

CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Agenda*  
February 21, 2008  
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 January 17, 2008 Meeting
6. Welcome Visitors/Public Communications
7. Public Hearings/Delegations
  - A. **Ordinance 08-01** – An ordinance amending the Municipal Code, Title 18, Chapter 3, Sewer Rates, Fees and Charges. **Second Reading**
  - B. **Ordinance 08-02** - An ordinance amending the fiscal budget for the period ending, June 30, 2008. **Second Reading.**
8. Communications 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. Engineering
  - J. Court Clerk
  - K. Monthly Financial Summary
10. New Business
  - A. Consideration of the following resolutions:
    1. **Resolution 08-03** – A resolution approving the use of City facilities to provide additional recreational programs in cooperation with the Robertson County YMCA.
    2. **Resolution 08-04** - A resolution approving the adoption of a partially self-funded health insurance plan and the termination of the City’s current plan administered by HFG.

B. Consideration of the following ordinances:

1. **Ordinance 08-01** – An ordinance amending the Municipal Code, Title 18, Chapter 3, Sewer Rates, Fees and Charges. **Second Reading.**
2. **Ordinance 08-02** – An ordinance amending the fiscal budget for the period ending, June 30, 2008. **Second Reading. Amended.**
3. **Ordinance 08-03** – An ordinance prohibiting the sale of novelty lighters and the addition of this ordinance to the Municipal Code, Title 7, Chapter 2, Section 7-209. **First Reading.**

C. Finance

1. Presentation and acceptance of FY07 audit by Work and Greer.
2. Board approval to contract Reynolds Electrical Contractors for the Soccer Complex Lighting Project.
3. Board approval to accept the RM Plan Group and Lose Associates proposal for the Comprehensive Land Use Project.
4. Board approval to increase the amount of the Wastewater pump grinder replacement to \$411,250.
5. Board approval of a request to surplus a 1993 Ford Ranger, pick-up truck from the Public Works Department.
6. Board approval to purchase a new 16,000 GVWR dump truck from Mid-Tenn Ford and Sterling Truck Sales, Inc. in Nashville, TN for the Parks and Recreation Department.

D. Other Business

1. Board approval and discussion regarding the City of White House Decorative Street Light Program.
2. Board approval of the Sewer Extension Policy.

11. Adjournment

**CITY OF WHITE HOUSE**  
**Minutes**  
**Board of Mayor and Aldermen Agenda**  
**January 17, 2008**  
**7:00 p.m.**

**1. Call to Order by the Mayor**

Vice-Mayor Bibb called the meeting to order at 7:00 p.m.

**2. Prayer/Pledge**

Prayer and Pledge to the American Flag by Vice-Mayor Bibb.

**3. Roll Call**

Ald. Arnold – Present; Ald. Bibb – Present; Ald. Bracey – Present; Ald. Leftwich – Present, Mayor Decker – Absent. **Quorum Present.**

**4. Adoption of the Agenda**

Motion was made by Ald. Leftwich, second by Ald. Bracey. **Agenda adopted.**

**5. Approval of Minutes of December 20, 2007 Meeting**

Motion was made by Ald. Arnold, second by Ald. Bracey, to approve the minutes as written. **Minutes approved.**

**6. Welcome Visitors/Public Communications**

Representative Mike McDonald presented a \$4,000 check for the City Park.

**7. Public Hearings/Delegations**

- A. **Resolution 08-01** – A resolution of the Board of Mayor and Aldermen of the City of White House, Tennessee, to comply with T.C.A. 6-51-102, requiring a plan of service prior the approval of an ordinance annexing any area. **No one spoke for or against.**
- B. **Ordinance 07-37** - An ordinance to amend the floodplain provisions of the zoning ordinance, approve Robertson County GIS formatted FEMA flood maps and incorporate them into the zoning map. **Second Reading. No one spoke for or against.**
- C. **Ordinance 07-38** – An ordinance to amend Article V of the zoning ordinance as indicated, for the addition of the C-5 Limited Office/Professional zoning district. **Second Reading. No one spoke for or against.**
- D. **Ordinance 07-39** – An ordinance to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. **Second Reading. No one spoke for or against.**

- E. **Ordinance 07-40** – An ordinance to amend the zoning map relative to Robertson County Tax Map 119B, Group C, Parcel 12 for a 0.81 acre portion of Parcel 12 from R-20, Low Density Residential to R-15, Medium Density Residential and a 0.55 acre portion of Parcel 12 from R-20, Low Density Residential to C-2, General Commercial. **Second Reading.**  
**No one spoke for or against.**

**8. Communications from Mayor, Aldermen and City Administrator**

The City Administrator updated the board on the Sumner County Council of Governments Meeting to be held by the City on January 23<sup>rd</sup>, as well as the Staff Budget Retreat to be held on January 25<sup>th</sup> at the City of Hendersonville City Hall. Ms. Carrier also reminded the board of the Robertson County Growth Committee Meeting on January 31, 2008.

**9. Acknowledge Reports**

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

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

**10. New Business**

A. Consideration of the following resolutions:

1. **Resolution 08-01** – A resolution of the Board of Mayor and Aldermen of the City of White House, Tennessee, to comply with T.C.A. 6-51-102, requiring a plan of service prior the approval of an ordinance annexing any area. This plan of service applies to the Brinkley Property on Pleasant Grove Rd. Motion was made by Ald. Bracey, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **Resolution 08-01 approved.**
2. **Resolution 08-02** – A resolution of the Board of Mayor and Aldermen of the City of White House, Tennessee, approving certain amendments and revisions to the Personnel Manual. Motion was made by Ald. Bracey, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Resolution 08-02 approved.**

B. Consideration of the following ordinances:

1. **Ordinance 07-37** – An ordinance to amend the floodplain provisions of the zoning ordinance, approve Robertson County GIS formatted FEMA flood maps and incorporate them into the zoning map. **Second Reading.** Motion by Ald. Leftwich, second by Ald. Arnold to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Leftwich – aye. **Ordinance 07-37 approved on second and final reading.**
2. **Ordinance 07-38** – An ordinance to amend Article V of the zoning ordinance as indicated, for the addition of the C-5 Limited Office/Professional zoning district.

**Second Reading.** Motion by Ald. Leftwich, second by Ald. Bracey to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Leftwich – aye. **Ordinance 07-38 approved on second and final reading.**

3. **Ordinance 07-39** – An ordinance to annex certain territories and incorporate same within the corporate boundaries of the City of White House, Tennessee. Annexation is regarding the Brinkley Property on Pleasant Grove Rd. **Second Reading.** Motion by Ald. Bracey, second by Ald. Leftwich to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Leftwich – aye. **Ordinance 07-39 approved on Second and final reading.**
4. **Ordinance 07-40** – An ordinance to amend the zoning map relative to Robertson County Tax Map 119B, Group C, Parcel 12 for a 0.81 acre portion of Parcel 12 from R-20, Low Density Residential to R-15, Medium Density Residential and a 0.55 acre portion of Parcel 12 from R-20, Low Density Residential to C-2, General Commercial. **Second Reading.** Motion by Ald. Arnold, second by Ald. Leftwich to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Leftwich – aye. **Ordinance 07-40 approved on first reading.**
5. **Ordinance 08-01** – An ordinance amending the Municipal Code, Title 18, Chapter 3, Sewer Rates, Fees and Charges. **First Reading.** Motion was made by Ald. Bracey, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **Ordinance 08-01 approved on first reading.**
6. **Ordinance 08-02** – An ordinance amending the fiscal budget for the period ending, June 30, 2008. **First Reading.** Motion was made by Ald. Arnold, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **Ordinance 08-02 approved on first reading.**

#### C. Finance

1. Presentation and acceptance of FY07 audit by Work and Greer. **This item was postponed until February.**
2. Board approval to purchase a new Kubota F2880, 4-wheel drive, commercial 72" front deck mower for the Parks Department. Motion was made by Ald. Leftwich, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The purchase of a Kubota commercial deck mower for the Parks Department was approved.**
3. Board approval for surplus of Public Works equipment. Motion was made by Ald. Arnold, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **Surplus of Public Works equipment approved.**
4. Board approval to purchase a new Ford F250, 4X4, Extended Cab with service bed for the Wastewater Department. Motion was made by Ald. Leftwich, second by Ald.

Bracey to approve. A voice vote was called for with all members voting aye. **The purchase of a new Ford F250 for the Wastewater Department was approved.**

- 5 Board approval of employee "Biggest Loser" contest.  
Motion was made by Ald. Leftwich, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The employee "Biggest Loser" contest was approved.**

**11. Adjournment**

Motion was made by Ald. Leftwich to adjourn. Meeting adjourned at 7:28 p.m.

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder

## **General Government Report January 2008**

### **Administration**

The City of White House hosted the TML District Luncheon this month. TML representatives discussed the upcoming legislative session and bills that will affect local municipalities.

City staff met with a CEMC representative along with officials from the City of Portland to discuss the correspondence from CEMC reporting that the decorative street lighting maintenance program for the local communities will no longer be provided as of December 2008. We discovered that the CEMC Board of Directors voted to discontinue providing the service for financial reasons. City staff continued to research options to continue the plan. This information is provided in your packet.

The Planning and Codes Director and City Administrator met with Vice Mayor Bibb to discuss the procedures for the Robertson County Growth Committee. Staff provided information including the proposed extension of the boundary and setting an expiration date for the annexation agreement. Later this month we attended the first Robertson County Growth Committee meeting which posed as an organizational meeting. All representatives are to have public hearings on their respective growth boundaries and present these changes at the next meeting to be held in April.

The Finance Director, HR Manager and City Administrator met with Mark Morgan this month to determine the financial aspects of the proposed insurance plan.

The City of White House hosted the Sumner County Council of Governments. The group elected Joann Graves, Mayor of Gallatin, the 2008 President. Discussions included the Tax Freeze Amendment and dealing with increasing health care costs with a presentation from Mark Morgan about partially self-funded insurance options for communities.

Staff held its annual budget retreat to kick-off our FY 2008/2009 budget preparations. We took the Myers-Briggs personality exam and learned more about ourselves and communications styles as well as how to communicate with each other. We also set priorities for the upcoming year that will be presented at the Board of Mayor and Alderman Budget Retreat at Montgomery Bell State Park on March 28-29.

**City of White House  
Finance Department  
Monthly Report of January 2008**

**Finance Section**

At the close of January 49% of Robertson County property taxes had been paid, while only 29% of the Sumner County property taxes have been paid. February will prove to be a heavy month in receipting since the majority of the taxes are still outstanding, and taxes are considered delinquent as of March 1. In addition to the daily efforts of the Tax Clerk, Finance staff devoted an entire day to receipting property taxes on January 3<sup>rd</sup>. Additionally, the Purchasing Coordinator spent nearly 12 hours receipting property taxes during the month in an attempt to assist with the backlog that had developed. Finally, the Finance Department would like to offer a special thanks to Libby Scannell at the Police Department for spending two days at City Hall receipting property taxes. As you will recall the property tax season was cut short by one month due to the fact that the cards were mailed out late, and has been complicated by the large number of overpayments and resulting refunds that have been issued.

The Finance Director, Purchasing Coordinator, and Accounting Specialist attended a one day "Knock Your Socks Off Customer Service" seminar in Nashville on January 9<sup>th</sup>. On January 23<sup>rd</sup> the Finance Director and Accounting Specialist attended the Tennessee Consolidated Retirements System (TCRS) 2008 Employer Seminar in Franklin, TN. The seminar included three different informational sessions. The first session covered the 2008 Valuation Summary, and explained the new employer rates and the valuation process. The Employee Viewpoint explained TCRS benefits to help employers answer their employees' questions concerning the retirement system. Finally, the Employer Viewpoint session covered issues that are significant to TCRS covered employers including completing forms, reporting contributions and service, and membership issues. There is more information concerning the valuation and new rate in the Other Information section of this agenda packet. The Finance Director attended an MTAS Budget Workshop and Property Tax Freeze session on January 10<sup>th</sup> in Franklin, TN.

The Finance Director also spent time in January working with representatives from Local Government Corporation to review the city's current use of the provided software packages and identify opportunities for training, as well as additions or changes to our existing software. There was a flurry of final questions and details for the Finance Director to work out with the auditors, as well as the Management's Discussion & Analysis (MD&A) which was prepared. In addition to the above, the Finance Director met with other staff members to consider a collection agency for the City's Sewer and Sanitation bills, and met with other staff to discuss and plan for the anticipated health insurance changes. The Finance staff brainstormed goals for next year in preparation for the Staff Budget Retreat.

January brought the second requisition for disbursement on the \$2.9 million dollar debt being incurred for equipment at the Public Works department as well as construction of

the new fire station. Disbursement in January was \$74,635.91, for a year to date total of \$179,299.82.

The Finance Director attended the Cemetery Board meeting in January. The Cemetery Board is currently without a chairperson, but there was a quorum present to conduct the meeting. Cemetery revenues were low in comparison to budget, however expenses are proportionally down, and the cash balance is healthy.

The Purchasing Coordinator spent a little over six hours in January reviewing purchasing procedures with Department Heads and Administrative Assistants and giving individual attention to any questions that they might have. Departments included in the review were Public Works, Wastewater, Police Department, Fire Department, Codes, Engineering, and Library. The Purchasing Coordinator is the Finance Department's representative on the Employee Insurance committee which met for a total of 2.5 hours in January.

#### **Purchase Orders -- January 2008**

Codes	7	\$424.65
Fire	7	\$1,585.57
Police	36	\$14,495.88
Human Resources	1	\$90.00
Engineering	4	\$463.96
Administration	6	\$869.75
Finance	5	\$597.59
Court	2	\$77.21
Library	9	\$1,101.56
Wastewater	23	\$36,963.31
Public Works	12	\$3,836.41
Sanitation	6	\$1,265.13
Parks	41	\$28,709.80
Cemetery	0	\$0.00
Building Maint.	2	\$178.98
<b>Total</b>	<b>161</b>	<b>\$90,659.80</b>
Voids	2	

#### **Emergency Purchase Orders in January 2008**

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
10784E	ALLGOOD	Sewer Tank Pump and Haul Service	\$650.00	Belmont Lodge line break at NPC	Wastewater
10611E	Rogers Group	67's stones	\$510.95	Belmont Lodge line break at NPC	Wastewater

10939E	Neely Cable Co.	Throttle cable for R2	\$84.30	Vehicle down	Public Works
10941E	Harry's Towing	Tow truck #317 from Nashville to White House	\$125.00	Vehicle down	Public Works
11103E	Office Depot	Black Print Cartridge	\$57.20	Dispatch printer down	Police Department
		TOTAL	\$1,427.45		

### Monthly Performance Indicators

	<u>January</u>	<u>FY</u>
Requests for Information – Finance	1	7
Total New Business Licenses Issued	5	44
Purchase Orders Issued	161	1,116
Total Invoices Processed	306	2,103

### January 08 Monthly Report

#### Human Resources:

- Continued communication with Burris and Associates regarding bi-annual pay plan process
- Participated in Municipal Management Academy session continuation for City Management
- Distributed Employee Personnel Manual revisions to departments
- Assisted departments in finalizing annual employee evaluations
- Analyzed population distribution of monies budgeted for employee performance incentive increases
- Continued facilitation of annual employee evaluation process with departments
- Continued information submission for Employee Intranet
- Compiled quarterly unemployment benefits report
- Began assisting Administration with facilitation of the Employee Benefits Committee
- Began analysis of current benefits packages
- Participated in Staff Budget Retreat
- Assisted Wastewater in construction of Job Description submission
- Assisted Public Works in construction of Job Description submission
- Assisted Fire Marshall with constructing Biggest Loser Program
- Assisted Police Department in preparation for Police Reserve on-boarding
- Participated in monthly safety meeting with City safety committee
- Continued file auditing for compliance

# **City of White House Police Department Monthly Report for January 2008**

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

During the month of January, the Police Department issued 329 Citations (197 speeding), and made 59 arrests. The department answered thirty-six (36) 911 calls.

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

- Chief Gerald Herman's starting date with the Police Department is February 19, 2008. His Swearing-In ceremony is February 19th at 9:00 am.

## **Departmental Highlights**

- Ofc. Jason Ghee is currently in training with the Police Department's new drug dog (Nike). Nike is a 2 year old black Labrador Retriever. Ofc. Ghee and Nike have 5 weeks of training remaining.
- The nine Police Reserves are currently in the 4<sup>th</sup> week of their 10 week training program. They will be graduating on March 28<sup>th</sup>.
- Sgt. Dan Hunter was chosen by his subordinates as the 2007 Officer of the Year. Sgt. Hunter has been with the White House Police Department since 2000.
- The Citizen Police Academy began its 8 week session on January 28<sup>th</sup>. The Academy has 34 citizens attending.
- Captain Jeff Mingledorff held D.A.R.E. graduation at Robert F. Woodall on January 14<sup>th</sup>. Five classes, totaling 110 students, graduated from the D.A.R.E. program.
- Sgt. Jim Ring has started teaching D.A.R.E. at White House Middle School. He has 8 classes totaling approximately 166 students. He will begin teaching 1 class (approximately 20 students) at Hope & Heritage at the end of this month.
- On January 24<sup>th</sup>, Captain Jeff Mingledorff, along with the Rotary Club, participated in the Wheels in Motion program with H.B. Williams Elementary and Robert F. Woodall Elementary. The White House Police Department donated 1 Helmet and the Rotary Club gave away one bicycle.

## **Training**

- On January 8<sup>th</sup> several members of the White House Police Department attended the FATS (Firearms Training Simulator) – Train the Trainer training. Several police departments (Portland, Millersville) participated in the training.
- Elaine Agee, Records Clerk II, attended the TN Cop New Web TIBRS Software training and the Consolidation of Records Management System training.

- Ofc. David Segerson attended the Dynamic Entry class at the Gallatin Police Department.

## Monthly Performance Indicators

<b>PATROL</b>	<b>January</b>	<b>To Date</b>
Total Arrests	59	59
Offense Reports	36	36
Traffic Accidents	22	22
Accidents w/Injuries	3	3
DUI Arrest	3	3
Animal Calls	36	36
Drug Arrests	13	13
Motor Assist	25	25
Business Checks	1957	1957
Extra Patrols	348	348
Residential Patrols	1159	1159
Assaults	8	8
Property Watches	39	39

<b>Dispatch</b>	<b>January</b>	<b>Year to Date</b>
<b>Calls for Service</b>	1,169	1,169
<b>Non-CADED Calls</b>	3,503	3,503

## CID PERFORMANCE INDICATORS FOR JANUARY 2008

	<b>January</b>	<b>Year to Date</b>
Arrests	3	3
Agg. Burglary	1	1
Assault	1	1
Auto Burglary	1	1
Forgery	1	1
Cases Open	8	8
Cases Closed	3	3
Property Amount Recovered	\$1,100.00	\$1,100.00
Property Amount Stolen	\$5,409.00	\$5,409.00
Theft	2	2
Vandalism	1	1

# City of White House Fire Department Monthly Report for January 2008

## Summary of Month's Activities

The Department answered 48 requests for service during the month with 28 being medical responses. The department also responded to a structure fire outside our area to assist another department by providing a water supply and assisting in the fire attack. On January 2<sup>nd</sup> the department was dispatched to a HAZMAT incident on I-65 involving a truck carrying explosives, including blasting caps. The vehicle was overturned and the product spilled on the ground creating a dangerous situation. The Interstate was closed in both directions to establish a safe zone until the threat was removed. Robertson County EMA, TDOT, State Highway Patrol, Cleanup Crews, and our Fire Units were on scene over 5 hours cleaning up the incident.

On the evening of January 29<sup>th</sup> a storm system moved through the area resulting in four separate responses. Two of the responses were to remove trees from the roadway and another was due to a trampoline being blown into telephone lines below a power transformer. The remaining response was to Sunnybrook Dr. to a home experiencing electrical problems, the thermal imager was used to isolate the problem.

## Fire Station 2 Update:

Due to the wet weather conditions during the month of January the site work on the building pad is not complete at this time. At this time the project is over 4 weeks behind schedule.

## Update on the Department's Goals and Objectives

- Update the departments Standard Operating Guidelines by December 30<sup>th</sup>, 2007 **(This project is complete)**
- Complete Ground Ladder testing by May 1<sup>st</sup>, 2008.
- Complete annual apparatus fire pump testing by December 1<sup>st</sup>, 2007 **(Due to the low water level at the quarry we have not been able to complete this project)**
- Send three firefighters through the Fire Officer I program at the State Fire Academy by May 30<sup>th</sup>, 2008 **(50% Complete)**
- Send three firefighters through the Smoke Diver course at the State Fire Academy by June 30<sup>th</sup>, 2008
- Organize a Fire Corps Program by February 1<sup>st</sup>, 2008 **(This project is currently being worked on)**
- Organize and implement a program of annual fire safety inspections and pre-incident surveys of commercial and industrial properties in the city by May 1<sup>st</sup>, 2008 **(This project is currently being worked on)**
- Organize a State Fire Academy Basic Firefighter course (80 hours) to be taught at our department by June 1<sup>st</sup>, 2008 **(This project is 60% complete)**

**Departmental Highlight**

The Basic Firefighter class began on January 12<sup>th</sup> with 25 students enrolled from Gallatin Community, Oak Grove, Highland, Cross Plains, Greenbrier, Springfield, Rutherford County, and members from our department. The Course teaches the students to perform basic firefighting techniques, how to function as a team, and safety at emergency incidents. The Course consists of 64 hours of classroom and hands-on evolutions; the next step in the training process is attending the State Fire Academy for the “Live Burn” session.

**Department Cost Saving Report**

Fire Department personnel designed and constructed a roll-out storage tray for Car 2 that resulted in a cost savings of over \$200.00.

## Monthly Performance Indicators

Structure Fires	1	Total Responses for the Month	48
Cooking/Electrical Fires	0	Total Responses Year to Date	48
Vehicle Fires	0		
Grass, Brush, Trash, Fires	0	Total Training Man-hours for the Month	347.5
Hazmat	1	Total Training Man-hours Year to Date	347.5
False Alarms/Calls	0		
Assist other Governmental Agency	0		
Other Calls	12	Fire Inspections	15
Emergency Medical Responses	28	Fire Preplans	0
Vehicle Accidents (general cleanup)	5	Plat / Plan Reviews	4
Rescue / Vehicle Accidents (with injuries)	1	Fire Investigations	1

**City of White House  
Public Works  
January 2008**

**SUMMARY OF MONTH'S ACTIVITIES**

**VEHICLE AND EQUIPMENT MAINTENANCE**

For the month of January, the Public Works sanitation trucks needed some repairs, but nothing to cause disruption in the daily schedule for citizens refuse collection. The mechanic, however, stayed quite busy working on routine maintenance for the Police, Public Works, Waste Water, Fire, Parks & Recreation and Sanitation Departments.

**SANITATION AND REFUSE**

The Sanitation and Refuse department within Public Works continues to keep the City of White House citizens serviced with minimal complaints. Many Citizens called requesting more curbside brush removal for tree limbs, shrubbery clippings, bagged grass, and leaves this month. Public Works has also been experiencing more citizens bringing loads of brush, bagged clippings, bagged grass and leaves to Public Works for disposal. Citizens took advantage of the recycle collection bin provided by the city located at the White House Municipal Park. For the month of January, the city recycled 22,280 pounds of mixed recyclables. We also recycled 5,820 pounds of steel that was brought in to the Public Works Facility by the citizens of White House for disposal.

**Monthly Performance Indicators**

	Month	Totals	Revenue Received	Revenue year to date
<b>Number of Customers Billed</b>	3574	Net Amount Billed \$53,445.00	\$53,327.95	\$280,329.77

**STREETS AND ROADS**

The streets and roads crew continue to complete monthly brush removal schedules set forth by Supervisor, Warren Garrett.

**FACILITIES MAINTENANCE**

Facilities Maintenance employee, Ted Sikora continues to move around in departments repairing, replacing, painting, renovating and building as requested by department heads.

**NEW SERVICES**

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2008. The Public works department has also begun using the newly purchased wood chipper.

**JANUARY 2008 TRUCK TONNAGE AND FUEL COSTS**

- 17.13 tons average per day. 650,960 pounds for the month of January.
- Total tonnage on truck number 319 was 120.82
- Total tonnage on truck number 320 was 139.35
- Total tonnage on truck number 321 was 65.31
- Total tonnage for the month of January was 325.48
- Total cost of fuel used for truck # 319 \$1,125.95
- Total cost of fuel used for truck # 320 \$1,456.61
- Total cost of fuel used for truck # 321 \$451.58
- Total cost of fuel used for R-2 \$385.07
- Total cost of fuel for January = \$3,419.21

YTD	Total
Tons per day	17.83 avg.
Pounds for 7 months	4,374,940
Tonnage Truck #319	674.65
Tonnage Truck #320	979.04
Tonnage Truck #321	533.78
Tonnage for 7 months	2,187.47
Fuel used Truck #319	\$4,048.14
Fuel used Truck #320	\$7,264.54
Fuel used Truck # 321	\$2986.22
Fuel used R-2	\$1,458.51
Fuel used per month	\$16,495.07

<b>JANUARY B.M.A. REPORT 2008</b>		
<b>MONTHLY INDICATORS</b>		
<b>STREETS AND ROADS/SANITATION/BUILDING MAINTENANCE</b>		
<b>SERVICES PROVIDED</b>	<b>TOTAL</b>	<b>YTD</b>
BRUSH PICK UP	187 Stops	1,926 Stops
BRUSH PICK UP WORK ORDER REQUESTS CALLED IN	47	216
BRUSH TRUCK LOAD	9	333
LIMBS REQUEST	6	72
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	8	61
NEW CARTS FOR NEW HOME CONSTRUCTION	10	126
ADDITIONAL CART REQUEST	4	18
CONCRETE INSTALLED	0	7.37 yards
CURBS REPAIRED	0	0
CURBS SWEEP	0	0
DRAINAGE REQUESTS	27	42
DRAINAGE WORK	750 feet	4,150 feet
LITTER PICK UP (50 GALLON BAGS)	74 = 4 bags per day	422=26 bags per day
LITTER PICK UP PER DAY (MILES)	3.00 Miles Avg. per day	77 Miles Avg. per day
POTHoles REPAIRED	64	105
SALT	0	0
SIGNS INSTALLED	17	46
HANDICAPPED PICK UP	72 Homes	468 Houses
MOVE IN SPECIAL PICK UP	2	25
MOVE OUT SPECIAL PICK UP	1	13
DEAD ANIMAL REMOVALS	3	24
<b>VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT</b>		
ADMINISTRATION	1	3
CODES AND PLANNING	0	2
FACILITY MAINTENANCE	0	4
FIRE	1	2
PARKS AND LEISURE	1	9
POLICE	6	48
PUBLIC WORKS	3	30
SANITATION	2	35
WASTE WATER	5	31

*City of White House  
Wastewater Department  
Monthly Report for January 2008*

**Summary of Month's Activities:**

**Collection system:**

Over the past month we have retro fitted thirty-six hydromatic simplex systems, one duplex system and two triplex systems to E-one and installed six new vacuum valves and controllers within the vacuum systems. The department has also provided inspections to fifteen new sewer service connections. (Includes repeats due to failures)

**Wastewater Treatment:**

The plant continues to operate well below permit levels. The preventative maintenance program takes place daily. The bi-weekly maintenance continues to go as scheduled. The new influent flow meter was installed and became operational on the 15<sup>th</sup>.

The plant had a washout occur when the Return Activated Sludge (RAS) pump became clogged with debris. This blockage was in an area unmonitored by the SCADA system therefore no alarm notification was sent. The washout was corrected with minimal impact to Frey Branch with Water Pollution Control being notified and all effluent flow suspended for forty-eight hours in order to allow the plant to become stable and allow the creek to fully recover.

**Development:**

- Cambria phases II: Construction complete. Lacking as-built drawings. **No change**
- Morgan Trace: Inspections fees and State approval received. Construction started.
- Heritage Estates (Tate Property): Sewer design under review. **No change**
- Brook Haven & Cope's Crossing: McGill & Associates have begun the design of the sewer lift station and off-site improvements.
- Sage Road Medical Complex: Site plan changed beyond what the approved wastewater design can handle. Awaiting submittals of new design.
- Bear Creek: Plans corrected and returned for City approval, awaiting payment before approving. **No change**

**Goals and Objectives Progress:**

- We successfully processed the \$100.00 per year annual fee for the forty-two accounts which engage in commercial food preparation requiring the inspection of grease traps and interceptors and other specialty appurtenances preventing the discharge of prohibited fats, oils and grease into the wastewater system.
- We have completed a draft of new standard operating procedures and guidelines. Our goal is to have the process completed by the end of March.
- Steady progress continues with Wilkinson Lane pump station improvements. Cook Utility Contractors has completed the installation of the new wet well and mechanical vault.

**Departmental Highlight:**

- Joe Lemmons successfully completed the one week collection system class at the Fleming Training Center in preparation of taking the State exam for Wastewater Collection this coming May.
- Help spread the word that the option to make a Hope Center donation with your sewer use payment is available.

### February billing Statistics

Number of services billed	7,164*
Number of sewer service accounts	3,668
Active residential accounts	3,389
Active non-residential accounts	265
Past due accounts	418
Over paid accounts	307
Finalled accounts	28
Returned checks	14

\*Includes services billed for Refuse Collection

### Monthly Performance Indicators

Service Provided	Month	Totals Year to Date	Amount Billed	Revenue Received	Revenue year to date
New service connections (Capacity fees)	3	46	\$3,300.00	\$3,300.00	\$89,376.00
Customers billed	3,668	N/A	Net amount billed \$193,491.45	*\$161,935.64	\$1,185,595.77
Applications or transfers for service	36	266	\$1,400.00	\$1,400.00	\$10,425.00
Late penalties applied	1,078	7,911	Amount Applied \$6,173.44	*\$9,136.35	\$24,777.17
Wastewater Adjustments	49	651	N/A	(\$10,023.88)	(\$59,710.96)
Clerical Services	0	0	\$0	\$0	\$350.00
Service availability Requests	0	4	\$0	\$0	\$1,000.00
New service inspections (Connection fees)	3	26	\$450.00	\$450.00	\$3,900.00
Field inspection fee	1	1	\$460.00	\$460.00	\$460.00
Cut-offs for non-payment	34	149	0	0	0
Commitments for service	0	131	\$0	\$0	\$39,600.00
Bulk disposal	0	1	0	0	0
Mainline repairs	0	2		<b>Total</b> \$167,545.64	<b>Year to Date</b> \$1,330,557.29
Service lines repaired	4	46			
All service requests	235	1,216			
Billing related service requests	111	462			
L.P. service requests	121	412			
Gravity service requests	0	1			
Vacuum service requests	3	29			
Major lift station repairs	2	14			
	<b>Flow MGD</b>	<b>Plant Capacity</b>			
Average Daily Flow (effluent)	.581	1.4 MGD			

\* Revenue is from previous month of service

**City of White House  
Planning and Codes Department  
Monthly Report January 2008**

**Summary of Month's Activities:**

Staff completed inspections on Best Western and Wal-Mart Buildings. Staff completed building plan review for new commercial buildings. Staff attended budget retreat. Staff worked on preliminary capital budget submittals for fiscal budget year 2008-2009. Staff attended the Tennessee American Planning Association Chapter winter conference. Staff attended meeting with City of Portland officials and a CEMC representative to discuss the decorative street lighting program. Staff attended the initial meeting of the Robertson County Growth Coordinating Committee. The Planning Commission had a study session to discuss proposed changes to the sign ordinance.

**Update of Department's Goals & Objectives:**

**Comprehensive Plan Update Project:** Staff received two proposals from planning consulting firms. Only one was submitted meeting project budget of \$ 15,000. The Planning Commission at February Meeting recommended the acceptance of the RM Plan Group and Lose/Associates proposal. The Planning Commission is designating the project review committee. Committee meetings are scheduled to start in March with the project ending in November. The town center will be a component of comprehensive plan project.

**Growth Boundary Amendment:** At the initial Robertson County Coordinating Committee on January 31<sup>st</sup>, the Committee scheduled the cities submittal review date for April 29<sup>th</sup>. The White House Planning Commission scheduled two public review and hearings on Thursday March 6<sup>th</sup> (5-7) and on Monday March 10<sup>th</sup> (5-7) prior to the Planning Commission Meeting. The City of White House proposal is to request that an expiration date be placed on the local annexation agreement and the addition of 3 square miles of growth boundary on Boyles, Bill Moss, and New Hall Roads. The current annexation agreement has an automatic renewal clause after 2011.

**Departmental Highlight:** Building Permit Program

The Planning and Codes Department in January started issuing building permits with a computer permit software program. The program will allow permits and reports to be completed quicker which will save staff time.

**Department Cost Savings Report:** Comprehensive Plan Project

The project is set up for a planning consultant to assist staff and Plan Committee with review and updates to the plan. Due to limited project budget, staff will be responsible for multiple work tasks.

**Monthly Performance Indicators: JANUARY 2008**

	Month	FY 07 Total		Month	FY 07 Total
<b>Meetings and Agenda Items</b>			<b>Inspections</b>		
<i>Planning Commission</i>	12	65	Residential	67	653
<i>Board of Zoning Appeals</i>	0	4	Commercial	36	181
Construction Appeals Board	0	1			
Training/Study Session	1	4			
<b>Permits</b>			<b>Codes Enforcement Issues</b>		
New Single Family Residential	3	30	Total Cases	31	221
Multi-Family	0	23			
Other Residential New Commercial	10	135	Complaints Rec'd	7	60
<b>Industrial Permits</b>	1	3			
Other Commercial/Industrial Permits	5	20	<b>Scheduled Meetings</b> (Aug first month collected)	27	139
Electrical	73	535			
Sign	0	9			
Occupancy Permits: Res/Comm	42	273			
Other					

	<b>Month</b>	<b>FY 06 Total</b>
<b>Permit Fees</b>	\$ 5,385.00	\$ 66,999.79
<b>Board and Review Fees</b>	\$ 500.00	\$ 3,900.00
<b>Impact Fees</b>		
Roads	\$ 5,426.20	\$ 43,491.81
Parks	\$ 1,188.00	\$ 20,757.00
Police	\$ 5,163.83	\$ 46,827.09
Fire	\$ 3,409.62	\$ 30,823.12
<b>Total Impact Fees</b>	<b>\$ 15,187.65</b>	<b>\$ 141,899.02</b>

**Builder Bonds**

Total Amount	\$ 50,950.00
Deposits	\$ 0
Withdrawals	\$ 0

**Subdivision and Commercial Performance Bonds** 35 Bonds @ value of \$ 2,484,350

Working Days in Month: 21

**City of White House  
Parks, Recreation, & Cultural Arts Department  
Monthly Report January 2008**

**Summary of Month's Activities**

Steven Russell and Ashley Smith traveled to Phoenix, AZ for the 19<sup>th</sup> Annual Conference and Exhibition of the Sports Turf Managers Association. While there, educational sessions were attended covering a range of topics facing sports field managers such as "Management Strategies for High Traffic Turfgrass", "Preparing, Surviving, Recovering from a Rain Game", "7 Habits of Defective Turf Managers", "Communication and Leadership", "The Field Wear Index", "Using Plant Growth Regulators on Fields", "Bermudagrass Fields, Weed Control on a Budget", and more. The presentations were given by well regarded professionals in the industry such as Steve Wightman, professional turf manager of the San Diego Chargers' Qualcomm Stadium and university personnel. This trip was a great opportunity to network and share experiences with professionals from across the country.

Brandon Rogers, Recreation Superintendent, gave a notice of resignation this month due to accepting a job with the City of Hendersonville. His last day with the department was January 25<sup>th</sup>. We wish Brandon the very best in his new role and know he will do great things in Hendersonville.

Park maintenance employees blended in 24 tons of sand and 1750 lbs. of infield conditioner on Field #6 at the Park to help with drainage in the infield material.

**Update on Department Goals and Objectives**

The soccer complex lighting project was opened to the public for sealed bids on January 22. The bid opening will be February 6<sup>th</sup>.

A meeting to kick off the process of building a skate park was held on January 24<sup>th</sup> and there were nearly 40 parents and kids in attendance. The meeting gave everyone a chance to hear that the City is willing to have a skateboarding facility in the City Park, and is very much in favor of the budding grassroots effort to raise funds for it. That night, a father donated \$500 to pay for a skateboard park consultant from Oregon to visit White House, and he is tentatively scheduled to be here in March. A fund has been established at the F&M Bank in the name of Daniel Sheppard for donations. A second meeting is scheduled for February 22<sup>nd</sup> at 6:30 pm.

**Department Highlight**

We are currently cooperating with a local Girl Scout concerning her Gold Award project. She wants to identify 12 trees along the greenway with a stone and a plaque, which will include the scientific name and an interesting fact about the particular species. The sample was brought by the office on January 14<sup>th</sup>, and it was attractive. She is currently seeking sponsorship for the project to afford the remaining materials.

**Department Cost Savings Report**

The department sold 3 pieces of equipment of GovDeals.com this month; a 4-wheeler, front-deck mower, and dump truck. The total for the items was \$3945, yielding \$1100 more than expected.

We also installed 2 motion-activated paper towel dispensers in the gym lobby bathrooms this month as a trial run. We have found that there is much less paper wasted with these dispensers than with the center-pull dispensers used throughout the rest of City Hall. In the same amount of time, the touchless dispenser uses only 1/3 the paper as the old center-pull design. This amounts to a savings of \$4.16 per week for each dispenser, or approximately \$216 per year.

## Monthly Performance Indicators

Activity	January 2008	FY to Date
<b>Maintenance Division</b>		
Mowing Hours	0	371
Pounds of Grass Seed Sown	50	2875
Pounds of Fertilizer Applied	30	5080
Number of Trees / Shrubs Planted	0	28
<b>Recreation Division</b>		
Number of Youth Program Participants	0	351
Youth Program Revenue	\$127.00	\$17,360.25
Number of Adult Program Participants	160	590
Adult Program Revenue	\$311.00	\$8,504.00
Number of Programs Offered	3	12
Number of Theatre Production Attendees	0	0
Theatre Production Revenue	0	0
Number of Special Events Offered	0	5
Number of Special Events Attendees	0	2610
Special Event Revenue	\$0	\$4,430.00
<b>Administration</b>		
Miscellaneous Revenue	\$1,703.82	\$22,741.70
Number of Shelter Reservations	0	46
Shelter Reservation Revenue	0	\$1,455.00
Number of Facility Reservations	39	194
Facility Reservation Revenue	\$3,521.97	\$14,143.57
<b>Senior Center</b>		
Number of Senior Center Participants	667	2373
Number of Senior Center Trips	4	23
Number of Senior Center Trip Participants	34	211
Senior Center Trip Revenue	0	\$1,860.00
Number of Senior Meals Served	5	28
Number of Senior Meal Participants	324	1940
Senior Meal Revenue	\$957.00	\$5,649.50
Number of Senior Center Programs	4	4
Senior Center Program Revenue	0	0
Nutrition Donation Received	0	0
Donations	\$63.47	\$63.47

# *Library Monthly Report*

*January 2008*

-Judy Speight, Director

## **Summary of January's Activities**

The circulation count recovered this month with 1,481 more checkouts than in December. The theme for the Toddler's and Pre-schoolers Storytimes was favorite stories and animal stories. Homeschoolers met on the 16<sup>th</sup> and the Book Club met on the 31<sup>st</sup>. A Cub Scout troop toured the museum on the 10<sup>th</sup>.

The Library Board of Trustees met on the 10<sup>th</sup>. The Official Public Library Service Area document was presented by the Regional Library Director for the Chairman's signature. The population was increased from 12,076 to 12,437. There was discussion of the Board to set goals; start/organize subcommittees; mandate that trustees actively participate on a committee; increase trustees meetings from quarterly to 6 times a year with discussion of excused absences; require trustees to attend county commission meetings; and require trustees to be active library card holding members. Motion was made and approved. Updates were given on the Focus Group, the Community Enhancement and Technology Grants and Status of the Friends of the Library 501c3 tax exempt status. I presented a list of goals for the library in FY 2008-09.

Meetings are continuing in our new circulation software selection. We have narrowed the choices down to Polaris and TLC with most of us leaning toward TLC. There are so many things to consider when choosing a system that will work for six libraries using one server. We are being as thorough as we can in gathering information and asking questions. There was a meeting on the 31<sup>st</sup> in Springfield and several communications with the Librarians, the Regional Library, the software vendors and the State this month. Hopefully before the end of February, we will have made our decision. Our Library Board Chairman Sherry Eden, Angie Carrier and I plan to attend a meeting on February 13th with other Board and County representatives from the other five libraries.

We have met our weeding program goal for this year. In previous years, we haven't always met the goal and the shelves have become much too crowded. With the limited space and new materials coming in, we are continuing to look at the collection to see what else we need to remove. We follow the Library Board policy of weeding old, outworn, unused, and out-of-date materials with the exception of most classic literature and history. If we can find the time, we still need to weed several more sections of the library.

Sherry Tackett represented the Library at the monthly safety meeting, and Janet Parchman represented the Library at the Health Insurance committee meeting. Sherry also attended a Summer Reading Program meeting. I was present for the department head budget retreat in Hendersonville.

We still haven't heard from the state that our request for the 2008 Technology Grant has been accepted.

The Focus Group met on the 8<sup>th</sup>, and after Alderman Bracey stepped down, another meeting was held on the 21<sup>st</sup>. Dr. Phil Vickery and Lisa Stickel are co-chairmen. It is my hope that this group will successfully work together to begin fund raising projects for a new library building. More meetings are scheduled.

### **Departmental Highlight**

Representative Mike McDonald came to the library Wednesday evening, January 17<sup>th</sup> to present a “big check” to the library. As previously stated, the \$3,000 is to be used toward the purchase of a new circulation system.

### **Department Cost Saving Report**

We were out of overdue notice postcards; and instead of ordering 1,000 at \$99.55, we bought card stock paper for \$7.00 and, using a library printer, made 1,000 cards ourselves. The cost of using an ink cartridge was very low, so we probably saved a minimum of \$90.00.

## Performance Indicators for January 2008

*Official Service Area Population: 12,437*

*Total Materials Available for Checkout: 22,537 (126 more than December, 2007)*

<p><b><u>Library Circulation:</u></b> 4,637</p> <p style="padding-left: 20px;">Last Month: 3,156</p> <p style="padding-left: 20px;"><b>FYTD:</b> 30,616</p> <p style="padding-left: 20px;"><i>Service Value of: 3,885 X \$20 = \$92,740</i></p> <p style="padding-left: 20px;"><b>Service Value FYTD:</b> \$612,320</p> <p><b><u>Materials Added:</u></b></p> <p style="padding-left: 20px;">Local: 103</p> <p style="padding-left: 20px;">FYTD: 770</p> <p style="padding-left: 20px;">Regional: 182</p> <p style="padding-left: 20px;">FYTD: 503</p> <p style="padding-left: 20px;">TOTAL: 285</p> <p><b>TOTAL FYTD</b> 1,247</p> <p><b><u>Children's Programs:</u></b> 10</p> <p style="padding-left: 20px;">FYTD: 46</p> <p style="padding-left: 20px;">Attendance: 270</p> <p style="padding-left: 20px;">FYTD: 1,504</p> <p><b><u>Adult Programs:</u></b> 1</p> <p style="padding-left: 20px;"><b>FYTD:</b> 9</p> <p style="padding-left: 20px;">Attendance: 8</p> <p style="padding-left: 20px;"><b>FYTD:</b> 377</p> <p><b><u>Interlibrary Loan Service:</u></b></p> <p style="padding-left: 20px;">Borrowed: 49</p> <p style="padding-left: 20px;"><b>FYTD:</b> 261</p> <p style="padding-left: 20px;">Loaned: 15</p> <p style="padding-left: 20px;"><b>FYTD:</b> 70</p> <p><b><u>Tests Proctored:</u></b> 0</p> <p style="padding-left: 20px;"><b>FYTD:</b> 5</p> <p><b><u>Reference Transactions:</u></b> 195</p> <p style="padding-left: 20px;">Last Month: 180</p> <p style="padding-left: 20px;"><b>TOTAL FYTD:</b> 2,545</p> <p><b><u>Wireless Internet Usage:</u></b> 11</p> <p style="padding-left: 20px;"><b>FYTD:</b> 39</p> <p><b><u>Library Revenue:</u></b> \$790.69</p> <p style="padding-left: 20px;">Last Month: 581.53</p> <p style="padding-left: 20px;"><b>FYTD:</b> \$4,750.97</p> <p><b><u>Voter Registrations:</u></b> 6</p> <p style="padding-left: 20px;"><b>FYTD:</b> 17</p>	<p><b><u>Computer Users:</u></b> 604</p> <p style="padding-left: 20px;">Last Month: 427</p> <p style="padding-left: 20px;"><b>FYTD:</b> 3,099</p> <p><b><u>Materials Purged:</u></b></p> <p style="padding-left: 20px;">Local: 152</p> <p style="padding-left: 20px;">FYTD: 496</p> <p style="padding-left: 20px;">Regional: 60</p> <p style="padding-left: 20px;">FYTD: 431</p> <p style="padding-left: 20px;">TOTAL: 212</p> <p><b>TOTAL FYTD:</b> 927</p> <p><b><u>Materials Lost in Circulation:</u></b></p> <p style="padding-left: 20px;">Local: 26</p> <p style="padding-left: 20px;">FYTD: 61</p> <p style="padding-left: 20px;">Regional: 14</p> <p style="padding-left: 20px;">FYTD: 26</p> <p style="padding-left: 20px;">TOTAL: 40</p> <p><b>TOTAL FYTD:</b> 104</p> <p><b><u>New Memberships:</u></b></p> <p style="padding-left: 20px;">Adult: 86</p> <p style="padding-left: 20px;">Juvenile: 30</p> <p style="padding-left: 20px;">TOTAL: 56</p> <p><b>TOTAL FYTD:</b> 567</p> <p><b><u>Tutoring Sessions:</u></b> 0</p> <p style="padding-left: 20px;"><b>FYTD:</b> 17</p> <p><b><u>TN Electronic Library Sessions:</u></b></p> <p style="padding-left: 20px;">Inside Library Usage: 43</p> <p style="padding-left: 20px;">FYTD: 86</p> <p style="padding-left: 20px;">Remote Usage: 66</p> <p style="padding-left: 20px;">FYTD: 2,453</p> <p style="padding-left: 20px;">Total: 109</p> <p><b>TOTAL FYTD:</b> 4,514</p> <p><b><u>R.E.A.D.S. (Regional Ebooks &amp; Audiobooks Downloads)</u></b></p> <p style="padding-left: 20px;">Ebooks: 4</p> <p style="padding-left: 20px;">Audiobooks: 68</p> <p style="padding-left: 20px;">2nd Qtr. Total: 72</p> <p><b>FYTD:</b> 175</p>
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# Engineering Department

## Monthly Report

### January 2008

Engineering compiled bid documents for the Soccer Field Lighting project and a pre-bid meeting was held. The flashing school zone controller was malfunctioning on Tyree Springs Road and the entire cabinet was replaced. Design was done for a recycle location in the City Hall lower parking lot. An ARAP for the Calista Road drainage improvements was sent to TDEC and approved. Roadway asset costs were redesigned to align with current accounting practices. Walmart was provided a final engineering inspection list for items to be completed prior to CO issuance.

#### Monthly Performance Indicators:

Inspections:	<u>Sites</u>	<u>Subdivisions</u>	<u>Other</u>
Erosion & Sediment Control	3	6	
Detention / Retention Pond	3	2	
Storm Drainage	1	1	
Proof-roll (sub-grade & stone)	0	0	
Binder	0	0	
Sidewalks	0	2	
Asphalt topping	0	0	
Performance Bond	3	2	
Maintenance Bond	0	0	
Existing roads for repair			6
Surveying			0

Citizen Complaints:	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>
Drainage	6	4	2
Sidewalk	0	0	0
Roadway	5	4	1
Signals	4	4	0

Projects:	<u>Estimated Cost</u>
Tyree / Palmers Intersection Improv.	\$200,000 / City, County, & State
Paving Contract	\$200,000 / City
Roadway Repair Contract	\$200,000 / City
Calista Road Drainage	\$200,000 / City
Hwy 76 Sidewalks	\$585,000 / State, Federal

Purchases:	<u>Cost</u>
28.85 gallons of gas	\$ 84.82
References	\$ 0
Professional Fees	\$ 0
Seminar / Meeting Fees	\$ 0
Office & field supplies	\$ 10
Vehicle repairs	\$ 366

#### Training seminars / conferences:

Connected Tennessee – Robertson County offices  
 Staff Budget Retreat – Hendersonville City Hall  
 Storm Water Phase II MS4 meeting – Sumner County Offices  
 Intersection Safety Webinar – Neel-Schaffer offices, Nashville

**CITY COURT REPORT  
JANUARY 2008**

**CITATIONS:**

TOTAL MONIES COLLECTED FOR THE MONTH	\$19,677.25
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$128,519.16</b>

**STATE FINES:**

TOTAL MONIES COLLECTED FOR MONTH	\$2,949.01
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$25,388.19</b>

<b>TOTAL REVENUE FOR MONTH</b>	<b>\$22,626.26</b>
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<b>TOTAL REVENUE YTD</b>	<b>\$153,907.35</b>
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**DISBURSEMENTS**

LITIGATION TAX	\$766.53
TBI FEES	\$38.00
DOS/DOH FINES & FEES	\$750.50
RESTITUTION/REFUNDS	\$0.00
TRANSFER OUT FROM FINES & COURTS	\$0.00
WORTHLESS CHECKS	\$0.00
D/A FEES	\$0.00

<b>TOTAL DISBURSEMENTS FOR MONTH</b>	<b>\$1,555.03</b>
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<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$10,753.69</b>
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<b>ADJUSTED REVENUE FOR MONTH</b>	<b>\$21,071.23</b>
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<b>TOTAL ADJUSTED REVENUE YTD</b>	<b>\$143,153.66</b>
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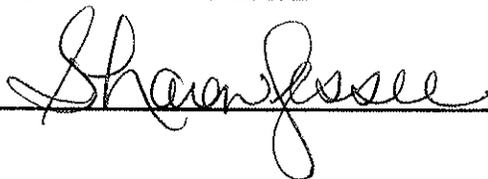
DONATION TO DRUG FUND FOR MONTH	\$2,853.29
TRANSFER TO DRUG FUND	\$0.00
	\$0.00

<b>DONATIONS YEAR TO DATE</b>	<b>\$24,333.03</b>
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DONATION TO CAMERA FUND FOR MONTH	\$129.77
	\$0.00

<b>DONATIONS YEAR TO DATE</b>	<b>\$879.77</b>
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CITY COURT CLERK

  
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## City of White House Memorandum

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Date: February 13, 2008

To: Board of Mayor and Aldermen  
Angie Carrier, City Administrator

From: Ashley Smith  
Director of Parks and Recreation Department

Re: Utilization of facilities by Robertson County YMCA for programs approved by  
White House Parks and Recreation Department

The Robertson County YMCA has expressed interest in partnering with the Parks and Recreation Department to enhance certain recreational opportunities inside the City. Initial discussions have centered on a Summer Day Camp, Silver Sneakers, and marketing assistance with the White House Challenger Soccer program for special needs children. I feel that we could both benefit from working together in this manner. Some advantages for the City include: the Parks Department logo will be displayed on marketing materials; instructors that the YMCA will provide are already highly trained and available; high quality marketing materials will be supplied by the "Y"; additional City staffing will not be required. I am seeking your approval to allow this usage of facilities.

## RESOLUTION 08-03

### A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING THE USE OF CITY FACILITIES TO PROVIDE ADDITIONAL RECREATIONAL PROGRAMS IN COOPERATION WITH THE ROBERTSON COUNTY YMCA.

WHEREAS, the City will allow the use of its facilities in partnership with the Robertson County YMCA to enhance the recreational opportunities within the City of White House; and

WHEREAS, the Robertson County YMCA will provide the Parks Department Logo on its marketing materials for the joint programs; and

WHEREAS, Robertson County YMCA will also provide highly trained and available instructors. As a result, additional City staffing will not be required; and

WHEREAS, the initial discussions of this joint endeavor include a Summer Day Camp, Silver Sneakers, and assistance with the White House Challenger Soccer program for special needs children; and

WHEREAS, these programs will only increase the benefits to our citizens, young and young at heart;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve that use of City facilities be approved to provide additional recreational programs in cooperation with the Robertson County YMCA.

This resolution shall be effective upon passage.

Adopted this 21<sup>st</sup> day of February 2008.

\_\_\_\_\_  
John Decker, Mayor

ATTEST:

\_\_\_\_\_  
Christie M. Odenwald, City Recorder

February 15, 2008

# MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier  
City Administrator



Re: Approval to Implement Partially Self--Funded Insurance Plan for the City of White House

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The City has been facing constant health insurance increases over the past years. Two years ago we faced a 15-20% increase along with having to reduce benefits to employees by increasing the deductible, prescription drug costs, co-pay and out-of-pocket costs. Then last year we faced another 8.5% increase. This year at the Fall Tennessee City Managers Conference, I met Mark Morgan of Sherrill D. Morgan and Associates who presented the option of local communities taking control of their insurance options by becoming partially self-funded. This seemed like something that would be beneficial to look into. I met with him and he agreed to conduct a free feasibility study for the City of White House with our current employee population. The numbers were promising and I discussed with both HR and Finance to make sure that this would be a viable option. We ran the numbers and discussed that the long-term effects for the City would be promising. From this, we formed an Employee Benefits Committee to recommend a plan design for the employees of White House and that is included in your packet. The City would be able to review its claims and determine the best scenario for its employees and families on the plan. We can make our own considerations and educated decisions in our benefit package because we will know our claim history. We can analyze our own data. Also, we can educate our employees based on our claims and maybe in the future provide benefits that may reduce our claims. We will have so many more options.

Mark Morgan will be at the Board of Mayor and Alderman to go over the details of the plan as well as answer any questions that you may have. From a budgeting standpoint, this plan has little risk involved. By becoming partially self-funded, the City can budget for a worst case scenario. The City has set its claim limit (recommend \$50,000) and anything over would be protected by our catastrophic coverage. This will allow the City to be protected from insurmountable claims. Also, by budgeting for the worst-case scenario amount the City will be creating a fund balance in the years that the worst-case is not reached. This will allow the City to protect itself and its employees in years where increases may not be avoidable.

Please consider this change and if you have any questions, please feel free to give me a call. Also, Mark Morgan will be available for discussion at the meeting. Enclosed are the recommendations from the Employee Benefit Committee. I will e-mail you the very large book which gives you the medical directory that the plan will cover. This will allow you to review before the meeting. This coverage exceeds the coverage that we are now receiving. If you have any more questions, please feel free to call.

*February 14, 2008*

# MEMORANDUM

To: Board of Mayor and Aldermen  
From: John Grubbs, HR Director  
Re: Recommendations of the Benefits Committee

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The Employee Benefits Committee, consisting of an employee representative from each department, was formed to recommend a plan design for the partially self-funded insurance proposal for the City of White House.

Attached are the recommendations made by the Benefits Committee.

Under the current Blue Cross Plan, the unit cost (cost per employee per year) is \$8,348 per person. Typically, fully insured plans in years subsequent to their initial inception, will increase based on claims, experience and medical inflation. Under the proposed plan, the unit cost would decrease approximately 4% to \$8,020 per person per year.



**City of White House**

**Current  
BC of Tn  
S & P Networks**

**Proposed  
White House Plan  
one network**

**In Network Benefits**

	PPO	PPO
Plan Type		
Deductible per calendar year	\$500/\$1000	\$500/\$1000
Dr.'s Office Visit, pcp	\$20	\$20
Annual Wellness Visit	Not Offered	\$20
Smoking Cessation Aid	Not Offered	One time benefit \$500 max*
Specialist Office Visit	\$20	\$20
Durable Medical equipment	deduct + 20%	deduct + 20%
Emergency Room Visit	\$100	\$100
Inpatient Hospital Facilities	deduct + 20%	deduct + 20%
Inpatient Hospital Professional Svcs.	deduct + 20%	deduct + 20%
Out Patient Surgery Hosp. Fees	deduct + 20%	deduct + 20%
Outpatient Professional Svcs.	deduct + 20%	deduct + 20%
Outpatient advanced imaging Svcs	deduct + 20%	deduct + 20%
Outpatient other	deduct + 20%	deduct + 20%
Max Indv. Out of Pocket, Includes ded.	\$2,500	\$2,500
Max Family Out of Pocket, Includes ded.	\$5,000	\$5,000

**Out of Network Benefit**

Out of Network Deductible, per calendar yr	\$1000/\$2000	\$1000/\$2000
Out of Network Co-Ins	40%	40%
Out of Network Max. O.O.P., Inc. ded.	\$7500/\$15000	\$7500/\$15000

**Prescription Drug Card**

Over the Counter (OTC) Prescriptions	Not Offered	\$0
Generic Drug	\$10	\$8
Preferred Drugs	\$20	30% Cost / Cap \$50
Non-Preferred Drugs	\$40	30% Cost + \$20 / Cap \$100

**Prescription 3 Month Supply**

Generic Drug	\$30	\$8
Preferred Drugs	\$60	30% Cost / Cap \$150
Non-Preferred Drugs	\$120	30% Cost + \$20 / Cap \$300

Over the counter drugs also covered with a prescription at a \$0 copay. See attached sheet

\*Smoking cessation aids are a one time benefit with max benefit of \$500 per covered adult

Rates assume an effective date of:

4/1/2008

This grid is intended for discussion purposes only. It is NOT intended to be a complete description of benefits.

Please refer to individual plan descriptions for more detailed information.

2/14/2008 4

## **City of White House Over-the-Counter (OTC) Drug Program**

### **What is the OTC program?**

The OTC program allows you to obtain a thirty-day supply of selected over-the-counter medicines for allergies, stomach complaints, or cold sores for free.

### **How does the program work?**

It works in the same way the prescription drug program works. To participate in the program, have your doctor write a prescription for a 30-day supply of the eligible over-the-counter drug--Alavert, Claritin, Claritin-D, Zyrtec, or Zyrtec D (allergy medications), Prilosec OTC (stomach medication), Abreva (cold sore medication), Alaway or Zaditor (allergy eye drops), or any generic or alternative brand name form of these medications--instead of the medications you currently use. You then take this prescription to the pharmacy as you would any other prescription, and your pharmacist will dispense the medicine, and submit a claim for processing in the same way they handle a prescription claim.

### **How does the OTC program benefit me?**

The OTC program saves money for both you and your health plan. You get a month's supply of medication for free, and the health plan saves money, too, by substituting inexpensive but equally effective over-the-counter drugs for more expensive prescription drugs.

### **Steps: to Summarize, in Order to Use the OTC Benefit:**

- 1. Get a prescription from your doctor for Alavert, Claritin, Claritin-D, Zyrtec, Zyrtec-D, "Prilosec OTC," Abreva, Alaway, or Zaditor.**
- 2. Have your pharmacist fill the prescription.**

**RESOLUTION 08-04**

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING THE ADOPTION OF A PARTIALLY SELF-FUNDED HEALTH INSURANCE PLAN AND THE TERMINATION OF THE CITY'S CURRENT PLAN ADMINISTERED BY HFG.**

WHEREAS, the City, in an effort to initiate cost savings in the administration of its health insurance plan, recommends moving to a partially self-funded plan; and

WHEREAS, the City will terminate its current insurance contract with Heritage Financial Group (HFG) and Blue Cross/Blue Shield of Tennessee, giving 31 days notice per the current contract; and

WHEREAS, the City will also educate its employees and members covered by its new partially self-funded plan to be efficient consumers of health care products and services; and

WHEREAS, the Employee Benefits Committee was created to assist with the design of the new, partially self-funded plan, it will continue to assist in the possible implementation of other health benefits and plan modifications; and

WHEREAS, this health insurance plan will not only increase the benefits to our employees, it will also help to keep health insurance costs from escalating exponentially in the future due to the unknown costs of the administration of our current plan;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the City of White House terminate its current agreement with HFG and Blue Cross/Blue Shield of Tennessee and adopt a partially self-funded health insurance plan.

This resolution shall be effective upon passage.

Adopted this 21<sup>st</sup> day of February 2008.

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder

**Memo**

TO: Board of Mayor and Alderman  
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: January 3, 2008

SUBJECT: Additions to the Sewer Use Ordinance Chapter 3 Rates, Fees,  
and Charges

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I request approval of the following additions to the Sewer Use Ordinance, Chapter 3, Rates, Fees, and Charges. These modifications are proposed in order to more fairly and equitably distribute the sewer system's operating and maintenance costs to those who generate the costs.

**Summer Service Rates** – Residential user charges during the months of June, July and August will be changed to reflect an average usage based on the previous twelve months of water usage billing, or the actual monthly bill, whichever is less. If less than twelve months of water billing usage data is available, the adjustment will be made based on the data available or the rated capacity of the water meter in the case of a new service without a water usage billing history. Residential customers will not be permitted any other wastewater usage adjustments while summer service rates are in effect.

The summer service rate adjustment is offered to existing residential customers to automatically adjust the customer's monthly bill during the summer months of highest water usage. This high usage in the summer months of June, July, and August is most commonly related to increases in outdoor water consumption for lawn and garden watering and car washing that does not create increases in water flows to the wastewater collection system. These months are also the most common months for customers to request a residential sewer bill adjustment under the City's current ordinance and adjustment policy. In addition to providing the City's residential customers with some financial relief from higher summer sewer bills, this automatic adjustment will also relieve the City of the expense related to the individual processing of residential customer adjustments throughout the summer months.

**Capital Cost Recovery Fee** -- A non-refundable fee shall be paid prior to connection to the wastewater system, including individual service connections, to recover a portion of the capital cost expended by the City for the extension of the sewer system that will serve the applicant's request for sewer service. The appropriate fee amount will be a prorated portion of the total capital expenditures by the City for such extension, including all principal and interest on debt at the time of fee payment, with the proration based on the

amount of system extension capacity to be utilized by the applicant relevant to the total capacity of the extension.

**Wastewater Plans Review Fee** – A fee in the amount of \$300.00 shall be paid at the time plans are submitted for review.

The capital cost recovery fee and the wastewater plan review fee will be assessed to new customers to recover the costs associated with extensions of the existing sewer collection system and with the reviewing of plans and specifications for new developments and customers so that the City's existing customer's do not unfairly bear the burden of these expenses.

**Reconnection Charge-** A charge of fifty dollars (\$50.00) will be applied to any user that has been disconnected for non-payment before reinstatement will be permitted.

The reconnection charge will be issued to customers whose services have been disconnected for non-payment to recover the City's expenses related to the disconnection and re-connection of the customers' service.

We feel that the summer rate adjustment and the fees and charges listed above will allow us to more fully meet the needs of our growing customer base while still allowing us to maintain and properly operate the City's sewer collection and treatment system.

I would be happy to answer any questions you may have regarding the requested additions. Thank you

Information Regarding Disconnections  
&  
The Proposed \$50.00 Reconnection Fee

**Other Utility Services**

City of Portland \$30.00 per service  
 City of White House (Before WHUD billed customers) \$45.00  
 White House Utility District \$50.00  
 City of Millersville \$45.00  
 Ridgetop \$40.00  
 City of Springfield \$25.00 after hours \$55.00  
 Hendersonville Utility District \$15.00 first offense \$25.00 repeaters  
 Greenbrier \$10.00 After hours \$25.00

**Our Costs**

On average nine administrative hours (Six hours billing clerk & three hours Director) are required to compile an accurate disconnection list at a cost of \$193.80. (This does not change if one or one hundred customers end up on the disconnection list) The operational cost of a Technician and service truck is \$35.23 during regular business hours and \$46.87 after hours.

Our expectations are that .3% to .5% of our customer base will eventually require disconnection or eleven to eighteen customers per month based on thirty days delinquent at \$60.00 or above:

<u>Cost of Eleven disconnections</u>	<u>Cost of Eighteen disconnections</u>
Administrative \$17.62	Administrative \$10.76
Collection staff/truck .75hr \$26.42	Collection staff/truck .75hr \$26.42
10% penalty based on \$60.00 <u>\$6.00</u>	10% penalty based on \$60.00 <u>\$6.00</u>
\$50.04	\$43.18

Average Cost if expectations are met \$46.46

Disconnection statistics:

Month	# of Disconnections	Repeats
September	63	None
October	18	1
November	31	6
December	38	9
January	24	5

Five have been tampered with and re-connected.

Twenty-four turned on after hours.

Eleven disconnected customers have moved leaving a bad debt of \$3,221.17 and eight customers are still off with account active with an amount owing of \$1,739.43. Our staff must check remaining cut-offs daily while account is active to unsure it is not tampered with.

**ORDINANCE 08-01**

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE, TITLE 18, CHAPTER 3 SEWER RATES, FEES AND CHARGES.

WHEREAS, the Board of Mayor and Aldermen desires to amend the wastewater rates, fees and charges;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 3 is amended to reflect changes.

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

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:	January 17, 2008	PASSED
Second Reading:	February 21, 2008	

\_\_\_\_\_  
John Decker, Mayor

ATTEST:

\_\_\_\_\_  
Christie M. Odenwald, City Recorder

CHAPTER 3

SEWER RATES, FEES AND CHARGES

**SECTION**

18-301. Rates

18-302. Fees and Charges

**18-301. Rates**

- (1) **Free Service Prohibited** - Wastewater service shall not be furnished or rendered free of charge to any person or user, as defined in Section 2.
- (2) **Wastewater Usage Rates** - Wastewater service shall be charged at rates established by the City of White House. Users will be charged a minimum based on the number of water meters installed unless one water meter is used to serve multiple units. In such cases, each unit will be charged at least the minimum usage rate for each individual unit served. The monthly wastewater rate schedule shall be as follows:

City of White House  
Wastewater Usage Rate Schedule  
Exhibit A

	<u>Residential</u>	<u>Non-Residential</u>
Minimum Bill 0 – 1,000 gallons	\$14.00	\$28.00
All over 1,000 gallons	\$6.65 per 1,000 gallons	\$6.65 per 1,000 gallons

City of White House  
Wastewater Usage Rate Schedule  
Single Metered Multiple Units  
Exhibit B

	<u>Residential per unit</u>	<u>Non-Residential per unit</u>
Minimum Bill 0 – 1,000 gallons	\$14.00	\$28.00
All over 1,000 gallons	\$6.65 per 1,000 gallons	\$6.65 per 1,000 gallons

- (3) **Summer Service Rates** – Residential user charges during the months of June, July and August will be changed to reflect an average usage based on the previous twelve months of water usage billing, or the actual monthly bill, whichever is less, or the water usage billing that is available if it is less than twelve months, or the rated capacity of the water meter if it relates to a new service without a water usage billing history. Residential customers will not be permitted any other wastewater usage adjustments while summer service rates are in effect.

**(4) Wastewater Usage Adjustments** - Users may be entitled to an adjustment to their wastewater usage charges for the use of water not being discharged into the wastewater system. Users wishing to have their wastewater usage charges adjusted must fill out a Wastewater Adjustment Request Form and submit to the City of White House Wastewater Department. Each adjustment will be reviewed on a case-by-case basis by the City's Wastewater Director, who will notify the user in writing of their decision. When an adjustment is granted, the user charges will be changed to reflect an average usage based on the previous twelve months of water usage billing, or the water usage billing that is available if it is less than twelve months, or the rated capacity of the water meter if the adjustment relates to a new service without a water usage billing history. Wastewater user rates in effect at the time of the adjustment request will be applied to the adjusted usage figure. Wastewater usage adjustments may be granted according to the following schedule:

<b>Time frame</b>	<b>Situation</b>
<b>Once per calendar year</b>	<b>Filling of swimming pool.</b>
<b>Once per calendar year</b>	<b>Watering of lawn, garden, powerwashing of house/driveway.</b>
<b>Once per 24 month period</b>	<b>Water leak that enters sewer system, when substantiated by an affidavit from a plumber or any governmental entity. User will receive 50% of the adjustment amount.</b>
<b>Anytime</b>	<b>Water leak that does not enter the municipal sewer system in the sole judgment of the City</b>

**(5) Delinquent Payments** - Wastewater usage charges shall be paid by the due date. Usage charges that are not paid by the due date shall be assessed a penalty in the amount of ten percent (10%) of the amount due. Should wastewater usage charges and related penalties remain unpaid by the 10<sup>th</sup> day of the month following the due date, the water meter may be removed from service, unless there are extenuating circumstances in the opinion of the City. It shall be the responsibility of the person to whom the wastewater usage charges are assessed to pay all charges and past due amounts before reconnection of service.

**18-302. Fees and Charges**

(1) **Application Fee** – A non-refundable application fee in the amount of \$25.00 shall be paid by the applicant for wastewater service at the time the application is filed with the City.

(2) **Administrative Fees** – Fees to cover the various administrative costs of obtaining wastewater service for multiple service residential and commercial developments and for any industrial facilities shall be as follows:

- (a) Clerical Fee in the amount of \$175.00 shall be paid at the time of application for wastewater service.
- (b) Wastewater Availability Fee in the amount of \$300.00 shall be paid at the time of application for service if the Wastewater Director deems that an assessment of system capacity is needed to determine the service availability.
- (c) Wastewater Plans Review Fee in the amount of \$300 shall be paid at the time plans are submitted for review.
- (d) Field Inspection Fee in the amount of \$300.00 minimum shall be paid prior to beginning construction of the wastewater system facilities to be completed by the applicant. Additional fees shall be paid at the rate of \$50.00 per every 10 lots or units, or partial increment thereof, to be served above the initial 10 lots or units. This fee may be waived at the sole discretion of the Wastewater Director for individual connections to the wastewater system.

(3) Capital Cost Recovery Fee – A non-refundable fee shall be paid prior to connection to the wastewater system, including individual service connections, to recover a portion of the capital cost expended by the City for the extension of the sewer system that will serve the applicant’s request for sewer service. The appropriate fee amount will be a prorated portion of the total capital expenditures by the City for such extension, including all principal and interest on debt at the time of fee payment, with the proration based on the amount of system extension capacity to be utilized by the applicant relevant to the total capacity of the extension.

(4) **Capacity Fee** – A non-refundable fee in the amount appropriate in the following table shall be paid prior to beginning construction of the wastewater facilities to be completed by the applicant, including individual service connections, to cover the value of the wastewater system capacity to be consumed by the applicant.

<b>Table of Capacity Fees</b>		
	<u>Description of Service</u>	<u>Amount</u>
(a)	Single family residence (Base Fee)	\$2,500.00
(b)	Multi-family residence (including mobile home parks)	\$2,500.00 per unit
(c)	Motels, hotels and similar type units	Base Fee + \$115.00 per unit
(d)	Restaurants	Base Fee + \$30.00 per seat
(e)	Day care, child care centers, and schools	Base Fee + \$15.00 per student
(f)	Car wash/truck wash	Base Fee + \$750.00 per bay
(g)	Self-service laundries	Base Fee + \$150.00 per washer
(h)	Retail commercial stores	Base Fee + \$30.00 per 1,000 square ft under roof
(i)	Multiple-unit shopping centers	Base Fee per unit

(j)	Assisted Care / Nursing Homes	Base Fee + \$125.00 per bed
(k)	Hospitals	Base Fee + \$150.00 per bed
(l)	Service Stations	Base Fee + \$225.00 per pump
(m)	Movie Theaters	Base Fee + \$10.00 per seat
(n)	Other Facilities	Base Fee + Add-on to be determined by the City

**(5) Commitment Fee** – A non-refundable fee in the amount of \$300.00 per lot or unit shall be paid by the applicant prior to the approval of the plans for the wastewater facilities to be constructed by the applicant to cover the reservation of the wastewater system capacity until such time as the wastewater facilities are constructed by the applicant and accepted by the City for service. The commitment to reserve the system capacity shall expire at the end of 12 months and may be renewed by the applicant for an additional 12 months without additional fee. If the applicant has not commenced construction of any of the required system facilities at the expiration of second 12 month period, the commitment shall expire or may be renewed at the sole discretion of the City for an additional 12 months with the second payment of the commitment fee by the applicant. If significant construction progress of the required wastewater system facilities is interrupted for more than 12 months, the City may terminate the capacity commitment without notice.

**(6) Connection Fee** – A fee of \$150.00 to cover the costs of field inspection and approval of the physical tap or connection to the City’s wastewater system, such connection to be performed on behalf of and at the expense of the applicant by a contractor or plumber approved by the City.

**(7) Bulk Disposal Fee** – A fee of \$150.00 per load to allow the disposal of septage into the City’s wastewater system under controlled and approved conditions monitored by the City.

**(8) Commercial Food Preparation Fee** – A fee of \$100.00 per year for all users who engage in commercial food preparation requiring the inspection of grease traps and interceptors and other specialty appurtenances preventing the discharge of prohibited fats, oils and grease into the wastewater system.

**(9) Industrial Permit Fee** – A fee of \$1,200.00 per year for all users who have a pretreatment discharge permit issued by the City to discharge their wastewater into the City’s wastewater system under the conditions and provisions of such permit.

**(10) Rental Property Deposits** - A \$50.00 non-refundable deposit shall be required on all residential rental property, and a \$100.00 non-refundable deposit on all commercial rental property prior to service being connected, or reconnected after service disconnection, to the wastewater system.

**(11) Returned Check Charge** – A charge of twenty dollars (\$20.00) or the amount of the check, whichever is lesser will be applied to any user or potential user whose check for payment of any rates, fees or charges related to wastewater service is returned to the City due to insufficient funds, or for any other reason.

**(12) Reconnection Charge-** A charge of fifty dollars (\$50.00) will be applied to any user which has been disconnected for non-payment before reinstatement will be permitted.

**(13) Emergency Service Charges** – When the wastewater system sustains damages due to the actions of a party other than the City, the Wastewater Department may repair such damages if such repairs are needed immediately, in the sole opinion of the City, to protect the operational integrity of the City's wastewater system. The costs of such repairs shall be charged to the party responsible for the damages, such costs to be determined by the City's Wastewater Director.

*February 14, 2008*

# MEMORANDUM

To: Board of Mayor and Aldermen  
From: Charlotte Soporowski, Finance Director *CKS*  
Cc: Angie Carrier, City Administrator  
Re: Budget Amendment

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The following budget amendment has been revised since the January meeting. Item 2 has been changed to reflect funding of the Soccer Lighting Project from the Park Sales Tax Fund. Angie and I discussed the financing options for this project, and we agree that it is more practical to fund the project from the Park Sales Tax Fund since the cash is available. Borrowing the funds does not seem to us to be a prudent option considering the availability of the cash versus the cost of borrowing for such a short turnaround on repayment. The potential savings on contractual services including bond counsel would be approximately \$2,500, in addition to the interest paid on the terms of a capital outlay note. Should you have any questions about the financing of the project or the Park Sales Tax Fund, please feel free to contact me.



## City of White House Memorandum

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Date: January 9, 2008

To: Board of Mayor and Aldermen  
Angie Carrier, City Administrator

From: Ashley Smith, Director of Parks and Recreation

Re: Parks Department Budget Amendments

Because of the efforts of Representative Mike McDonald, we have been awarded a \$4,000 community enhancement grant to purchase a new spiral slide for the City Park playground, and \$4,000 for 2 new computers, 2 printers, and a defibrillator for the Senior Citizens Center. These awards will require a budget amendment in order to make the purchases, so please consider this as a request for an amendment to the Park Maintenance and Senior Citizens budget for the respective amounts. Thank you.

In correlation with the contract for new soccer field lighting, as entered into with the White House Youth Soccer League, there must also be a budget amendment this year for \$30,000.

**ORDINANCE 08-02**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2008.**

WHEREAS, it has become necessary to amend the current year's annual budget recognize additional revenue and expenditures related to receipt of Community Enhancement Grant monies and related purchases for the Parks and Recreation Department; and

WHEREAS, with these funds, the Parks and Recreation Department will purchase a new spiral slide for the City Park and two (2) new computers with printers, as well as a defibrillator for the Senior Citizen's Center, and

WHEREAS, the City routinely amends the annual adopted budget during the year to accurately reflect unanticipated costs or tax revenues,

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2008 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading:	January 17, 2008	PASSED
Second Reading:	February 21, 2008	

\_\_\_\_\_  
John Decker, Mayor

ATTEST:

\_\_\_\_\_  
Christie M. Odenwald, City Recorder

City of White House  
 Budget Amendment II  
 January 17, 2008

					<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
110	33400		General Fund	State Grants	588,000	596,000	8,000
110	44740	900	General Fund-Park Maintenance	Capital Outlay	8,750	12,750	4,000
110	44310	320	General Fund-Senior Services	Operating Supplies	1,000	5,000	4,000

1. *To amend current 2007-2008 budget to recognize additional revenue and expenditures related to receipt of State grant monies and related Parks purchases.*

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122	36700		Park Sales Tax	Contributions and Donations	0	30,000	30,000
122	49000	900	Park Sales Tax	Capital Outlay	66,000	198,600	132,600

2. *To amend current 2007-2008 budget to recognize additional revenue and expenditures related to execution of the soccer lighting agreement between the City of White House and White House Youth Soccer.*

# Memo

**To:** Board of Mayor and Aldermen  
**From:** Chief Palmer  
**CC:**  
**Date:** 2/15/2008  
**Re:** Ordinance

---

Included in your packet is a new ordinance concerning the sale of novelty cigarette lighters in the City of White House. This is becoming a problem rather quickly throughout the country due to the fact that children already are fascinated with fire. And these lighters are designed to look like things that attract a child's attention therefore encouraging them to play with cigarette lighters.

Also included in your packet is some information on what other agencies are doing to in this area and what has occurred as a result of the distribution of these novelty lighters. Our intent in formulating this ordinance is to prevent an injury or possibility the death of a child. With this in mind, I ask that you consider this new ordinance and approve it at the February meeting.

Sincerely,



Joe Palmer

Fire Chief

## Firehouse.com - Printable Article

### The Web's Source for Fire, Rescue & EMS

[Click Here to Print This Page](#)

# Novelty Lighter Initiative Gaining Momentum in Arkansas

## One state's push to ban toy-like fire starters

**DAYNA HILTON**

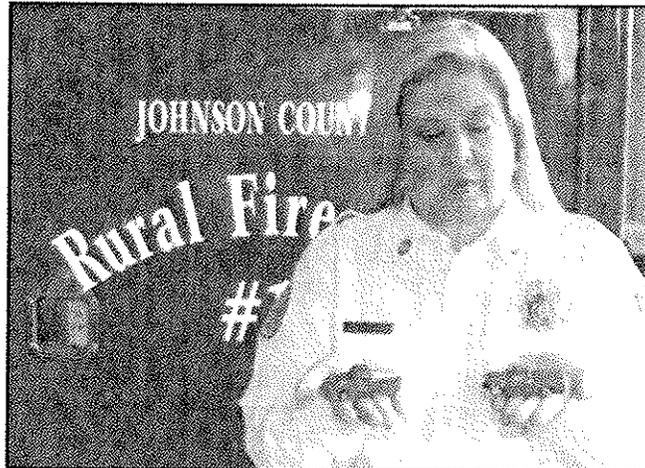
*MembersZone Contributor  
Firehouse.Com Contributor*

Clarksville is the latest in a growing list of cities in Arkansas that have jumped on the bandwagon to ban novelty lighters. An initiative started by the Oregon State Fire Marshal's office, Clarksville brings the total number of cities to seven.

Novelty lighters in plastic tubs are staple tools for fire marshals and public fire and life safety educators in Arkansas and throughout the United States. These toy-like devices, designed to look like motorcycles, race cars, animals and cell phones are currently outlawed in other European countries, but have yet to be outlawed in the United States.

Clarksville Fire Chief Ron Wylie stated of the council's action, "It was the responsible thing to do for the safety of all the citizens of Clarksville." He added, "We have been fortunate that we have not had any fires that can be attributed to the novelty lighter, and I hope that the council's action will prevent it from happening." Clarksville Mayor Billy Helms echoes the chief's sentiment, "I support whole heartedly banning lighters that are eye catching and tempting to children. Novelty lighters are extremely dangerous and I am pleased that this [ordinance] passed in Clarksville so that we can get them off the shelves."

Lt. Mark Shoemaker of the North Little Rock Fire Department has been



Courtesy of Dayna Hilton

**Johnson County RFD 1 Public Fire and Life Safety Educator Dayna Hilton holds two items in her hands which are similar. Are you able to tell which one is a toy and which one is a lighter? Would a child be able to tell the difference?**



Photo by Dayna Hilton

**In attendance at the Clarksville City Council regarding the efforts of banning novelty lighters were Chief Frank T. Hill, Sherwood Fire Department; (left to right) Nathan Travis, Arkansas Children's Hospital; Lt. Mark Shoemaker, North Little Rock Fire Department; Chief Randy Cox, Bryant Fire Department with Clarksville Fire Chief Ron Wylie.**

instrumental in leading the state in this effort. A fire marshal for the department, Shoemaker decided in March of 2007 that enough was enough and decided to take the novelty lighter ban on. Collecting novelty lighters, Shoemaker frequently uses these lighters while speaking to parents and teachers in hopes to educate them on the dangers of lighters.

At times, Shoemaker feels frustration in knowing that something as simple as banning novelty lighters that can cause injury and even death to children and their families, can be so difficult at times. "There are people out there that do not fully comprehend what it is we are actually trying to accomplish. This isn't about punishing anyone; it's about doing away with something that no matter how you look at it, it is just a bad idea." He said, "They hear "LIGHTER" and "BAN" and automatically assume that Big Brother is trying to take something away. That's not the case at all. Let's pretend for a moment that we are not looking to ban novelty lighters, just those on the market that don't meet the requirements set forth by the U.S. government. Pick either one that you want, many of these lighters, regardless of what they look like, should not be on store counters in the first place." He added, "I agree, they are cute and I am amazed every time that I see a new one. The problem is that when the "novelty" has worn off and they get tossed aside, they get placed in a drawer or lost under a couch. We have all lost things that we didn't mean to, only to find them six months or even a year later. That does not mean we are not responsible parents, just that we're human. He concluded, "We can teach children that if they find matches or lighters, they need to tell a grown up. The part I struggle with is, how do you teach a child not to play with race car?"

Chief Wylie also expressed his frustration, "The nation is up in arms over the toy recalls in recent months, why is it taking so long to get the same response for the fake toys that adults leave lying around for their children to find?"

Jimmy Parks, Outreach Coordinator and a Burn Nurse for Arkansas Children's Hospital, echoed these sentiments in a letter of support of the ordinance to Mayor Helms and the Clarksville City Council members, "Two children recently died in a home fire in Russellville started by a child playing with a novelty lighter. Let's not wait for the body count to rise before we take action. More than 30 percent of the children we treat in the Burn Center are burned in fires they set themselves or fires with which they were playing."

Parks added, "Until the Consumer Product Safety Commission strengthens national laws restricting the sale of these lighters, we are relying on forward thinking local authorities to protect their children. Burn prevention professionals currently teach to children and families that lighters are tools, not toys, and require adult supervision. Novelty lighters, look like toys, are contradictory to the prevention messages currently taught."

This frustration has resulted in action in the state, as communities like Clarksville, are not wasting any time on passing an ordinance. Little Rock, Malvern, Fort Smith, Mountain Home, Rogers, Cove Creek, Jonesboro and Conway are just a few of cities in the state considering these bans.

The numbers are not in Arkansas' favor as the state has one of the highest numbers of fire related deaths in the United States, with most of those being young children and the elderly. Children under the age of 15 and adults age 65 and older accounted for 46 percent of 2001 reported fire deaths and 25 percent of estimated fire injuries according to the United States Fire Administration's, Fire in the United States (1989 - 1998 edition).

Even more alarming, in the Fire in the United States report (1992 - 2001

edition), it mentioned that four states, Alaska, Arkansas, Delaware and Mississippi, have fire death rates that exceed 25 deaths per million population; the rates are the worst among the world's nations. In that same report, it stated that Arkansas children playing with fire accounted for four percent of residential fires and deaths in the state.

North Little Rock was the third city in the nation to ban lighters. What quickly followed, thanks to Shoemaker's perseverance and guidance in helping other interested municipalities, is an initiative truly gaining momentum. In September, the death of two toddlers in Russellville, Arkansas provided a "teachable moment" for the state's fire and life safety educators. Fire marshals and council members from across the state have contacted Shoemaker. His willingness to help has been unwavering.

Such was the case at the Clarksville City Council meeting, where Shoemaker, Chief Frank T. Hill, Sherwood Fire Department; Chief Randy Cox, Bryant Fire Department; and Nathan Travis, Arkansas Children's Hospital, were in attendance to answer questions to the efforts of banning the lighters in their respective communities and to address the dangers of these lighters.

A supporter from the beginning of the initiative in Clarksville, Alderman Danna Schneider realized the importance of keeping the community safe. "After seeing what happened to our neighboring town of Russellville involving the deaths of children due to novelty lighters, I felt it would be irresponsible on our part not to do whatever was necessary to protect the children, and indeed all citizens of our community from death and injury." She stated, "It is the duty of local governments to be attune to everything that affects the quality of life and to make sure that we provide a safe environment for everyone who resides here." She added, "I strongly encourage all localities to do the same and hope to see a national ban grow from local involvement."

When asked how the banning of novelty lighters is going, Shoemaker had this to say, "It's amazing how much of an influence the media can have on any given topic, whether it is negative or positive. It has really been great how much interest there has been in the state with this initiative."

He added, "Since the whole initiative began, there has been a lot a great people jump on board to make things happen. I have been fortunate through the years to meet some of the brightest minds in the fire service here in Arkansas. It is a collaboration of all of these people that have made this effort take off like it has. I was only able to influence one city; it's taken the lot of these caring individuals to make it happen in the cities of North Little Rock, Sherwood, Searcy, Bryant, Benton, Pine Bluff and Clarksville. Right now we have many things we are working on as a group." He also mentioned, "We are in the process of forming a coalition where we can all be heard as one voice and have a web page in the works. The webpage will be a place where anyone interested in the novelty lighter issue can go to learn more about the problem as well as find resources to help them should they decide to tackle this themselves." Shoemaker concluded with his thoughts for the future, "I have big aspirations for the whole initiative. I feel very confident, although it may take some time, that we will eventually see a statewide ban. If things stay on track like it is now, there won't be too many cities left where you can purchase them. We live in a great state. I would love to see Arkansas stay ahead of the curve."

For more information on the No Novelty Lighter Initiative in Arkansas, visit the No Novelty Lighter website at [www.nonoveltylighters.com](http://www.nonoveltylighters.com) or contact Lt. Mark Shoemaker at [MShoemaker@northlittlerock.ar.gov](mailto:MShoemaker@northlittlerock.ar.gov). For more information on the actions of the Clarksville City Council, contact Chief Ron Wylie at

[rwylie@cswnet.com](mailto:rwylie@cswnet.com).

*Shoemaker offers these tips for banning novelty lighters in your area:*

1. First, establish if this will be a project that you will have to go in alone or will you have the support of your department. I can't speak for all; however, I would go out on a limb and say that the majority of the fire service in the United States would tend to be supportive of banning novelty lighters.
2. Fire prevention through education is the key. Educate yourself so that you can educate others. People may misunderstand what it is that you are trying to do. I have met many people who had not seen a novelty lighter before. Once you show them a novelty lighter and explain the standard to which all lighters are supposed to be manufactured under, it doesn't take long to figure out why they are so dangerous.
3. Learn all that you can about the issue on the World Wide Web. Information is just a short click away. If you can spell it, you can find it. The State of Oregon Fire Marshal's Office has a great deal of useful information and The Idea Bank has a great Public Service Announcement that you can utilize in your community.
4. If you are not in the fire service but would like to contribute, contact your local fire department to see where they stand. Write a letter to your city leaders, telling them what you want to do, then ask for their support.

#### **How You and Your Fire Department Can Help**

According to Judith S. Okulitch from the Oregon Office of State Fire Marshal, their office is asking that fire investigators pay special attention to any fire that was ignited with a novelty lighter. Their office is willing to be the repository for data that involve these lighters and they are asking that investigators send them the age of the child involved, a description or photo of the lighter, any injuries or deaths that resulted, the amount of property loss, and the name and address of the responding fire department. The data form is available on their website at [http://www.oregon.gov/OSP/SFM/Novelty\\_Lighters\\_Action.shtml](http://www.oregon.gov/OSP/SFM/Novelty_Lighters_Action.shtml). The data will assist fire departments working on the local, state and national level to pass legislation banning the sale and distribution of novelty lighters.

Okulitch also stated that the Oregon Office of the State Fire Marshal is working in partnership with the National Association of State Fire Marshals on the development of a strategic plan that will address the banning of novelty lighters on a national level.

#### **Novelty Light Quick Facts**

- Oregon State Fire Marshal Nancy Orr recently announced a nationwide effort that involved prohibiting the sale and distribution of the lighters by the Consumer Product Safety Commission
- According to the Oregon Office of State Fire Marshal's website, National City, California was the first city in the country to pass an ordinance banning novelty lighters in June 2007
- Oregon Office of State Fire Marshal's Hot Issues is published quarterly and covers the latest developments in juvenile fire setter intervention issues, including information on the latest news and information on novelty lighters. The newsletter may be requested from their office or available online at:  
[http://egov.oregon.gov/OSP/SFM/Newsletters\\_New.shtml#Hot\\_Issues](http://egov.oregon.gov/OSP/SFM/Newsletters_New.shtml#Hot_Issues)
- The Oregon Office of State Fire Marshal's webpage is a great source for more information on novelty lighters, including posters, incident forms and novelty lighter gallery, complete with photos. The website is located

online at:

[http://egov.oregon.gov/OSP/SFM/Novelty\\_Lighters\\_Action.shtml](http://egov.oregon.gov/OSP/SFM/Novelty_Lighters_Action.shtml)

- A Public Service Announcement on novelty lighters is available by the Idea Bank free of charge at:  
<http://www.theideabank.com/psa/NoveltyLightersTV.html>
- Senator Dennis Black of Iowa recently appeared before the Iowa senate to seek support for banning novelty lighter in his home state
- State Representative George Overbey (AR) is currently researching the issue of banning novelty lighters in Arkansas

*Dayna Hilton joined the fire service in August 2000 and currently serves as Johnson County Rural Fire District #1's Public Fire and Life Safety Educator in Clarksville, AR.*

*Firefighter Hilton was appointed by Governor Huckabee in 2005 to serve on the Arkansas Fire Prevention Commission. She serves as a Deputy Fire Marshal for the State of Arkansas and is a Professional Member of the Technical Committee of National Fire Protection Association where she serves on the 1035 - Standard for Professional Qualifications for Public Fire and Life Safety Educator Committee. She also serves on the International Fire Service Training Association Validation Committee for the Public Fire and Life Safety Educator manual. Firefighter Hilton is an International Fire Service Accreditation Congress certified Public Fire and Life Safety Educator II and Firefighter II. She is an adjunct instructor for the Arkansas Fire Academy, a contract instructor for the National Fire Academy and a member of the Fire Corps Speakers Bureau. Hilton is an International Association of Fire Chief State Fire Corps Advocate for the state of Arkansas.*

*Under her guidance, Johnson County RFD #1 firefighters and Fire Corps members were honored with the Arkansas Fire Prevention Commission's "Carnahan Award" in 2005 and 2006. The award is given annually by the Commission to an Arkansas Fire Department for recognition of excellence and achievement in the field of Fire and Life Safety and Fire Prevention. Other awards received by the department and its Fire Corps include the National Volunteer Heart-Healthy Firefighter Program Appreciation Award, the Gold 2006 President's Volunteer Service Award, the "Best Program Extreme Makeover Award at the 7th Annual Fire, Burn and Life Safety Conference, and the Daily Points of Light Award as the Nation's Volunteers of the Day on June 8th sponsored by the Points of Light Foundation. Hilton was awarded the 2006 National Volunteer Fire Council's Fire Prevention Award. The award is bestowed to a "volunteer who exemplifies the philosophy of fire prevention through their contributions to the field". She was recognized as a Dunkin' Brands Community Foundation Hero in July of 2007.*

*Hilton is author of the children's book, Sparkles the Fire Safety Dog which will soon be available nationwide. Her department's and Fire Corps members have been featured in FireRescue, Volunteer Leadership, Front Porch, and Rural Roads magazines as well as the Journal of Association Leadership. The group has also been featured in several issues of the National Volunteer Fire Council's Dispatch, on the cover of a Department of Homeland Security Fire Corps Brochure and several national websites. She has authored articles for Fire Engineering Magazine and the National Fire Protection Association Journal. In 2006, two of Hilton's fire safety photos were chosen to appear in the International Fire Service Training Association's calendar.*

*Hilton, along with several of her departments Fire Corps members, are featured in the Fire Emergency Training Network's Achieve More with Fire Corps and Citizens Helping Fire and EMS videos for citizen advocates and fire departments.*

*Her department was one of three chosen across the country to participate in this project and the videos are available nationwide.*

*During 2006 Fire Prevention Week, Hilton hosted "Fire Safety Tips" on PBS KIDS Sprout, the first and only 24-hour preschool destination available on TV. Assisting Comcast in the fire safety content of the PBS KIDS Sprout webpage, her efforts reached children online ages two through five and their parents and caregivers. In September 2006, she appeared live on FOX and Friends in New York City promoting fire safety, reaching almost one million viewers.*

*In 2007, after a national "Star Search" of Public Fire Educators by the Research Division of Fire Protection Publications at Oklahoma State University, Hilton was chosen to play the female lead in the educational video, Presenting Fire Safety Messages to Young Children. This educational video will be a multifaceted educational tool and companion piece to an extensive fire safety educational curriculum for young children 4 and 5 years old. The video includes instructional material for teachers, young children and firefighters.*

*An advocate for promoting fire safety, Hilton finds it her life's passion to keep everyone fire safe.*

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## Novelty lighters create risk to children

Thursday, October 11, 2007

By Brian Mosely

No, they are not toys.

They look like a little motorcycle or a play cell phone, or a tiny racing car. But these innocent looking trinkets, which can be found in area stores, are actually cigarette lighters -- and in a child's hands, can bring tragedy to an entire family.

That was one of the messages that Shelbyville Fire Inspector Brian Nicholson brought to the Exchange Club of Bedford County Wednesday, on the occasion of National Fire Prevention Week.

Showing a typical lighter, Nicholson stated that they were not sold to children. Yet, stores in our community are selling items that resemble children's toys but are actually deadly ignition sources.

"Just as these appeal to a consumer, how does this appeal to a child? These things are a horrible, horrible risk to our children."

Nicholson stated that prevention, like his program on Wednesday, is the most important form of fire safety. He may be trained to stop fires once they happen but would rather prevent them from starting in the first place.

"There are a long chain of mistakes that lead to an accident. We, as the adult, are usually the very first link in that chain," Nicholson said.

Recalling the events of Sept. 11, 2001, 3,023 people lost their lives and the country went to war to prevent a reoccurrence. But fire is a huge problem as well. In the six months leading up to Sept. 11, 3,443 lost their lives in house fires.

"This is an enemy that attacks places closer than New York City," Nicholson said. "It attacks in your children's bedrooms and all we are to them is fuel."

Between 3,000 to 5,000 people lose their lives to fires every year, Nicholson said, and most of the blazes are preventable.

The city's Insurance Services Office (ISO) rating puts Shelbyville in the best three and a half percent in the country as far as fire departments go, but with all that, deaths still happen. Tennessee is number two in fire deaths for the nation.

Nicholson related on Shelbyville's last fire fatality, in a Belmont Avenue apartment complex. The department had a great response time and was at the location within two minutes. Breaking down the door, they found a wheelchair sitting near the entrance.

"I felt a tug on my pants leg, the lady had pulled herself through the glass and is laying there under a blanket outside the house. She wasn't even recognizable, she looked like a pile of rags. She lived 16 hours."

The fire was preventable, Nicholson said, started by a candle, with flames traveling down the flow of wax to set the carpet ablaze.

"That's the kind of fire we can not fight from the fire hall. We do that through fire education," Nicholson stressed.

Children are a big risk group and Nicholson spends 52 weeks out of the year educating them, not just during National Fire Prevention Week.

"I can preach to these kids all day long," he said, "but unless the parent is receptive, it's not going to work."

There are three "E's" in fire prevention, Nicholson said: education, enforcement and engineering. For enforcement, Nicholson goes into every business twice a year to check if exits are open and extinguishers are working.

Engineering involves the designs of vehicles and homes, through building codes and construction or sprinkler systems in businesses. Nicholson also pointed out that residential sprinkler systems are becoming popular and two locations in Tennessee have made them mandatory for new homes.

At two dollars or less per square foot, the system costs less than it would to carpet the entire home, he said. "You can all but guarantee you're not going to have a fire death and you're not going to lose that building."

Fire safety checklists are available on the Internet, and Nicholson stressed the importance of using them.

With the switch to standard time coming in the next few weeks, it's also time to check the batteries in smoke detectors.

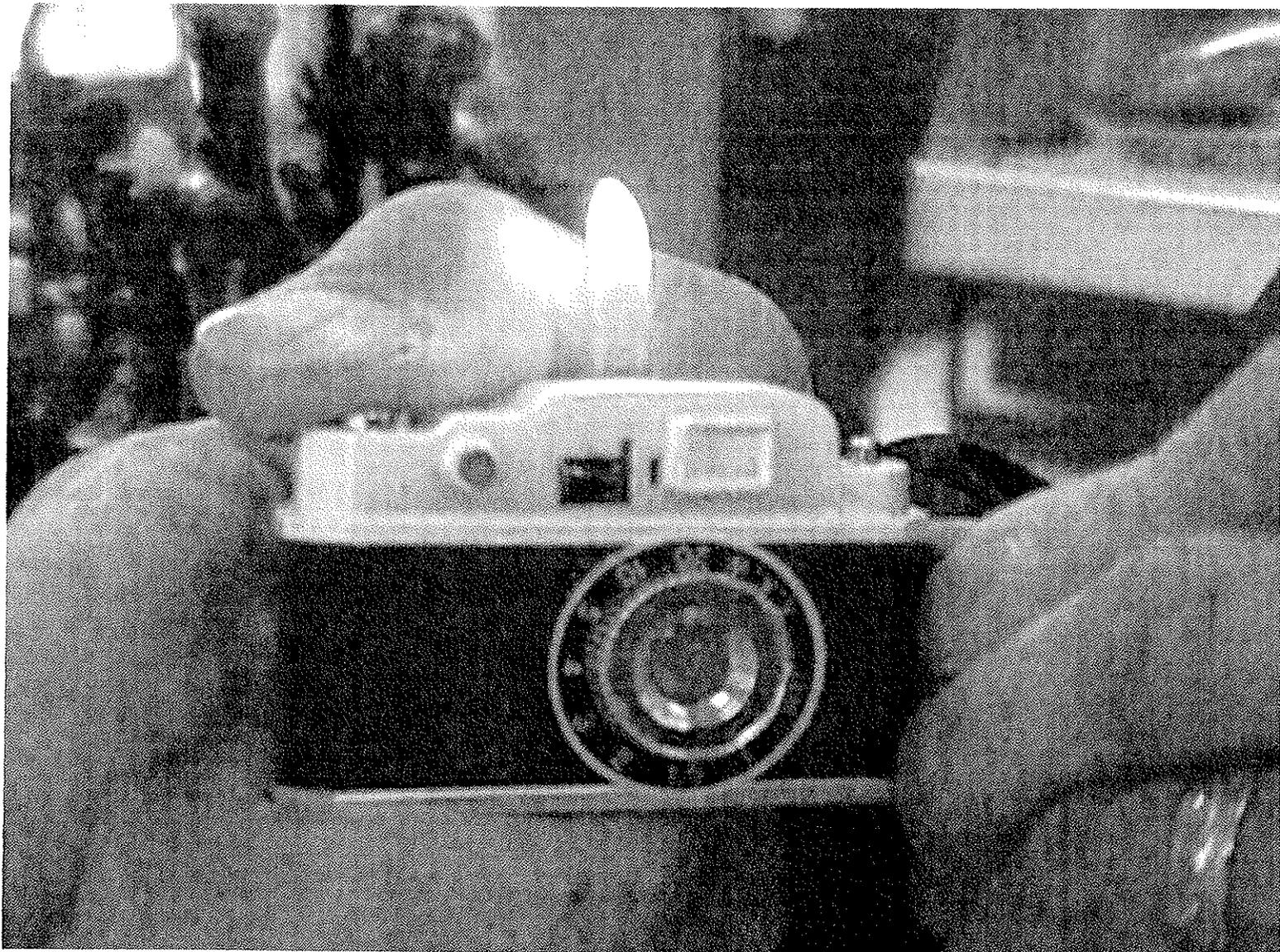
Children may practice fire drills at school but not many do so at home. Nicholson asked how many times a person gets up in the middle of the night and stumbles on the furniture and to think about that when planning an exit in case of a fire.

"All you need is two ways to get out and a meeting place outside." Nicholson also strongly suggested a fire safety ladder for those with two-story homes, although he joked that parents of teen-age girls might balk at the idea for other reasons.

Commander Robert Wessner, who has been with Shelbyville Fire Department for over 30 years, also explained about the equipment used today and the limitations faced in years past. One of the items that generated much interest was a thermal imaging camera, which is used to find people or to locate hot spots inside a smoke filled building.

"In the time you watch the evening news, please do what you can to protect your family," Nicholson asked.

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Story URL: <http://www.t-g.com/story/1283668.html>





**ORDINANCE 08-03**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, PROHIBITING THE SALE OF NOVELTY LIGHTERS AND THE ADDITION OF THIS ORDINANCE TO THE MUNICIPAL CODE, TITLE 7, CHAPTER 2, SECTION 7-209.**

WHEREAS, youth fire setting has been identified as a fast growing fire threat in the United States; and

WHEREAS, novelty lighters have features which are attractive to children; including visual effects, flashing lights, musical sounds and toy-like designs; and

WHEREAS, the U.S. Consumer Product Safety Commission has recalled thousands of novelty lighters since 1996 due to the danger posed to public safety; and

WHEREAS, functions of novelty lighters can be achieved without posing a danger to public health and safety; and

WHEREAS, many public safety agencies support the prohibition of the sale and distribution of novelty lighters; the National Fire Protection Agency, National Volunteer Fire Council, Western Fire Chiefs Association and the National Association of State Fire Marshals have lent their support to this issue; and

WHEREAS, it is in the best interests of the citizens and residents of the City of White House, Tennessee, that the sale of these items be prohibited.

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the following addition be made to Title 7, Chapter 2, Section 7-209, of the Municipal Code of White House:

**Section 1:** Prohibitions, inapplicability. The retail sale, offer of retail sale, gift or distribution of any novelty lighter within the territorial jurisdiction of the City of White House is prohibited. This prohibition is inapplicable to: (1) novelty lighters which are only being actively transported through the city; or (2) novelty lighters located in a warehouse closed to the public for purposed of retail sales.

**Section 2:** Definition. "Novelty lighter" means a lighter that has entertaining audio or visual effects, or that depicts (logos, decals, art work, etc.) or resembles in physical form or function, articles commonly recognized as appealing to or intended for use by children ten years of age or younger. This includes, but is not limited to lighters that depict or resemble cartoon characters, toys, guns, watches, musical instruments, vehicles, toy animals, food or beverages, or that play musical notes or have flashing lights or other entertaining features. A novelty lighter may operate on any fuel, including butane or liquid fuel.

**Section 3:** Exceptions. The term “novelty lighter” excludes: (1) any lighter manufactured prior to 1980; and (2) any lighter which lacks fuel or a device necessary to produce combustion or a flame.

**Section 4:** Enforcement. The provisions of this section shall be enforced by the fire marshal, any police officer, any code enforcement officer and any other City official authorized to enforce any provision of White House City Ordinances.

**Section 5:** Violation; Penalty. Any person or entity violating any provision of this section is guilty of an infraction, and upon conviction therefore, shall be subject to a fine or penalty of not less than \$25.00 nor more than \$50.00 per day.

**Section 6:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**Section 7:** That the provisions of this Ordinance are hereby declared to be severable and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

**Section 8:** It is hereby found and determined that the passage of this Ordinance is necessary in order to insure proper and orderly growth of this land and of the City of White House, Tennessee, and as being necessary for the immediate preservation of public health, safety and welfare.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading: February 21, 2008

Second Reading: March 20, 2008

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder





## City of White House Memorandum

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Date: February 13, 2008

To: Board of Mayor and Aldermen  
Angie Carrier, City Administrator  
Charlotte Soporowski, Finance Director

From: Ashley Smith  
Director of Parks and Recreation

Re: Soccer Field Lighting Project

On February 6<sup>th</sup>, the bids were opened for the Soccer Complex Lighting Project. A total of five bids were received, but the lowest bidder withdrew the next day after the opening. I am therefore recommending the 2<sup>nd</sup> lowest bidder, Reynolds Electrical Contractors, for this project in the amount of \$132,600 which includes Alternate #1. The alternate includes a Remote Lighting System which will enable the lights to be programmed and operated by computer or phone anywhere in the country, including the existing lights. Thanks for your consideration.

BID TABULATION SHEET  
FOR  
2007-08 SOCCER PARK LIGHTING PROJECT

Bid Opening: Wednesday, February 6, 2008 – 10:00 a.m.

<u>Bidder</u>	<u>Amount</u>
Steve DeKock Agency dba SDKA	\$ 155,700 Base Bid
	\$ 167,800 Alt. 1
Reynolds Electrical Contractors	\$ 126,000 Base Bid
	\$ 6,600 (add) Alt. 1
C.E. Hutson Electric Company	\$ 151,444.64 Base Bid
	\$ 6,930 (add) Alt. 1
	\$ 14,008.50 Alt. 2
Knight Electric	\$ 161,447.00 Base Bid
	\$ 4,680. (add) Alt. 1
Stansell Electric Company	\$ 124,450. Base Bid
	\$ 4,515. Alt. 1
	Alt. 2

## MEMORANDUM

TO: White House Board of Mayor and Aldermen,  
Angie Carrier, City Administrator

FROM: Addam McCormick, Planning/Codes Dept.

DATE: February 13, 2008

RE: 2008 Comprehensive Land Use Plan Review and Project and  
Update Planning Consultant

The White House Regional Planning Commission on Monday February 11, 2008 recommended to accept the RM Plan Group and Lose and Associates Proposal for the Comprehensive Land Use Project. The proposal meets the project budget of \$ 15,000. If approved, staff will contact consultant regarding submittal of contract. The first comprehensive committee meeting is scheduled for Thursday March 27, 2008 at 6 pm.

**Memo**

TO: Board of Mayor and Alderman  
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: February 8, 2008

SUBJECT: Amendment to Single source requests 2007/2008

I request approval to increase the amount for grinder pump replacement to \$411,250. This is an increase of \$176,250 which could purchase up to an additional one hundred fifty more systems this year. As communicated in previous monthly reports the failure rate of the Hydromatic grinder pumps (due to age) has accelerated several months sooner than projected. At present we have twenty-three systems in stock and have purchased all two hundred units which were budgeted. We are presently monitoring all other line items in order to reduce expenditures to handle the increased amount for grinder pump replacement and still remain within our budget.

**SINGLE SOURCE REQUESTS  
For Fiscal Year 2007/2008**

<b>Vendor</b>	<b>Amount</b>	<b>Reason</b>
<b>Carter &amp; Verplanck</b> (Odor control systems)	\$82,800	Regional rep for Vapex Hydroxyl Ion system, carbon based air exchange system. Due to detention times beyond what chemical treatment for sulfide control can handle.
<b>Wascon Inc.</b> (350 grinders at \$1,175 each)	\$411,250	Regional rep for E-one low pressure grinder pumps.
<b>AirVac Vacuum Systems Inc.</b> (Vacuum Valve Assemblies & Repair Parts)	\$90,000	To maintain North Palmers and Calista vacuum stations and service connections. <b>Proprietary equipment.</b>
<b>Labtronics</b>	\$4,500	Calibrate and certify monitoring equipment to meet NPDES permit requirements.
<b>Southern Sales Inc.</b> Floating Weir and U.V. system repairs and parts	\$15,000	Regional rep for the Trojan U.V. system and the weir system
<b>Cummings Crosspoint</b>	\$15,000	Routine maintenance and any needed repairs of our four generators. (Cummings uses proprietary software for all its diagnostic systems.)

Deleted: \$235,000

Deleted: 200

I would be happy to answer any questions you may have. Thank you.

# Memo

**To:** Board of Mayor and Alderman  
**From:** Ed Hickman – Director  
**CC:** Christie Odenwald  
**Date:** 2/13/2008  
**Re:** Request for surplus on one Public Works issued vehicle, 1993 Ranger, Vin No. 1FTCR10U1PTA06295

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On this date, Feb. 5, 2008, we are requesting that the 1993 Ford Ranger, 1FTCR10U1PTA06295 Pick-up truck be declared as surplus to go on GovDeals.com to be sold.

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



## City of White House Memorandum

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Date: January 29, 2008

To: Board of Mayor and Aldermen  
Angie Carrier, City Administrator

From: Ashley Smith  
Director of Parks and Recreation Department

Re: Purchase of 16,000 lb. GVWR Dump Truck

I am seeking your approval to purchase a new 16,000 GVWR dump truck from Mid-Tenn Ford and Sterling Truck Sales, Inc. in Nashville, TN. Two bids were received for this vehicle. Mid-Tenn provided the lowest sealed bid, with the total price being \$29,784 which is \$216 below what is budgeted in the 2007-2008 CIP. This vehicle is intended to facilitate the maintenance of the park system.

Thank you for considering this purchase.

## MEMORANDUM

TO: White House Board of Mayor and Aldermen,  
Angie Carrier, City Administrator

FROM: Addam McCormick, Planning/Codes Dept.

DATE: February 13, 2008

RE: Decorative Street Light Program

Cumberland Electric recently changed their policy on maintenance of decorative streetlights and poles in developments with underground utilities. Cumberland Electric will continue to maintain the existing decorative street lights until December 2008. As of January 2008, the policy does not include maintenance of lights in new developments. Staff met with City of Portland Officials and a CEMC representative. The CEMC representative basically reaffirmed the new policy listed above. The CEMC Board of Directors determined the policy.

The City currently pays CEMC around \$14.00 per pole for maintenance. This totals to around \$42,00 a year that the City pays CEMC for maintenance. We will no longer pay CEMC after December of 2008. Our estimates based on 250 poles at \$ 1,500 per pole would equal a total value of \$ 375,000. A possible budget cost would be 10% or \$ 37,500/year for material costs. Upon approval we would receive RFP's from electrical contractors for labor costs in maintaining the decorative lighting. Of course, labor costs would be determined on an as-needed basis. So we would determine approval upon hourly costs.

If the City wants to maintain requirements for underground utilities and decorative street lights and poles, then the City will need to develop a decorative street light program. Staff has discussed and reviewed the issue with the Planning Commission. The Planning Commission recommended that the Board of Mayor and Aldermen approve the program to continue regulations for underground utilities and decorative street lights.

The three items that will need to be determined by the Board of Mayor and Aldermen:

1. Does the City want to continue the requirements for underground utilities and decorative street lights? If so, the City will need to approve a program and

- regulations for decorative street lighting. The program involves material and maintenance costs and staff inspections of street light construction.
2. Approval of street light pole and fixture design.
  3. Decorative street lighting maintenance. Option #1 or Option #2 listed below in draft of street lighting regulations.

The White House Regional Planning Commission at the January 14, 2008 meeting recommended a decorative street light fixture type. The light pole was a black fluted 16 ft pole and the Savannah and American Light Fixtures. (See enclosed diagram of light pole and fixtures)

The Planning Commission discussed the draft street lighting regulations listed below. If decorative street light program is approved, the regulations will be added to the City's Subdivision Regulations. The only issue that was undecided was regarding the maintenance of the decorative street lights. Originally staff considered requiring home owners associations to maintain the decorative street lights. (Option#1 listed below) Staff has discussed that option #1 would present the following issue. The City requires underground utilities and decorative street lights in developments that sometimes do not contain common open space and homeowners associations. Does the City want to require homeowners associations for all developments with underground utilities? Staff has discussed a change to the original proposal that would require the City to maintain all decorative streets on public streets. (Option# 2 listed below). Under either option, developments with private streets would require private maintenance of fixtures with home owners or property owner's association maintenance guidelines.

If the program is approved, staff will prepare information for lighting vendors to submit proposals for decorative light pole and fixtures. The style chosen by the Board of Mayor and Aldermen will be a component of the lighting vendor proposal. The City will then review lighting vendor proposals and approve a style of light fixture. The light pole and fixture specifications will be included as a section of street lighting regulations to be approved by the White House Planning Commission.

## DRAFT OF STREET LIGHTING REGULATIONS:

Existing Street Lighting Section of Subdivision Regulations:

### **4.110.1 Street Lighting**

It shall be the responsibility of the developer to develop and implement a street lighting plan in subdivisions where the electric service will be underground.

Proposed Street Lighting Section of Subdivision Regulations:

### **4.110.1 Street Lighting**

**(\* Private Association Option #1)**

It shall be the responsibility of the developer to develop and implement a street lighting plan, including light pole and fixture specifications. In subdivisions where the electric service will be underground. The lighting plan shall include maintenance guidelines to be listed in the development homeowner's or property association or guidelines. The lighting plan shall be included with construction documents required for the development.

**(\* City Maintenance Option#2)**

It shall be the responsibility of the developer to develop and implement a street lighting plan, including light pole and fixture specifications, in subdivisions where the electric service will be underground. The lighting plan shall be included with construction documents required for the development. The City of White House will maintain decorative street pole and light fixture used for within public right-of-ways used for lighting public streets, and the decorative light pole and fixture shall meet the following standards. Developments with private streets shall require the developer to include with the street light plan maintenance guidelines. The maintenance guidelines shall be approved and recorded with the development subdivision plats.

Decorative light poles and fixtures shall be located at the intersection of all streets and located along residential streets with maximum spacing of 400 ft and in all cul-de-sacs. A street light shall be installed at all designated pedestrian crossings within the development. Light poles shall be located within public right-of-way and be located 2 ft from back of curb or 2 ft from back of sidewalk and shall be ten (10ft) from a fire hydrant. Street lights shall be located on sidewalk side of street. The location of poles shall generally be at lot lines. Poles and base shall be located to allow maintenance of pole, base, and fixture and adjacent utility fixtures and structures.

**Decorative Street lights fixtures shall be:**

Cooper Light Savannah Fixture ACW10SWW33x124 or equivalent with interchangeable components 150 Watt High Pressure Sodium, mogul base. (The type of decorative street light fixtures shall be determined by the lighting vendor proposal approved by the City)

**Decorative Street pole shall be:**

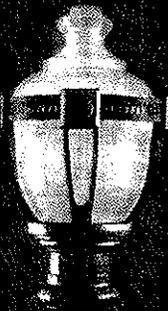
Hapco Arlen #82106-006P1 or equivalent 14" fluted aluminum decorative pole. The foundation and anchor bolts shall meet manufacturer's specifications and standard footing drawing meeting adopted building standards. (The type of decorative street light pole shall be determined by the lighting vendor proposal approved by the City)

All other types of decorative street lights and poles on major residential streets and non-commercial streets must be approved by Planning Commission.

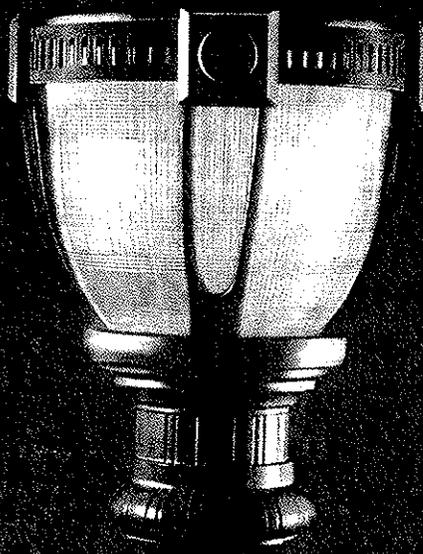
All electrical wiring and utilities shall comply with local utility provider requirements. The City will inspect pole foundations to ensure compliance with manufacture specifications and standard footing drawing. The developer shall provide information to ensure proper light pole and fixture is purchased prior to City inspection. The City will not complete electrical inspections.



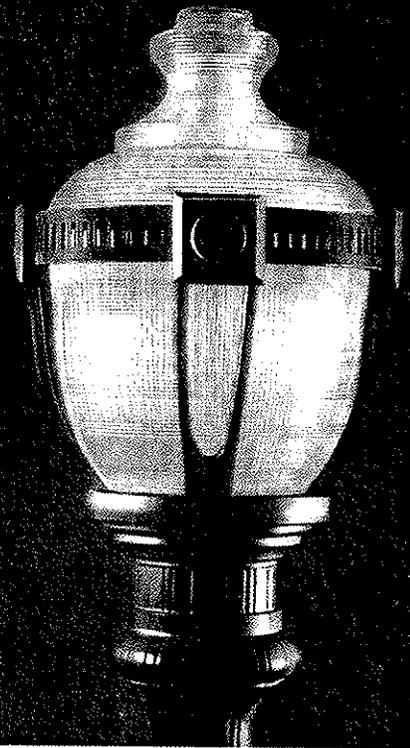
# Cumberland EMC



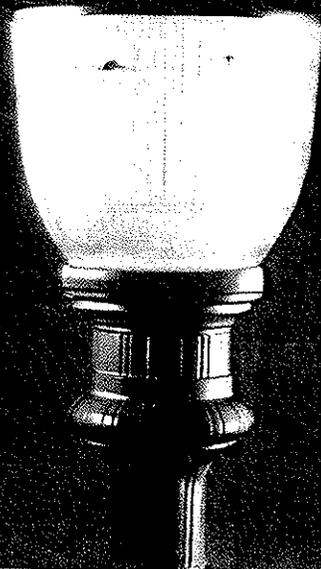
*Brighton*



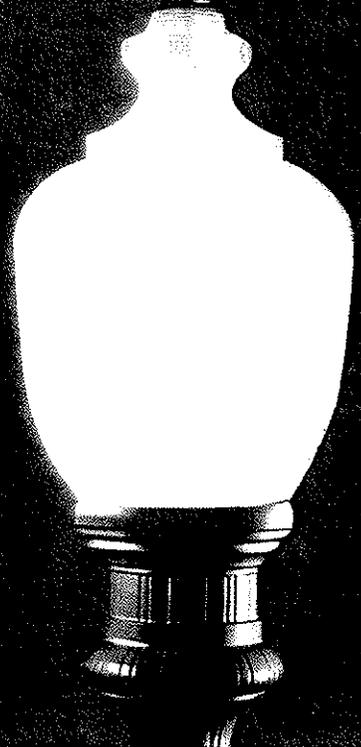
*Patriot*



*American*



*Savannah*



# DECORATIVE LUMINAIRES-QUICK REFERENCE



## **HADCO V600-ARCHITECTURAL**

150 Watt High Pressure Sodium Type III Distribution

Details on Pages 27-28

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## **HADCO V151-INDEPENDENCE**

150 Watt High Pressure Sodium Type III Distribution

Details on Pages 29-30

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## **HADCO ACORN**

150 Watt High Pressure Sodium Type III Distribution

Details on Pages 31-32

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## **HOLOPHANE-GRANVILLE**

150 Watt High Pressure Sodium Type III Distribution

Details on Pages 33-34

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## **HOLOPHANE-ARLINGTON**

150 Watt High Pressure Sodium Type III Distribution

Details on Pages 35-36

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## **COOPER-AVENUE**

150 Watt High Pressure Sodium Type III Distribution

Details on Pages 37-38

**Memo**

TO: Board of Mayor and Alderman  
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: February 13, 2008

SUBJECT: Sewer Extension Policy

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I would like to request approval of the Sewer Services Extension Policy. The purpose of this policy is to provide developers with a greater explanation of the rules, and procedures for the extension of and connection to the City's Wastewater System as defined in the Sewer Use Ordinance. The policy recognizes several options by which extensions of sewer services can be accomplished and clearly explains that the City reserves the right to solely determine which option and appropriate level if any of its participation for each extension considered under this policy

I would be happy to answer any questions you may have. Thank you.

**SEWER SERVICES EXTENSION POLICY  
CITY OF WHITE HOUSE, TENNESSEE**

**POLICY**

The City of White House (hereinafter "City") recognizes there will be an occasional need from to extend the Wastewater System owned by the City to serve areas annexed by the City; to serve new residential, commercial, and industrial development; and to serve areas not currently served by the City. The City also recognizes that there will be individual connections to the existing City Wastewater System.

**PURPOSE**

The purpose of this Sewer Services Extension Policy is to set forth the policy, rules, and procedures for the extension of and connection to the City's Wastewater System. Such extensions are intended to provide public sewer services to unserved areas and to facilitate orderly growth of the Wastewater System.

The extension of sewer services facilities may consist of the construction of collector sewer lines, interceptor sewer lines, sewer force mains, sewer pumping stations, and other equipment and appurtenances necessary to provide sewer service.

**OPTIONS FOR ACCOMPLISHING SEWER SERVICE EXTENSIONS**

The City recognizes certain options by which to accomplish extensions of sewer services. The determination as to which option described below is most appropriate shall be at the sole discretion of the City of White House.

- a. Any Person requesting the extension of sewer service shall file application with the Director for such extension. The Director, in response to an application for an extension of service, may elect to address such a request in one (1) of the following ways:
  1. Require the Applicant to install the extension to meet all City requirements, at his/her expense, and dedicate the completed improvements to the City for ownership, operation, and maintenance;
  2. Jointly finance and construct the proposed extension in cooperation with the Applicant, with the completed extension dedicated to the City for ownership, operation, and maintenance; or
  3. Deny the requested sewer service extension.

- b. The City shall not allow and/or participate in the financing of any extension of sewer services unless the beneficiary Users are located within the corporate limits of the City of White House or agree to be annexed into the City's corporate limits prior to constructing the extension.
- c. The City of White House may authorize the extension of public sewer facilities of its own volition without receipt of an application. The City may collect utility fees from property owners who connect to the extended system and those whose property abuts the extension but may not have a connection. The City may, at its own discretion, make improvements to the City Wastewater System in order to remedy inadequacies in the existing system, to address public health issues, or to extend service as it deems appropriate.
- d. The City reserves the right to solely determine the size, extent, layout, and details of any Wastewater System extension considered under this policy.

#### **Applicant Financed Extensions**

- a. The full cost of extended facilities to serve private developments shall include the design, permit acquisition, and construction of all new Sewer facilities, and any existing Sewer facility improvements necessary to serve the Applicant as well as the acquisition or conveyance of the physical Wastewater System components and real property, easements, and rights-of-way necessary for the operation and maintenance of the Sewer facilities. These costs shall be borne by the Applicant. Applicants requesting service shall also pay the appropriate fees as set forth in this policy and in other relevant policies and ordinances of the City.
- b. Installation of sewer extensions shall be accomplished by the Applicant with private licensed contractors that are acceptable to and approved by the City, except where, at the discretion of the City, the scope and scheduling of the work dictates that the extensions shall be made by the City. In such instances, the Applicant shall advance to the City by certified check or irrevocable letter of credit the full estimated cost of the extension prior to any work being accomplished. Prior to receipt of such funds, a written contract shall be entered into between the City and the Applicant that shall govern the amount and use of such funds. Following completion of the extension by the City, any funds advanced in excess of the final costs shall be refunded to the Applicant. Any shortage of funds shall be paid by the Applicant prior to the extension being placed into service.
- c. Applicants shall enter into an agreement with the City to finance, design, and construct the extension in accordance with City wastewater specifications and standard details and to dedicate the facilities to the City without reservation, in

accordance with the policies established herein. Said agreement shall be in force prior to any construction.

- d. If a proposed extension will connect to an existing sewer line or pump station that, in the opinion of the City, requires rehabilitation or replacement with larger diameter pipe or equipment to provide adequate capacity, the Applicant shall be responsible for all or part of the rehabilitation or replacement costs, as determined by the City.
- e. The City may elect to increase the size of certain lines or pumping facilities that are constructed by the Applicant. If the City chooses to require lines and/or pumping facilities that are larger than those necessary to service the Applicant's project and are so located to serve other properties, the City shall reimburse the Applicant for any additional costs incurred as a result of installing such oversized lines and/or pumping facilities. In such instances, the City shall be responsible only for the difference in the cost of the larger line(s) or pumping facilities.
- f. Prior to construction, the Applicant shall present evidence of having obtained all approvals of the project plans and specifications and permits to construct the extension.

#### **Jointly Financed Sewerage System Extensions**

The City may elect to participate in capitalizing Wastewater System extensions under the following conditions:

- a. Approval of any extension(s) involving financial participation by the City shall always be based on the City's determination that funds are available for such extensions(s).
- b. The City may elect to provide timely sewer service for projects that would generate residential use, new manufacturing, or commercial development.
- c. The City may determine that significant public health risks can be eliminated or avoided by its financial participation.
- d. The City may determine that certain investments are strategic to the development of its Wastewater program and therefore justify its financial participation. Such participation is contingent upon the proposed improvement being included in the City's approved Capital Improvements Program.
- e. The City shall solely determine the appropriate level of its participation for each project.

## **FEES AND CHARGES**

All fees and payments due the City shall be made prior to any connection with or discharge into the City Wastewater System.

### **a. General**

Rates, Fees, and Charges for improving, extending, connecting to, and discharging into the City Wastewater System shall be in accordance with the current Schedule of Rates, Fees, and Charges adopted by the City. The City reserves the right to adjust such rates, fees, and charges. The following fees are those associated with extensions only, and are in addition to sewer service charges and other fees and assessments charged by the City. Each occupant or property owner must make application for service and pay fees as applicable.

### **b. Capital Cost Recovery Fee**

The purpose of this fee is to recover a portion of the capital cost expended by the City for the extension of the sewer system that will serve the applicant's request for sewer service. The appropriate fee amount will be a prorated portion of the total capital expenditures by the City for such extension, including all principal and interest on debt at the time of fee payment, with the proration based on the amount of system extension capacity to be utilized by the applicant relevant to the total capacity of the extension.

### **c. Administration Fees**

The purpose of this fee is to recover a portion of the costs associated with processing applications, locating and evaluating the capacity and condition of sewers to which the Applicant will connect.

### **d. Capacity Fees**

The purpose of this fee is to recover a portion of the cost associated with providing wastewater system facility capacity.

### **e. Connection Fees**

The purpose of this fee is to recover a portion of the costs of providing preliminary and final inspections for the connection of Building Sewers.

f. **Commitment Fees**

The purpose of this fee is to recover a portion of the costs associated with processing applications, evaluating the capacity and condition of sewers to which the Applicant will connect, and reserving capacity for the applicant's project for a period of one (1) year. The allocation fee is non-refundable.

g. **Sewer Usage Charges**

These charges will be assessed to Users on a monthly basis to compensate the City for owning, operating, and maintaining the systems, in order to collect, transport, treat, and dispose of the Wastewater.

**GENERAL REQUIREMENTS**

**Applicant Responsibilities**

As a general rule, the City will not extend sewer service or pay the cost of extending sewer service. The Applicant desiring to extend or connect to the City Wastewater System shall be responsible for:

- a. The cost of designing, permitting, and constructing all components necessary to connect to the City Wastewater System.
- b. The costs of improvements to any existing lines, pump stations, and appurtenances that, in the opinion of the City, are necessary for adequate transport of the proposed discharge.
- c. Conveyance of physical components, real property, easements, and rights-of-way to the City.

**Rehabilitation of Existing Sewer Lines and Pump Stations**

If an extension will connect to an existing sewer line that, in the opinion of the City, requires improvement with larger diameter pipe to provide adequate capacity, or will connect to or flow through an existing pumping station that, in the opinion of the City, requires improvement to provide adequate capacity, the City shall require the Applicant to make such improvement and may reimburse the Applicant for all or a part of the improvement costs.

**Required Acceptance**

No extension shall become a part of the City Wastewater System until it is accepted by the City in accordance with its policies and procedures for such acceptance.

### **Coordination with Other City Policies**

The extension of the City's Wastewater System shall:

- a. Be in accordance with and subject to the City's current Policy and Procedures for the Extension of Sewer Service, Wastewater Standards, and Sewer Use Ordinance (all of which are available at the office of the Director) and to rates, fees, and charges for sewer service then prevailing;
- b. Be made in a manner to serve Users and to allow for future orderly development of the City Wastewater System; and
- c. Be in accordance with applicable laws and regulations and policies of the City.

### **Ownership**

The City shall be responsible for operation, maintenance, repair, and replacement, if necessary, of all Wastewater facilities transferred to and accepted by the City.

## **NEW PUBLIC SEWER LINE EXTENSION REQUIREMENTS**

### **Allocations**

Prior to the connection of any sewer lines to the City Wastewater System, or to any system or systems that discharge to the City Wastewater System, the Applicant must obtain an allocation for flow and treatment capacity in accordance with this policy. This requirement does not apply to individual residences.

### **Extensions of Public Sewer shall meet the following requirements:**

#### **a. Approval by Local Governments and Agencies**

Prior to starting construction on any Public Sewer extensions, the Applicant for service shall provide to the City certification and/or documentation that the proposed development of the property to be served has been approved by the political subdivision and regulatory agencies having jurisdiction.

#### **b. Review by the City**

All extensions shall meet the minimum requirements set by the City's Wastewater Standards and the City's Sewer Use Ordinance.

#### **c. Approval by Regulatory Agencies**

Prior to approval by the City, the construction drawings and specifications for the extension of sewer service must be submitted by the Applicant and reviewed and approved by the City and regulatory agencies having jurisdiction.

d. **Approval by the City**

Construction shall not commence until an Extension Approval has been issued and a preconstruction conference held with contractor and the City on site in accordance with this Policy.

e. **Construction**

Construction of Public Sewer extensions, including connection to the Public Sewer, shall be performed by a licensed utility contractor under contract to the Applicant and in full compliance with the City's Wastewater Standards. All work is subject to inspection and approval by the City. The Applicant will be required to reconstruct or replace any work to bring it into conformity with the City's Wastewater Standards. Construction observation by the City does not imply supervision or acceptance of the work.

f. **Rights-of-Way**

Public Sewer shall be installed only in dedicated street rights-of-way or rights-of-way secured by easements satisfactory to the City. The Applicant is responsible for providing or securing the necessary rights-of-way required for the extension.

g. **Ownership and Control**

All Public Sewer constructed in accordance with this policy and connected to the City Wastewater System shall be conveyed to and become the property of the City upon completion and acceptance by the City. The Applicant is required to convey the physical components of the Wastewater System and the required real property and rights-of-way to the City by instruments in form and content satisfactory to the City.

h. **Warranty**

The Applicant conveying an extension to the City Wastewater System shall guarantee to hold harmless and to indemnify the City from any and all claims for injury to person or property arising out of or resulting in any way from defective material or workmanship, including any claims for consequential damages for a period of twelve (12) months from the date of completion and acceptance of the extension. At the completion of construction and prior to acceptance of any fees for connection of service, the Applicant must supply to the City a completed City form titled "Contractor's Certificate of Completion and Warranty."

i. **System Expansion**

Nothing herein shall preclude the City from extending the Wastewater System.

j. **Application and Approval Required**

No person shall make connection with or discharge to the City Wastewater System or any sewer line ultimately discharging to the City Wastewater System without first obtaining written approval from the City.

**NEW SERVICE CONNECTIONS**

a. **Service**

Each lot or parcel to be served shall have a Public Sewer line extended to such lot or parcel so that the Building Sewer serving each lot or parcel may be connected to the Public Sewer.

b. **Installation**

Installation of the Building Sewer from the house to the sewer line, including furnishing and setting cleanouts, will be the responsibility of the property owner. The normal location for the first cleanout in the Building Sewer upstream of the sewer line will be at the curb, property line, or edge of right-of-way. The service line (that portion of the Building Sewer within the public right-of-way) shall be constructed in accordance with the City's Wastewater Standards. Taps into Public Sewer lines in service will be made only by the City's personnel or personnel authorized by the City.

c. **Provisions for Subsequent Connection**

To avoid future cutting of street surface where sewer service is not immediately required, a service line with cleanout shall be installed to each parcel or lot line.

d. **Codes**

All private Building Sewers shall be installed in accordance with applicable Tennessee and Local Plumbing Codes and Regulations.

## **ADMINISTRATION AND ENFORCEMENT**

The Director is hereby authorized and delegated the responsibility to administer the Policy and Procedures set forth herein.

### **Appeals**

A decision of the Director, or his designee, made under these Procedures adopted pursuant to this policy, may be appealed to the City Administrator. The appeal must be in writing and must be served upon the City Administrator within thirty (30) days of the dates of the decision. The appeal should state clearly and specifically the reasons for the appeal and the relief sought may result in dismissal of the appeal.

The City Administrator, with the Director and staff, will meet to consider the appeal. The City Administrator, in considering the appeal, may listen to testimony and consider written evidence presented by the appellant, or the City Administrator may make a determination without testimony. The City Administrator may also consider oral testimony and documentary evidence from the Director and staff.

The City Administrator will make a recommendation to the Board of Mayor and Aldermen regarding the appeal within thirty (30) days of the date the appeal is served on the City Administrator.

The Board of Mayor and Aldermen will consider the recommendation at its next regularly scheduled meeting and will vote on the recommendation. The decision of the Board shall be by majority vote and shall be final. A copy of the decision of the Board shall be furnished to the appellant and the City Administrator and the Director.

### **Amendments**

The Board of Mayor and Aldermen reserves the right to revise or amend this Policy and Procedures at any time.

## **SPECIFIC REQUIREMENTS**

### **Application for Extensions**

- a. All Applicants desiring to construct sewer improvements and to connect to the City Wastewater System shall make application in writing to the City.
- b. The application shall specify:
  1. The name, address, and telephone number of the Applicant(s);

2. The location of the property (including PIN numbers) and geographic alignment for which the connection is desired;
3. The total number of residential units, commercial establishments, or industrial facilities to be served and a description of each;
4. The size and capacity of the water and sewer facilities proposed;
5. The schedule by which the Applicant plans to construct and/or install the extension(s) and evidence that all necessary permits, easements, rights-of-way, encroachments, or other approvals necessary have been or will be obtained by the Applicant, at no expense to the City;
6. The estimated cost of proposed improvements; and
7. The estimated water usage in gallons per day and peak gallons per hour;

**Requirements, Conditions, and Provisions to be Met Upon Approval of Application**

- a. The Applicant shall employ, at his expense, an engineer registered to practice in the State of Tennessee to prepare plans and specifications for the proposed sewer extensions or improvements. The City shall make available wastewater specifications or standards that are available and/or necessary to prepare the construction documents.
- b. Three (3) sets of completed plans and specifications shall be submitted to the City for review and approval prior to submittal to other agencies. The plans shall be prepared by a licensed professional engineer, with the engineer's seal affixed thereto, and shall meet the utility requirements of the City of White House and the State of Tennessee. The plans shall be approved by the City and the registered professional engineer retained by the Applicant. The engineer shall provide as-built plans in AutoCAD format and location maps for all manholes, pump stations, easements, and service locations.
- c. Approval of plans and specifications by the City does not release the Applicant from obtaining any and all approvals and permits necessary for the construction of said sewer facilities.
- d. Upon City approval, the Applicant shall submit related construction documents to the appropriate State agencies for their approval, with such approval being granted prior to construction.
- e. Upon approval of the project by the City, it shall issue an extension permit. The Applicant shall have one (1) year from the issuance of this permit to complete the

- f. project. Should the project not be completed within this time period, the Applicant may request a permit extension. This request must be made in writing not fewer than ten (10) days prior to the date of expiration of the permit. Requests for extensions may be granted if the project is deemed to be substantially progressing toward completion.
- g. The Applicant shall agree to indemnify and save harmless the City from any and all loss, cost, damages, expense, and liability (including attorneys' and other fees and charges) caused by accident or occurrence resulting in bodily injury or property damage arising from the installation of such utilities by the Applicant of the Applicant's contractor(s).

### **Construction Requirements**

- a. All sewer extensions shall be constructed in conformance with the State of Tennessee's requirements and Wastewater Standards of the City and be approved by the City's Consulting Engineer, who must verify that the projected extension would not unduly tax the City's available Wastewater System capacity before any facilities may be extended.
- b. The minimum distance for any extension of a sanitary sewer line shall be determined by the City. In general, the minimum distance shall be across the entire length of width of all properties being developed in order to provide access to adjoining parcels of land, wherever feasible.
- c. The Applicant may secure the services of a licensed engineer to inspect the construction in accordance with City's wastewater standards and specifications. The City shall also inspect the sewer facilities and appurtenances during and after construction to ensure conformity with approved design drawings and the City's Wastewater Standards. The facilities must be built in accordance with the approved plans and specifications before they may be placed in service. If any part of the system fails inspection, no further building permits will be issued until corrections are made.
- d. Mains and lines shall be located within dedicated public rights-of-way or easements. When required, the Applicant and/or present and future property owners shall grant to the City such utility easements as the City may require. The permanent easement shall be twenty (20) feet in all cases the City deems necessary, and all combined temporary construction and permanent easements shall be at least thirty (30) feet in width. Within these boundaries the City, shall have the right to operate, maintain, inspect, repair, and replace such facilities.
- e. Maintenance of extensions and related facilities within a development shall be the responsibility of the Applicant until such time as connection to the City's system.

- f. Upon completion of the final inspection of the project, the Applicant shall provide technical literature for any equipment to the City. Operation and maintenance manuals will be required for any and all mechanical devices required for the operation of the system. Further, all warranties and guarantees for such equipment shall be transferred to the City.
- g. All extensions and related facilities installed under the provisions of this policy shall become the sole property of the City and under its jurisdiction and control for any and all purposes, prior to the time such facilities are connected to the City system.

**Post-Construction Requirements**

- a. Upon completion of construction, the Applicant's engineer shall submit to the City certification that the project was completed in accordance with approved plans and specifications.
- b. The Applicant shall warranty the accepted facilities to be free of defects in materials and workmanship and to be properly functioning in all respects for a period of one (1) calendar year from the date of acceptance by the City.
- c. During the year of warranty, the Applicant shall correct or have corrected any defects that may develop in material, equipment, or workmanship. In the event that the Applicant neglects to correct defects, the City shall have the right to declare all or any of the rights of the Applicant under the contract forfeited, and to remove and/or disconnect any connections that might have been made to the City's Wastewater System, or the City may elect to make the necessary repairs and institute a lien on the Applicant's property, both real and personal.
- d. As-built drawings shall be provided to the City prior to conveyance of the improvements to the City by the Applicant in AutoCAD format.
- e. Upon completion of the utilities and connection thereof to the City's sewer system, the sewer lines and any manholes, sewer lift stations, force mains, or other facilities or equipment required in connection therewith shall thereupon and thereafter be the entire and sole property of the City and under the sole and exclusive control of the City.

**Authorization**

This Policy, together with Procedures set forth herein, is hereby adopted by the Board of Mayor and Aldermen of the City of White House, Tennessee.

Reviewed by General Counsel: \_\_\_\_\_

Approved by the Board: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
City of White House, Tennessee

February 14, 2008

# MEMORANDUM

To: Board of Mayor and Aldermen

From: Charlotte Soporowski, Finance Director *CKS*

Cc: Angie Carrier, City Administrator

Re: TCRS Employer Contribution Rate

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I am pleased to inform you that the Tennessee Consolidated Retirement System (TCRS) contribution rate has been lowered for the City of White House. The City's contribution rate has been at 5.86% since the last valuation. Effective July 1, 2008 the City's contribution rate will be lowered to 5.35%. This is a .51% reduction and will result in approximately \$15,000 in savings next fiscal year. The reduction is due primarily to the positive performance of investments made by TCRS over the past few years. Details concerning the rate change and other information related to the City's TCRS Balance Sheet are in the two pages following. Please let me know if you have any questions about this information.



STATE OF TENNESSEE  
TREASURY DEPARTMENT  
TENNESSEE CONSOLIDATED RETIREMENT SYSTEM  
10TH FLOOR ANDREW JACKSON STATE OFFICE BUILDING  
NASHVILLE, TENNESSEE 37243-0230

DALE SIMS  
STATE TREASURER

JILL BACHUS  
DIRECTOR

## Memorandum

**To:** Political Subdivisions Participating in TCRS

**From:** Jamie Wayman, Assistant Director *JW*

**Date:** February 6, 2008

**Subject:** TCRS Employer Contribution Rate

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The Tennessee Consolidated Retirement System (TCRS) has received the results of the July 1, 2007 biennial valuation from the actuary. At its meeting on November, 16, 2007, the TCRS Board of Trustees adopted the actuary's recommendation of the 2007 valuation results which resulted in the contribution rates for state employees and teachers. Actuarial balance sheets and contribution rates specific to your entity's employees were distributed in January 2008. These results will establish the new employer contribution rate to be used effective July 1, 2008 and will remain in effect through June 30, 2010.

In an effort to control rate volatility, the Board adopted a 10-year smoothing technique to recognize investment gains and losses. Previously, TCRS had used a five-year smoothing term. In addition, the final portion of investment losses from previous years are reflected in the new rate as well as the positive investment performance the last couple of years. Overall, statewide the rates have flattened and in some cases decreased.

The rate attributed to your entity will vary based on the demographics of your employees. In addition, higher than average salary increases, turnover, or retirements will affect your contribution rate.

Enclosed is an actuarial balance sheet, which outlines the assets and liabilities of your pension plan, as well as the employer contribution rate recommended by the actuary. The rate reflected assumes no additional improvements. Please contact our office if you would like to know which improvements are still outstanding for your entity or the cost of the improvements. Again, this rate will become effective July 1, 2008.

An acknowledgement form is also enclosed which should be completed and returned to our office. If you have any questions concerning this actuarial valuation, please call TCRS Field Services at (615) 741-1971.

**TENNESSEE CONSOLIDATED RETIREMENT SYSTEM**  
**BIENNIAL VALUATION AS OF JULY 1, 2007**  
**NO IMPROVEMENTS**

WHITE HOUSE, CITY OF  
873.10

<b>Actuarial Balance Sheet</b>			
<b>Assets</b>		<b>Liabilities</b>	
<b>Present Assets at Market Value:</b>		<b>Present Value of:</b>	
Employee Assets	\$850,942	<b>Basic Benefits Payable to:</b>	
Employer Assets	1,895,460	Retired Employees	\$288,195
		Active Employees	3,517,231
		Inactive Employees	557,424
<b>Present Value of Prospective Contributions Payable by:</b>		<b>Cost of Living Benefits Payable to:</b>	
Employees	1,395,000	Retired Employees	128,939
Employer Normal	1,269,871	Active Employees	869,528
Supplemental Liability	82,735	Inactive Employees	132,691
<b>Total</b>	<b>\$5,494,008</b>	<b>Total</b>	<b>\$5,494,008</b>

<b>Membership</b>					
	<b>Active</b>		<b>Inactive</b>		<b>Retired</b>
Number	78	Number	75	Number	10
Annual Salary	\$2,448,956	Number	75	Annual Benefit	\$39,393

**Recommended Employer Contribution Rates**

Normal	4.72 %
Supplemental Liability Amortization*	0.48
Cost of Administration	0.15
<b>Total</b>	<b>5.35 %</b>

\* Based on 10-Year Amortization of Supplemental Liability

**NOTE:** The present value of vested benefits computed in accordance with Opinion #8 of the Accounting Principles Board is \$1,752,380. The present value of accrued benefits, whether or not vested, is \$1,910,270.

## ELECTED OFFICIALS ACADEMY LEVEL II COURSE DESCRIPTIONS

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### THREE-STAR PROGRAM

The Three-Star Program of the Tennessee Department of Economic and Community Development (ECD) requires at least one member of the municipal legislative body for each municipality (population over 500) for each local Three-Star Program to complete Level I or Level II of EOA in order to reach the Benchmark Level II of the newly-revised Three-Star Program.

Benchmark Level I requires the city mayor to attend at least one training program per year. Any Municipal Technical Advisory Service (MTAS) training session or seminar, including the Municipal Administration Program's monthly offerings statewide, will qualify as Benchmark Level I credit.

### COUNCIL AT WORK

This session will provide participants with a variety of techniques designed to increase their effectiveness as a member of a governing body. Participants will discuss and identify internal effectiveness tools that will help them evaluate their board effectiveness and improve board discussion. They will also discuss tools to link the governing body with both the community and municipal staff.

### FIRE

Participants of this session will explore functionality of the fire department in their municipalities. Participants will examine the importance and advantages of having Mutual Aid agreements. Content will focus on the basic component of (ISO) grading and will inform the participant what impact it has on the citizens within their municipalities.

### HUMAN RESOURCES

This session focuses on key personnel issues within a municipality. Participants will learn the importance of personnel policies, explore how to evaluate the status of those policies and analyze recruitment and selection policies. Special emphasis will also be on analyzing compensation and benefit programs. Participants will also explore other liability areas in their personnel programs.

### LEGISLATIVE ISSUES

This session will cover the essential elements of the legislative process. Participants will learn how local governments can lobby effectively. Current issues before the legislature will be discussed and participants will gain an understanding of how the legislation will affect local government.

### PARKS AND RECREATION

This session will provide participants with information about developing a municipal recreational program. Participants will

discuss the benefits of inter-local agreements and learn what it takes to support a successful parks and recreation program. Information will be provided about state assistance agencies and grant programs.

### PLANNING AND ZONING

This session will cover the planning and zoning process and will give participants an update on Chapter 1101. Participants will learn the six steps in the comprehensive planning process and will be able to list the four purposes of the comprehensive planning process.

### POLICE

Participants of this session will explore functionality of the police department in their municipalities. Participants will understand the advantages of a police department being accredited and other key law enforcement issues.

### PUBLIC WORKS

This session will cover important public works issues within a municipality such as pavement management, drainage, and maintenance. The second half of the session will concentrate on enhancing the awareness of elected officials on solid waste composition, collection, disposal and recycling methodology, practices, equipment and costs.

### RISK MANAGEMENT

This session will provide participants with the elements of a sound risk management program that will effectively address various loss exposures to municipalities.

### TML ROLE AND RESOURCES

Participants will learn about the background and creation of the Tennessee Municipal League (TML), the TML Risk Management Pool and the TML Bond Fund. Valuable information about the role of TML, their staff, resources and benefits to municipalities will be included.

### WATER AND WASTEWATER

The distribution of water and proper collection and treatment of wastewater is one of the most important city services. This session assists officials by explaining briefly the operation of the water and wastewater systems, describing the basic laws and regulations, discussing the most common problems and identifying funding issues related to operating these systems.

### WORKING WITH THE MEDIA

This session will cover the long-term goals of media coverage in local government. Participants will gain an understanding of how to become more proactive with local news media. Tennessee's open meetings law and tips on how to give a successful interview will also be covered.

# 2008 Elected Officials Academy Level II Registration Form

Please complete the information below and include your phone number and a mailing address where you would like to receive communication concerning EOA scheduling. You must attend all sessions to complete the requirements for Level II certification.

Name: \_\_\_\_\_

City/Town: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

## TRAINING LOCATIONS/DATES

- Johnson City March 7 – 8**  
Johnson City Public Library, 100 West Millard Street
- Collegedale March 28 – 29**  
City Hall, 4910 Swinyar Drive
- Jackson April 4 – 5**  
West Tennessee Center for Agricultural Research,  
Extension and Public Service  
605 Airways Boulevard
- Nashville April 25 – 26**  
TML Conference Room (Street Level)  
226 Capitol Boulevard

Day One at each location: 8 a.m. – 7 p.m.  
Date Two at each location: 8 a.m. – 3 p.m.

## CONTACT INFORMATION

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MTAS Administrative Specialist  
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sandy.selvage@tennessee.edu

## METHOD OF PAYMENT

A one-time fee of \$150 covers instruction for both Levels I and II of the Elected Officials Academy.

Check Enclosed     Visa     MasterCard

Card No: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return your completed form to:  
The University of Tennessee  
Municipal Technical Advisory Service  
Attention: Elected Officials Academy  
120 Conference Center Building  
Knoxville, Tennessee 37996-4105

Or fax your form to (865) 974-0423.



The University of Tennessee will seek to accommodate all persons with disabilities. If you require auxiliary aids, special services, or other accommodations, please check here. Someone from our office will contact you.

For titles VI and IX compliance, we ask for voluntary disclosure of the following information. Gender:  Male  Female

Race:  Caucasian  African American  Other (please specify): \_\_\_\_\_