

CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Agenda*  
March 20, 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 February 21, 2008 Meeting
6. Welcome Visitors/Public Communications
7. Public Hearings/Delegations
  - A. **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. **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 08-05** – A resolution authorizing the Department of Parks and Recreation's application for the LPRF grant.
  - B. Consideration of the following ordinances:
    1. **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. **Second Reading.**

2. **Ordinance 08-04** – An ordinance amending the fiscal budget for the period ending June 30, 2008 due to the donation of funds from Wal-Mart to the Parks and Recreation Department for the Soccer Complex. **First Reading.**
3. **Ordinance 08-05** – An ordinance amending article IV of the Zoning Ordinance, regarding monument sign regulations and provisions for shared development signage. **First Reading.**
4. **Ordinance 08-06** – An ordinance amending the zoning map relative to Robertson County Tax Map 117 D, Group B, Parcels 10 and 11 for 3.77 acres from C-2, General commercial to Neighborhood Center Residential Planned Unit Development and approval of a preliminary master plan for 48 Multi-family units. Property is located on Hwy 31W and Meadowlark Drive. Property is referenced as Lots 9, 10, 11, 12, and 13 of the Deer Crossings Center, section 2. Final subdivision plat recorded 2-23-2007. **First Reading.**

C. Finance

1. Board approval of the purchase of a 2008 Ford Expedition from Alexander Ford/Lincoln for \$25,698.00 by the Police Department.
2. Board approval of a request to surplus an asphalt roller and tar trailer from the Public Works Department.

D. Other Business

1. Board approval of the amendment of the accepted proposal for the Comprehensive Land Use Project.

11. Adjournment

CITY OF WHITE HOUSE  
MINUTES  
Board of Mayor and Aldermen Meeting  
February 21, 2008  
7:00 p.m.

1. Call to Order by the Mayor  
Mayor Decker called the meeting to order at 7:00 pm.
2. Prayer/Pledge  
Prayer and Pledge to the American Flag by Ald. Bracey.
3. Roll Call  
Ald. Arnold –Present; Ald. Bibb – Present; Ald. Bracey – Present; Ald. Leftwich – Present, Mayor Decker – Present. **Quorum Present.**
4. Adoption of the Agenda  
Motion was made by Ald. Arnold, second by Ald. Bibb. **Agenda adopted.**
5. Approval of Minutes of January 17, 2008 Meeting  
Motion was made by Ald. Bracey, second by Ald. Leftwich, to approve the minutes as written. **Minutes approved.**
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. **No one spoke for or against.**
  - B. **Ordinance 08-02** - An ordinance amending the fiscal budget for the period ending, June 30, 2008. **No one spoke for or against.**
8. Communications from Mayor, Aldermen and City Administrator  
The City Administrator welcomed Chief Herman and Jim Thomas, City Administrator of Goodlettsville.
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 SummaryMotion was made by Ald. Arnold, second by Ald. Bracey, 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 08-03** – A resolution approving the use of City facilities to provide additional recreational programs in cooperation with the Robertson County YMCA. Motion was made by Ald. Leftwich, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 08-03 approved.**
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. Motion was made by Ald. Leftwich, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 08-04 approved.**

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.** Motion by Ald. Bibb, second by Ald. Bracey to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Leftwich – aye. **Ordinance 08-01 approved on second and final reading.**
2. **Ordinance 08-02** – An ordinance amending the fiscal budget for the period ending, June 30, 2008. **Second Reading. Amended.** Motion by Ald. Arnold, second by Ald. Bibb to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Leftwich – aye. **Ordinance 08-02 approved on second and final reading.**
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.** Motion by Ald. Bibb, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **Ordinance 08-03 approve on first reading.**

C. Finance

1. Presentation and acceptance of FY07 audit by Work and Greer. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The FY07 audit was approved.**
2. Board approval to contract Reynolds Electrical Contractors for the Soccer Complex Lighting Project. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **Reynolds Electrical Contractors were approved 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. Motion was made by Ald. Arnold, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **The RM Plan Group and Lose Associates proposal for the Comprehensive Land Use Project was approved.**

4. Board approval to increase the amount of the Wastewater pump grinder replacement to \$411,250. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The request to increase the amount of the Wastewater pump grinder replacement to \$411,250 was approved.**
5. Board approval of a request to surplus a 1993 Ford Ranger, pick-up truck from the Public Works Department. Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **The request to surplus equipment from Public Works was approved.**
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. Motion was made by Ald. Leftwich, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **The purchase of a 16,000 GVWR dump truck for the Parks and Recreation Department was approved.**

D. Other Business

1. Board approval and discussion regarding the City of White House Decorative Street Light Program. Motion was made by Ald. Bibb, second by Ald. Leftwich to approve option #2. A voice vote was called for with all members voting aye. **Option #2 of the City of White House Decorative Street Light Program was approved.**
2. Board approval of the Sewer Extension Policy. Motion was made by Ald. Arnold, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The Sewer Extension Policy was approved.**

11. Adjournment

Motion was made by Ald. Bibb to adjourn. Meeting adjourned at 8:32 pm.

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder



**City of White House  
General Government Department  
Monthly Report of February 2008**

**Administration**

The City Administrator attended the TVA Economic Developers Forum and attended two very interesting breakout sessions. The first was titled "Turn Up the Volume on Gaining a Competitive Edge with your Data." This session focused on using actionable data as a foundation for business recruitment and workforce development. The second session was titled "Turn Up the Volume on Winning the Retail Game." This session provided concepts for marketing an area to high-quality retail companies. These sessions have helped with determining data to provide to those potential commercial developers of White House. This data will be linked to having the GIS system up and running.

This month the City Administrator attended the Joint Economic and Community Development Board meetings which covered the changes and amendments to qualify for the Three Star designation. Tennessee Department of Economic and Community Development has intensified the benchmarks in order to qualify, so both counties will have to put more effort into meeting benchmarks for this process.

The City Administrator traveled to Brentwood this month with Mayor Ken Wilbur of Portland and Gina Holt, Assistant City Manager of Springfield to discuss with a representative from TCRS and other cities the new benefit created for only public safety employees. Only two cities to date have passed due to the potential property tax increases that would be necessary to fund it. It was determined by TCRS to be funded at 3.5% with a mandatory retirement age and once a City enters the program it cannot back out. At this point, I have talked w/ Joe Palmer with this consideration and he along with Charlotte are co-championing the process of bringing back retiree health benefits. At this point, the cities' revenues are not at the place where they can cover all these options. Since retiree health benefits will affect the entire employee population, it seems to be a more equitable step to make.

Christie Odenwald, City Recorder, organized a training webinar for all department heads to watch titled "Small Cities Forum". She also completed her first edition of Word on White House. She also assisted in organizing the Swearing-in Ceremony for Chief Herman.

The City Administrator spoke at the Chamber Luncheon and the Lion's Club Breakfast this month about upcoming projects as well as completed projects.

The City Administrator attended a meeting with Judy Speight to consider the software purchase for Sumner and Robertson County libraries. Senator Diane Black earmarked grant funds for this specific purpose and all libraries are discussing which type of software will be most appropriate. The City Administrator also met with the Judy Speight and a hired library consultant to discuss the future of the library included types of services and programs.

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

**Finance Section**

At the close of February 73% of Robertson County property taxes had been paid, and 86% of the Sumner County property taxes had been paid. In addition to the daily efforts of the Tax Clerk, the Purchasing Coordinator and Court Clerk assisted many walk-in tax payers and phone calls and spent more than 3 hours exclusively receipting property taxes during the month in an attempt to assist with the backlog that has developed. At this point we still have a significant backlog of taxes to be entered. This backlog is very concerning when taking into account the Comptroller's requirement of having all monies deposited within three days of receipt.

The Finance staff completed the annual safety training requirement by watching three videos provided by the Tennessee Municipal League during the month of February. The videos covered topics including driver safety, blood borne pathogens, and personal protective equipment. Also during the month of February, all Finance staff had the benefit of some one on one training time with Local Government Field Representatives. This time was spent identifying any opportunities for gain in efficiency and more effective use of the software modules that we currently have from Local Government. The Purchasing Coordinator attended the monthly Middle Tennessee Public Procurement Association meeting on Thursday February 21, 2008 from 11:00-1:00 in Nashville. This month's guest speaker was from the Tennessee Attorney General's office and he addressed bid rigging and collusion.

The Finance Director spent time in February working with representatives from Local Government Corporation to review the city's current network services and outsourced information technology function so that they may prepare a quote on providing this service to the City, as well as working together to begin the implementation of the Property Tax Internet Interface. The finalization of the audit was completed with Work & Greer in February, and the coming months of March through June leave only a short time to review and enter adjusting journal entries and implement some significant changes that were found to be prudent by our auditors. While making these changes the Finance Director will be fully immersed in our budget process which began in earnest during the month of February with the preparation and distribution of the first set of files for Department Heads to project this fiscal year's results. The Finance Director met with the City Administrator, and Human Resources Manager, as well as with representatives of Sherrill D. Morgan and North America Administrators to nail down the final details of our impending insurance conversion.

February brought the third 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 February was \$143,315.10, for a year to date total of \$322,614.92.

**Purchase Orders – February 2008**

Codes	4	\$297.69
Fire	7	\$942.29
Police	33	\$4,187.49
Human Resources	0	\$0.00
Engineering	1	\$885.00
Administration	7	\$12,054.15
Finance	8	\$5,108.43
Court	2	\$191.05
Library	3	\$222.01
Wastewater	21	\$16,164.22
Public Works	23	\$21,950.77
Sanitation	8	\$7,288.23
Parks	36	\$177,484.91
Cemetery	1	\$354.72
Building Maint.	1	\$93.05
Total	155	\$247,224.01
Voids	4	

**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>
11136E	Payne Chevrolet	Fuel Filter and Pump	\$591.32	Vehicle #207 down	Wastewater
10964E	Wascon	Electrical plugs and labor	\$1,162.50	To add electrical outlets to light poles in city hall turnaround for Christmas decorations, not approved as an emergency.	Building Maintenance
10966E	Todd's Locksmith	Repair and Service Fee	\$93.05	Repair door at City Hall, not approved as an emergency.	Building Maintenance
		TOTAL	\$1,846.87		

## Monthly Performance Indicators

	<u>February</u>	<u>FY</u>
Requests for Information – Finance	3	10
Total New Business Licenses Issued	9	53
Purchase Orders Issued	155	1,271
Total Invoices Processed	287	2,390

## February 08 Monthly Report

### Human Resources:

- Continued communication with Burris and Associates regarding bi-annual pay plan process
- Began analysis of annual salary budgeting and potential impact of bi-annual pay plan assessment
- Submitted annual worker compensation estimate for June worker comp audit
- Continued assisting Administration with facilitation of the Employee Benefits Committee
- Submitted Employee Benefits Committee results for consideration of plan design changes in moving to partially self-funded health plan
- Continued facilitation and participation in Biggest Loser program
- Participated in monthly safety meeting with City safety committee
- Assisted Parks and Recreation with on-boarding of new Parks Recreation Superintendent (Joe Best)
- Assisted Police Department with orientation and on-boarding of new Dispatcher (Kim Premer)
- Assisted Administration with on-boarding of new Police Chief (Gerald Herman)
- Assisted Fire Department with on-boarding of new Firefighter (Jimmy Johnson)
- Assisted Parks and Recreation with search for part time recreation attendant
- Assisted Wastewater Department in search for Wastewater Tech II
- Began transition planning for movement from fully insured health plan to partially self-funded health plan
- Conducted exit interviews for outgoing employees
- Continued information submission for Employee Intranet
- Continued file auditing for compliance

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

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

During the month of February, the Police Department issued 319 Citations (156 speeding), and made 76 arrests. The department answered twenty-four (24) 911 calls.

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

- Safety Plan for schools: Two officers are scheduled for Active Shooter Training this summer.
- Policies are being reviewed: Off-Duty Employment policy drafted.
- Replacement of Greenway Patrol Vehicle: Wastewater Management has offered to us a vehicle. We are in the designing stages to transform it into a police vehicle.
- CAD and Records Management: we have obtained out estimates to prepare for 2008-2009 Budget.

## **Departmental Highlights**

- Gerald O. Herman was sworn in as the White House Police Department's Chief of Police on February 19<sup>th</sup>.
- Chief Herman attended the White House Chamber Luncheon on February 19<sup>th</sup> as a guest of Angie Carrier, City Administrator.
- Chief Herman held his 1<sup>st</sup> annual Departmental Meeting with all White House Police Department employees on February 20<sup>th</sup>. A group picture of all White House Police Department employees was taken by Hamblin Photography. The picture will soon hang in the lobby of the White House Police Department.
- Captain Mingledorff continues his Captain Street Smart program at Robert F. Woodall.
- Chief Herman and Capt. Mingledorff attended a Welcoming Breakfast on February 27<sup>th</sup> sponsored by Chief Holt of the Robertson Count Sheriff's Department.
- Captain Mingledorff, along with the Rotary Club, participated in the Wheels in Motion program at H.B. Williams Elementary, Robert F. Woodall Elementary, White House Christian Academy, and Hope & Heritage. The White House Police Department donates a bicycle helmet to the student selected to receive a bicycle from the Rotary Club thru nominations from outstanding citizenship, academics and behavior.
- The Citizen's Police Academy finished week 4 at the end of February. A weekly report has been included in the White House Watch.

- The Police Reserves Program concluded week 7 on February 29<sup>th</sup>. Graduation for the Reserve Program has been set for March 24<sup>th</sup>.

**Training**

- Sgt. Ty Wilson attended WMD Advanced Tactical Operations sponsored by the Metropolitan Nashville Police, Special Operation Division.

**Monthly Performance Indicators**

<b>PATROL</b>	<b>February</b>	<b>To Date</b>
Total Arrests	59	59
Offense Reports	46	82
Traffic Accidents	21	43
Accidents w/Injuries	26	29
DUI Arrest	6	9
Animal Calls	26	62
Drug Arrests	45	58
Motor Assist	20	45
Business Checks	1646	3603
Extra Patrols	316	664
Residential Patrols	850	2009
Assaults	7	15
Property Watches	27	66

<b>Dispatch</b>	<b>February</b>	<b>Year to Date</b>
<b>Calls for Service CADED</b>	1,167	2,332
<b>Non-CADED Calls</b>	3,519	7,762
<b>Total Calls for Service</b>	4,686	10,094

## CID PERFORMANCE INDICATORS FOR FEBRUARY 2008

	February	Year to Date
Arrests	0	3
Agg. Burglary	2	3
Assault	1	2
Auto Burglary	0	1
Forgery	0	1
Cases Open	13	N/A
Cases Closed	6	N/A
Property Amount Recovered	\$1,079.00	\$2,179.00
Property Amount Stolen	\$4,320.00	\$9,158.00
Theft	7	9
Vandalism	0	1

\*Misc. CID Performance Indicators for February:

Child Neglect                    1  
 Reckless Burning                1  
 Unruly Juvenile (Runaway)   1  
 3 cases were presented to Grand Jury for indictment

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

## Summary of Month's Activities

The Department responded to 62 requests for service during the month with 39 being medical responses. On 2 of the medical responses CPR was initiated and fire department personnel assisted the emergency medical services with patient care until the patients arrived at the hospital. Also the department responded to 2 motor vehicle accidents, one of which required one patient to be transported to the hospital and the other being more serious 2 patients were flown to Vanderbilt Hospital by Lifelight helicopter.

On February 17<sup>th</sup> high winds downed power lines across 31W and downed a tree across Raymond Hirsch Pky. Fire Department personnel responded to both incidents. The tree and debris were removed from the roadway and on the scene of the downed power line a safe area was established until CEMC arrived.

## Fire Station 2 Update:

Some progress has been made the building pad has been completed, the footings, and foundation is completed. The rough in of the electrical and the plumbing is beginning and the concrete slab is scheduled to be poured within two weeks.

## Update on the Department's Goals and Objectives

- 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 **(75% 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 complete)**

### Departmental Highlight

The department highlight for the month pertains to training as it does much of the time. Fire department personnel assisted and supported the Basic Firefighting class over the past two months. And beyond that on February 25<sup>th</sup> they also completed a class on the use and care of fire department ground ladders. This training as well as other various training classes contributed to the 249 total man hours of training for the month.

### Department Cost Saving Report

There wasn't any significant cost savings for the month of February.

### Monthly Performance Indicators

Structure Fires	0	Total Responses for the Month	62
Cooking/Electrical Fires	0	Total Responses Year to Date	110
Vehicle Fires	0		
Grass, Brush, Trash, Fires	1	Total Training Man-hours for the Month	249
Hazmat	2	Total Training Man-hours Year to Date	596.5
False Alarms/Calls	6		
Assist other Governmental Agency	0		
Other Calls	9	Fire Inspections	24
Emergency Medical Responses	39	Fire Preplans	0
Vehicle Accidents (general cleanup)	3	Plat / Plan Reviews	4
Rescue / Vehicle Accidents (with injuries)	2	Fire Investigations	4

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

**SUMMARY OF MONTH'S ACTIVITIES**

**VEHICLE AND EQUIPMENT MAINTENANCE**

For the month of February, the Public Works sanitation trucks had repairs to be completed, 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, 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 on tree limbs, shrubbery clippings, bagged grass, and leaves. Public Works has also had a number of citizens bringing loads of brush, bagged clippings, bagged grass and leaves to Public Works for disposal. Many citizens took advantage of the recycle collection bin provided by the city located at the White House Municipal Park, for the month of February the city recycled 26,020 pounds of mixed recyclables. We also recycled 6,020 pounds of steel that was brought in to the Public Works Facility by the citizens of White House for disposal.

**Monthly Performance Indicators**

	<b>Month</b>	<b>Totals</b>	<b>Revenue Received</b>	<b>Revenue year to date</b>
<b>Number of Customers Billed</b>	3574	Net Amount Billed \$53,535.00	\$53,854.96	\$334,184.73

**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.

<b>Department</b>	<b>Total Hours</b>
<b>Administration</b>	2
<b>Codes</b>	0
<b>Engineering</b>	0
<b>Fire</b>	0
<b>Parks</b>	14
<b>Police</b>	10
<b>Public Works</b>	29
<b>Library</b>	3
<b>Waste Water</b>	0

**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 begun using the newly purchased wood chipper and chips will be made available to our citizens soon.

**FEBRUARY 2008 TRUCK TONNAGE AND FUEL COSTS**

- 16.30 tons average per day. 522,740 pounds for the month of February.
- Total tonnage on truck number 319 was 95.58
- Total tonnage on truck number 320 was 122.14
- Total tonnage on truck number 321 was 43.65
- Total tonnage for the month of February was 261.37
- Total cost of fuel used for truck # 319 \$830.43
- Total cost of fuel used for truck # 320 \$1,208.46
- Total cost of fuel used for truck # 321 \$215.01
- Total cost of fuel used for R-2 \$329.04
- Total cost of fuel for February = \$2,582.94

YTD	Total
Tons per day	17.53 avg.
Pounds for 8 months	4,897,680
Tonnage Truck #319	770.23
Tonnage Truck #320	1,101.18
Tonnage Truck #321	577.43
Tonnage for 8 months	2,448.84
Fuel used Truck #319	\$4,878.57
Fuel used Truck #320	\$8,473.00
Fuel used Truck # 321	\$3,201.23
Fuel used R-2	\$1,787.55
Fuel used per month	\$19,078.01

<b>FEBRUARY 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	224 Stops	2,150 Stops
BRUSH PICK UP WORK ORDER REQUESTS CALLED IN	6	222
BRUSH TRUCK LOAD	62	395
LIMBS REQUEST	9	81
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	14	75
NEW CARTS FOR NEW HOME CONSTRUCTION	19	145
ADDITIONAL CART REQUEST	2	20
CONCRETE INSTALLED	0	7.37 yards
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	5,510 feet	5,510 feet
DRAINAGE REQUESTS	27	69
DRAINAGE WORK	750 feet	4,900 feet
LITTER PICK UP (50 GALLON BAGS)	62 = 3 bags per day	484=29 bags per day
LITTER PICK UP PER DAY (MILES)	2.00 Miles Avg. per day	79 Miles Avg. per day
POTHoles REPAIRED	95	200
SALT	0	0
SIGNS INSTALLED	8	54
HANDICAPPED PICK UP	72 Homes	570 Houses
MOVE IN SPECIAL PICK UP	4	29
MOVE OUT SPECIAL PICK UP	1	14
DEAD ANIMAL REMOVALS	1	25
<b>VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT</b>		
	<b>TOTAL</b>	
ADMINISTRATION	0	3
CODES AND PLANNING	0	2
FACILITY MANTENANCE	0	4
FIRE	0	2
PARKS AND LEISURE	0	9
POLICE	6	54
PUBLIC WORKS	10	40
SANITATION	2	37
WASTE WATER	3	34

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

**Summary of Month's Activities:**

**Collection system:**

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

The proactive maintenance on the larger lift stations continues. Staff pulled, cleaned and inspected all effluent pumps at both vacuum stations. The inspections revealed a cracked seal on effluent pump #1 at North Palmers and a damaged check valve on effluent pump #2 at Calista. Further deterioration of either issue would have caused flooding of the drywells and damage to all electrical equipment within the wells. Both issues were repaired promptly.

**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 omission of a mechanical screen at the head works continues to create operational problems due to the Return Activated Sludge Pumps becoming clogged daily.

**Development:**

- Cambria phases II: Construction complete. Lacking as-built drawings. **No change**
- Morgan Trace: Construction started. **No change**
- 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. **No change**
- Sage Road Medical Complex: Commitment fees received. Awaiting submittals of new design.
- Bear Creek: Plans corrected and returned for City approval, awaiting payment before approving. **No change**

**Goals and Objectives Progress:**

- The internet interface is complete and the bill pay option has been added to our web page. The service became operational February 21<sup>st</sup> and we've had fifty customers to pay their bill on-line. We now offer several payment options: in-person, mail, drop box, on-line bill pay and automated bank draft (Presently at one hundred forty-four customers).
- The summer service billing software has been purchased and our goal is to have the installation and setup completed by May 15<sup>th</sup>.
- Slow but steady progress continues with Wilkinson Lane pump station improvements. The adverse weather over the past several weeks has created several delays.

**Departmental Highlight:**

- Applications have been submitted to the State for the following employee's to take the certification exam this May:
  - Robert Allen: Grade III Wastewater Treatment
  - David Smith: Grade III Wastewater Treatment
  - Chris Keith: Grade II Collections
  - Joe Lemmons: Grade II Collections

**Low Pressure Grinder Pump Age Statistics:**

Age in Years	Number of Pumps	Age in Years	Number of Pumps
9	209	15	75
10	118	16	39
11	121	17	30
12	154	18	44
13	129	19	42
14	124	20	15
<b>Total Above Expected Life</b>			<b>1,100</b>

**Monthly Performance Indicators**

Service Provided	Month	Totals Year to Date	Amount Billed	Revenue Received	Revenue year to date
New service connections (Capacity fees)	2	48	\$2,400.00	\$2,400.00	\$91,776.00
Customers billed	3,692	N/A	Net amount billed \$256,052.01	*\$161,485.94	\$1,347,081.71
Applications or transfers for service	39	305	\$1,475.00	\$1,475.00	\$11,900.00
Late penalties applied	1,078	7,911	Amount Applied \$6,173.44	N/A	N/A
Wastewater Adjustments	160	811	N/A	(\$47,579.83)	(\$107,290.79)
Clerical Services	1	1	\$175.00	\$175.00	\$525.00
Service availability Requests	1	5	\$300	\$300	\$1,300.00
New service inspections (Connection fees)	2	28	\$300.00	\$300.00	\$4,200.00
Field inspection fee	0	1	\$0	\$0	\$460.00
Cut-offs for non-payment	0	149	0	0	0
Commitments for service	138	269	\$41,400.00	\$41,400.00	\$81,000.00
Bulk disposal	2	3	\$225.00	0	0
Mainline repairs	0	2		<b>Total</b> \$207,535.94	<b>Year to Date</b> \$1,538,093.23
Service lines repaired	7	53			
All service requests	217	1,433			
Billing related service requests	71	533			
L.P. service requests	106	518			
Gravity service requests	2	3			
Vacuum service requests	4	33			
Major lift station repairs	2	16			
	<b>Flow MGD</b>	<b>Plant Capacity</b>			
Average Daily Flow (effluent)	.569	1.4 MGD			

\* Revenue is from previous month of service

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

**Summary of Month's Activities:**

Staff completed multiple Wal-Mart Inspections in advance of the grand opening on March 7<sup>th</sup>. Staff attended a seminar on Green Building and Site Design Technologies. Staff attended meetings for new site development proposals. Staff attended the Sumner County Planners Association Meeting. Staff met with the Library Consultant.

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

**Comprehensive Plan Update Project:**

The proposal from RM Plan Group and Lose and Associates was approved at the February Board meeting. Staff is working to get contract approved with consultant. The first meeting is scheduled for Thursday March 27, 2008 at 6 pm. Staff has been contacted by multiple citizens volunteering to serve on the committee. Staff expects to have 35-40 members on the committee.

**Robertson Growth Boundary Amendment:**

The Planning Commission at the April Meeting will be reviewing and recommending to the Board of Mayor and Aldermen the City's proposal for amending the growth boundary and placing an expiration on the inner local agreement. Two public meetings were held on Thursday March 6<sup>th</sup> and Monday March 10<sup>th</sup>. All of the cities have to submit the proposed changes to the Robertson County Coordinating Committee at the April 29, 2008 Meeting. Then Robertson County Coordinating Committee will be required to hold public hearings for review. Staff received comments from property owners not wanting to be in the city limits and within the City's growth boundary. The proposed amendment to the inner local agreement is a concern of the owners. The owners fear the city will be annexing the properties and they will not have any protection which is offered under the current inner local agreement. Staff discussed that the City's intention is not to annex the properties unless the owners request the annexation. The owners question why the agreement needs to expire if the City's policy is the same as the agreement. Staff will provide a report for review at April Board Meeting of the public hearings including property owner comments.

**Departmental Highlight: Property Maintenance High Grass**

The City regulates high grass to twelve inches on properties under two acres. Properties over two are regulated under different regulations which include provisions to prevent high grass along structures, roadways, and property lines to prevent fires. Staff mails out certified notices and post properties if the letter is returned. The notice gives property owners ten days to get the grass mowed. If the property is not mowed, the City has the grass mowed by a private contractor and a lien is placed on the property. Typically high grass issues are at vacant or abandoned properties. The majority of high grass issues are during April and May.

**Department Cost Savings Report: Ordinances On-Line**

The City's Zoning Ordinance, Subdivision Regulations, and Commercial Design Standards are available on the City's website. The regulations being on-line save staff time due to previous requests to obtain copies of the ordinances by mail or fax. It is the staff's goal is to have the zoning map and future updated comprehensive plan available on-line.

**Monthly Performance Indicators: FEBRUARY 2008**

	Month	FY 07 Total		Month	FY 07 Total
<b>Meetings and Agenda Items</b>			<b>Inspections</b>		
<i>Planning Commission</i>	5	70	Residential	52	705
<i>Board of Zoning Appeals</i>	0	4	Commercial	42	223
Construction Appeals Board	0	1			
Training/Study Session	0	4			
<b>Permits</b>			<b>Codes Enforcement Issues</b>		
New Single Family Residential	2	32	Total Cases	31	252
Multi-Family	0	23			
Other Residential	9	144	Complaints Rec'd	10	70
New Commercial	0				
<b>Industrial Permits</b>	0	<b>3</b>			
Other	1	1	<b>Scheduled Meetings</b>	11	150
Commercial/Industrial Permits	2	22	(Aug first month collected)		
Electrical	61	596			
Sign	1	10			
Occupancy Permits: Res/Comm	33	306			
Other					

	<b>Month</b>	<b>FY 06 Total</b>
<b>Permit Fees</b>	\$ 3,086.50	\$ 70,086.29
<b>Board and Review Fees</b>	\$ 925.00	\$ 4,825.00
<b>Impact Fees</b>		
Roads	\$ 762.00	\$ 44,253.81
Parks	\$ 792.00	\$ 21,549.00
Police	\$ 564.00	\$ 47,391.09
Fire	\$ 372.00	\$ 31,195.12
<b>Total Impact Fees</b>	<b>\$ 2,490.00</b>	<b>\$ 144,399.02</b>

**Builder Bonds**

Total Amount	\$ 52,550.00
Deposits	\$ 2,600.00
Withdrawals	\$ 1,000.00

**Subdivision and Commercial Performance Bonds** 34 Bonds @ value of \$ 2,624,350.

Working Days in Month: 20

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

**Summary of Month's Activities**

Park Maintenance employees installed a new 30' aluminum flag pole at Hillcrest Cemetery this month. This item was budgeted in the CIP, and it came in under budget by \$245. Once 2 new spotlights are installed, the flag can be flown 24 hours a day.

Two more Living Legacy trees were planted, one at the 31-W North trailhead and one at the 31-W South trailhead. One is a Red Maple, the other a Willow Oak. Both trees were given by parents in honor of their children. Ornamental shrubs at the trailheads have been fertilized. Two topsoil piles were relocated to an area behind Field 4 at the City Park for future use. Additional concrete curbs were placed along the new parking lot near Pavilion 3. Hopefully this will help to discourage parking in the grass, and it looks better.

The first set of bleachers is almost completely assembled at the Jr. Pro Football field. Concrete pads were poured this month to create a level surface for them to set on.

The Doyle Baseball Academy for Baseball/Softball Coaches was held, with 20 coaches in attendance. All head coaches must be certified by the end of March. Ball field leveling has been ongoing. Dixie Youth practices start in March and Heritage School has already been practicing. The White House Youth Soccer organization is expecting over 100 travel teams to come here for a tournament on March 15-16. This is a record number.

Two Civic Center Attendants resigned; one is entering the military and the other is pursuing other work. We have filled the positions.

In addition to our present senior programs and activities, we are exploring/planning the following senior activities during the remainder of 2008. Red Hat Luncheon, Easter Parade/Bonnet Day, Minnie Pearl Day, Dance-Cakewalk Party, Do-Wop-Sock Hop, Ballroom-Dance Lessons, Secret Friend Day, "Barking Lot" Pet Day, Silver Sneakers, and Miss 4<sup>th</sup> of July Firecracker talent competition. While these activities are in the planning stages, we anticipate more senior involvement with both planning and participation.

**Update on Department Goals and Objectives**

A special called session of the Leisure Services Board was held in February to discuss the possibility of constructing a new dog park. Regina Shucher was present at the meeting and she addressed the board about how much she and other dog owners would enjoy this amenity, and mentioned that fundraising could offset the expense of the fencing, which is the most costly input. The staff of the department will be working between now and the next quarterly meeting in April on possible designs, locations, cost etc. A dog park has been identified by the board as an item to be added to the park system, and one that would undoubtedly be heavily used in White House.

**Department Highlight**

Joe Best was promoted this month to Recreation Superintendent. Joe has worked almost 4 years in the department already, and he has a good understanding of the park system and the responsibilities therein. He previously worked in the airline industry for 30 years for companies such as TWA, Northwest, and Eastern, and also worked in the hotel industry for 5 years. Joe has a strong background in customer service, and he brings knowledge of recreation to the position as well, having once served as the president of a youth baseball organization in the Orlando area.

**Department Cost Savings Report**

The department's infield groomer recently began malfunctioning; causing it to be unusable even though the unit was just a few months out of warranty. We were therefore faced with having to pay for the repairs, but fortunately the Smithco Company decided to cover the cost

since the engine hours were not excessive. This saved several hundred dollars since the hourly rate for small engine repairs is a minimum of \$50 an hour.

## Monthly Performance Indicators

Activity	February 2008	FY to Date
<b>Maintenance Division</b>		
Mowing Hours	0	371
Pounds of Grass Seed Sown	50	2925
Pounds of Fertilizer Applied	30	5110
Number of Trees / Shrubs Planted	2	30
<b>Recreation Division</b>		
Number of Youth Program Participants	0	351
Youth Program Revenue	0	\$17,360.25
Number of Adult Program Participants	20	610
Adult Program Revenue	\$2,549.00	\$11,053.00
Number of Programs Offered	2	14
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	\$1,981.81	\$24,723.51
Number of Shelter Reservations	0	46
Shelter Reservation Revenue	\$310.00	\$1,765.00
Number of Facility Reservations	31	225
Facility Reservation Revenue	\$5,075.06	\$19,218.63
<b>Senior Center</b>		
Number of Senior Center Participants	336	2709
Number of Senior Center Trips	3	26
Number of Senior Center Trip Participants	21	232
Senior Center Trip Revenue	0	\$1,860.00
Number of Senior Meals Served	3	31
Number of Senior Meal Participants	216	2156
Senior Meal Revenue	\$682.00	\$6,331.50
Number of Senior Center Programs	4	4
Senior Center Program Revenue	0	0
Nutrition Donation Received	0	0
Donations	\$18.85	82.32

# *Library Monthly Report*

*February 2008*

-Judy Speight, Director

## **Summary of February's Activities**

Circulation ran about the same as last month. The children's programs were well attended and the book club gained a new member. A Boy Scout troop visited the library on the 7<sup>th</sup> for a tour and instruction on how to use the library. Several parents came with the troop and signed their boys up for a library card. A Brownie troop visited the Museum on the 11<sup>th</sup>, and Evelyn Guill gave them a guided tour.

Training workshops for this month include a Children's Summer Reading Program Workshop that Sherry and Janet attended. Sherry is involved again this year in preparing the Tennessee program and training library staff in the Middle Tennessee area. An In-service was held at the Library Regional Center. Janet and I attended and received additional training in Microsoft Excel. Sherry and I went to Library Legislative Day in Nashville. An informational meeting was held in the morning, followed by a luncheon in honor of all State legislators. Afterward, we met with other librarians to pay a visit to Representative Mike McDonald's office. We expressed appreciation to him for all the support he has given to Tennessee libraries, for the Community Enhancement grants we received, and for supporting funding for the Tennessee Electronic Library. Senator Diane Black and Representative Bob Bibb regretted that they could not attend and meet with us as they have in previous years.

All of the staff were given their performance evaluations. They worked very hard this year, and I appreciate their efforts to keep up with the growing demands of our patrons. I submitted a request again this year for an additional library assistant.

The Library Consortia met on the 13<sup>th</sup>. Angie and Sherry Eden attended also. There are a few more concerns that need clarification before we will all commit to a vendor. We were hoping to finalize the process by the end of February, but it will be a little while longer.

There has been a lot of coverage in the local papers about the severe trimming of our historical Liberty trees. I consulted with retired forester Ted Melton for help to try to save the trees. Ted and I also met with Randy Holt, CEMC Regional Manager. Mr. Holt offered to have a diagonal cut made at the top of the most severely damaged tree and apply sealant to the new cut to slow the decay. He also offered to place markers at the base of each tree identifying their historical significance in the hope that it will prevent another severe trimming. Paula Melton had the idea to take new cuttings from the trees to provide replacements and additional trees for the new library site, and Ollie Wilkinson has offered to grow the trees in his greenhouse. Wayne Slighter, general manager of Cole and Garrett, donated a commemorative plaque and granite stone that points out the significance of the trees. It was ordered by Mr. Slighter last autumn, and installed this month. It is hoped that the attention this incident has brought and the precautions now in place will protect the trees from further damage.

I received notification from the State that the 2008 Technology Grant funds will be released soon.

### **Departmental Highlight**

Library consultant, Anders C. Dahlgren visited the city on the 19<sup>th</sup>. He met with city and school officials, library staff, the library focus group and the Library Board of Trustees. He was also taken on a tour of the city by Addam McCormick. With the information gathered on this visit, he is able to prepare a needs assessment study. The study will help determine what size library the city needs, what size the building site needs to be, and what services the citizens of White House want the library to provide. He estimated that he will have the report completed in about 2 months. The focus group has agreed to be responsible for raising Mr. Dahlgren's fee.

### **Department Cost Saving Report**

The Library Board has developed a policy to recover overdue materials. It outlines three steps that we are to take. First, telephone and send a postcard to the patron; second, send a letter by regular mail and (if the cost of overdue materials is \$25 or more) send a copy of the letter by registered mail; and third (if the cost of overdue materials is \$25 or more), send notification to city attorney with documentation of efforts to recover the materials and request that he send a letter from his office. By the time the third step is taken, the patron usually returns the item or items and saves us from repurchasing.

## Performance Indicators for February 2008

*Official Service Area Population: 12,437*

*Total Materials Available for Checkout: 22,537 (31 more than January, 2008)*

<p><b><u>Library Circulation:</u></b> 4,578</p> <p style="padding-left: 20px;">Last Month: 4,637</p> <p style="padding-left: 20px;"><b>FYTD:</b> 30,616</p> <p>Service Value of: <math>4,578 \times \\$20 = \\$92,740</math></p> <p><b>Service Value FYTD:</b> \$796,620</p> <p><b><u>Materials Added:</u></b></p> <p style="padding-left: 20px;">Local: 66</p> <p style="padding-left: 20px;">FYTD: 836</p> <p style="padding-left: 20px;">Regional: 0</p> <p style="padding-left: 20px;">FYTD: 503</p> <p style="padding-left: 20px;">TOTAL: 66</p> <p><b>TOTAL FYTD</b> 1,313</p> <p><b><u>Children's Programs:</u></b> 6</p> <p style="padding-left: 20px;">FYTD: 52</p> <p style="padding-left: 20px;">Attendance: 230</p> <p style="padding-left: 20px;">FYTD: 1,734</p> <p><b><u>Adult Programs:</u></b> 2</p> <p style="padding-left: 20px;"><b>FYTD:</b> 11</p> <p style="padding-left: 20px;">Attendance: 18</p> <p style="padding-left: 20px;"><b>FYTD:</b> 395</p> <p><b><u>Interlibrary Loan Service:</u></b></p> <p style="padding-left: 20px;">Borrowed: 37</p> <p style="padding-left: 20px;"><b>FYTD:</b> 298</p> <p style="padding-left: 20px;">Loaned: 9</p> <p style="padding-left: 20px;"><b>FYTD:</b> 79</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: 195</p> <p style="padding-left: 20px;"><b>TOTAL FYTD:</b> 2,740</p> <p><b><u>Wireless Internet Usage:</u></b> 14</p> <p style="padding-left: 20px;"><b>FYTD:</b> 53</p> <p><b><u>Library Revenue:</u></b> \$710.84</p> <p style="padding-left: 20px;">Last Month: 790.69</p> <p style="padding-left: 20px;"><b>FYTD:</b> \$5,461.81</p> <p><b><u>Voter Registrations:</u></b> 5</p> <p style="padding-left: 20px;"><b>FYTD:</b> 22</p>	<p><b><u>Computer Users:</u></b> 551</p> <p style="padding-left: 20px;">Last Month: 604</p> <p style="padding-left: 20px;"><b>FYTD:</b> 3,650</p> <p><b><u>Materials Purged:</u></b></p> <p style="padding-left: 20px;">Local: 6</p> <p style="padding-left: 20px;">FYTD: 502</p> <p style="padding-left: 20px;">Regional: 12</p> <p style="padding-left: 20px;">FYTD: 443</p> <p style="padding-left: 20px;">TOTAL: 18</p> <p><b>TOTAL FYTD:</b> 945</p> <p><b><u>Materials Lost in Circulation:</u></b></p> <p style="padding-left: 20px;">Local: 1</p> <p style="padding-left: 20px;">FYTD: 62</p> <p style="padding-left: 20px;">Regional: 1</p> <p style="padding-left: 20px;">FYTD: 27</p> <p style="padding-left: 20px;">TOTAL: 2</p> <p><b>TOTAL FYTD:</b> 106</p> <p><b><u>New Memberships:</u></b></p> <p style="padding-left: 20px;">Adult: 42</p> <p style="padding-left: 20px;">Juvenile: 23</p> <p style="padding-left: 20px;">TOTAL: 65</p> <p><b>TOTAL FYTD:</b> 632</p> <p><b><u>Tutoring Sessions:</u></b> 0</p> <p style="padding-left: 20px;">FYTD: 17</p> <p><b><u>TN Electronic Library Sessions:</u></b></p> <p style="padding-left: 20px;">Inside Library Usage: 30</p> <p style="padding-left: 20px;">FYTD: 116</p> <p style="padding-left: 20px;">Remote Usage: 130</p> <p style="padding-left: 20px;">FYTD: 2,583</p> <p style="padding-left: 20px;">Total: 160</p> <p><b>TOTAL FYTD:</b> 4,674</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 style="padding-left: 20px;"><b>FYTD:</b> 175</p>
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# Engineering Department Monthly Report February 2008

Engineering spent a majority of its time working on budget items and towards getting Walmart compliant on the Engineering Inspection items before they could open. The Wilkinson Lane signals were set to flash at the end of the month and will be fully operational by the first week in March. Engineering met with and discussed paving issues with the Parks and Police Departments and met with a pavement rejuvenation company about solutions other than asphalt overlay.

## Monthly Performance Indicators:

Inspections:	<u>Sites</u>	<u>Subdivisions</u>	<u>Other</u>
Erosion & Sediment Control	1	3	
Detention / Retention Pond	1	1	
Storm Drainage	1	1	
Proof-roll (sub-grade & stone)	0	0	
Binder	0	0	
Sidewalks	2	1	
Asphalt topping	0	1	
Performance Bond	7	2	
Maintenance Bond	0	0	
Existing roads for repair			6
Surveying			2

Citizen Complaints:	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>
Drainage	5	3	2
Sidewalk	0	0	0
Roadway	3	2	1
Signals	2	2	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>
20.10 gallons of gas	\$ 59
References	\$ 0
Professional Fees	\$ 0
Seminar / Meeting Fees	\$ 0
Office & field supplies	\$ 885 plans racks (CIP)
Left Turn Yield on Green signs	\$ 461

## Training seminars / conferences:

- Mandatory TDOT seminar on Management of Funded Transportation Projects – TDOT Region 4 in Jackson, TN
- Green Development seminar – Nashville, TN
- Small Cities Forum webinar – City Board Room

**CITY COURT REPORT  
FEBRUARY  
2008**

**CITATIONS:**

TOTAL MONIES COLLECTED FOR THE MONTH \$21,563.50

TOTAL MONIES COLLECTED YTD \$150,082.66

**STATE FINES:**

TOTAL MONIES COLLECTED FOR MONTH \$2,832.43

TOTAL MONIES COLLECTED YTD \$28,220.62

TOTAL REVENUE FOR MONTH \$24,395.93

TOTAL REVENUE YTD \$178,303.28

**DISBURSEMENTS**

LITIGATION TAX \$784.45

TBI FEES \$0.00

DOS/DOH FINES & FEES \$755.25

RESTITUTION/REFUNDS \$15.00

TRANSFER OUT FROM FINES & COURTS \$0.00

WORTHLESS CHECKS \$95.00

D/A FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,649.70

TOTAL DISBURSEMENTS YTD \$12,403.39

ADJUSTED REVENUE FOR MONTH \$22,746.23

TOTAL ADJUSTED REVENUE YTD \$165,899.89

DONATION TO DRUG FUND FOR MONTH \$1,604.35

TRANSFER TO DRUG FUND \$0.00

\$0.00

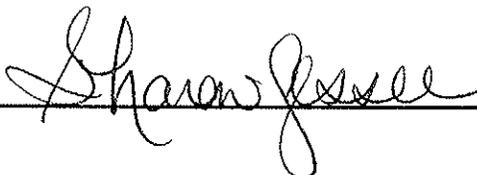
DONATIONS YEAR TO DATE \$25,937.38

DONATION TO CAMERA FUND FOR MONTH \$355.00

\$0.00

DONATIONS YEAR TO DATE \$1,234.77

CITY COURT CLERK

  
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# City of White House Memorandum

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Date: March 12, 2008

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

From: Ashley Smith, Director of Parks and Recreation

Re: Resolution authorizing application for LPRF grant

The LPRF grant requires a resolution authorizing the application and assuring funds are available to match since it is a dollar for dollar grant. We are requesting \$500,000 in grant money. Thank you.

**RESOLUTION 08-05**

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE,  
AUTHORIZING APPLICATION FOR 2008 FUNDS FROM THE LOCAL PARKS  
AND RECREATION FUND (LPRF).**

**WHEREAS**, funds are available from the Tennessee Department of Environment and Conservation and Recreation Service Division to provide matching grants to local governments for public recreation and parks improvements; and

**WHEREAS**, at the recommendation of the Leisure Services Board, the Board of Mayor and Aldermen desires to renovate existing Municipal Park ball fields including grading and the addition of new lighting, fencing, and irrigation;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen that the Parks Department is authorized to submit an application for LPRF funds in an amount not to exceed \$500,000 to be used for improvements to ball fields at the White House Municipal Park

**BE IT FURTHER RESOLVED** that the Mayor of White House is authorized to sign the application and all necessary assurances and agreements to consummate the application and implement the project.

**BE IT FURTHER RESOLVED** that should the grant be approved, matching funds will be provided by the city.

Adopted this 20<sup>th</sup> day of March 2008.

---

John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder

# 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

**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 PASSED

Second Reading: March 20, 2008

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder

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## Novelty Lighter Initiative Gaining Momentum in Arkansas

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

.....  
**DAYNA HILTON**

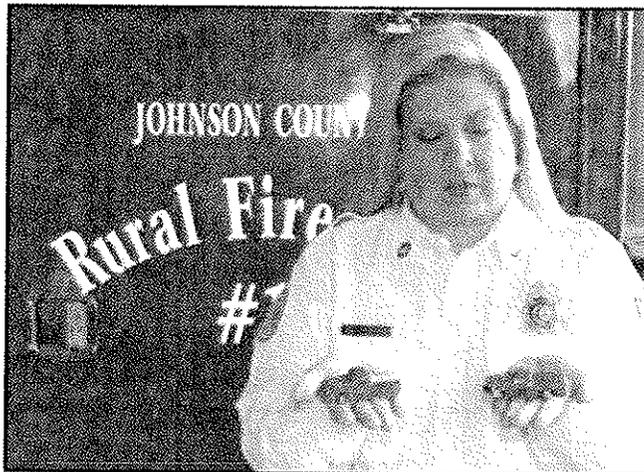
*MembersZone Contributor  
Firehouse.Com Contributor*

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>







# City of White House Memorandum

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Date: March 12, 2008

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

From: Ashley Smith, Director of Parks and Recreation

Re: Parks Department Budget Amendment

The Wal-Mart company has donated \$4000.00 for upgrades to the Soccer Complex. The budget must be amended in order to utilize this money. We plan to use \$2,500.00 for the kick-wall and \$1,500.00 for the nets. I am requesting a budget amendment to allow for these additional projects that were not included in my original budget.

Thank you.

**ORDINANCE 08-04**

**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 to recognize additional revenue and expenditures related to receipt of monies and related purchases for the Parks and Recreation Department due to the generosity of the Wal-Mart Supercenter #4463; and

WHEREAS, with these funds, the Parks and Recreation Department will purchase a new kick wall and nets for the Soccer Complex, 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:                      March 20, 2008

Second Reading:                    April 17, 2008

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

ATTEST:

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

City of White House  
 Budget Amendment III  
 March 20, 2008

					<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
110	36700		General Fund	Contributions and Donations	0	4,000	4,000
110	44740	900	General Fund-Park Maintenance	Capital Outlay	12,750	15,250	2,500
110	44700	325	General Fund-Recreation	Recreations Supplies	7,000	8,500	1,500

1. *To amend current 2007-2008 budget to recognize additional revenue and expenditures related to receipt of Wal-Mart donation for improvements and supplies at the soccer complex.*

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Dept

DATE: March 11, 2008

RE: Zoning Ordinance Amendment

The White House Regional Planning Commission at the February 11, 2008 Meeting recommended approval of the Zoning Ordinance, Section 4.070 Standard for Signs. The amendment provides a simple size and area regulation for monument signs and creates a provision for a shared development center sign.

**ORDINANCE 08-05**

**AN ORDINANCE AMENDING ARTICLE IV OF THE ZONING ORDINANCE AS INDICATED BELOW, REGARDING MONUMENT SIGN REGULATIONS AND PROVISIONS FOR SHARED DEVELOPMENT SIGNAGE**

**WHEREAS**, the Board of Mayor and Aldermen wishes to amend the Zoning Ordinance to provide simplified regulations for the maximum height, size, setback, and number of permitted signs for commercial and residential properties and to provide provisions for shared development signage;

**NOW THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that Article IV is amended as indicated below.

**BE IT FURTHER ORDAINED** that this Ordinance has been approved by the Planning Commission.

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

First Reading:                      March 20, 2008

Second Reading:                    April 17, 2008

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

ATTEST:

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

Article 4- Supplementary Provisions Applying to Specific Districts  
Section 4.070 Standard of Signs  
Sub-Section J. Standards and Criteria  
Item 8. Residential Districts

**Existing Ordinance Section:**

8. Residential Districts

~~Within residential districts, signs authorized in Section H (Exempt Signs) do not require a permit. Permits are required for all other allowed signs and must conform to the following criteria:~~

~~a. Single Family Subdivision Identification Signs. Signs that identify the name of a single family residential subdivision, located at any street entrance to the subdivision shall be erected as follows:~~

~~(1) Number one (1) per main entrance, not to exceed two (2) per subdivision.~~

~~(2) Type monument.~~

~~(3) Maximum Size and Height Thirty (30) square feet in area and six (6) feet in height. **(Amended by Ordinance No. 02-05, March 21, 2002)**~~

~~(4) Minimum Setback Five (5) feet from any property line and outside of all sight visibility triangles. **(Amended by Ordinance 06-17, May 18, 2006)**~~

~~b. Multi-Family Complex Signs. Signs that identify the name and/or address of an apartment, townhouse, condominium, or other multi-family residential complex, located at any street or private drive entrance to the complex, shall be erected as follows:~~

~~(1) Number One (1) per main entrance, not to exceed two (2) per complex.~~

~~(2) Type Monument. **(Amended by Ordinance No. 02-05, March 21, 2002)**~~

~~(3) Maximum Sizes and Heights:~~

~~i. Monument Sign Thirty (30) square feet in area and six (6) feet in height. **(Amended by Ordinance No. 02-05, March 21, 2002)**  
**(Deleted Pole Signs by Ordinance 06-17, May 18, 2006)**~~

~~(4) Minimum Setback Five (5) feet from any property line and outside of all sight visibility triangles. **(Amended by Ordinance 06-17, May 18, 2006)**~~

- ~~e. Accessory Management or Rental Office Signs. Signs that identify an accessory management or rental office shall be erected as follows:
 
  - ~~(1) Number One (1).~~
  - ~~(2) Type Wall.~~
  - ~~(3) Maximum Size and Height Six (6) square feet in area and located below the roof line.~~~~
  
- ~~d. Churches, Public/Private Schools, and other Places of Public Assembly. **(Added by Ordinance No. 02-05, March 21, 2002)**
  - ~~(1) Number One (1) per main entrance, not to exceed two (2) signs per site.~~
  - ~~(2) Number One (1) monument sign per entrance per street frontage, not to exceed two (2) per site. Wall signage meeting size requirement below in item (3). **(Amended by Ordinance 06-17, May 18, 2006)**~~
  - ~~(3) Maximum Size and Height Thirty (30) square feet in area and six (6) feet in height.
 
    - ~~i. Monument Sign Thirty (30) square feet in area and six (6) feet in height. **(Added by Ordinance 06-17, May 18, 2006)**~~
    - ~~ii. Wall Sign Sign Area shall be ten percent of the building frontage on which the sign or signs are to be attached, up to a maximum of fifty (50) square feet in area. **(Added by Ordinance 06-17, May 18, 2006)**~~~~
  - ~~(4) Minimum Setback Five (5) feet from property line and outside all sight visibility triangles. **(Amended by Ordinance 06-17, May 18, 2006)**~~~~

**Proposed Zoning Section:**

8. **Residential Districts**

Within residential districts, signs authorized in Section H (Exempt Signs) do not require a permit. Permits are required for all other allowed signs and must conform to the following criteria.

Monument signs within residential zoning districts including churches, schools, day care centers, multi-family complex, and subdivision entrance shall apply to the following standards and **Table 1 Signage Area and Height**. Subdivision and multi-family complex shall be permitted 1 monument sign per main entrance not to exceed 2 signs per site or

subdivision. Churches, Schools, Day Care Centers, and other places of Public Assembly shall be permitted 1 monument sign per 200 feet of street frontage. A second sign is permitted for lots with 400 feet of frontage including corner lots. Signs must be separated by 200 ft measured parallel along road and not in a straight line.

Wall signs shall be regulated per Table 1. Signage Area and Size

Article 4- Supplementary Provisions Applying to Specific Districts  
Section 4.070 Standard of Signs  
Sub-Section: Sub-Section J. Standards and Criteria  
Item 9. Commercial and Industrial Districts

### Existing Ordinance Section:

9. ~~Commercial and Industrial Districts (Section Added by Ordinance 02-34, November 21, 2002)~~

~~Within commercial and industrial districts, signs authorized in Section H (Exempt Signs) do not require a permit. Permits are required for all other allowed signs and must conform to the following criteria.~~

~~a. Signs Facing Residential Areas. A monument sign erected within one hundred (100) feet of a residential zoning district shall be limited to thirty (30) square feet in area and six (6) feet in height. (Amended by Ordinance 06-17, May 18, 2006)~~

~~b. Minimum Setback. Monument signs and sign structures must be located at least five (5) feet from any property line and outside of all sight visibility triangles. (Deleted Pole Signs by Ordinance 06-17, May 18, 2006)~~

~~c. Wall, Marquee, Projecting, Awning, and Canopy Sign Location. Buildings with more than one (1) street frontage shall be allowed secondary signage. The secondary signage is only allowed in connection with a full time customer entrance. The location of the secondary signage must be within fifty (50) feet of the centerline of the entrance. The owner of the structure shall designate the primary and secondary entrances of the building. When applying for a secondary wall, marquee, projecting, awning, and canopy sign, the maximum square footage of the signs shall be calculated for sixty (60) percent primary entrance, forty (40) percent secondary entrance.~~

~~b. Single Use Establishment on Single Zoning Lot. Any establishment with building area less than fifty thousand (50,000) square feet may erect as follows:~~

~~(1) Number Maximum of two (2) signs, but in no case shall two (2) freestanding signs be allowed on the same zoning lot.~~

~~(2) Types Wall, monument, projecting, awning, canopy, marquee or reader boards. (Deleted Pole Signs by Ordinance 06-17, May 18, 2006)~~

~~(3) Maximum Sizes and Heights:~~

~~i. Wall or Marquee Sign. Square Footage Calculation listed in 4.070 J. Table 1. The top of all wall and marquee signs shall be below the roofline. The wall sign square footage may be increased by a maximum of twenty five (25) percent subject to the deletion of a freestanding sign on site. (Amended by Ordinance 07-30, September 20, 2007)~~

~~ii. Monument Sign. One (1) square foot of sign area per five (5) linear feet of lot frontage on which the sign is to be erected, up to a maximum of fifty five (55) square feet in area. The height of a monument sign shall not exceed six (6) feet. (Deleted Pole Signs by Ordinance 06-17, May 18, 2006)~~

~~iii. Projecting Sign. One (1) square foot of sign area per two (2) linear feet of building frontage on which the sign or signs are to be attached, up to a maximum of twelve (12) square feet in area. The top of all projecting signs shall be located below the roofline and at a height not greater than sixteen (16) feet above the ground. The base of all projecting signs shall be no less than eight (8) feet above the ground. Projecting signs shall not project from the exterior wall of a building more than four (4) feet.~~

~~iv. Awning or Canopy Sign. One (1) square foot per two (2) linear feet of awning or canopy, up to a maximum of sixteen (16) square feet in area. No awning or canopy sign shall extend above the top of the awning or canopy.~~

~~v. Reader Board. The maximum size of the reader board on a freestanding signs shall be sixty (60) percent of the area of the freestanding sign. The maximum size of the reader board on a wall sign shall be twenty (20) percent of the wall sign area, or twenty (20) feet in area, which ever is less, of the area of the wall or marquee sign or signs and be under the same location requirements of the wall or marquee sign or signs. The reader board must be located below the primary sign.~~

e. ~~Multiple Establishments on Single Zoning Lots. Multiple establishments on single zoning lots that contain a maximum of four (4) establishments may erect one (1) monument sign with a maximum size of fifty five (55) square feet and a height of six (6) feet. In addition, each establishment located on a single lot containing a minimum of two (2) establishments and a maximum of four (4) establishment may erect one (1) sign as follows: **(Added New Subpart e, by Ordinance 02-34, November 21, 2002)**  
**(Amended Subpart e, Removal of pole signs by Ordinance 06-17, May 18, 2006)**~~

~~(1) Type Wall, projecting, awning, canopy, or marquee.~~

~~(2) Maximum Size and Height:~~

~~i. Wall or Marquee Sign. Square Footage Calculation listed in 4.070 J. Table 1. The top of all wall and marquee signs shall be below the roofline. The wall sign square footage may be increased by a maximum of twenty five (25) percent subject to the deletion of the freestanding sign on site. **(Amended by Ordinance 07-30, September 20, 2007)**~~

~~ii. Projecting Sign. One (1) square foot of sign area per two (2) linear feet of building frontage on which the sign or signs are to be attached, up to a maximum of twelve (12) square feet in area. The top of all projecting signs shall be located below the roof line and at a height not greater than sixteen (16) feet above the ground. The base of all projecting signs shall be no less than eight (8) feet above the ground. Projecting signs shall not project from the exterior wall of a building more than four (4) feet.~~

~~iii. Awning or Canopy Sign. One (1) square foot per two (2) linear feet of awning or canopy, up to a maximum of sixteen (16) square feet in area. No awning or canopy sign shall extend above the top of the awning or canopy.~~

~~iv. Reader Board. The maximum size of the reader board on a freestanding signs shall be sixty (60) percent of the area of the freestanding sign. The maximum size of the reader board on a wall sign shall be twenty (20) percent of the wall sign area or twenty (20) feet in area, which ever is less, of the area of the wall or marquee sign or signs and be under the same location requirements of the wall or~~

marquee sign or signs. The reader board must be located below the primary sign.

~~f. Single Use Establishment on Single Zoning Lot. Any establishment with building area more than fifty thousand (50,000) square feet may erect as follows: **(Added New Subpart f, by Ordinance 02-34, November 21, 2002)** **(Amended Subpart f, # 2, Removal of pole signs, by Ordinance 06-17, May 18, 2006)**~~

~~(1) Number Maximum of two (2) signs, but in no case shall two (2) freestanding signs be allowed on the same zoning lot.~~

~~(2) Types wall, monument, projecting, awning, canopy, marquee or reader boards. **(Deleted Pole Signs by Ordinance 06-17, May 18, 2006)**~~

~~(3) Maximum Sizes and Heights:~~

~~i. Wall or Marquee Sign. Square Footage Calculation listed in 4.070 J. Table 1. The top of all wall and marquee signs shall be below the roof line. The wall sign square footage may be increased by a maximum of twenty five (25) percent subject to the deletion of the freestanding sign on site. **(Amended by Ordinance 07-30, September 20, 2007)**~~

~~ii. Monument Sign. Each sign shall have a minimum area of twenty (20) square feet and a maximum area of one (1) square foot per three thousand (3,000) square feet of gross building floor area up to a maximum sign area of sixty-five (65) square feet and a maximum height of ten (10) feet.~~

~~iii. Projecting Sign. One (1) square foot of sign area per two (2) linear feet of building frontage on which the sign is to be attached, up to a maximum of twelve (12) square feet in area. The top of all projecting signs shall be located below the roof line and at a height not greater than fifteen (15) feet above the ground. The base of all projecting signs shall be no less than eight (8) feet above the ground. Projecting signs shall not project from exterior wall more than four (4) feet.~~

~~iv. Awning or Canopy Sign. One (1) square foot per two (2) linear feet of awning or canopy, up to a maximum of sixteen (16) square feet in~~

area. No awning or canopy sign shall extend above the top of the awning or canopy.

v. ~~Reader Board.~~ The maximum size of the reader board on a freestanding signs shall be sixty (60) percent of the area of the freestanding standing sign. The maximum size of the reader board on a wall sign shall be twenty (20) percent of the wall sign area or twenty (20) feet in area, which ever is less, of the area of the wall or marquee sign or signs and be under the same location requirements of the wall or marquee sign or signs. The reader board must be located below the primary sign.

g. ~~Multiple Establishments with Five (5) or more Establishments.~~ Multiple Establishments with five (5) or more establishments planned as an intergrated development shall be authorized to erect signs based on the following criteria. **(Amended Subpart g, by Ordinance 02-34, November 21, 2002) (Deleted ii. Pole Sign, Renumbered by Ordinance 06-17, May 18, 2006)**

(1) Center Identification Sign

i. ~~Monument Sign.~~ Monument Sign. One (1) monument sign per street fronting the center, not to exceed a total of (2) signs. Each sign shall have a minimum area of twenty (20) square feet and a maximum area of one (1) square foot per three thousand (3,000) square feet of gross building floor area up to a maximum sign area of sixty five (65) square feet and a maximum height of ten (10) feet. **(Amended by Ordinance 06-17, May 18, 2006)**

ii. ~~Reader Board.~~ The maximum size of the reader board on a freestanding signs shall be sixty (60) percent of the area of the freestanding sign. The reader board must be located below the primary sign.

(2) Individual Establishment Signs.

i. ~~Wall or Marquee Sign.~~ Wall or Marquee Sign. Square Footage Calculation listed in 4.070 J, Table 1. The top of all wall and marquee signs shall be below the roof line. The wall sign square footage may be increased by a maximum of twenty five (25) percent subject to the deletion of the freestanding sign on site. **(Amended by Ordinance 07-30, September 20, 2007)**

~~(a) Projecting Sign. One (1) square foot of sign area per two (2) linear feet of building frontage on which the sign or signs are to be attached, up to a maximum of twelve (12) square feet in area. The top of all projecting signs shall be located below the roof line and at a height not greater than fifteen (15) feet above the ground. The base of all projecting signs shall be no less than eight (8) feet above the ground. Projecting signs shall not project from the exterior wall of a building more than four (4) feet.~~

~~(b) Awning or Canopy Sign. One (1) square foot per two (2) linear feet of awning or canopy, up to a maximum of sixteen (16) square feet in area. No awning or canopy sign shall extend above the top of the awning or canopy.~~

~~(c) Reader Board. The maximum size of the reader board on a wall sign shall be twenty (20) percent of the wall sign area or twenty (20) feet in area, which ever is less, of the area of the wall or marquee sign or signs and be under the same location requirements of the wall or marquee sign or signs.~~

~~h. Gasoline Stations. Automobile service and gasoline stations shall comply with all applicable sign regulations within this section, including the regulations for shopping centers if applicable. The following additional regulations shall apply to all automobile service and gasoline stations: **(Renumbered h, thru j, by Ordinance 02-34, November 21, 2002)**~~

~~(1) Changeable Fuel Price Signs. Freestanding signs identifying the name of the business may include changeable copy indicating the current price of fuel dispensed on the premises. The area of the fuel price sign shall be included in determining the sign area for the business.~~

~~(2) Gas Pump Signs. Each gas pump shall be permitted a total of one (1) square foot of sign area to identify the product dispensed.~~

~~(3) The maximum size of the reader board on a freestanding sign shall be sixty (60) percent of the area of the freestanding sign. The reader board must be located below the primary sign. Reader Board. A~~

sign that is two-thirds (2/3) the maximum area (square feet) of the permitted freestanding sign.

i. ~~Office and/or Industrial Centers.~~ Office and/or industrial centers at least two (2) acres in size and planned as an integrated development shall be authorized to erect signs based on the following criteria: **(Renumbered)**

(1) ~~Center Identification Signs.~~ One (1) monument sign per public street frontage, not to exceed a total of two (2) monument signs, identifying the name of the center only and not exceeding forty (40) square feet in area and six (6) feet in height.

(2) ~~Individual Building Signs.~~ Where an office and/or industrial center is comprised of two (2) or more buildings, each individual building may erect one (1) monument sign, not to exceed twenty (20) square feet in area and four (4) feet in height, identifying the principle establishment within the building.

(3) ~~Individual Establishment Signs.~~ Each individual establishment within an office and/or industrial building may erect one (1) wall sign of a size which does not exceed one (1) square foot of sign area per two (2) linear feet of building frontage on which the sign or signs are to be attached, up to a maximum of thirty two (32) square feet in area. The top of the wall sign shall be located below the roof line and at a height no greater than fifteen (15) feet above the ground.

j. ~~Directory Signs.~~ Commercial and industrial properties may erect a direct sign identifying the names and/or addresses of the establishments within individual buildings. A directory sign shall not exceed fifteen (15) square feet in area and six (6) feet in height and precludes the use of any other freestanding sign for the zoning lot on the same street frontage. **(Renumbered)**

(1) ~~Theaters.~~ Theaters are authorized to erect one (1) of the permitted wall or marquee signs with a changeable copy board displaying the name(s) and time(s) of the current motion picture or theatrical production.

## Proposed Ordinance Section:

### 9. Commercial and Industrial Districts

Within commercial and industrial districts, signs authorized in Section H (Exempt Signs) do not require a permit. Permits are required for all other allowed signs and must conform to the following criteria.

- a. **Wall, Marquee, Projecting, Awning, and Canopy Sign Number:** Buildings with individual establishments shall be permitted one type of building signage type. Buildings with multiple establishments, each establishment shall be permitted one type of building sign type. Building signage types include wall/marquee, projecting, awning, and canopy sign. See item b. for buildings with more than one (1) street frontage.
- b. **Wall, Marquee, Projecting, Awning, and Canopy Sign Location:** Buildings with more than one (1) street frontage shall be allowed secondary signage. The secondary signage is only allowed in connection with a full time customer entrance. The location of the secondary signage must be within fifty (50) feet of the centerline of the entrance. The owner of the structure shall designate the primary and secondary entrances of the building. When applying for a secondary wall, marquee, projecting, awning, and canopy sign, the maximum square footage of the signs shall be calculated for sixty (60) percent primary entrance, forty (40) percent -secondary entrance. The top of all wall /marquee signs including reader board section shall be below the roofline.
- c. **Monument Sign Numbers:** 1 monument sign per 200 feet of street frontage. A second sign is permitted for lots with more than 400 feet of frontage, including corner lots. Signs must be separated by 200 ft measured parallel to streets not in a straight line.
- d. **Minimum Setback:** Monument signs and sign structures must be located at least 5 feet from any property line and outside of all sight visibility triangles
- e. **Shared Development Signage:** Developments planned with multiple lots and shared access points as part of the Planning Commission development approval process can be proposed to include a shared center sign. The maximum height and area of the shared center monument sign per the zoning ordinance may be increased by 25%. The street frontage requirements for the sign would be based on the entire street frontage of the development. Developments shall only contain one shared monument sign per street frontage, with a maximum of two shared monument signs. The individual on-site monument signs for the individual lots within the development would be limited in height based on number of lots and property dimensions but the individual property signs shall not exceed 40 sq ft in area and 6 ft in height. The shared development center monument sign would not be regulated as an off-premise sign, but only businesses and tenants part of the development could be listed on the shared monument sign. The common sign shall be located on a commonly owned and maintained property within the development.

- f. **Town Center Zoning District:** Signs within designated town center area zoning district are under the requirements of the town center zoning district.
- g. **Building Sign and Freestanding Monument Maximum Area and Height:** **Per Table 1 Signage Area and Height.** The wall sign square footage may be increased by a maximum of twenty-five (25) percent subject to the deletion of a permitted freestanding monument sign on site.

Article 4- Supplementary Provisions Applying to Specific Districts  
 Section 4.070 Standard of Signs  
 Sub-Section J.  
 Table 1 Sign Area and Height.

**Existing Table 1:**

**4.070 J Table 1 Signage Area and Size**

<b>BUILDING SIGNS</b>	
<b>Wall/Marquee Sign Square Footage Calculation</b>	
Building Square Footage	
50,000 sq ft (-)	10% of building frontage on which the sign (s) are to be installed.
50,001 -150,000 sq ft	7.5 % of building frontage on which the sign (s) are to be installed.
150,000 sq ft (+)	5% of building frontage on which the sign (s) are to be installed.
<b>Projecting Sign</b>	Reserved
<b>Awning/Canopy Sign</b>	Reserved
<b>Reader Board</b>	Reserved
<b>SITE SIGNS</b>	
<b>Monument</b>	Reserved

**Proposed Table 1:**

<b>4.070 J Table 1 Signage Area and Height</b>	
<b>Building Signs</b>	
<b>Commercial/Industrial Zoning Districts</b>	
<b>Wall/Marquee Sign</b>	
Building Sq ft	
50,000 (-)	10% of building Frontage on which the sign(s) are to be installed.
50,001 - 150,000	7.5 % of building frontage on which the sign(s) are to be installed.
150,001 (+)	5% of building frontage on which the sign(s) are to be installed
<b>Projecting Sign</b>	1 square foot of sign area per 2 linear feet of building frontage on which the sign (s) are to be attached up to a maximum of 12 square feet in area. The top of all projecting signs shall be located below the roofline and a height not greater than 16 feet above the ground. The base of all projecting signs shall no less than 8 feet above the ground. Projecting signs shall not project from the exterior wall of a building more than 4 feet.
<b>Awning / Canopy Sign</b>	1 square foot per 2 linear feet of awning or canopy up to a maximum of 16 square feet in area. No awning or canopy sign shall extend above the top of the awning or canopy
<b>Reader Board</b>	Maximum area on a wall sign shall be 20% of the wall area or 20 sq ft in area, which ever is less, of the area of wall/marquee sign (s) and be under the same requirements of the wall/marquee signs. The reader board cannot be above the primary area of the wall/marquee sign.
<b>Gas Pump Sign</b>	Each gas pump shall be permitted a total of 1 square foot of sign area to identify the product dispensed.
<b>Residential Zoning Districts</b>	
<b>Rental Office/Accessory Management</b>	Maximum of 6 sq ft
<b>Freestanding Monument Sign</b>	
<b>Commercial/Industrial Zoning Districts</b>	
<b>Monument Sign</b>	1 square foot of sign area for each 2 feet of street frontage with a minimum of 40 sq ft and a maximum of 65 sq ft. 1 foot of sign height for each 25 feet of street frontage with a minimum of 6 feet and maximum of 10 ft.
<b>Reader Board</b>	Maximum of 60% of the area of monument sign and reader board section cannot be above the primary area of sign.
<b>Within 100ft of Residential Zoning District</b>	A monument sign constructed within 100 feet of a residential zoning district shall be limited to 40 square feet and 6 feet in height.
<b>Residential Zoning District</b>	
<b>Church, School, Day Care, Other Places of Public Assembly</b>	6 ft maximum height and 40 sq ft maximum sq ft

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Dept

DATE: March 11, 2008

RE: Deer Crossings Rezoning Request/ Preliminary Master Plan

The White House Regional Planning Commission on Monday March 10, 2008 recommended approval to rezone 3.77 acres on Hwy 31W and Meadowlark Drive from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan Approval for 48 multi-family units. The property is referenced on Robertson County Tax Map 117-D, Parcels 10 and 11.

### **Excerpt from Planning Commission Staff Recommendation Letter:**

**Item#5** {PUBLIC HEARING} Five Tees Construction/ Tim Clifford  
**Action:** Recommendation to Board of Mayor and Aldermen for rezoning of 3.77 acres from C-2, General Commercial to NCRPUD, Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan Approval for a 48 unit multi-family unit development.

**Location:** Hwy 31W and Meadowlark Drive

**Recommendation:** Approval with stipulations

**Staff Notes:**

### **Land Use:**

The current property is zoned C-2, General Commercial. The property contains four individual lots and the shared drainage detention lot for the entire subdivision. The surrounding properties uses include single family residential, office/professional, commercial, church, and the City's soccer complex. The city has previously discussed multi-family developments being located on major roadways including Hwy 31W and Sage Road. Staff questioned the Finance Department about the difference in revenues between a commercial development and multi family residential development. The City could see a reduction in sales taxes. Retail commercial generates sales taxes but service oriented businesses do not generate sales taxes. The existing businesses on the site include both retail and service uses. The amount of sales taxes depends on the uses of the commercial center. The residential use creates the demand for and use of the commercial businesses. The locations the City has previously discussed for multi-family developments would be under the same issue because these areas have been primary commercial areas. Examples include Sage Road and Madeline Way and Hwy 31W north of Calista Road. The City's

comprehensive plan shows the entire area south of Raymond Hirsch on both sides of Hwy 31W as low density residential.

**Site Design:**

The proposal is for 48 units. The development includes revisions to the detention area. The plans show a portion of the detention area being removed with the understanding that the removed area (detention area and volume) would be relocated to phase one of the development. If the zoning and preliminary master plan is approved, then at the final master plan stage they will have to show the revised detention area designs for both the apartment area and the phase one commercial area. The City's planned unit development ordinance limits drainage areas to only count 50% toward the minimum development open space calculations. Staff recommends that if request is approved, that during the construction plan stage that the existing detention pond design be reviewed to determine if additional area of the pond could be converted to usable open space.

The development includes a proposal for a small berm with a solid masonry wall along Meadowlark Drive. Staff is concerned with a solid wall along the street. Staff recommends landscaping along Meadowlark Drive and a decorative fence with open rails.

**Traffic:**

At last month's meeting the Commission discussed traffic concerns including traffic onto Meadowlark and differences between a commercial development and multi-family development. The plan does not include an access to Meadowlark Drive. The emergency egress is proposed to connect to the existing center. If the request is approved, during the construction plan design staff will review the vehicular and pedestrian connections to the existing commercial site. Staff requested a deceleration lane at the Hwy 31W entrance. Staff researched the (ITE) Institute of Transportation Engineers Traffic Generation Rate Manual to determine differences in traffic between commercial and multi-family residential uses. The commercial traffic depends on type of uses in the center and level of occupancy. Staff averaged the retail and office rate to find a realistic rate for the existing shopping center. (7<sup>th</sup> Edition /2003) The manual includes traffic data for different types of land use. The information is used to determine the City's road impact fees.

Average Daily Traffic Trips	PM Peak Traffic Trips
Apartment Unit 6.72	0.62
Non-Medical Office Center 11.42 per 1,000 sq ft	1.50
Medical/Dental Office 36.13 per 1,000 sq ft	3.72
Retail Shopping Center 42.94 per 1,000 sq ft	3.75

**Average Shopping Center and Non-Medical Office**

27.18 Per 1,000 sq ft	2.62
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The property was originally approved for 19,980 sq ft of retail/office center (4 buildings @ 4,995 sq ft per bldg)

Per the traffic data above:

48 units = 333 average daily trips/ 29.76 PM Peak Trips

19,980 sq ft = 543 average daily trips / 52 PM Peak Trips (Average between shopping center/non-medical office)

**ORDINANCE 08-06**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP RELATIVE TO ROBERTSON COUNTY TAX MAP 117 D, GROUP B, PARCELS 10 AND 11 FOR 3.77 ACRES FROM C-2, GENERAL COMMERCIAL TO NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT DEVELOPMENT AND APPROVAL OF A PRELIMINARY MASTER PLAN FOR 48 MULTIFAMILY UNITS. PROPERTY IS LOCATED ON HWY 31W AND MEADOWLARK DRIVE. PROPERTY IS REFERENCED AS LOTS 9, 10, 11, 12, AND 13 OF THE DEER CROSSINGS CENTER, SECTION 2 FINAL SUBDIVISION PLAT RECORDED 2-23-2007. (PLAT BOOK 19 PGS 107)**

**WHEREAS**, application has been received from the owner to rezone a 3.77 acres of Robertson County Tax Map 117 D, Group B Parcels 10 and 11 from C-2, General Commercial to Neighborhood Center Residential Planned Unit for property located on Hwy 31W and Meadowlark Drive and approval of a preliminary master plan for 48 multi-family units. Property is referenced as lots 9, 10, 11, 12, and 13 of the Deer Crossings Center, Section 2 Final Subdivision Plat Recorded 2-23-2007. (Plat Book 19 Pgs 107)

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

Robertson County Tax Map 117 D, Group B Parcel 10 and 11 from C-2, General Commercial to Neighborhood Center Residential Planned Unit. Property is referenced as lots 9, 10, 11, 12, and 13 of the Deer Crossings Center, Section 2 Final Subdivision Plat Recorded 2-23-2007. (Plat Book 19 Pgs 107)

**BE IT FURTHER ORDAINED** that this rezoning and preliminary master plan has been approved by the Planning Commission at the March 10, 2008 Meeting; and

**BE IT FURTHER ORDAINED** that the attached map shall become a part of this ordinance.

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

First Reading: March 20, 2008

Second Reading: April 17, 2008

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John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder



# *Five Tees Construction, LLC*

February 12, 2008

City of White House  
Attn: Addam McCormick  
105 College Street  
White House, TN 37188

Re: Zone Change Request

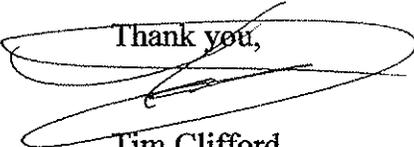
Dear Addam,

This letter is in regards to a request for a zone change on the current property known as Deer Crossings Center; located on Highway 31W, specifically with regards lots 9, 10, 11, 12 and 13, also known as Phase III, as referenced in Deer Crossings Center Plat Map.

The above mentioned parcels are currently zoned C-2, General Commercial, and we would like to request the zoning to be changed to a mixed use, also known as a multi-use development center; in order to allow for both multi-family and commercial/ retail use within the same project.

Please add this to the March 10, 2008 Planning Commission Agenda to propose this request for zone change. If you need any additional information, please don't hesitate to contact me.

Thank you,

  
Tim Clifford  
Managing Member,  
Five Tees Construction, LLC

Enclosed: Check #2269 in the amount of \$200 for zone change request  
Proposed Schedule  
Deer Crossings Center Final Plat

# *Five Tees Construction, LLC*

February 12, 2008

City of White House  
Attn: Addam McCormick  
105 College Street  
White House, TN 37188

RE: Zone Change Request – Items A.5-c

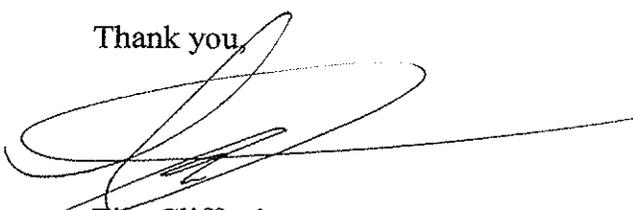
Deer Crossings Center is owned by Five Tees Construction, LLC with Tim Clifford as the 100% owner. Managers are Tim Clifford, Katrina Miller and Suzi Clifford.

The past goal was to develop the center as a full retail use of approximately 77,000 sq. ft., with the current Phase 1 completed at 20,000 sq. ft. as of the fourth quarter of 2003. Over the past 3+ years, the owners, Tim & Suzi Clifford have been recovering from an automobile accident and have put the development on hold; yet, as time has gone by, the market has also changed with developments like Krogers, Eckers, Walgreens and now Wal-Mart have really changed the face and demographics of the town of White House.

Therefore, the need to provide affordable and quality housing is greatly needed, especially in locations such as Deer Crossings Center rather than hitting the City with more retail, when the retail/commercial market is already saturated with large retail centers on Hwy 76. Thus pushing the need for multi-family housing on Hwy 31W where it is at a higher need than ever before.

The neighbors will not be impacted any more from a multi-family product than commercial. In fact, the car count should be equal if not less. We are also proposing to delete the driveway to Meadowlark to mitigate this even further; as well as install a short wall behind the parking lot and line the wall with heavy trees to further buffer between the uses.

Thank you,



Tim Clifford

Deer Crossings / Five Tees Construction

Saturday March 8, 2008 Community Meeting

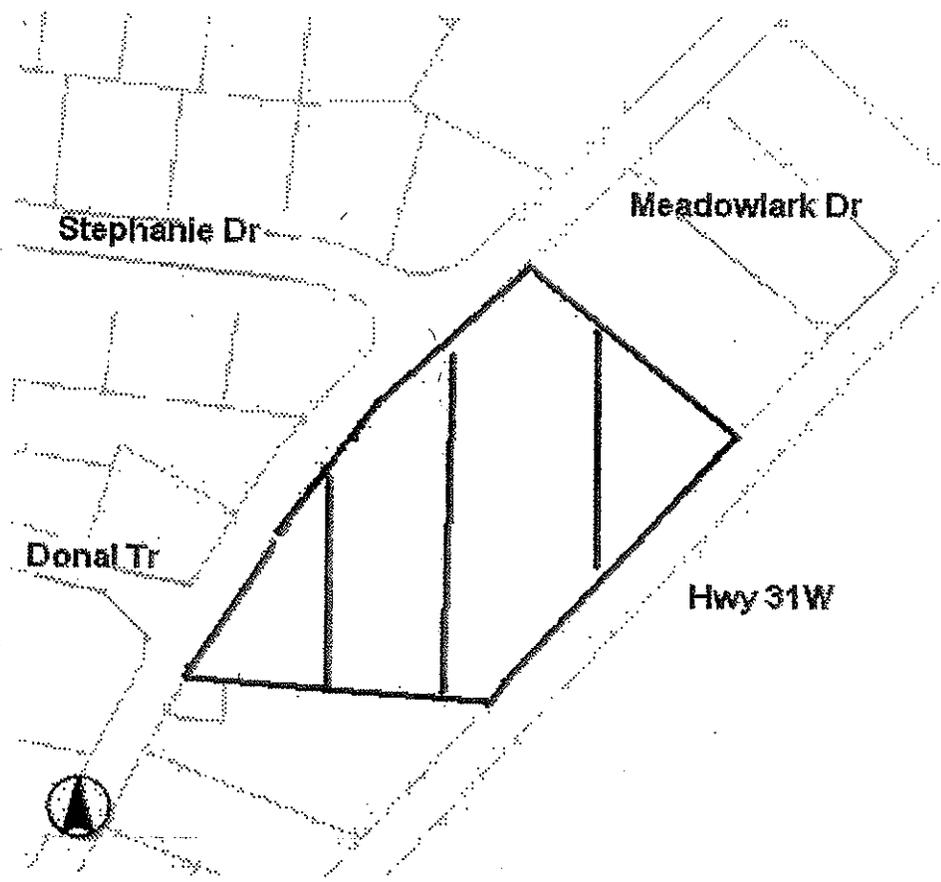
6- 7:30 pm @ Casablanca Coffee House

Attendance: 10-12 residences

The residents expressed concerns and developer (and representatives) responded to the issues and concerns and discussed intentions with development.

**Resident Concerns:**

1. Solid Wall along Meadowlark – long term maintenance and graffiti
2. Red mud from site washing down Meadowlark Drive
3. Problems with City's sewer pump station and concerns with more sewer being added into problem pump station.
4. Increased traffic along Meadowlark Drive with connections to existing development.
5. Commercial dumpster and deliveries on Meadowlark into Deer Crossings Center- Understanding originally that these vehicles would use Hwy 31W. Multiple UPS deliveries each day.
6. Concerns with renter's v/s property owners. Developer discussed proposed 5+ years to convert rental apartments to property ownership condos. Residents were concerned with lack of commitment as to when the buildings would convert from apartments to condos.
7. Concerns with long term maintenance of buildings and site.
8. Concerns with rental rates of apartments (one bedroom @ \$800 +) and the developer stating that rates could lower if they experience trouble in renting units.
9. Concerns with existing berm not screening site and maintenance issues and existing Building design.
10. Concerns with blocked drainage culverts along Meadowlark Drive.
11. Concerns with tenants and the screening process of apartment management.
12. Concerns with lowered property value with adjacent apartment complex.
13. Concerns with drug issues with tenants of apartment complex.
14. Concerns with area becoming dangerous fear of allowing kids to play outside and Sitting outside.
15. Concerns with too much growth in city.
16. Concerns with swamp like condition of property and how compaction of land will be completed and regulated.
17. Concerns with apartments becoming government subsidized.
18. Concerns with number of proposed one bedroom apartments.
19. Concerns with residents not having voice with city, feel that city will approve project regardless of residents concerns.
20. Concern with apartment tenant turnover.



Map provided by: ArcGIS - Copyright © 1992-2002 ESRI Inc.

Scale: 1:3000





# WHITE HOUSE POLICE DEPARTMENT

## John W. Decker Police Facility

303 North Palmers Chapel Rd.  
White House, Tennessee 37188  
E-mail: [whpd@cityofwhitehouse.com](mailto:whpd@cityofwhitehouse.com)  
615-672-4903  
Fax 615-672-4915

## MEMORANDUM

To: The Board of Mayor and Alderman  
From: Gerald Herman, Chief of Police *GH*  
Date: March 7, 2008  
Re: Purchase of K-9 Vehicle

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The White House Police Department is recommending the purchase of a 2008 Ford Expedition from Alexander Ford Lincoln for the price of \$25,698.00. This vehicle would be purchased under the Tennessee Active Statewide Purchasing Contract. This vehicle will be used as a K-9 vehicle for our new K-9 officer, Officer Jason Ghee and his dog, Nike.

Thank you for your attention to this matter. If there are any questions, please feel free to call me.

# Memo

**To:** Board of Mayor and Alderman  
**From:** Ed Hickman – Director  
**CC:** Christie Odenwald  
**Date:** 3/11/2008  
**Re:** Request for surplus on Public Works issued equipment.

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On this date, Mar. 10, 2008, Public Works is requesting that a the following items be declared surplus. These items will be placed on GovDeals.com to be sold.

Small asphalt roller ( Engine needs repair, unsafe equipment).

Tar trailer ( 100 gallon capacity, needs repair work).

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

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Dept

DATE: March 11, 2008

RE: Comprehensive Plan Project Consultant Contract

At the February Meeting, the Board approved the RM Plan Group and Lose & Associates proposal for the Comprehensive Plan Review and Update Project. The proposal included RM Plan Group to be listed as the project manager. The proposal listed tasks to be completed by RM Plan Group and Lose & Associates. During the review of the contract RM Plan group was the only Consultant listed in the Contract. Mr. Amonette advised that the contract would need to be revised to include both consultant firms or have the Board of Mayor and Aldermen review an amendment to the approved proposal. Alfred Raby, President of RM Plan Group has requested to be the principal firm listed in the proposal and contract and that Lose & Associates would be consultant to RM Plan group. Lose and Associates would complete the assignments listed in the original proposal listed below.



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### TEAM ASSIGNMENTS

RM Plan Group and its president, Alfred (Al) N. Raby, AICP, shall serve as project manager. Additional assignments for RM Plan Group include the following.

- Land use, development scenarios and best practices review for vision setting workshop
- Community participation and approval
- Housing needs
- Population/demographic projections
- Transportation
- Community character
- Economic development options
- Zoning and subdivision regulations review
- Implementation components

Lose & Associates assignments include the following:

- Critical, sensitive and open space area protection
- Parks, recreation and greenway
- Utilities coordination and review
- GIS applications



March 11, 2008

Mr. Addam McCormick  
Planning & Codes Director  
City of White House  
City Hall  
105 College Street  
White House, TN 37188

RE: Agreement for Comprehensive Plan Update  
Clarification of RM Plan Group as Prime Consultant  
& Lose & Assoc. as Sub-Consultant

Dear Addam:

We are requesting that the City accept RM Plan Group, Inc. as the Prime Consultant as stated in the current Agreement sent for the City's signature, to perform the major land use, population projections, community participation and implementation tasks as described in the Agreement's attached Scope Of Services. We are further requesting that the City accept Lose & Associates as a sub-contractor to RM Plan Group, to perform the critical/sensitive areas, parks/recreation, utilities coordination and GIS applications as described in the attached Scope Of Services. This was meant to be the interpretation of our original proposal. Both of our firms would prefer to work under this arrangement rather than a joint venture.

Please call me at 337-2377 if we need to discuss this clarification.

Sincerely,

(Original Signed)

Alfred N. Raby, AICP  
President



STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
DEPARTMENT OF AUDIT  
DIVISION OF MUNICIPAL AUDIT

John G. Morgan  
Comptroller of the Treasury

SUITE 1600  
JAMES K. POLK STATE OFFICE BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-0271  
PHONE (615) 401-7871  
FAX (615) 741-1551

Dennis F. Dycus, CPA, CFE, Director  
Division of Municipal Audit

March 10, 2008

Honorable Mayor and Board  
City of White House  
105 College Street  
White House, TN 37188

Honorable Mayor and Board:

I have performed a limited review of the annual financial report on the City of White House for the fiscal year ended June 30, 2006, as audited by Work and Greer, Certified Public Accountants. This report has been filed as part of the public records of the State of Tennessee.

Findings and recommendations and other comments were set forth by your auditors in the report on internal control and the separately issued management letter. One regarding the failure to reconcile sewer customer accounts receivable is a repeat finding, i.e., a deficiency that has remained uncorrected for more than one period. As officials of the municipality you have a fiduciary responsibility to initiate corrective action. Serious efforts should be made to strengthen the municipality's internal control and ensure compliance with the *Internal Control and Compliance Manual for Tennessee Municipalities* in all areas where weaknesses or noncompliance were identified.

In addition to the above, I would like to bring certain applicable reporting requirements to your attention. The responsible officials should ensure that future financial reports comply with the following reporting requirements.

The financial report included a statistical section, but did not include the additional required statistical tables required by Governmental Accounting Standards Board (GASB) Statement 44. If the municipality does not intend to present a complete statistical section, the current section's schedules/tables should be reported as part of the "Supplementary Information" section. Please refer to the Codification of Governmental Accounting and Financial Reporting Standards, Section 2800, for reporting guidance.

The notes to the financial statements did not include required disclosures regarding interfund transfers. Please refer to the *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2300.121, for disclosure requirements.

Honorable Mayor and Board  
March 10, 2008  
Page 2

If you have any questions concerning the above, please contact this office.

Sincerely,

A handwritten signature in black ink that reads "Steven R. Watson". The signature is written in a cursive style with a long horizontal line extending to the right.

Steven R. Watson, Auditor  
Division of Municipal Audit

1903

xc: Work and Greer  
Certified Public Accountants  
206 Capitol Boulevard  
Nashville, TN 37219-1801

## ELECTED OFFICIALS ACADEMY LEVEL II COURSE DESCRIPTIONS

### 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

**Kurt Frederick**  
MTAS Training Consultant  
(615) 253-6385  
kurt.frederick@tennessee.edu

**Sandy Selvage**  
MTAS Administrative Specialist  
(865) 974-0411  
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): \_\_\_\_\_