

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
April 18, 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 March 21, 2013 meeting.
6. Approval of Minutes of the April 9, 2013 meeting.
7. Welcome Visitors
8. Public Hearings
 - a. **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. *Second Reading.*
9. Communication from Mayor, Aldermen, and City Administrator
10. 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
11. Consideration of the Following Resolutions:
 - a. **Resolution 13-08** - A resolution amending Purchasing Procedures for the City of White House, Tennessee.
12. Consideration of the Following Ordinances:
 - a. **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. *Second Reading.*
 - b. **Ordinance 13-04** - An ordinance amending the Zoning Map for an 8.39 acre property relative to Robertson County Tax Map 95, Parcel 105 and 106, from R-20, Low Density Residential, to R-10, High Density Residential. *First Reading.*
13. Finance
 - a. To approve or reject removing a 1997 Ford X17, VIN #1FTDX1722VKD62739 from the asset list. The Public Services Director recommends approval.

- b. To approve or reject reinstating a 2003 Chevrolet Silverado 2500, VIN # 1GCHK24U73Z248123 to the asset list. The Public Services Director recommends approval.
- c. To approve or reject High Tech Rescue's bid of \$24,977.40 for heavy hydraulic rescue tools. The Fire Chief recommends approval.
- d. To approve or reject removing a 2011 Ford Crown Victoria, VIN # 2FABP7BV9BX103272 from the asset list. The Police Chief recommends approval.

14. Other Business

- a. None

15. Discussion Items

- a. None

16. Other Information

- a. None

17. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
March 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. Paltzik, second by Ald. Hutson to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

5. Approval of Minutes of the February 21, 2013 meeting.

Motion was made by Ald. Hutson, 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. **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.

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

Ald. Paltzik announced that the Chamber of Commerce Discover White House Business Fair is scheduled for April 27th from 9:00 am to 2:00 pm.

Ald. Decker discussed recent and future growth in the City, recent and future relationships with the counties, and revenues produced by cities within Tennessee.

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

City Administrator Gerald Herman provided an update regarding the Hwy 31W Pedestrian / Bikeway project.

City Administrator Gerald Herman stated that demolition on the house at 123 Calista Road is scheduled for March 27th.

City Administrator Gerald Herman announced that three of the high mast lights at I-65 and Hwy 76 have been repaired.

City Administrator Gerald Herman provided an update regarding the Hobbs Vacuum to Gravity Sewer project.

City Administrator Gerald Herman stated that work has begun on the Sage / McCurdy / Hwy 31W traffic light.

9. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Decker to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

10. Consideration of the Following Resolutions:

- a. **Resolution 13-07** - A resolution adopting a Title VI Action plan in reference to minority representation on community boards and commissions.

Motion was made by Ald. Hutson, 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. *Second Reading.*

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - abstain; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 13-02 was approved on 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.*

Motion was made by Ald. Bibb, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 13-03 approved on first reading.**

12. Finance

- a. To approve or reject surplusizing a Gateway E4100 (Serial # 0034336699) and a Gateway E4100 (Serial # 0032401187). 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 surplus a 2000 Ford Crown Victoria (VIN # 2FAFP71W8YX167193) and a 2003 Ford Crown Victoria (VIN # 2FAFP71W13X221877). The Police Chief 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 Scott & Ritter, Inc.'s bid of \$236,510 for replacement of the Meadowlark Lift Station. 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.**

- 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.

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. 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.

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.**

- 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.

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

- g. To approve and adopt or reject the Fiscal Year Ending 2012 audit report presented by Crosslin & Associates.

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.**

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

Meeting was adjourned at 7:50 pm.

ATTEST:

Michael Arnold, Mayor

Amanda Brewton, City Recorder

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Minutes
Special Session
April 9, 2013
5:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 5:00 pm by Mayor Arnold.

2. Roll Call

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

3. Adoption of the Agenda

4. New Business

- a. To approve or reject the purchase of a 2013 Ford Police Pursuit Vehicle AWD from Country Ford for the price of \$24,138.92. The Police Chief recommends approval.

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

5. Adjournment

Meeting was adjourned at 5:03 pm.

REPORTS....

**General Government Department
March 2012**

Administration

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

- March 6 - Board Budget Retreat
- March 7
 - Board Budget Retreat
 - Leisure Services Board Meeting
- March 11 - Planning Commission Meeting
- March 12
 - Regional Transportation Authority Operations Committee Meeting
 - Library Board Meeting
- March 14 - White House Chamber of Commerce Banquet
- March 19
 - Chamber of Commerce Luncheon
 - Board of Zoning Appeals Meeting
- March 20 - Municipal Planning Organization Meeting
- March 21
 - Robertson County Existing Industry Meeting
 - Board of Mayor and Aldermen Meeting
- March 27 - Sumner County Council of Governments Luncheon

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	22	118,982
October	24	113,317	April		
November	21	121,011	May		
December	22	98,573	June		
			FY 12-13	297	779,968

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	10	2
October	17	4	April		
November	18	10	May		
December	17	6	June		
			FY 12 - 13	278	35

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	267	2
October	237	4	April		
November	239	10	May		
December	245	6	June		
			FY 12-13	N/A	35

**General Government Department
March 2012**

Building Maintenance Projects

Special Maintenance Projects

- Reinstall sheetrock and paint at Police Department
- Move Wastewater drop box
- Update Board Room (granite countertops, microphones, trim)
- Test sprinkler system
- Install lighting in Finance office closet
- Paint at soccer field concession stand

General Maintenance

- Safety checks
- Replacement of lighting and ballasts
- Maintenance of school lights
- Collect quotes for various projects
- Pickup trash around City Hall
- General repairs and maintenance

**Finance Department
March 2013**

Finance Section

During March an additional \$140,432 was collected in property taxes. This means that 95% of the tax base has been collected, leaving 5% delinquent. This means that we have caught up and are exactly where we have been at this point for the last few years.

The Finance Director attended an MTAS (Municipal Technical Advisory Service) class covering year end closing procedures and preparing for the audit in Franklin on March 21. This class will provide 4 of the necessary 24 hours to maintain CMFO (Certified Municipal Finance Officer) certification. The Finance staff worked with staff from Local Government Corporation during the month of March to upgrade the GL software from our old Flexgen to the new Nextgen version. The conversion was a success, and Finance staff is currently continuing their training efforts on the new software. The Finance staff also worked with staff from Crosslin & Associates to complete our audit for filing and presentation at the March board meeting.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$1,293,901.90	\$3,505,053.78
Sanitation	\$118,252.80	\$632,758.80
Wastewater	\$367,838.48*	\$1,830,972.61

- All Fund Balances are bank balances reported as of April 9, 2013.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$119,941.65.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
3 regular 0 special	8 paper checks 278 direct deposits	0 Retroactive Adjustments	0 Voids

Accounts Payable

	March	FY	Last March	Last FY
Total Invoices Processed	214	2,797	347	2,588

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	177	1	11	4	28	4	10	149	0	2	5	391
Customers	124	2	2	1	4	0	3	419	1	0	6	562

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	1	3	31	92	48	2	177
Customers	0	3	32	86	3	0	124

**Finance Department
March 2013**

Purchase Orders

Codes	7	\$707.91
Fire	9	\$1,864.28
Police	9	\$1,487.76
Human Resources	1	\$13.00
Engineering	0	\$0.00
Administration	0	\$0.00
Finance	4	\$494.77

Court	2	\$89.77
Library	6	\$3,348.61
Waste Water	20	\$559,671.12
Public Works	1	\$18,867.06
Sanitation	1	\$300.00
Parks	26	\$8,168.80
Bldg. Maintenance	3	\$2,175.00
Cemetery	2	\$125.16

Total	91	\$597,313.24
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Void	2
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	Number of PO's	Value of PO's
Purchase Orders \$0 - \$999	85	\$32,124.84
Purchase Orders \$1000 - \$9999	4	\$16,688.40
Purchase Orders Over \$10,000	2	\$548,500.00
Total	91	\$597,313.24

Emergency Purchase Orders – March - None

Number	Vendor	Items	Amount	Nature of Emergency	Department

Business License Activity – February

Opened	4
Closed	0

Delinquency Rate: 52%

Cumulative Information

Class	Total Licenses	Delinquencies
1	38	32
2	141	68
3	244	120
4	194	99
Total	617	319

Municipal Court

Description	Total Charges
Child Restraint 4-15 (1 st Offense)	2
Child Restraint-under 4	0
Anti-Noise Regulations	0
Texting While Driving	0
Failure to Yield Right of Way	1
Financial Responsibility Law	70
Following Too Closely	0
Motor Vehicle Requirements/Misc.	2
Improper Passing	1
Drivers Exercise Due Care	10
Codes Violations/Animal Control	0
Stop Signs	5

Description	Total Charges
Open Container Law	2
Parking Violation	0
Vehicle Registration Law	19
Seat Belt Violation – 18 and Older	20
Speeding	78
Careless Driving	0
Disobedience to Traffic Control Device	2
One Way Street	0
Drivers License Law	5
Turn to Avoid Signal	0
Improper Backing	0
Move Over Law	0
Total	217

**Finance Department
March 2013**

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full -- Prior to Court	66
Guilty as Charged	16
Dismissal	15
Dismissed upon presentation of insurance	48
Not Guilty	0
Dismissed to Traffic School	15
Dismissed with Costs and Fines	36
Dismissed with Costs	20
Dismissed with Fines	1
Case Transferred to County	0
Dismissed with Public Service	0
Total	217

Wastewater Billing

New Service Connections: 0
Applications: 27
Late Penalties Applied: \$6,063.21
Adjustments: 31
Number of Reconnect Fees Paid: 55
Non-Payment Cut-Offs: 38

**Human Resources Department
March 2013**

Utility Accounting Clerk Recruitment
Open Enrollment Meetings 3/13&14
FireFighter/First Responder Recruitment, Part-Time
TN Drug Free Workplace Renewal
Groundskeeper Recruitment
TDOT Assessment Review - SR 76 Sidewalk Project

Police Accreditation Title VI Audit
Budget Preparation & BOM & Department Head
Retreat, 3/6
Legal Reviews (Subpoenas & TML)
Safety Committee Meeting, 3/26
COWH Board of Aldermen Meeting, 3/21

Injury Reports: (0) reports March 2013 compared to (0) March 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	0
April		3	0
May		0	0
June		0	1
Total	7	7	12

Property/Vehicle Damage Reports: (1) report March 2013 compared to (0) reports March 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	1	0	0
April		1	0
May		0	0
June		0	0
Total	5	7	3

City Wide Turnover: (1) termination March 2013 compared to (1) term March 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%	1.0%
April		1.0%	1.0%
May		1.0%	1.1%
June		1.0%	0.0%
Total	7.0%	12.0%	9.3%

Employee Disciplinary Reports: (1) termination March 2013

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

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

**Police Department
March 2013**

Meetings/Civic Organizations

- *Chief Brady attended the following meetings in March:* Department Head Meeting (March 11th & 25th), Robertson County Chief's Meeting (March 12th), 911 User Group (March 13th), 911 Board Meeting (March 19th), Sumner County Drug Task Force Meeting (March 20th), Command Staff Meeting (March 21st), Board of Mayor and Alderman Meeting (March 21st) and Carnival/Independence Day Meeting (March 26th).
- *Captain Mingledorff attended the following meetings in March:* Rotary Club (March 7th and 14th), Chamber of Commerce (March 19th) and Chamber of Commerce Annual Banquet (March 14th).

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. Seventy (70) files have been approved by an assessor. Sixteen (16) 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 24 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 960 hours of training per calendar year.

Month	Admin Training Hours	Patrol Training Hours	Support Services Training Hours	Total Training Hours
January	0	368	0	368
February	0	272	0	272
March	0	125	60	185
Total	0	765	60	825

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	March 2013	FY 2012-2013
Two (2) Officers per Shift	18	409
Three (3) Officers per Shift	44	136

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.
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	March	Per 1,000 Pop	Total 2013	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	2	< 1	19	2
Crimes Against Property	32	3	120	12
Crimes Against Society	27	3	40	4
Total	61	6	179	17
Arrests	49		90	

*U.S. Census Estimate 2011 – 10,419

**Police Department
March 2013**

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.*

	March 2013	Total 2013
Traffic Crashes Reported	28	68
Enforce Traffic Laws:		
Written Citations	259	719
Written Warnings	150	334
Verbal Warnings	456	1,164

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
March 2013	28	6	21%	15%

Traffic School: Sgt. Keith Anglin instructed the DDC-4 Traffic School Class in March. There were 15 students in attendance.

Staffing

- Officer Justin Slate started with the Police Department February 11th. He is currently in Field Training.
- K-9: Ofc. Jason Ghee and Nike attended their monthly training.
- *Sumner County Emergency Response Team:* During March, the Sumner County ERT Team had two call outs. On March 14th, they were called out to Portland for a barricaded subject with a gun. Entry was made and the male subject was a violent offender. He was taken into custody by the ERT Team without incident. On March 15th, training was held for ERT and try-outs for two Goodlettsville Police Officers. On March 21st, the ERT team was called to assist the White House Police on a high risk drug search warrant. Entry was made into the residence and subjects were taken into custody without incident.
- *Volunteer Reserve Officers:* The Volunteer Reserves trained on weapon retention and disarming in the month of March.

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

	Group A Offenses	Year to Date
March	76%	73%

Communications Section

	March 2013	Total 2013
Calls for Service	1,484	3,810
Alarm Calls	29	107

Request for Reports

	March 2013	FY 2012-13
Requests for Reports	15	213
Amount taken in	\$9.00	\$212.72
Tow Bills	\$0.00	\$365.00
Emailed at no charge	27	261
Storage Fees	\$0.00	\$50.00

**Police Department
March 2013**

Governor's Highway Safety Office (GHSO): The 2012 Law Enforcement Challenge Book was submitted. The White House Police Department has placed third in the state the last three years. On March 26th, Captain Ring and Sgt. Brisson attended a GHSO meeting in Belle Meade regarding the new TN Grant website. Sgt. Brisson also participated in the GHSO press release on March 15th in Clarksville for Booze it or lose it weekend. In coordination with GHSO, Sgt. Brisson participated in a DUI Check Point on Hwy 41 at Hwy 431 in Springfield on March 16th.

Volunteer Police Explorers: The Explorers met on March 28th. They conducted DUI training. The meeting was Captain Brian Speer's last meeting as a White House Police Explorer. On April 15th, Brain will begin putting himself through the Police Academy. Brain Speer has been an Explorer for six years and would eventually like to work as a White House Police Officer.

Item(s) sold on Govdeals: Nothing sold during March 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 commenced 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.*
 - *Wheels In Motion:* One bicycle and one helmet were presented at H.B. Williams Elementary School and at Heritage Elementary School on Thursday, March 21st.
 - *Captain StreetSmart:* During the 2012-2013 school year, a total of 500 students will receive classes on the importance of wearing their seatbelts in vehicles and wearing a helmet when riding their bikes through the Captain StreetSmart program. Safety information for the same number of parents will also be sent home with the students.
 - *The following Captain StreetSmart classes were taught in March:*
 - i. *Heritage Elementary School:* Captain Mingledorff presented two "Safe Kid's" classes to 43 3rd grade students on Wednesday, March 27th.
 - ii. *Safe Seniors Crime Prevention Program:* A class was held at the Senior Center on Wednesday, March 27th. Twenty-two senior citizens attended the class. The topic for March's class was "Identity Theft Prevention".
 - Sgt. Eric Enck instructed Defensive Tactics for the Gallatin Police department in-service in March.
5. **Special Events:** *WHPD Officers participated in the following events during March:*
 - **Summer Leadership WHPD Tour:** Leadership Summer is a personal development program designed to motivate participants to develop and enhance the quality of their leadership by addressing pertinent community needs. This year, twenty eight citizens visited the WHPD on Wednesday, March 13th. Captain Mingledorff provided a department overview/orientation as well as a facility tour.
 - **Upcoming Events:**
 - i. Pre-Prom/Graduation Prevention of Impaired Driving Classes: (Spring)
 - ii. Drug Take Back Event: April 27, 2013
 - iii. City of White House Civil War Trail Marker Ceremony: May 10, 2013

2013 Participation in Joint Community Events		
	March	Year to Date
Community Activities	6	23

Fire Department March 2013

Summary of Month's Activities

Fire Operations

The department responded to 67 requests for service during the month with 39 responses being medical emergencies. The department responded to 5 vehicle accidents with reported injuries with five patients transported to area hospitals.

- **March 16th 9:18am** The department was dispatched to a structure fire on Oakland Ct. when fire units arrived on scene the fire was located at the rear of the structure. The fire was extinguished without any damage to the structure although a privacy fence and garbage container was damaged. The fire was caused by embers from a fire pit at the rear of the home.
- **March 18th 12:59am** The department was dispatched to an overturned tanker truck on I-65 when fire units arrived on scene the product on the truck was identified and a safe perimeter was established. It was confirmed the product was stable and not leaking, and the driver was treated by Robertson EMS for non-life threatening injuries. Robertson EMA arrived on scene assumed command and released our fire units back in service.
- During the month the department responded to four hazardous materials incidents with three being fuel spills at various locations.

Fire Administration

- **March 13th** Chief Palmer, Captain Railey and members of A shift provided the program and demonstrations to the Leadership Sumner group.
- **March 19th** The Robertson County 911 meeting was cancelled.
- **March 21st** Chief Palmer, Asst. Chief Sisk, and the Codes Department met with members of the State Fire Marshalls office during the city's exemption audit.
- **March 21st** Chief Palmer and Asst. Chief Sisk, and the Codes Department met with architects representing the project at Grace Park.
- **March 26th** Chief Palmer met with Department Heads and Chamber of Commerce representatives concerning the July 4th event.
- **March 26th** Chief Palmer facilitated the monthly safety committee meeting at fire station two.
- During the month of March 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 March 13, 2013 a group with Leadership Sumner visited fire station 2 for their annual tour in the White House area. There was a presentation including a history of the department, aspects of the fire station, fire prevention activities, and emergency management as respects to the City of White House. They toured the facility, participated in a rescue scenario, and operated the heavy hydraulic rescue tools. The event was a success many questions were answered and all were appreciative of the tour and demonstrations.

**Fire Department
March 2013**

Monthly Performance Indicators

Incident Responses

Structure Fires	0	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	4	Assist Other Governmental Agency	0
Other Calls	10	Total Responses for the Month	67
Emergency Medical Responses	39	Total Responses YTD	609

Fire Fighter Training

Total Training Man Hours for the Month	470.28
Total Training Man Hours YTD	2,993.21

Fire Inspection

	This Month	YTD
Fire Inspections	30	110
Fire Investigations	1	8
Plat / Plan Reviews	0	8
Fire Preplans	1	73

Public Fire Education

	This Month	YTD
Participants	385	3,168
Education Hours	11.25	108
Number of Occurrences	6	60

Public Services - Public Works
March 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

- Bucket Truck Policy
- Vacation and Sick Leave 6.3 / 6.4

Sanitation Collection:

Waste Industries (WI) has completed the **4th full month** of operation in the City. I've been monitoring Waste Industries web based portal to see the type and quantity of calls

The March 2013 report show that staff has made **46** requests on the WI web portal system, which is down from **60** the month before. The break-down for resident requests are as shown below:

1. **22** - 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. **9** - calls came from residents that had "missed" service with recycling;
3. **14** - calls came from residents that had "missed" service with garbage – 2 of which didn't have can out in time;
4. **1** - call came from a resident that wanted to be placed on "back-door" service.

The total volume of recyclables collected curbside during February was approximately **36** tons of material; which is a savings of about **\$819.00** in avoided landfill tipping fees.

In addition, the recyclable material revenue for February was approximately **\$654**. This is a net gain of **\$1,473.00**.

City Public Works Tasks & Drainage Improvement Projects

1. **114 Brooklawn Drive:** Mrs. Johnson called and said that her culvert needed to be cleaned so as to allow for a positive flow. Mrs. Johnson stated that she has attempted several times to clean it out and keep it clear of debris but to no avail. Staff cleaned the leaves out the culvert inlet end and placed approximately ½ ton rip rap at outlet end. Staffed then dug out the swale in two (2) areas to remove built-up silt, which allowed for a positive stormwater flow.
 - a. 2 man-hours;
 - b. 1/2 ton of rip-rap
2. **118 Brooklawn Drive:** Mrs. Jack Crouch called and requested work on her drainage swale area. Staff placed rip-rap at the outlet end of her driveway culvert where it has been washing out. Staff also removed overgrown weeds from the existing rip-rap at the end of ditch that joins another stream. In addition, staff reworked the rip-rap that was already in place and added fill to the depression in the ditch line.
 - a. 4 man-hours;
 - b. 5 tons of rip-rap.
3. **302 Sage Road:** Mr. Washburn came in and requested staff to clean out his drainage ditch. He stated that his swale area doesn't drain properly during rain events and it causes his water meter box to fill. The water

**Public Services - Public Works
March 2013**

department has to pump out the box in order to read the meter. Staff re-established his swale area by removing dirt.

- a. 4 man-hours;
- b. ½ ton of earthen material.

4. **Veterans Memorial Entrance:** Staff hauled in base material to create a shoulder area along the entrance to the Memorial.
- c. 14 man-hours;
 - d. 20 tons of base rock.

5. **Area's Throughout the City:**

Pavement Inventory: Staff continues to gather data for the computerized pavement management program. This program will serve to illustrate each street segment on a priority basis.

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.

Asphalt Repairs: 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. I've attached a spreadsheet that details the needs on a street by street basis that delineates the size of patch and the associated tons of asphalt required to complete the task.

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 on a more frequent basis. In addition, staff also collects bagged leaves from the curbside.

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.

Equipment Maintenance: Staff spent over 15 hours on routine equipment maintenance for the backhoe, skid steer and brush truck and other smaller equipment.

Decorative Street Light Maintenance: Staff spent over 14 man-hours repairing and checking decorative street lights throughout the City. Public Works will check the lights and make repairs if it doesn't require an electrician.

Monthly Performance

	Available Hours	Total Hours
Streets & Roads	375	403
Sanitation	375	231
Facility Maintenance - PW Staff	N/A	7
Fleet Maintenance - PW Staff	N/A	55
Training	N/A	27
Vacation	N/A	30
Sick Leave	N/A	20
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
March 2013

Sanitation Enterprise Fund Totals

Number of Customers Billed	Total Billed	Total Billed YTD	Revenue Received	Revenue Received YTD
3,695	\$57,390.50	\$58,419.33	\$460,382.50	\$512,548.97

Services Provided

	Total	YTD		Total	YTD
Brush Pick Up (stops)	338	1,770	Drainage Work (feet)	20	1,417
Brush Truck Load	31	209	Potholes Repaired	10	53
Emergency Call Outs	0	11	Salt Usage (tons)	0	4
Free Clean Up Drop Offs	8	700	Signs Installed	5	98
Curbs Repaired	0	1	Signs Reset	3	3
Shoulders Repaired	0	1	Back Door Pick Up (stops)	1	16
Shoulder Work (feet)	0	788	Move In Special Pick Up	8	8
Litter Removal (bags)	69	191	Move Out Special Pick Up	15	15
Drainage Requests	3	21	Dead Animal Removals	77	693
Special Pick Up	1	4			

Locations with Pothole Repairs Needed

Pothole Repair Address	Length (ft)	Width (ft)	Depth (in)	Tons
113 Sycamore Drive	5	4	3	0.37
145 Honeysuckle Drive	8	2	3	0.29
153 Honeysuckle Drive	37	5	3	3.39
181 Honeysuckle Drive	3	3	3	0.17
181 Honeysuckle Drive	4	3	3	0.22
Honeysuckle Drive @ 31W	5	6	3	0.55
Honeysuckle Drive @ 31W	9	6	3	0.99
301 Hunterwood Drive	9	2	3	0.33
403 Hunterwood Drive	2	3	3	0.11
Hunterwood Dr. @ Magnolia	19	4	3	1.39
104 Pinewood Drive	27	3	3	1.49
109 Pinewood Drive	11	2	3	0.40
111 Pinewood Drive	16	3	3	0.88
Applewood Dr. @ Ray. Hirsh	11.8	3.9	3	0.84
Applewood Dr. @ Ray. Hirsh	8.8	4	3	0.65
Applewood Dr. @ Ray. Hirsh	5	4	3	0.37
200 Peachtree Drive	3	3	3	0.17
206 Peachtree Drive	6	5	3	0.55
201 Blueberry Drive	13	2.9	3	0.69
Cherry @ Sage Rd	17	6	3	1.87
117 Seminole Lane	28	8	3	4.11
113 Seminole Lane	22	9	3	3.63
109 Seminole Lane	23	12	3	5.06
TOTAL TONS REQUIRED:				28.51

Public Services - Public Works
March 2013

Locations with Pothole Repairs Completed

Pothole Repair Address	Length (ft)	Width (ft)	Depth (in)	Tons	Completed
115 Sycamore Drive	5	4	3	0.37	2/14/2013
Industrial Dr @ Center Dr.	11	7	3	1.41	2/11/2013
204 Peachtree Drive	20	2.4	3	0.88	2/14/2013
306 Cherry Lane	51	5	3	4.68	2/11/2013
Hampton Place @ Sage	7	5	3	0.64	3/12/2013
Hampton Place @ Sage	42	8	3	6.16	3/13/2013
Picadilly @ Dorchester	12	4	3	0.88	3/21/2013
Picadilly @ Dorchester	13	5	3	1.19	3/21/2013
Picadilly @ Dorchester	13	3	3	0.72	3/21/2013
Picadilly @ Dorchester	7	5	3	0.64	3/12/2013
111 Dorchester	7	4	3	0.51	3/21/2013
207 Williamsburg	10	5	3	0.92	3/12/2013
Williamsburg @ Westchester	6	6	3	0.66	3/12/2013
Williamsburg @ Westchester	20	29	3	10.63	3/19/2013
Williamsburg @ Westchester	7	6	3	0.77	3/12/2013
129 Seminole Lane	14	8	3	2.05	4/1/2013
125 Seminole Lane	24	8	3	3.52	4/2/2013
125 Seminole Lane	13	9	3	2.15	4/3/2013
121 Seminole Lane	48	5	3	4.40	4/3/2013
121 Seminole Lane	6	5	3	0.55	4/3/2013
101 Villages Court	22	5.6	3	2.26	4/3/2013
TOTAL TONS USED:				45.98	

Tonnage Total

	Municipal Waste: Tons	Disposal Fee	Waste Mgt: Tons	Disposal Fee	Recycle Am: Tons	Recycling Revenue	Oil / Steel / Batteries: Tons	Convenience Center Revenue
12-Apr	297	\$7,306	16	\$1,772	20	0	0	\$0
12-May	339	\$8,251	42	\$3,593	19	0	0	\$45
12-Jun	297	\$6,812	33	\$1,865	18	0	0	\$436
12-Jul	320	\$7,296	11	\$1,079	24	0	9	\$1,306
12-Aug	329	\$7,501	20	\$1,991	20	0	0	\$15
12-Sep	291	\$6,622	0	0	17	0	11	\$1,705
12-Oct	322	\$7,337	20	\$2,001	19	0	16	\$3,036
12-Nov	303	\$6,902	5	\$726	17	0	0	\$0
12-Dec	234	\$5,327	13	\$1,601	38	\$571	0	\$0
13-Jan	315	\$7,183	5	\$505	47	\$632	8	\$1,541
13-Feb	234	\$5,918	8	\$883	42	\$652	10	\$2,235
13-Mar	234	\$5,848	7	\$796	36	\$654	10	\$1,686
YTD	3,515	\$82,303	180	\$13,219	317	\$2,509	64	\$12,005

Public Services - Wastewater
March 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 twenty-three (**23**) pumps in the month of March; which brings the total to three hundred eighty-six (**386**) installed to date.

The motor control center and generator replacement project at the North Palmer’s Chapel lift station is currently underway. Approximately 85% of the inside new conduit installation has been completed. The diesel fuel tank for the stand-by generator has been moved, and the underground conduit installation has begun.

2. **Hobbs Project:** The design is complete and McGill Associates have sent the finished plans to the TDEC/SRF review committee for final approval. To date we have collected the 44 easements necessary to build this project and no condemnations were required. Therefore, when TDEC/SRF gives us the final plan approval, we will begin the bidding process, which we are anticipating will be in early May.
3. **GIS/GEO JOBE:** The GIS based work order system has been ordered and we will be moving forward with the implementation process of that module once Geo-Jobe completes the software updates for the new version. Our target date for implementation has been moved up to May, 2013.
4. **Lift Stations:** The BMA awarded the Meadowlark lift station rehabilitation bid to Scott & Ritter out of Bowling Green, KY. McGill has notified the contractor of award and the construction meeting will take place in early April.

REI Concrete installed a new retaining wall at the Portland Road lift station, which borders the Greenway. In addition we installed new fencing to protect the station components.

We continue to have problems with a few of the low pressure pumps that are located in the commercial businesses. We have tried two different pumps but with little success. Staff is currently trying a third centrifugal pump and the results should be available by my next report. Most of these pumps initially were 5-hp centrifugal pumps. However, the stations have been converted to 2-hp positive displacement pumps which are not holding up to large flows.

Wastewater Treatment

- A. FLOW.....0.4013 MGD
- B. CAPACITY 1.40 MGD
- C. % of PLANT THROUGHPUT.....39% (0.445 MGD/1.40 MGD)
- D. % of ACTUAL & ALLOCATED CAPACITY.....47% (0.445 MGD)/(1.40 MGD*80%)
- E. RAINFALL4.70”

1. **Violations:** The plant had three (3) minor pH violations this month. After a review of the processes, staff discovered that a defective electrode was the cause. We switched to a “back-up” meter/electrode and ordered new electrodes for the primary testing meter. New QA/QC rules have been implemented by the EPA and TDEC Water Pollution Control, so staff is currently working to implement these new requirements. All other permit requirements are well below the 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 and Union Road stations. We’ve been feeding ferric for nine (9) months and the overall results are positive at the plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of ten (10) gallons per day at the Union Road and Old Tyree stations due to the high levels of H2S within the system. We did not fill the Wilkinson Lane tank due to our Meadowlark relocation plans.
3. **Oxidation Ditch:** Since installing the second orbal aerator in February, the oxidation ditch is producing a very clean effluent.

**Public Services - Wastewater
March 2013**

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 and we are getting a below limit kill on coliform bacteria. We may be able to get by until after the headworks are installed. After exploring several options, I have decided to do a complete rehabilitation of the existing system, which is the most cost effective method of replacing the current system.
5. **Treatment Plant:** Staff is painting the Sludge pump building which will greatly improve the appearance of the building once the job is complete.

Monthly Performance Indicators and Year-to-Date Totals

SCADA Alarms Responses

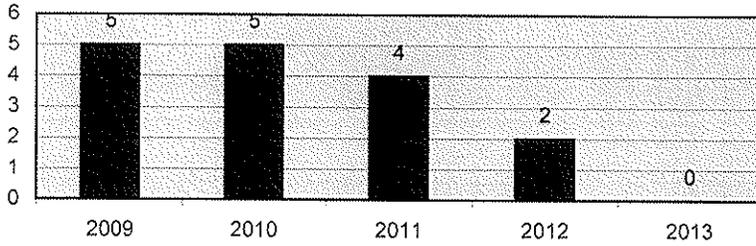
	<u>Month</u>	<u>YTD</u>
North Palmers	31	1,246
Calista	31	741
Wilkinson	7	201
Portland Road	23	25
Cope Crossing	21	408
Union Road	3	143
Meadowlark	0	19
Hwy 76	2	9
Cambria	0	13
Treatment Plant	9	277
Total Responses	127	3,082
TN One-Call	73	630

Work Orders

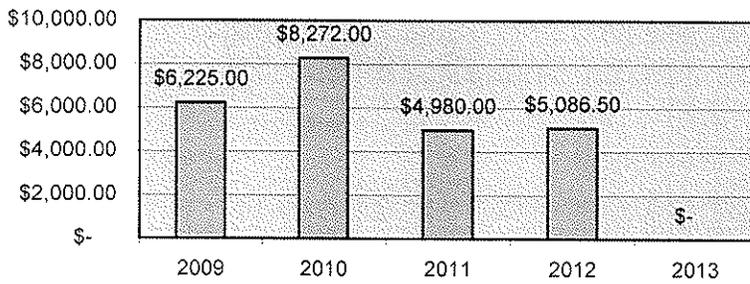
	<u>Month</u>	<u>YTD</u>
March 2013 Work Orders	151	1,519
Monthly Service Requests Totals	3	7
Mainline Repairs	4	44
Service Line Repairs	3	64
E/2000 (B) to E/Extreme Change-outs	4	11
E/2000(B) to E/2000 (B) Change-outs	7	17
E/Extreme to E/2000 (B) Change-outs	7	105
E/Extreme to E/Extreme Change-outs	2	11
E/2000(B) Conversions	4	38
E/One Extreme Conversions	23	195
"Green Project" Conversions	71	714
Low Pressure Service Requests	7	74
Vacuum System Service Requests	0	5
Major Lift Station Repairs	151	1,519

**Planning and Codes Department
March 2013**

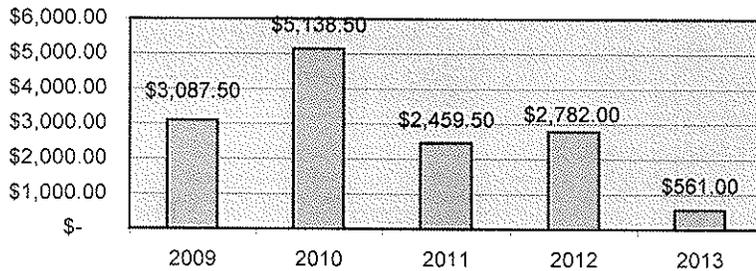
Single Family Permits



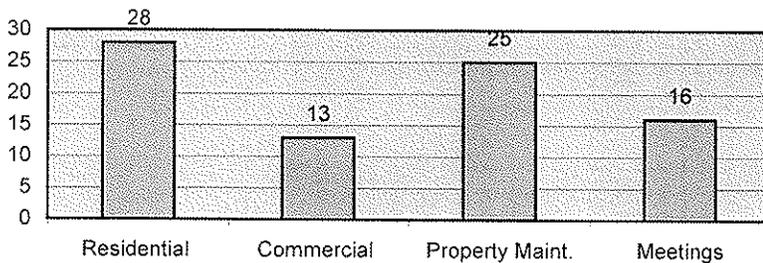
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 12-13
MEETING AGENDA ITEMS#		
Planning Commission	1	29
Construction Appeals	0	0
Zoning Appeals	1	4
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	0	22
Multi-Family Residential	0	2
Other Residential	6	93
New Commercial	0	0
New Industrial	0	0
Other Com/Ind	0	19
State Electrical	21	253
Sign	3	6
Occupancy Permits	2	48
Other	1	5
BUILDING INSPECTIONS		
Residential	28	266
Hours	10.25	88.91
Commercial /Industrial	13	151
Hours	6.5	81.67
CODE ENFORCEMENT		
Total Cases	25	448
Hours	6	75.42
Complaints Received	2	70
MEETINGS		
Administration	6	27
Hours	13	64.31
Planning	5	30
Hours	6.5	37
Codes	5	40
Hours	6.75	60
FEES		
Permit Fees	\$ 561.00	\$ 19,613.95
Board Review Fees	\$200.00	\$ 1,375.00
City Impact Fee	\$0.00	\$ 3,558.92
Roads	\$0.00	\$ 1,492.70
Parks	\$0.00	\$ 880.60
Police	\$0.00	\$ 720.35
Fire	\$0.00	\$ 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
March 2013

Summary of Month's Activities

Family's Tree Service removed some dead and declining trees at the Park and along the Greenway. We also had several stumps ground at the Library, Greenway, and Hillcrest Cemetery.

A concrete retaining wall was installed at the back of the Park to stop storm water from undermining the road. This is near where the pedestrian trail crosses the roadway. Some concrete curbing was placed alongside Field 7.

The Director has contracted the mowing of 4 trailheads every 7-10 days, and the mowing of Hillcrest Cemetery every week.

The Leisure Services Board heard a presentation at the March 7th meeting about the U.S. Bike Route system from Dave Shumaker and Dr. Bruce Day. These men are working to secure designated bike routes through Tennessee, as part of a nationwide system.

The Spring Classic Soccer Tournament was held on March 8th, 9th, and 10th. There were 101 teams registered to play in the tournament and the event was a success.

We also had a youth softball tournament on March 23rd. The second day (24th) had to be cancelled because of rain but the event producer was still pleased and wants to come back again in the near future.

The Dixie Youth league and the Youth Soccer league are practicing for the upcoming season.

Recreation

Little League Challenger Baseball practice has started. We have 23 total participants this year, which we will break up into 2 teams. This is up from 13 participants from last year. Their first game is scheduled for April 13th and they are scheduled for 6 games total.

Co-ed Church Volleyball begins their season April 2nd. We have 6 teams participating this year. Their season is set to end May 9th. They play every Tuesday and Thursday night.

Men's Open Softball begins April 2nd. They play games on Tuesday and Thursday nights. Their season will run until June 6th. We have 9 teams competing in the league this spring.

The Girls Volleyball league has started practicing and will begin their season on April 13th. Their games will be every Saturday evening for 6 weeks ending with a tournament the week following the last regular season games. We have 4 teams participating in both the 3rd – 5th grade league and 6th – 8th grade league.

Summer programs are beginning to take shape. We will have the Independence 5K on July 6th at White House High School; Gymnastics, Basketball Camp, Father/Daughter Dance, Movie in the City, Punt, Pass & Kick, Art Classes, Fall Baseball & Softball sign-ups, Adult Fall Softball sign-ups, Challenger Basketball sign-ups, and Girls Volleyball sign-ups for the fall season.

Parks Maintenance

All of the playground swing belt seats were replaced with new ones, at Northwoods and the Municipal Park.

Staff sanded and stained picnic tables at the Park.

Football fields were sprayed with glyphosate to clean up winter weed growth, and a pre-emergent herbicide to help prevent weeds.

The greenway was marked every 1/10 of a mile with a painted emblem to help with locating persons who may need emergency assistance.

Regular mowing of grass has begun. Ball field maintenance has been a high priority.

Parks, Recreation, & Cultural Arts Department
March 2013

Update on Department Goals and Objectives

The contract for the restroom facility construction project was signed, and work is set to commence on April 10th. The installation of the electrical conduit and water line will take place first.

The Director is currently trying to obtain pricing for the cemetery gate project.

Department Highlight

In April, the large pavilion at the Park (Pavilion 3) will have a new concrete pad on the west end, and a new outdoor brick grill. We believe the community will enjoy this improvement.

Department Cost Savings Report

Mr. Randy Allen has been donating his time and expertise to identify as many different species of trees as he can along the greenway, so that we can have the greenway classified as an arboretum. He is also making the tags to label the trees. We hope to submit the application within a month. So far he has identified 61 species.

Parks, Recreation, Cultural Arts Department
March 2013

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12	Feb. 13	Mar-13	YTD FY 2012-13
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Maintenance

Mowing Hours	1,044	1,853	1,469	1,486	1,346	0	0	756
Pounds of Grass Seed Sown	3,670	5,130	1,895	3,140	2,275	0	0	3,250
Pounds of Fertilizer Applied	6,150	9,200	4,590	8,150	2,540	0	0	5,525
Number of Trees/Shrubs Planted	57	259	11	20	39	0	0	2

Recreation

Number of Youth Program Participants	377	353	336	354	448	0	94	774
Number of Adult Program Participants	857	2,309	1,343	2,353	2,471	105	288	1,454
Number of Theatre Production Attendees	102	0	0	0	0	0	0	0
Number of Special Event Attendees	2,865	2,989	2,505	3,484	3,970	0	0	796
Total Number of Special Events Offered	8	11	17	19	17	1	1	16
Total Number of Programs Offered	23	46	38	68	78	6	5	39
Youth Program Revenue	\$22,095.25	\$25,414.98	\$27,728.00	\$29,068.00	\$29,702.00	\$2,942.00	\$1,374.00	\$ 46,352.50
Adult Program Revenue	\$15,246.25	\$19,337.35	\$9,368.25	\$14,899.65	\$19,216.05	\$3,089.00	\$2,054.00	\$ 15,298.90
Theatre Production Revenue	\$485.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$ 3,775.00

Administration

Number of Shelter Reservations	112	139	153	116	112	0	7	59
Hours of Shelter Reservations								
Shelter Reservation Revenue	\$3,732.00	\$4,183.00	\$4,083.00	\$3,415.00	\$ 3,396.00	\$165.00	\$366.00	\$ 1,653.00
Number of Facilities Reservations	305	256	105	63	136	19	21	203
Hours of Facility Reservations								
Facility Reservation Revenue	\$28,514.05	\$20,813.71	\$6,345.82	\$6,475.63	\$ 16,224.25	\$3,584.38	\$4,127.50	\$ 25,103.93
Misc. Revenue	\$39,729.53	\$115,858.99	\$52,032.78	\$60,991.46	\$ 56,423.35	\$7,234.56	\$5,647.59	\$ 50,894.05

Senior Center

Senior Center Participants	3,993	2,326	2,399	2,860	3,269	203	260	2,663
Number of Trip Participants	366	293	316	473	387	4	21	276
Number of Meals Participants	3,430	3,555	3,848	2,912	3,315	227	228	2,089
Number of Program Participants		1,407	587	632	4,486	335	332	3,049
Number of Trips Offered	43	31	31	42	31	1	2	18
Number of Meals Served	48	48	50	46	49	4	4	36
Number of Programs Offered	5	45	54	50	90	8	8	70

**White House Inn Library
March 2013**

Summary of Activities

The Friends of the Library completed their book sale at the beginning of March and raised \$302. This amount will be used for future library programs/projects.

The Library Board met on March 12th. They adopted an acceptable behavior policy for the library which will allow the staff to maintain a safe environment for patrons and employees. The Board also voted to expand the area of patronage to allow anyone living in the state of Tennessee or those who lives within 100 miles of the City obtain a library card.

The Library Book Club met on March 21st to discuss the book titled *Practicing* by local author Fred Rosenberg. The book describes some of Mr. Rosenberg's most memorable court cases.

The library has received its new printer and all of its 10 new computers that were purchased using both local and state grant funds. Five of the computers have been installed, which provide staff and patrons with faster computer speed and newer up-to-date programs. The remaining computers and printer will be installed in April.

The preschool special Easter story time was held on March 27th at 10:30. There were a total of 33 individuals in attendance. The children decorated a picture of Easter eggs using glue and fruity pebbles.

Department Highlights

The highlight for this month was the Friends of the Library Book sale. The funds they raised will help the library put on a large number of programs throughout the year.

Performance Measures

Official Service Area Population:	13,257	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
Memberships:	10,749	Toddler	4	55
% of the Pop with Membership:	81	Preschool	4	87
		Teen	0	0
Total Materials Available:	25,494	Adult	1	9
Est Value of Total Materials:	\$637,250	All ages	0	0
Last Month:	\$633,250	Total	9	151
Total Materials Available Per Capita:	1.92			
Last Month:	1.91	Wireless Internet Users:		92
State Minimum Standard:	2.00	Computer Internet Users:		309
		Children Computers:		175
		Volunteers:		11
		Total Hours:		119.85

Materials Added

Adult Fiction:	39	Services Provided by Contracting with State
Adult Non-Fiction:	15	
Child/Juvenile/Young Adult Fiction:	49	
Juvenile/Young Adult Non-Fiction:	4	
Audiobooks:	21	<u>Interlibrary Loan Service</u> Items Borrowed: 19
Movies:	16	Items Loaned: 9
Music CDs:	0	
Total:	144	

Library Circulation

# of Check-outs:	6,480
Last Month:	3,051
Items per Patron:	2.3

<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:	695

New Memberships

Adult:	36	Senior Adult:	21
Child:	7	Student:	5
Young Adult:	6	Total:	75

Municipal Court
March 2013

Revenues

Citations

Total Collected for Month	\$12,776.06
Total Collected YTD	\$102,967.17

State Fines

Total Collected for Month	\$1,410.69
Total Collected YTD	\$16,167.45

Total Revenue for Month	\$14,186.75
Total Revenue YTD	\$119,134.62

Disbursements

Litigation Tax	\$996.52
DOS / DOH Fines & Fees	\$665.00
DOS Title & Registration	\$114.00
Restitution / Refunds	\$0.00
TBI-Expungement / Fees	\$0.00
Worthless Checks	\$0.00

Total Disbursements for Month	\$1,775.52
Total Disbursements YTD	\$12,661.01

Adjusted Revenue for Month	\$12,411.23
Total Adjusted Revenue YTD	\$106,473.61

Drug Fund Donations for Month	\$237.50
Drug Fund Donations YTD	\$4,170.92

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City of White House
Summary Financial Statement
March 2013

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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	(1,579,461.76)	98.97 %	132,987.50	(91,929.42)	69.13 %
31120	Public Utilities Property Tax (Current)	67,034.00	(75,776.00)	113.04 %	5,586.17	(11,205.00)	200.58 %
31211	Property Tax Delinquent 1st Year	58,000.00	(28,940.71)	49.90 %	4,833.33	(2,502.68)	51.78 %
31212	Property Tax Delinquent 2nd Year	20,000.00	(4,319.00)	21.60 %	1,666.67	(4.00)	0.24 %
31213	Property Tax Delinquent 3rd Year	16,000.00	(2,693.00)	16.83 %	1,333.33	0.00	0.00 %
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	(12,910.92)	21.52 %	5,000.00	(769.89)	15.40 %
31513	Payment In Lieu Of Tax -Sewer	91,342.00	(68,506.47)	75.00 %	7,611.83	(7,611.83)	100.00 %
31520	Payments From Industry	0.00	(7,345.00)	0.00 %	0.00	(7,345.00)	0.00 %
31610	Local Sales Tax - Co. Trustee	2,020,000.00	(1,620,096.76)	80.20 %	168,333.33	(166,158.01)	98.71 %
31709	Beer And Liquor Local Priv Tax	4,900.00	(6,295.82)	128.49 %	408.33	0.00	0.00 %
31710	Wholesale Beer Tax	230,000.00	(193,774.08)	84.25 %	19,166.67	(16,740.69)	87.34 %
31800	Business Taxes	130,000.00	(79,582.98)	61.22 %	10,833.33	(32,296.15)	298.12 %
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	0.00	0.00 %
31960	Special Assessment - Liens	1,300.00	(520.00)	40.00 %	108.33	0.00	0.00 %
31980	Mixed Drink Taxes	9,000.00	(9,454.42)	105.05 %	750.00	(1,537.50)	205.00 %
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	(19,406.50)	97.03 %	1,666.67	(561.00)	33.66 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			75.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
32690		Other Permits		50.00	0.00	0.00 %	4.17	0.00	0.00 %	
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	(123,183.53)	61.46 %	16,701.42	(47,635.40)	285.22 %	
33143		ARRA Grant #2 - Calista 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	0.00	0.00 %	
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	(530,096.20)	79.96 %	55,248.83	(52,254.64)	94.58 %	
33520		State Income Tax		19,500.00	(29,935.55)	153.52 %	1,625.00	(96.52)	5.94 %	
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	(15,763.53)	74.98 %	1,751.92	(1,751.16)	99.96 %	
33593		Corporate Excise Tax		16,000.00	(10,418.97)	65.12 %	1,333.33	(10,418.97)	781.42 %	
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	(1,345.73)	48.06 %	233.33	(275.00)	117.86 %	
34740		Parks And Rec League Fees		54,000.00	(72,502.88)	134.26 %	4,500.00	(6,023.00)	133.84 %	
34741		Field Maintenance Fees		7,785.00	(3,780.00)	48.55 %	648.75	0.00	0.00 %	
34760		Library Fines, Fees, And Other		7,000.00	(5,449.82)	77.85 %	583.33	(654.92)	112.27 %	
34793		Community Center Fees		15,000.00	(26,092.05)	173.95 %	1,250.00	(4,443.50)	355.48 %	
34900		Other Charges For Services		9,500.00	(6,030.50)	63.48 %	791.67	(615.50)	77.75 %	
35110		City Court Fines And Costs		150,000.00	(106,493.61)	71.00 %	12,500.00	(12,411.23)	99.29 %	
35130		Impoundment Charges		600.00	(165.00)	27.50 %	50.00	0.00	0.00 %	

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
36000		Other Revenues		(6,482.55)	28.81 %	1,875.00	(496.65)	26.49 %	
36100		Interest Earnings		(3,663.45)	60.06 %	508.33	(141.43)	27.82 %	
36210		Rent		(14,371.09)	74.56 %	1,606.25	(8,379.16)	521.66 %	
36330		Sale Of Equipment		(2,975.93)	0.00 %	0.00	0.00	0.00 %	
36350		Insurance Recoveries		(69.76)	0.00 %	0.00	0.00	0.00 %	
36420		Stadium Receipts		(5,128.55)	82.72 %	516.67	0.00	0.00 %	
36430		Tax Refunds (Overpayments)		472.43	0.00 %	0.00	2,024.00	0.00 %	
36450		Parks Concessions		(9,314.10)	145.53 %	533.33	(2,801.99)	525.37 %	
36700		Contri And Donation From Private		(7,072.33)	0.00 %	0.00	(280.00)	0.00 %	
36960		Operating Transfer In From Other		0.00	0.00 %	10,833.33	0.00	0.00 %	
		Total Revenues		(5,091,785.58)	62.66 %	677,146.42	(485,316.24)	71.67 %	
		Expenditures							
41000		General Government		(313,563.00)	70.28 %	(26,130.25)	26,776.79	102.47 %	
41210		City Court		(77,734.00)	61.61 %	(6,477.83)	5,194.11	80.18 %	
41500		Financial Administration		(365,584.00)	73.42 %	(30,465.33)	28,986.81	95.15 %	
41650		Human Resources		(137,766.00)	68.58 %	(11,480.50)	13,308.79	115.93 %	
41670		Engineering		(1,491,500.00)	22.92 %	(124,291.67)	659.98	0.53 %	
41700		Planning And Zoning		(268,162.00)	67.40 %	(22,346.83)	24,935.66	111.58 %	
41800		General Government Buildings		(101,308.00)	69.98 %	(8,442.33)	6,212.53	73.59 %	
41921		Special Events		(4,000.00)	61.59 %	(333.33)	0.00	0.00 %	
42100		Police Patrol		(1,025,665.00)	69.19 %	(85,472.08)	86,539.24	101.25 %	
42120		Police Support Services		(311,430.00)	72.54 %	(25,952.50)	39,392.28	151.79 %	
42150		Police Administration		(187,257.00)	72.94 %	(15,604.75)	15,292.61	98.00 %	
42151		Communications Services		(170,000.00)	74.11 %	(14,166.67)	12,929.77	91.27 %	

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:			75.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
42200		Fire Protection And Control	(1,613,297.00)	705,871.72	43.75 %	(134,441.42)	98,755.97	73.46 %		
42210		Fire Administration And Inspection	(294,319.00)	221,869.75	75.38 %	(24,526.58)	22,692.15	92.52 %		
43000		Public Works	(598,357.00)	435,468.39	72.78 %	(49,863.08)	33,053.18	66.29 %		
43100		Highways And Streets	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
43200		Sanitation	0.00	0.03	0.00 %	0.00	0.03	0.00 %		
44310		Senior Citizen Activities	(40,066.00)	20,858.73	52.06 %	(3,338.83)	1,798.09	53.85 %		
44700		Parks	(257,929.00)	198,636.11	77.01 %	(21,494.08)	21,731.59	101.10 %		
44740		Park Maintenance	(602,902.00)	241,279.21	40.02 %	(50,241.83)	22,964.95	45.71 %		
44800		Libraries	(183,342.00)	139,047.47	75.84 %	(15,278.50)	15,318.36	100.26 %		
44880		Children's Library Services	(40,008.00)	33,790.83	84.46 %	(3,334.00)	8,852.32	265.52 %		
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		Expenditures	(8,895,240.00)	4,648,109.96	52.25 %	(741,270.00)	485,395.21	65.48 %		
Total	110	General Fund		(443,675.62)	-57.66 %	(64,123.58)	78.97	0.12 %		

120	Industrial Development Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
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	(26.07)	17.38 %	12.50	(4.26)	34.08 %
	Total Revenues	43,150.00	(33,530.46)	77.71 %	3,595.83	(4.26)	0.12 %
Expenditures							
48000	Economic Opportunity	(54,500.00)	42,328.55	77.67 %	(4,541.67)	1,505.52	33.15 %
	Total Expenditures	(54,500.00)	42,328.55	77.67 %	(4,541.67)	1,505.52	33.15 %
Total 120	Industrial Development Fund	(11,350.00)	8,798.09	77.52 %	(945.83)	1,501.26	158.72 %

121	State Street Aid Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
33551	State Gasoline And Motor Fuel Tax	273,296.00	(200,094.50)	73.22 %	22,774.67	(20,454.72)	89.81 %
36100	Interest Earnings	120.00	(27.90)	23.25 %	10.00	(0.02)	0.20 %
	Total Revenues	273,416.00	(200,122.40)	73.19 %	22,784.67	(20,454.74)	89.77 %
Expenditures							
43100	Highways And Streets	(256,500.00)	230,455.26	89.85 %	(21,375.00)	0.00	0.00 %
	Total Expenditures	(256,500.00)	230,455.26	89.85 %	(21,375.00)	0.00	0.00 %
Total	121 State Street Aid Fund	16,916.00	30,332.86	-179.31 %	1,409.67	(20,454.74)	1,451.03

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
122	Parks Sales Tax Fund						75.00%
Revenues							
36100	Interest Earnings	900.00	(179.12)	19.90 %	75.00	(0.19)	0.25 %
36425	Parks Sales Tax Receipts	79,000.00	(58,756.47)	74.38 %	6,583.33	(5,627.11)	85.48 %
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	(79,455.59)	79.54 %	8,325.00	(5,627.30)	67.60 %
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)	(63,146.68)	-146.91 %	(3,582.00)	(5,627.30)	-157.10

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	(247.59)	24.76 %	83.33	(0.26)	0.31 %
36421	Roads Impact Fees	16,000.00	(1,463.66)	9.15 %	1,333.33	0.00	0.00 %
36422	Parks Impact Fees	15,000.00	(880.60)	5.87 %	1,250.00	0.00	0.00 %
36423	Police Impact Fees	11,000.00	(731.77)	6.65 %	916.67	0.00	0.00 %
36424	Fire Impact Fees	7,000.00	(482.89)	6.90 %	583.33	0.00	0.00 %
	Total Revenues	50,000.00	(3,806.51)	7.61 %	4,166.67	(0.26)	0.01 %
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)	(2,457.83)	-8.84 %	(2,316.25)	(0.26)	-0.01 %

140	Police Drug Fund	Account	Description	Year--To-Date		Monthly Comparative:		% of Avg	
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		Month-To-Date
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	(5,057.92)	32.63 %	1,291.67	(237.50)	18.39 %
36000		Other Revenues		0.00	(100.00)	0.00 %	0.00	0.00	0.00 %
36100		Interest Earnings		100.00	(55.33)	55.33 %	8.33	(3.97)	47.64 %
		Total Revenues		17,200.00	(5,613.25)	32.64 %	1,433.33	(241.47)	16.85 %
Expenditures									
42129		Drug Investigation And Control		(26,800.00)	22,266.33	83.08 %	(2,233.33)	0.00	0.00 %
		Total Expenditures		(26,800.00)	22,266.33	83.08 %	(2,233.33)	0.00	0.00 %
Total	140	Police Drug Fund		(9,600.00)	16,653.08	173.47 %	(800.00)	(241.47)	-30.18 %

200	Debt Service Fund (General)	Account	Description	Year--To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
								75.00%
		31110	Real & Personal Property Tax	660,000.00	(642,450.61)	55,000.00	(37,548.64)	68.27 %
		36100	Interest Earnings	600.00	(92.14)	50.00	(0.12)	0.24 %
		Total Revenues		660,600.00	(642,542.75)	55,050.00	(37,548.76)	68.21 %
		Expenditures						
		49000	Debt Service	(677,722.00)	161,651.33	(56,476.83)	0.00	0.00 %
		Total Expenditures		(677,722.00)	161,651.33	(56,476.83)	0.00	0.00 %
Total	200		Debt Service Fund (General)	(17,122.00)	(480,891.42)	(1,426.83)	(37,548.76)	-2,631.61

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	(23,898.99)	159.33 %	1,250.00	(10.24)	0.82 %
36100 Interest Earnings	3,200.00	(1,754.22)	54.82 %	266.67	(37.29)	13.98 %
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	(681,220.00)	10.81 %	525,332.33	(3,078.00)	0.59 %
37210 Application Fees	32,000.00	(20,940.00)	65.44 %	2,666.67	(1,390.00)	52.13 %
37220 Administrative Fees	11,000.00	(7,525.00)	68.41 %	916.67	(1,075.00)	117.27 %
37230 Sewer User Fees	2,500,000.00	(1,913,504.57)	76.54 %	208,333.33	(229,959.68)	110.38 %
37298 Capacity Fees	42,000.00	(43,225.00)	102.92 %	3,500.00	0.00	0.00 %
37995 Connection Fees	4,000.00	(3,450.00)	86.25 %	333.33	0.00	0.00 %
Total Revenues	8,937,119.00	(2,703,451.91)	30.25 %	744,759.92	(235,550.21)	31.63 %
Expenditures						
49000 Debt Service	(372,792.00)	71,212.31	19.10 %	(31,066.00)	5,590.37	18.00 %
52117 Administration And General Expenses	(599,807.00)	375,189.66	62.55 %	(49,983.92)	31,766.56	63.55 %
52210 Collection	(5,930,748.00)	1,258,770.97	21.22 %	(494,229.00)	274,775.73	55.60 %
52213 Sewer Treatment And Disposal	(915,462.00)	257,647.92	28.14 %	(76,288.50)	12,712.50	16.66 %
52223 Depreciation	(618,700.00)	464,024.97	75.00 %	(51,558.33)	51,558.33	100.00 %
58804 ARRA Assistance - Sewer Rehab	(803,988.00)	607,087.57	75.51 %	(66,999.00)	311,990.00	465.66 %
Total Expenditures	(9,241,497.00)	3,033,933.40	32.83 %	(770,124.75)	688,393.49	89.39 %
Total 412 Sewer Fund	(304,378.00)	330,481.49	108.58 %	(25,364.83)	452,843.28	1,785.32

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
416	Healthcare Fund						75.00%
Revenues							
36000	Other Revenues	0.00	(283.50)	0.00 %	0.00	0.00	0.00 %
36100	Interest Earnings	300.00	(230.08)	76.69 %	25.00	(0.61)	2.44 %
36960	Operating Transfer In From Other	161,509.00	(29,566.04)	18.31 %	13,459.08	0.00	0.00 %
	Total Revenues	161,809.00	(30,079.62)	18.59 %	13,484.08	(0.61)	0.00 %
Expenditures							
43400	Cemeteries	0.00	41.51	0.00 %	0.00	41.51	0.00 %
51520	Insurance Employers Share	(181,194.00)	35,181.04	19.42 %	(15,099.50)	1,848.68	12.24 %
	Total Expenditures	(181,194.00)	35,222.55	19.44 %	(15,099.50)	1,890.19	12.52 %
Total 416	Healthcare Fund	(19,385.00)	5,142.93	26.53 %	(1,615.42)	1,889.58	116.97 %

433 Hillcrest City Cemetery	Year-To-Date			Monthly Comparative:		
	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues						
34110 General Services	2,275.00	(852.00)	37.45 %	189.58	0.00	0.00 %
34321 Cemetery Burial Charges	150.00	(950.00)	633.33 %	12.50	(300.00)	2,400.00 %
34323 Grave - Opening And Closing Fees	14,200.00	(8,850.00)	62.32 %	1,183.33	(2,800.00)	236.62 %
36100 Interest Earnings	340.00	(184.56)	54.28 %	28.33	(10.08)	35.58 %
36340 Sale Of Cemetery Lots	15,500.00	0.00	0.00 %	1,291.67	0.00	0.00 %
Total Revenues	32,465.00	(10,836.56)	33.38 %	2,705.42	(3,110.08)	114.96 %
Expenditures						
43400 Cemeteries	(42,606.00)	19,671.51	46.17 %	(3,550.50)	1,263.98	35.60 %
Total Expenditures	(42,606.00)	19,671.51	46.17 %	(3,550.50)	1,263.98	35.60 %
Total 433 Hillcrest City Cemetery	(10,141.00)	8,834.95	87.12 %	(845.08)	(1,846.10)	-218.45

RESOLUTIONS....

April 9, 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: Revised Purchasing Procedures

The Tennessee Municipal League Risk Management Pool has asked all of its members to include the following changes to their policies and procedures. The inclusion of these changes further enhances our internal control efforts and seeks to minimize the risk of loss due to employee theft or oversight. The first change adds a Cardholder agreement and guidelines for anyone who uses a City credit card. The second change adds a requirement to the Petty Cash policy that it will be more frequently audited. The final change is just adding the requirement that all hard drives should be wiped clean before the disposal of any computers. Should you have any questions about these changes, please feel free to contact me.

RESOLUTION 13-08

**A RESOLUTION AMENDING PURCHASING PROCEDURES FOR THE
CITY OF WHITE HOUSE, TENNESSEE**

WHEREAS, the governing body of this city has established methods to comply with the purchasing laws of the State of Tennessee and to provide for a more formal process for the procurement of equipment, services, and materials for the operation of municipal government,

WHEREAS, such action is required by the Municipal Purchasing Law of 1983, *Tennessee Code Annotated* 6-56-301, et seq., and

WHEREAS, it occasionally becomes necessary to amend policies within the laws provided to allow for more efficiency and smoother transition within current procedures,

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Purchasing Procedures are hereby amended by changing and updating various sections and subsections as detailed in the attachment.

This resolution shall be effective upon passage.

Adopted this 18th day of April 2013.

Michael Arnold, Mayor

ATTEST:

Amanda Brewton, City Recorder

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PETTY CASH FUND POLICY

Petty cash disbursements are only allowable for legitimate purposes, are not for personal use and must be properly documented. An invoice/receipt, accompanied by a written petty cash voucher, showing the items purchased and signed by the person receiving the cash, is required in each transaction at the time the petty cash is withdrawn. The amount on hand and the petty cash vouchers and related invoices/receipts written must total to the original authorized amount. The Purchasing Coordinator shall be responsible for monitoring the petty cash account and shall "audit" the petty cash account for any discrepancies at least once every other week. This employee shall not make any withdrawals from petty cash. The petty cash account may be used only for withdrawals of less than \$50.00 and the total account balance shall not exceed \$250.00.

This fund should be used only if other purchasing methods are not applicable.

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SALE OF SURPLUS PROPERTY

When a department head decides there is excess equipment or material in the department, he or she shall notify the Purchasing Agent in writing. After the purchasing agent has received approval from the governing body, such equipment or materials will be sold to the highest bidder on GovDeals.com.

However, the Purchasing Agent may transfer surplus equipment or material from one department to another if deemed beneficial to the City.

**When disposing of any hard drives, need to make sure that the hard drive is wiped clean. If you are unsure of how to wipe the hard drive, please contact our internal IT professional.

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CARDHOLDER RESPONSIBILITY AND PURCHASING GUIDELINES

It is important to remember that when using a credit card, you are expending taxpayer funds and that all credit card purchases must comply with the personnel policies, including this policy and the Purchasing Policy. Your expenditures are held to the highest degree of trust and accountability.

Cardholder privileges and procedures are contingent upon the following:

You must obtain and preserve ALL receipts. Turn in all receipts to Sharon Jessee, Accounts Payable, so that it may be compared with the credit card statement. Failure to produce legible receipts will be subject to strict scrutiny by the finance department and auditors. *In the event a receipt is lost, you must submit a "missing receipt affidavit" in lieu of the receipt.*

If an employee fails to turn in a receipt, he/she must sign the document set forth on the following page of these policies. Multiple failures to provide receipts may result in disciplinary action.

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ORDINANCES....

March 13, 2013

MEMORANDUM

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

April 10, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Reed Hillen, Planning and Codes Director
Re: 3335 Pleasant Grove Road Rezoning from R-20 to R-10

The White House Planning Commission on Monday April 8, 2013 recommended the re-zoning of an 8.39 acre tract from R-20 (Low Density Residential) to R-10 (High Density Residential). The property is referenced on Robertson County Tax Map 95, Parcels 105 and 106 and is located at 3335 Pleasant Grove Road.

The surrounding zoning is as follows. The properties to the North and South are out of the city limits. The property to the West is R-20. The properties to the East are SRPUD (Suburban Residential Planned Unit Development). The properties to the East are of similar lot size to those allowed in the R-10 zoning. Some of the properties to the East are smaller than the allowed minimum in the R-10 zoning.

The City's Comprehensive Plan defines the future use of this area to be High Density Residential. The lot size would be concurrent with the adjacent subdivision of Holly Tree.

The Planning Commission approved the zoning change only. The sketch plat used for the rezoning was not submitted to be the preliminary plat. Preliminary and Final Plat approval will both be decided by the Planning Commission at a later date.

ORDINANCE 13-04

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP FOR AN 8.39 ACRE PROPERTY RELATIVE TO ROBERTSON COUNTY TAX MAP 95, PARCEL 105 AND PARCEL 106, FROM R-20, LOW DENSITY RESIDENTIAL, TO R-10, HIGH DENSITY RESIDENTIAL.

WHEREAS, an application has been received from a property representative to rezone 8.39 acres of Robertson County Tax Map 95, Parcel 105 and Parcel 106 at 3335 Pleasant Grove Road from R-20, Low Density Residential to R-10, High Density Residential.

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 95, Parcel 105 and Parcel 106.

BE IT FURTHER ORDAINED that this rezoning has been approved by the Planning Commission at the April 8, 2013 meeting.

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: April 18, 2013

Second Reading: May 16, 2013

Michael Arnold, Mayor

ATTEST:

Amanda Brewton, City Recorder

FINANCE....

April 9, 2013

MEMORANDUM

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request for surplus of Public Works issued vehicles

This memo will serve as a follow-up to my BMA memo dated August 23, 2012 regarding a request to surplus Wastewater vehicles.

A mistake was made in identifying the vehicles to be listed as surplus in that BMA memo (attached), which resulted in a different truck being sold.

At the time we were arranging the vehicles for surplus, the Public Works department wanted to swap the following truck:

- 1997 Ford X17, Vin #1FTDX1722VKD62739; **with the following Wastewater truck, which I had listed in my BMA surplus request;**
- **2003 Chevrolet Silverado 2500**, VIN#:1GCHK24U73Z248123, Mileage, Unknown (Speedometer is inoperable)

Subsequent to the swap, the BMA memo was not updated with the correct information before going to the BMA for approval. Therefore, the 1997 Ford was sold on GovDeals.com and the 2003 Chevrolet Silverado 2500 was put into the Public Works department fleet.

Amanda found the mistake during her recent annual emissions testing reporting procedure.

Therefore, I'm requesting that the BMA correct the record to reflect the proper vehicles that were sold as surplus, and further to recognize that one of the surplus vehicles is now in the Public Works fleet. In addition, the 1998 truck listed in the August 23, 2012 memo was actually a 1999.

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

August 23, 2012

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: W. Joe Moss, Public Services Director
Re: Request for surplus of Wastewater issued vehicles

On this date August 23, 2012 we are requesting that the following be declared surplus from the wastewater division:

1. 1998 Ford F-250 XL, Vin#:FDNF20L3XEC39464 Mileage: 80,487
2. 2003 Chevrolet Silverado 2500, VIN#:1GCHK24U73Z248123, Mileage, Unknown (Speedometer is inoperable)

Trucks are to be sold on GovDeals.com

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-3654.

April 9, 2013

M E M O R A N D U M

To: Board of Mayor and Aldermen
CC: Gerald Herman, City Administrator
From: Joe Palmer, Fire Chief
Re: Heavy Hydraulic Rescue Tool Purchase

Included in this month's agenda is the purchase of Heavy Hydraulic Rescue tools that was included in the 2012-13 CIP budget process. The tools included in the purchase are Genesis spreaders, cutters, hydraulic ram, and power unit. We are requesting your approval of the purchase of this equipment from High Tech Rescue for a total expenditure of \$24,977.40.

**City of White House
Heavy Duty Resfcue Tools**

	High Tech Rescue
HEAVY DUTY RESCUE TOOLS	2116 Frankfort Road
OPENING: 04/09/2013 @ 10:30 am	Shelbyville, KY 40065
SPECIFICATIONS:	
Hydraulic Spreader, Hoses, Cutter, Rams	\$24,977.40
Delivery	30-45 DAYS

April 11, 2013

M E M O R A N D U M

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

The White house Police Department is requesting the following vehicle removed from the asset list due to being completely totaled in a vehicle accident.

VEHICLES	VIN	MILEAGE
2011 Crown Vic	2FABP7BV9BX103272	37,852

Thank you for your consideration in this matter.

OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....