resulting from the acts or omissions of CSR and/or its agents, employees, subcontractors, representative or the Client under this agreement.

- VII. INSURANCE: CSR shall secure and endeavor to maintain insurance in the amounts set forth in Exhibit A attached hereto and incorporated herein by reference.
- VIII. DISPUTES RESOLUTION: It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit. Each party shall pay one-half of the costs of such mediation.
- IX. OPINIONS OF CONSTRUCTION COST: Any opinion of probable construction cost prepared by CSR represents CSR's judgment as design professionals and is supplied for general guidance of the Client. Since CSR has no control over the construction marketplace, CSR does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client.
- X. TERMS OF CONTRACT: This Agreement shall extend for the life of the referenced project up to a maximum of five (5) years at which both parties may agree in writing to extend contract for an additional amount of time to complete the project in lieu of agreement termination.
- XI. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.

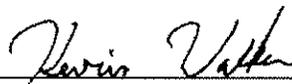
City of White House
Billy S. Hobbs Municipal Center
105 College Street
White House, TN 37188

CSR Engineering, Inc.
248 Centre Street
Suite 200
Pleasant View, TN 37146

Signature

Gerald Herman
Printed Name

City Administrator
Title



Signature

Kevin Walker
Printed Name

President
Title

Exhibit A

Insurance

The limits of liability for the insurance required to be carried by CSR under Section VII of this Agreement are as follows:

1. Workers' Compensation:	Statutory
2. Employer's Liability-	
a. Each Accident:	\$500,000
3. General Liability-	
a. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
b. General Aggregate:	\$2,000,000
4. Excess or Umbrella Liability-	
a. Each Occurrence:	\$1,000,000
b. General Aggregate:	\$1,000,000
5. Automobile Liability-	
a. Combined Single Limit (Bodily Injury and Property Damage): Each Accident	\$1,000,000
6. Professional Liability-	
a. Each Claim Made:	\$1,000,000
b. Annual Aggregate:	\$1,000,000

March 13, 2013

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Charlotte Soporowski, Finance Director
Re: Audit for the Year Ended June 30, 2012

The CPA Firm of Crosslin & Associates is wrapping up their independent audit of the City of White House financials for the year ended June 30, 2012. Representatives from the firm will be at the March 21 Board of Mayor and Alderman meeting to present the audit results.

The final audit document will not be completed until after the Board's acceptance of the audit. A draft copy will be delivered to us early next week, and we will be passing that along for you to review before the presentation at Thursday's meeting.

If you have any questions about the audit process, or the draft report, please feel free to give me a call.

Thanks!

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....