

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
April 17, 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 March 20, 2008 Meeting
6. Welcome Visitors/Public Communications
7. Public Hearings/Delegations
 - A. **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 as well as the expenditures from the Impact Fee Fund and Park Sales Tax Fund for the purchase of property for the purpose of constructing a new library building. **Second Reading.**
 - B. **Ordinance 08-05** – An ordinance amending article IV of the Zoning Ordinance, regarding monument sign regulations and provisions for shared development signage. **Second Reading.**
 - C. **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. **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 ordinances:

1. **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 as well as the expenditures from the Impact Fee Fund and Park Sales Tax Fund for the purchase of property for the purpose of constructing a new library building. **Second Reading.**
2. **Ordinance 08-05** – An ordinance amending article IV of the Zoning Ordinance, regarding monument sign regulations and provisions for shared development signage. **Second Reading.**
3. **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 31 W 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. **Second Reading.**

B. Finance

1. Recommendation for Board approval of vendor bid for Southeast Building Services to continue as the City's cleaning service.
2. Recommendation for Board approval of vendor bid for a Cummins Diesel Generator from Cummins Crosspoint, LLC of Nashville, TN.
3. Request to surplus items from the following departments: Administration, Police, Fire, Public Works, Wastewater, Planning and Codes, Parks and Recreation and the Library.

C. Other Business

11. Adjournment

CITY OF WHITE HOUSE
MINUTES
Board of Mayor and Aldermen Agenda
March 20, 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. Bibb.
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. Bibb, second by Ald. Leftwich. **Agenda adopted.**
5. Approval of Minutes of February 21, 2008 Meeting
Motion was made by Ald. Arnold, second by Ald. Bracey, to approve the minutes as written.
Minutes approved.
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. No one spoke for or against.**
8. Communications from Mayor, Aldermen and City Administrator
Mr. Marvin Redferrin, Jr. was honored with the Distinguished Service Award which was
presented by Mayor Decker. Junior Redferrin has served on the Leisure Services Board and is
stepping down after twenty-five years of service.
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. Bibb, 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 08-05** – A resolution authorizing the Department of Parks and Recreation’s application for the LPRF grant. Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Resolution 08-05 approved.**

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.** Motion by Ald. Leftwich, second by Ald. Arnold to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-03 approved on second and final reading.**
2. **Ordinance 08-04** – **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 as well as the expenditures from the Impact Fee Fund and Park Sales Tax Fund for the purchase of property for the purpose of constructing a new library building. **First Reading.** Motion by Ald. Leftwich, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Ordinance 08-04 approved on 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.** Motion by Ald. Arnold, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **Ordinance 08-05 approved on 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.** Ald. Bracey motioned to have a study session on this issue. There was no second. Motion died. Motion by Ald. Bibb, second by Ald. Leftwich to approve Ordinance 08-06. A voice vote was called for with all members voting aye. **Ordinance 08-06 approved on 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. Motion was made by Ald. Bibb, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **The purchase of the 2008 Ford Expedition was approved.**

2. Board approval of a request to surplus an asphalt roller and tar trailer from the Public Works 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 surplus of the asphalt roller and tar trailer was approved.

D. Other Business

1. Board approval of the amendment of the accepted proposal for the Comprehensive Land Use Project. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye.
The amendment to the proposal for the Comprehensive Land Use Project was approved.
2. Board approval of purchase agreement to purchase 2 parcels of land located at 112 College Street and 3206 Hwy 31W. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye.
The purchase agreement was approved.

11. Adjournment

Motion was made by Ald. Bibb to adjourn. Meeting adjourned at 7:34 pm.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

REPORTS . . .

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

Administration

March has been a very busy month for the administration department. City recorder, Christie Odenwald, set-up the BMA budget retreat accommodations at Montgomery Bell State Park. Administration prepared the listing of capital projects for review and prepared the agenda for the retreat with the assistance of Gary Jaeckel, MTAS consultant.

The City Administrator, along with the colleagues from Brentwood, Murfreesboro, and Columbia interviewed city management intern applicants. The group has decided to continue interviews through the month of April.

There were several Robertson and Sumner County meetings that the City Administrator attended this month: Forward Sumner Annual Business Meeting, Sumner County three Star Workshop, Robertson County Quality Growth Meeting, Sumner County Council of Governments hosted by the City of Goodlettsville, Robertson County Mayors/City managers meeting in Springfield.

The City Recorder was sent to the Civic Plus new-user website training. Check out a new feature on the website home page. We now have rotating pictures of our greenway.

The City conducted 2 public hearing this month on the proposed Robertson County growth boundary changes as well as held the first Comprehensive Plan Organizational Meeting.

The City Administrator met with Bill Crusenberry and Joe Palmer to discuss fire lines, fire hydrant upgrades that will be necessary, backflow prevention and costs for development. We discussed issues that could affect the City's ISO rating and safety for our citizens.

Staff including administration, planning and codes, engineering, and wastewater met this month to determine a work plan for the installation for the City's Geographical Information System. We discussed the process in which overlays will be made and the expectations of the planning department in updating the base map.

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

Finance Section

March brought the official close to property tax season and 94% of Robertson and Sumner County property taxes have been paid. This leaves 6% of the taxes unpaid, which is consistent with previous year's activity. The Purchasing Coordinator worked with the Tax Clerk for 5 hours in March to get the last rush receipted and the backlog resolved.

The Finance staff worked with representatives from Local Government Corporation, our software vendor, to successfully install the Miscellaneous Receipting and Point of Sale module during the month of March. There are still some reporting issues that we are working to resolve, however we have already felt the intended changes resulting from this system. There are increased internal controls due to the fact that each employee has a drawer check out process and "drawer sharing" is no longer necessary. This addition also eliminated the need for the Accounting Specialist to manually key all cash reports into the General Ledger. All cash receipts are now integrated and automatically posted to the General Ledger.

The Court Clerk attended an Accounts Payable class in Nashville on March 13th, and the Finance Director attended the Tennessee Government Finance Officers Association Spring Seminar in Murfreesboro on March 5th-6th. Topics covered at the conference included Bond School 101, Post Bond Issuance Management and Compliance, Organizational Culture: Can I Change the Organization or Will the Organization Change Me?, GASB 45 and OPEB Trusts, and Ethics Tennessee Specific and General Ethics. The Finance Director, along with HR staff, attended a seminar on March 17th focusing on Benefit Plan Trends for Public Employers hosted by USI Consulting in Franklin, Tennessee.

The Finance Director spent time in February working with a representative from USI Consulting to review the OPEB needs for the City and project the potential costs for the budget process. March budget activity revolved around submissions for the Capital Improvement Plan and preparation for the Board Budget Retreat.

Purchase Orders – March 2008

Codes	7	\$15,452.34
Fire	7	\$949.42
Police	22	\$29,203.21
Human Resources	0	\$0.00
Engineering	1	\$42,800.00
Administration	3	\$245.02
Finance	2	\$245.02
Court	0	\$00.00

Library	3	\$370.16
Wastewater	22	\$184,973.13
Public Works	13	\$3,226.06
Sanitation	6	\$1,988.22
Parks	30	\$6,428.10
Cemetery	2	\$22.23
Building Maint.	4	\$288.15
Total	122	\$286,074.49
Voids	2	

Emergency Purchase Orders in March 2008

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
11189E	Waller Sales	Hydraulic hose and fitting	\$59.36	Truck #319 down	Public Works

Monthly Performance Indicators

	<u>March</u>	<u>FY</u>
Requests for Information – Finance	0	10
Total New Business Licenses Issued	9	62
Purchase Orders Issued	122	1,393
Total Invoices Processed	318	2,708

March 08 Monthly Report

Human Resources:

- Continued analysis of bi-annual pay plan
- Continued analysis of annual salary budgeting and potential impact of bi-annual pay plan assessment
- Began HR Budget planning
- Participated in annual BMA Budget Retreat
- Performed comp time analysis and leveling for salaried staff
- Continued assisting Administration with facilitation of the Employee Benefits Committee
- Facilitated annual Open Enrollment for employee health plan change over to partially self funded plan
- Facilitated transition from fully insured to partially self funded health plan
- Continued facilitation and participation in Biggest Loser program
- Assisted Parks and Recreation with on-boarding of new Parks Recreation Attendant (Caleb Cook)
- Attended 'Benefits Trends' Seminar regarding Post Retirement Benefits
- Attended WEOC (Workforce Employer Outreach Committee) Meeting as learning opportunity regarding Uniformed Armed Services Employment and Reemployment Rights Act
- Assisted Parks and Recreation with search for Seasonal Groundskeepers
- Assisted Parks and Recreation with placement of Parks Maintenance Worker (John Pentecost – internal candidate)
- Assisted Public Works with search for Equipment Operator I
- Assisted Wastewater Department in search for Wastewater Tech II
- 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 March 2008

Summary of Month's Activities

During the month of March, the Police Department issued 209 Citations (108 speeding), and made 33 arrests. The department answered fifty-two (52) 911 calls.

Update on Department's Goals and Objectives

- Policies were drafted for Internal Affairs Investigations , Disciplinary Procedures, Rules of Conduct, and Off-Duty/Extra-Duty Employment.

Departmental Highlights

- Chief Herman and Captain Mingledorff attended the Wal-Mart opening ceremonies on March 7th.
- Chief Herman and Det. Sgt. Brady attended the CPIT meeting and luncheon at Ashley's Place-Sumner County Advocacy Center.
- The White House Police Department participated in H.B. Williams Elementary Carnival. One of our Patrol cars, the DARE car, and our Police Motorcycle were present viewing by the public.
- Chief Herman, Captain Mingledorff, and Libby Scannell, Administrative Assistant, attended a Records Management software demonstration by M & M Software at the White House Police Department.
- Captain Mingledorff represented the Police Department at the City Easter Egg hunt.
- On March 24th the Citizens Police Academy graduated thirty citizens after an eight week session. Each citizen received a certificate, T-shirt, and a photograph of the class.
- On March 28th the White House Police Department held its first Reserve Academy graduation ceremony at the White House High School Auditorium. Nine Reserve Officers graduated with over 100 hours of training. The nine Reserves will, on a voluntary basis, serve as a supplement to our full-time officers.
- Chief Herman and Captain Mingledorff attended a Uniform Vendor Show in Nashville on March 29th.
- Captain Mingledorff and Sgt. Jim Ring continue to teach DARE at White House Middle School, White House Christian Academy, and Hope & Heritage.
- Captain Mingledorff continues his Captain Street Smart program on a weekly basis at Robert F. Woodall Elementary.

- On March 26, 2008, Nike, Drug dog of Officer Jason Ghee, assisted in her first drug seizure of eleven (11) pieces of Crack (individually packaged) and two bags of Marijuana.

Training

- Cpl. Enck and Cpl. Gallups attended Rapid Response to the Active Shooter training hosted by the Trenton Police Department.
- Det. Sgt. Brady attended the 24th National Symposium on Child Abuse in Huntsville, AL.
- Ofc. Jason Ghee attended the TN Methamphetamine Task Force training at Paris Landing State Park sponsored by the TN Meth Task Force.
- Don Black, Animal Control Officer, attended the Occupational Dog Bite Safety training in Murfreesboro, TN.
- Ofc. Scott Bilbrey attended the Non-Lethal Marking Munitions Instructor class in Gallatin, TN.
- Elaine Agee, Records Clerk, attended Citrix Server training in Nashville, TN.
- Ofc. Joel Brisson attended Basic Traffic Crash Investigation training at Tennessee Law Enforcement Training Academy.

Monthly Performance Indicators

PATROL	March	To Date
Total Arrests	33	168
Offense Reports	56	138
Traffic Accidents	31	74
Accidents w/Injuries	11	40
DUI Arrest	2	11
Animal Calls	44	106
Drug Arrests	16	74
Motor Assist	21	66
Business Checks	24	3627
Extra Patrols	321	985
Residential Patrols	1029	3038
Assaults	14	29
Property Watches	24	90

Dispatch	March	Year to Date
Calls for Service CADED	1,088	3,420
Non-CADED Calls	3,673	11,435
Total Calls for Service	4,761	14,855

CID PERFORMANCE INDICATORS FOR MARCH 2008

	March	Year to Date
Arrests	2	5
Agg. Burglary	0	3
Assault	0	2
Auto Burglary	3	4
Forgery	2	3
Cases Open	12	N/A
Cases Closed	53	N/A
Property Amount Recovered	\$1,000.00	\$3,179.00
Property Amount Stolen	\$2,395.00	\$11,553.00
Theft	2	11
Vandalism	0	1

*Misc. CID Performance Indicators for March:

Child Rape:	1
Death Scene:	1
Indecent Exposure:	1
Identity Theft:	1
Unlawful Debit Card use:	1

City of White House Fire Department Monthly Report for March 2008

Summary of Month's Activities

The Department responded to 87 requests for service during the month with 46 being medical responses. The department responded to two separate dumpster fires one being the large roll-off type next to the building. Both were extinguished without incident and the only damage was to the dumpsters.

The department also responded to three HAZMAT incidents, two were fuel spills that were contained and the other was a propane leak at a residence. Using the department's gas detector the leak was located outside the home near the HVAC unit. The gas valves on the unit and a 300 gallon propane tank were shut and the home was ventilated to remove any gas inside. There were no injuries reported.

The department responded to two missing persons incidents, one was just outside the city limits Sumner EMA requested our assistance. The other response was 3 year old child missing from her home. The child was found inside her home after several searches of the structure and the neighborhood.

Fire Station 2 Update:

You can now see some progress being made the concrete floors is completed and the masonry walls are going up. The steel building was delivered on April 9th and the Iron workers began erecting the structure.

Update on the Department's Goals and Objectives

- Complete Ground Ladder testing by May 1st, 2008.
- Send three firefighters through the Fire Officer I program at the State Fire Academy by May 30th, 2008 **(Complete)**
- Send three firefighters through the Smoke Diver course at the State Fire Academy by June 30th, 2008
- Organize a Fire Corps Program by February 1st, 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 1st, 2008**(This project is currently being worked on)**

Departmental Highlight

The department highlight for the month was related to training that included confined space entry and blood borne pathogens for the career and part-time firefighters. The last week of the Fire Officer class was completed this month. The Fire Officer course is a four week course that began in December 2007 that included incident command, personnel management, firefighting tactics, and overall fire station management. The students completing this course are now eligible to challenge the State Fire Officer certification test for Fire Officer I.

Department Cost Saving Report

There wasn't any significant cost savings for the month of March we are striving to keep operating expenditures to a minimum.

Monthly Performance Indicators

Structure Fires	0	Total Responses for the Month	87
Cooking/Electrical Fires	0	Total Responses Year to Date	197
Vehicle Fires	1		
Grass, Brush, Trash, Fires	2	Total Training Man-hours for the Month	394.5
Hazmat	3	Total Training Man-hours Year to Date	991
False Alarms/Calls	11		
Assist other Governmental Agency	1		
Other Calls	15	Fire Inspections	16
Emergency Medical Responses	46	Fire Preplans	0
Vehicle Accidents (general cleanup)	5	Plat / Plan Reviews	2
Rescue / Vehicle Accidents (with injuries)	3	Fire Investigations	0

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

SUMMARY OF MONTH'S ACTIVITIES

VEHICLE AND EQUIPMENT MAINTENANCE

For the month of March, 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 Administration, Codes and Planning, Police, Facility Maintenance, 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 also had several 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 March the city recycled 32,720 pounds of mixed recyclables.

Monthly Performance Indicators

	Month	Totals	Revenue Received	Revenue year to date
Number of Customers Billed	3574	Net Amount Billed \$53,625.00	\$52,237.55	\$386,422.28

STREETS AND ROADS

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

TRAINING

John Bosch and Matt Lotz attended Work Zone Traffic Control/Flagging training provided by The Tennessee Transportation Assistance Program.

FACILITIES MAINTENANCE

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

Department	Total Hours
Administration	28
Codes	0
Engineering	0
Fire	0
Parks	2
Police	12
Public Works	31
Library	0
Waste Water	6

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.

MARCH 2008 TRUCK TONNAGE AND FUEL COSTS

- 17.23 tons average per day. 586,120 pounds for the month of March.
- Total tonnage on truck number 319 was 104.07
- Total tonnage on truck number 320 was 129.31
- Total tonnage on truck number 321 was 59.68
- Total tonnage for the month of March was 293.06
- Total cost of fuel used for truck # 319 \$959.69
- Total cost of fuel used for truck # 320 \$1,492.83
- Total cost of fuel used for truck # 321 \$128.67
- Total cost of fuel used for R-2 \$321.63
- Total cost of fuel for March = \$2,902.82

YTD	Total
Tons per day	17.53 avg.
Pounds for 8 months	5,483,800
Tonnage Truck #319	874.30
Tonnage Truck #320	1,230.49
Tonnage Truck #321	637.11
Tonnage for 9 months	2,741.90
Fuel used Truck #319	\$5,838.26
Fuel used Truck #320	\$9,965.83
Fuel used Truck # 321	\$3,329.92
Fuel used R-2	\$2,109.18
Fuel used per month	\$21,980.83

MARCH B.M.A. REPORT 2008		
MONTHLY INDICATORS		
STREETS AND ROADS/SANITATION/BUILDING MAINTENANCE		
<i>SERVICES PROVIDED</i>	<i>TOTAL</i>	<i>YTD</i>
BRUSH PICK UP	507 Stops	2,657 Stops
BRUSH PICK UP WORK ORDER REQUESTS CALLED IN	35	257
BRUSH TRUCK LOAD	34	429
LIMBS REQUEST	10	91
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	4	79
NEW CARTS FOR NEW HOME CONSTRUCTION	12	157
ADDITIONAL CART REQUEST	1	21
CONCRETE INSTALLED	0	7.37 yards
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	2,076 feet	7,586 feet
DRAINAGE REQUESTS	5	74
DRAINAGE WORK	750 feet	5,650 feet
LITTER PICK UP (50 GALLON BAGS)	55 = 3 bags per day	539 = 32 bags per day
LITTER PICK UP PER DAY (MILES)	2.00 Miles Avg. per day	81 Miles Avg. per day
POTHoles REPAIRED	124	324
SALT	0	0
SIGNS INSTALLED	2	56
HANDICAPPED PICK UP	72 Homes	714 Houses
MOVE IN SPECIAL PICK UP	7	36
MOVE OUT SPECIAL PICK UP	3	17
DEAD ANIMAL REMOVALS	2	27
CITIZENS REQUESTING AN ADDITIONAL PICK UP	6	12
<i>VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT</i>	<i>TOTAL</i>	
ADMINISTRATION	1	4
CODES AND PLANNING	1	3
FACILITY MAINTENANCE	1	5
FIRE	0	2
PARKS AND LEISURE	1	10
POLICE	9	63
PUBLIC WORKS	8	48
SANITATION	3	40
WASTE WATER	2	36

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

Summary of Month's Activities:

Collection system:

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

Wastewater Treatment:

The plant continues to operate well below permit levels. The preventative maintenance program takes place daily. The bi-weekly maintenance continues to go as scheduled.

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. **No change**
- Bear Creek: Plans corrected and returned for City approval, awaiting payment before approving. **No change**

Goals and Objectives Progress:

- The number of customers using the electronic payment options is growing. We presently have one hundred and sixty eight customers enrolled in the automated clearing house and have received two hundred and eleven payments from the internet payment option.
- Local Government is scheduled to install the summer service billing software April 16th. The months of service which will be charged an average consumption is June, July and August which will be reflected on the August, September and October billings.
- The physical connection as well as the installation of the pump package has been completed on the new Wilkinson Lane pump station. The electrical transfer should take place within the next few days. Our goal is to have the new station operational by the 15th of April.

Departmental Highlight:

- The Director and Field supervisor attended a three day utility conference held by the Tennessee Association of Utility Districts in Gatlinburg. Topics presented:
 - Reclaimed water uses
 - Stream corridor assessment survey of impaired waters
 - Biological nutrient removal
 - Magnetic flow monitoring
 - Cellular SCADA systems
 - Hands off sewer flow monitoring
 - New solution for locating PVC pipe

Departmental Cost Saving Report:

We have complete negotiations with Wascon and E-one for the retro-fit prices for the upcoming 2008-2009 budgeted years. The grinder package will remain \$1,175.00 per unit. This is a discount of \$200.00 per unit which is an approximate savings of \$56,000.00 for next year.

Monthly Performance Indicators

Service Provided	Month	Totals Year to Date	Amount Billed	Revenue Received	Revenue year to date
New service connections (Capacity fees)	9	57	\$20,100.00	\$20,100.00	\$111,876.00
Customers billed	3,705	N/A	Net amount billed \$164,974.24	*\$161,485.94	\$1,347,081.71
Applications or transfers for service	52	357	\$2,000.00	\$2,000.00	\$13,900.00
Late penalties applied	1008	8,919	Amount Applied \$5,209.68		
Wastewater Adjustments	46	857	N/A	(\$78,443.31)	(\$185,734.41)
Administrative Fees	30	1	\$3,746.23	\$3,746.23	\$11,169.92
Service availability Requests	1	6	\$300	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	9	37	\$1,300.00	\$1,300.00	\$5,550.00
Field inspection fee	0	1	\$0	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	34	183	\$1,700.00	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	269	\$0	\$0	\$81,000.00
Bulk disposal	0	3	\$225.00	0	0
Mainline repairs	1	3		Total \$188,932.17	Year to Date \$1,570,577.63
Service lines repaired	1	54			
All service requests	253	1,686			
Billing related service requests	138	671			
L.P. service requests	106	624			
Gravity service requests	1	4			
Vacuum service requests	7	40			
Major lift station repairs	1	17			
	Flow MGD	Plant Capacity			
Average Daily Flow (effluent)	.605	1.4 MGD			

* Revenue is from previous month of service

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

Summary of Month's Activities:

Staff had meetings regarding new commercial development proposals. Staff completed building plan review for new commercial projects and new tenant uses in existing commercial buildings. Staff worked on the comprehensive land use update and review project and 08/09 Department Budget. Staff attended a community meeting on the proposed Deer Crossings Apartment Project on Hwy 31W.

Update of Department's Goals & Objectives:

Comprehensive Plan Update Project:

The first meeting was held on Thursday March 27, 2008 at 6 pm. The citizen turnout was low. Outside of City Staff, Board of Mayor and Aldermen, and Planning Commission, only 11 citizens were in attendance. The first meeting was an overview about what has happened in White House since the existing comprehensive plan was completed in 1997. The meeting also included a description about what is the purpose and goal of the comprehensive plan review and update project. The next meeting is scheduled for Monday April 21st at 6 pm in the Board Room.

Robertson Growth Boundary Amendment:

The Planning Commission at the April Meeting will review and make a recommendation to the Board of Mayor and Aldermen regarding 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 6th and Monday March 10th. The initial review meeting of the Robertson County Coordinating Committee which was originally scheduled for April 29, 2008 has been rescheduled to allow other cities to complete the required local public hearings.

Decorative Street Lighting Program:

Staff is preparing a request for proposal to send to lighting vendors in order to designate a brand and model of decorative light fixture and pole to use with the decorative lighting program and to include in the City's Subdivision Regulations. Staff's goal is to have this process completed by June.

Departmental Highlight: Revised Residential Building Inspections

Staff sent a notice to all residential builders regarding new residential building inspections to start on May 1st. The purpose of the increased number of inspections is to improve upon the level of residential inspections being completed. The additional inspections are the foundation wall and exterior sheathing inspections. Staff also changed the footing inspection to include silt prevention.

1. **Footing:** individual siltation prevention as needed to prevent silt from leaving property site and roadways.
2. **Under Slab Plumbing** if applicable
3. **Slab,** if applicable. rock, moisture barrier, insulation, and reinforcement.
4. **Foundation Wall:** green plate, anchor bolts, crawl space grading and positive drainage installation, and damproofing and waterproofing where required.
5. **Exterior Sheathing:** exterior wall panel bracing, nailing patterns, and flashing.
6. **Framing and Rough-In**
7. **Insulation**
8. **Final**

Department Cost Savings Report: Staff continues to limit spending to only when necessary.

Monthly Performance Indicators: MARCH 2008

	Month	FY 07 Total		Month	FY 07 Total
Meetings and Agenda Items			Inspections		
<i>Planning Commission</i>	11	81	Residential	34	739
<i>Board of Zoning Appeals</i>	2	6	Commercial	38	261
Construction Appeals Board	0	1			
Training/Study Session	1	5			
Permits			Codes Enforcement Issues		
New Single Family Residential	6	38	Total Cases	41	293
Multi-Family	1	24			
Other Residential	4	148	Complaints Rec'd	11	81
New Commercial	0				
Industrial Permits	0	3			
Other	0	1	Scheduled Meetings	15	165
Commercial/Industrial Permits	4	26	(Aug first month collected)		
Electrical	52	648			
Sign	0	10			
Occupancy Permits: Res/Comm	23	329			
Other					

	Month	FY 06 Total
Permit Fees	\$ 4,634.00	\$ 74,720.29
Board and Review Fees	\$ 275.00	\$ 5,100.00
Impact Fees		
Roads	\$ 2,988.82	\$ 47,242.63
Parks	\$ 2,960.00	\$ 24,509.00
Police	\$ 2,228.96	\$ 49,620.05
Fire	\$ 1,469.97	\$ 32,665.09
Total Impact Fees	\$ 9,647.75	\$ 154,036.77

Builder Bonds

Total Amount	\$ 52,550.00
Deposits	\$ 0
Withdrawals	\$ 0

Subdivision and Commercial Performance Bonds 33 Bonds @ value of \$ 3,721,912

Working Days in Month: 20

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

Summary of Month's Activities

Work has commenced on a new equipment storage shed at the City Park. The block laying is scheduled to be complete by April 5, 2008. Following this, the department will install 6 steel beams before the trusses and roof sheathing are installed. This addition will allow valuable equipment to be housed out of the elements, allowing it to last longer.

Park Maintenance employees are very busy with ball field preparation daily. Mowing has begun, and weed control treatments are beginning the first week of April. The span of responsibility for the Parks Dept in terms of grounds maintenance includes: White House Municipal Park, W.L. Anderson Athletic Complex, Greenway System and Trailheads, Library, City Hall and athletic fields, Northwoods Community Park, Hillcrest Cemetery, Burney Cemetery, and islands at the intersection of Hwy 76 / Raymond Hirsch Pkwy. We now annually contract the mowing of the Police Department. TruGreen ChemLawn has been selected to spray the grounds around City Hall and the Police Department 6 times during the year to control weeds. This will save the department valuable time and allow us to focus more on park properties.

The annual Spring Classic Soccer Tournament was a huge success, with 99 teams participating. Teams came to this tournament from Ohio, Indiana, Kentucky, Alabama, and Tennessee. This is the largest tournament ever hosted in White House. Visitors were well pleased with the tournament. Park maintenance employees did a tremendous job to repair the fields following the wet weekend. Games for the WHYS league and the Dixie Youth league begin in April.

We are currently obtaining pricing for a new spiral slide to be installed at the City Park. Funds have been received for this purchase through a community enhancement grant, thanks to Representative Mike McDonald. The purchase will likely be made in April. The new computers for the Senior Center have already been installed, and computer classes for the seniors are underway.

A new ADA compliant sidewalk will be poured in the City Park from the parking lot behind Field 6 to the Jr. Pro bleachers and future site of the concession stand. Quotes for the project will be obtained by the end of April, and the work performed in May.

The Church Co-ed Volleyball League is underway. Teams from six area churches are competing in the league. Our "Boot Camp" aerobics program has expanded to include 2 morning classes and 2 evening classes each week.

Update on Department Goals and Objectives

The LPRF grant application for Municipal Park Renovations-Phase I was completed and submitted to the State of Tennessee on March 7th! It will likely be September 2008 before awards are announced.

Department Highlight

Mark Bagwell and Joe Best attended a Parks and Playgrounds Risk Management Seminar at Montgomery Bell State Park, hosted by the TML Risk Management Pool and PARTAS. The 2 day seminar taught participants how to identify risks and ensure public

safety, which reduces the liability exposure of the City. Some of the topics covered were: defining risk management for a park, how to document work performed, ADA compliance, signage, and playground safety. Both employees gained valuable knowledge that can be used daily.

Department Cost Savings Report

Cost savings were not significant during the month.

Monthly Performance Indicators

Activity	March 2008	FY to Date
Maintenance Division		
Mowing Hours	34	405
Pounds of Grass Seed Sown	150	3075
Pounds of Fertilizer Applied	40	5150
Number of Trees / Shrubs Planted	0	30
Recreation Division		
Number of Youth Program Participants	0	351
Youth Program Revenue	0	\$17,360.25
Number of Adult Program Participants	66	676
Adult Program Revenue	\$273.00	\$11,326.00
Number of Programs Offered	0	14
Number of Theatre Production Attendees	24	24
Theatre Production Revenue	\$120.00	\$120.00
Number of Special Events Offered	1	6
Number of Special Events Attendees	255	2865
Special Event Revenue	\$0	\$4,430.00
Administration		
Miscellaneous Revenue	\$13,096.07	\$37,819.58
Number of Shelter Reservations	5	51
Shelter Reservation Revenue	\$432.00	\$2,197.00
Number of Facility Reservations	24	249
Facility Reservation Revenue	\$2,432.84	\$21,651.47
Senior Center		
Number of Senior Center Participants	384	3093
Number of Senior Center Trips	5	31
Number of Senior Center Trip Participants	41	273
Senior Center Trip Revenue	\$75.00	\$1,935.00
Number of Senior Meals Served	4	35
Number of Senior Meal Participants	328	2484
Senior Meal Revenue	\$935.50	\$7,267.00
Number of Senior Center Programs	4	4
Senior Center Program Revenue	0	0
Nutrition Donation Received	\$8,500.00	\$8,500.00
Donations	\$90.01	\$172.33

Library Monthly Report

March 2008

-Judy Speight, Director

Summary of March's Activities

Circulation increased this month. The Children's Librarian had storytimes and programs on spring, Easter and St. Patrick's Day. The children made adorable bug and butterfly picture frames with their picture inside. We have them hung for a time on the bulletin board with the theme, Bookworms turn into Butterflies. The book club was interesting with lively discussion for and against the book of the month, Water for Elephants.

The Library Consortia met this month, but I could not attend. The group had additional questions and concerns that they wanted sent to each bidding company. The results have been returned, and everyone is going to meet here at our library, Thursday March 6, to discuss the new information. We do plan to make a decision at that meeting.

We're hoping to receive 2008 Technology Grant funds from the State any day. We are ready to order the laptop, laser printer and new software.

We had a sad event this month. Part-time library assistant, Doreen Brown, lost her mother to cancer. Doreen spent most of the month in Texas nursing her mother and making the final arrangements. Barbara Melton worked some of Doreen's hours, and we all helped by adjusting our work schedules. Doreen works Thursday evenings from 5 to 8 and Saturdays from 9 to 4.

The State Network Services Consultant came to the library to help us with a couple of problems. While she was here, I asked her what we will need in the way of equipment to put the library catalog online with remote access for patrons. In my long-range plan, I listed this goal for Fiscal Year 2007-2008. She answered that it is necessary to replace the four computers that I mentioned to you at the Budget Retreat. She said these computer replacements were also necessary for accessing the new circulation software from the server in Hendersonville. Even with the T-1 line, response time is slow. We are hoping that fiber optics will also aid in speeding up download times. I plan to update the Long-Range Plan soon and include the Technology updates that we will try to complete over the next three years.

Departmental Highlight

The best thing about this month is the progress that has been made in planning the budget for fiscal year 2008-2009. We all want to help provide our citizens with everything they need to enjoy life and be safe.

Department Cost Saving Report

As you know, the State requires that we spend all of our city appropriated budget funds, but we use the money in a way that gives the best value. The book and audiobook lease plans are a good value. Our patrons use these services extensively and have come to expect to find the newest best sellers when they visit the library. For every five books that we lease, we get to keep one for our permanent collection. Our budget would have to be increased by at least \$10,000 per year if we were to attempt to purchase enough new books/audiobooks to satisfy our patrons.

New Patron Comment: "This is the coziest little library – like a comforting blanket. The girls are always so helpful, always kind."

Performance Indicators for March 2008

Official Service Area Population: 12,437

Total Materials Available for Checkout: 22,600 (63 more than February, 2008)

<u>Library Circulation:</u>	4,710	<u>Computer Users:</u>	470
Last Month:	4,578	Last Month:	551
FYTD:	35,326	FYTD:	4,120
Service Value of: 4,710 X \$20 =	\$94,200		
Service Value FYTD:	\$890,820	<u>Materials Purged:</u>	
		Local:	33
<u>Materials Added:</u>		FYTD:	535
Local:	54	Regional:	3
FYTD:	890	FYTD:	446
Regional:	0	TOTAL:	36
FYTD:	503	TOTAL FYTD:	981
TOTAL:	54		
TOTAL FYTD	1,367	<u>Materials Lost in Circulation:</u>	
		Local:	41
<u>Children's Programs:</u>	8	FYTD:	103
FYTD:	60	Regional:	1
Attendance:	197	FYTD:	28
FYTD:	1,931	TOTAL:	42
		TOTAL FYTD:	148
<u>Adult Programs:</u>	1		
FYTD:	12	<u>New Memberships:</u>	
Attendance:	7	Adult:	46
FYTD:	402	Juvenile:	17
		TOTAL:	63
<u>Interlibrary Loan Service:</u>		TOTAL FYTD:	695
Borrowed:	28		
FYTD:	326	<u>Tutoring Sessions:</u>	0
Loaned:	2	FYTD:	17
FYTD:	81		
		<u>TN Electronic Library Sessions:</u>	
<u>Tests Proctored:</u>	1	Inside Library Usage:	52
FYTD:	6	FYTD:	168
		Remote Usage:	41
<u>Reference Transactions:</u>	190	FYTD:	2,624
Last Month:	195	Total:	93
TOTAL FYTD:	2,930	TOTAL FYTD:	4,767
<u>Wireless Internet Usage:</u>	9	<u>R.E.A.D.S. (Regional Ebooks</u>	
FYTD:	62	& Audiobooks Downloads)	
		Ebooks:	4
<u>Library Revenue:</u>	\$620.09	Audiobooks:	68
Last Month:	710.84	2nd Qtr. Total:	72
FYTD:	\$6,081.90	FYTD:	175
<u>Voter Registrations:</u>	2		
FYTD:	24		

Engineering Department Monthly Report March 2008

Engineering finalized and ordered the new Calista Road drainage structure from Contech Bridge Solutions. The new signals by Walmart were set to Normal operation. Preliminary designs for an Edenway Drive connector were created and presented to the property owners. Budget items were finalized for the BMA retreat.

Monthly Performance Indicators:

Inspections:	<u>Sites</u>	<u>Subdivisions</u>	<u>Other</u>
Erosion & Sediment Control	5	0	
Detention / Retention Pond	3	3	
Storm Drainage	0	0	
Proof-roll (sub-grade & stone)	0	6	
Binder	0	1	
Sidewalks	0	6	
Asphalt topping	0	0	
Performance Bond	2	3	
Maintenance Bond	0	2	
Existing roads for repair			22
Surveying			3

Citizen Complaints:	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>
Drainage	12	7	5
Sidewalk	0	0	0
Roadway	2	2	0
Signals/signs	13	13	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>
37.50 gallons of gas	\$ 119
References	\$ 0
Professional Fees	\$ 0
Seminar / Meeting Fees	\$ 45
Office & field supplies	\$ 0
Vehicle repairs	\$ 0

Training seminars / conferences:

- Urban Growth Boundary Public Meeting – City Board Room
- GPS Meeting – Sumner County Offices
- TTAP Seminar on Cement and Concrete Applications – Ellington Ag Center
- Board of Mayor and Aldermen Budget Retreat – Montgomery Bell State Park

CITY COURT REPORT

MARCH

2008

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH \$21,075.75

TOTAL MONIES COLLECTED YTD \$171,158.41

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH \$5,911.98

TOTAL MONIES COLLECTED YTD \$34,132.60

TOTAL REVENUE FOR MONTH \$26,987.73

TOTAL REVENUE YTD \$205,291.01

DISBURSEMENTS

LITIGATION TAX \$712.35

TBI FEES \$0.00

DOS/DOH FINES & FEES \$917.70

RESTITUTION/REFUNDS \$0.00

TRANSFER OUT FROM FINES & COURTS \$0.00

WORTHLESS CHECKS \$0.00

D/A FEES \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$1,630.05

TOTAL DISBURSEMENTS YTD \$14,033.44

ADJUSTED REVENUE FOR MONTH \$25,357.68

TOTAL ADJUSTED REVENUE YTD \$191,257.57

DONATION TO DRUG FUND FOR MONTH \$5,041.80

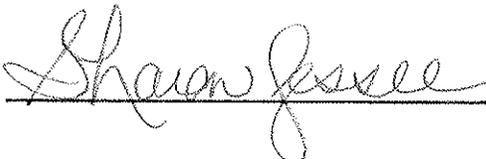
TRANSFER TO DRUG FUND \$0.00

DONATIONS YEAR TO DATE \$30,979.18

DONATION TO CAMERA FUND FOR MONTH \$115.23

DONATIONS YEAR TO DATE \$1,350.00

CITY COURT CLERK



ORDINANCES . . .



City of White House Memorandum

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 #4483; 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, and

WHEREAS, it has also become necessary to amend the current year's annual budget to recognize additional expenditures from the Impact Fee and Parks Sales Tax fund balances related to the purchase of property at 112 College Street and 3206 Hwy 31W for the purpose of constructing a new library, and

WHEREAS, the City must allow for these unexpected expenditures that are in the best interest of the future of the City and the service to its citizens.

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 PASSED

Second Reading: April 17, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

City of White House
 Budget Amendment III
 March 20, 2008

					Current Budget	Proposed Budget	Amendm
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.

124	51020	900	Impact Fee Fund - Parks	Capital Outlay	66,000	126,000	60,000
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2. To amend current 2007-2008 budget to recognize additional expenditures from fund balance related to purchase of property at 112 College Street and 3206 Highway 31W for the purpose of constructing a new library.

122	49000	900	Park Sales Tax Fund	Capital Outlay	198,600	417,600	219,000
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3. To amend current 2007-2008 budget to recognize additional expenditures from fund balance related to purchase of property at 112 College Street and 3206 Highway 31W for the purpose of constructing a new library.

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 PASSED

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)**~~

- ~~c. 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 that 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. 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

BUILDING SIGNS	
Wall/Marquee Sign Square Footage Calculation	
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.
Projecting Sign	Reserved
Awning/Canopy Sign	Reserved
Reader Board	Reserved
SITE SIGNS	
Monument	Reserved

Proposed Table 1:

4.070 J Table 1 Signage Area and Height	
Building Signs	
Commercial/Industrial Zoning Districts	
Wall/Marquee Sign	
Building Sq ft	
50,000 (-)	10% of building Frontage on which the sign(s) are to be installed.
50,001 - 150,000	7.5 % of building frontage on which the sign(s) are to be installed.
150,001 (+)	5% of building frontage on which the sign(s) are to be installed
Projecting Sign	1 square foot of sign area per 2 linear feet of building frontage on which the sign (s) are to be attached up to a maximum of 12 square feet in area. The top of all projecting signs shall be located below the roofline and a height not greater than 16 feet above the ground. The base of all projecting signs shall no less than 8 feet above the ground. Projecting signs shall not project from the exterior wall of a building more than 4 feet.
Awning / Canopy Sign	1 square foot per 2 linear feet of awning or canopy up to a maximum of 16 square feet in area. No awning or canopy sign shall extend above the top of the awning or canopy
Reader Board	Maximum area on a wall sign shall be 20% of the wall area or 20 sq ft in area, which ever is less, of the area of wall/marquee sign (s) and be under the same requirements of the wall/marquee signs. The reader board cannot be above the primary area of the wall/marquee sign.
Gas Pump Sign	Each gas pump shall be permitted a total of 1 square foot of sign area to identify the product dispensed.
Residential Zoning Districts	
Rental Office/Accessory Management	Maximum of 6 sq ft
Freestanding Monument Sign	
Commercial/Industrial Zoning Districts	
Monument Sign	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.
Reader Board	Maximum of 60% of the area of monument sign and reader board section cannot be above the primary area of sign.
Within 100ft of Residential Zoning District	A monument sign constructed within 100 feet of a residential zoning district shall be limited to 40 square feet and 6 feet in height.
Residential Zoning District	
Church, School, Day Care, Other Places of Public Assembly	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. (7th 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

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 REFERNCED 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 PASSED
Second Reading: April 17, 2008

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

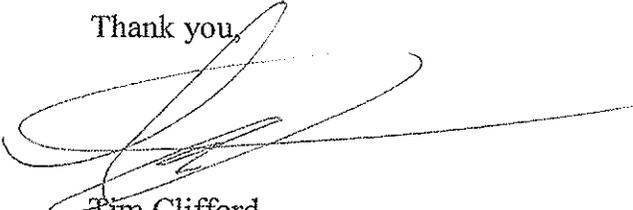
Deer Crossings Center is owned by Five Tees Construction, LLC with Tim Clifford as the 100% owner. Managers are Tim Clifford, Katrina Miller and Suzi Clifford.

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

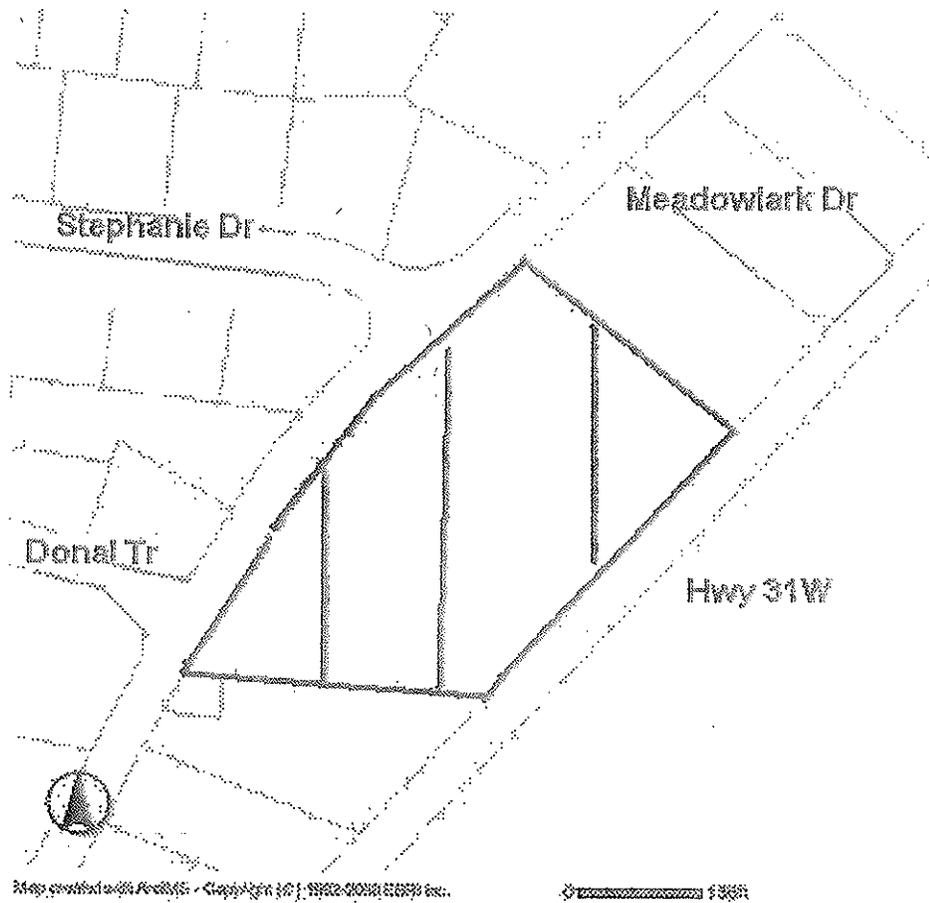
6- 7:30 pm @ Casablanca Coffee House

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.



*FINANCE AND
OTHER BUSINESS . . .*

Memo

To: Board of Mayor and Alderman
From: Ed Hickman – Director of Public Works
CC: Christie Odenwald
Date: 4/8/2008
Re: Recommended Vendor for City Building Cleaning Services.

On this date, April 8, 2008, we (all departments) recommend that the Board accept the Bid for the cleaning services as quoted by Southeast Building Services @ \$1938.00 per month. (Southeast is the current vendor for all departments.) This bid reflects an increase of \$ 672.00 for the contract or 2.9% over last fiscal year bid.

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

Janitorial Service Agreement

This agreement by and between the City of White House whose address is 105 College Street, White House, TN 37188 (hereinafter referred to as "Customer") and Southeast Building Services, 3016 New Hall Road, Greenbrier, TN 37073 (hereinafter referred to as "Company") to provide janitorial services described as follows:

1. Term

This agreement shall commence on July 1, 2007 and remain in force for a period of 12 months. This agreement shall not automatically renew. Either party may cancel this agreement on 60 days prior written notice to the other party.

2. Services

Company hereby agrees to perform or cause to be performed in a workmanlike manner such cleaning and maintenance services as set forth below. Company agrees to use its best efforts to remedy any service that is not being performed to the Customer's satisfaction in a timely manner. Company shall not be held responsible for the failure to remove stains, nor for changes in color of any area to be cleaned. Customer hereby acknowledges that no pro rata refund will be made for Customer being closed during major holidays; however, such refunds will be made for missed services.

a.) The **Billy S. Hobbs Municipal Building** is to have the following services completed 3 days per week **before or after business hours** on: Tuesday, Wednesday, & Friday

Billy S. Hobbs Municipal Building Business Hours
Monday thru Friday: 7:30 AM – 4:00 PM

Frequency	Description
Daily	Restrooms Cleaned and Sanitized (Floors, mirrors, sinks, and toilets)
Daily	Soap, Hand Towels, Trash Liners, and Toilet Paper installed
Daily	Desk and Computer surfaces Feather Dusted/Polished/Wiped
Daily	Carpet Vacuumed
Daily	Entrance Door Glass & Window Glass Cleaned
Daily	Break Room Counters and Tables cleaned and Sanitized
Daily	Tile Floors Swept and Wet Mopped
Daily	Trash Emptied
Weekly	Window Blinds Dusted/Carpets Spot Cleaned
Daily	Sweep Outside Entrances and Clean off entrance mats
Twice Monthly	Buff Tile Floors

b.) The **White House Police Department** is to have the following services completed 3 days per week **during business hours** on: Monday, Wednesday & Friday

White House Police Department Business Hours
Monday thru Friday: 7:30 AM – 4:00 PM

Frequency	Description
Daily	Restrooms Cleaned and Sanitized (Floors, mirrors, sinks, and toilets)
Daily	Soap, Hand Towels, Trash Liners, and Toilet Paper installed
Daily	Desk & Computer surfaces Feather Dusted/Polished/Wiped
Daily	Carpet Vacuumed
Daily	Entrance Door Glass and Window Glass Cleaned
Daily	Break Room Counters, Tables, and Sinks cleaned and Sanitized
Daily	Tile Floors Swept and Wet Mopped
Daily	Trash Emptied
Daily	Sweep Outside Entrances
Weekly	Window Blinds Dusted/Carpets Spot Cleaned
Weekly	Clean window sills
Twice Monthly	Buff Tile Floors

c.) The White House Inn Library & Museum is to have the following services completed 3 days per week before or after business hours on: Monday, Wednesday & Friday

White House Library Inn and Museum Business Hours:

Monday thru Wednesday: 10:00 AM – 5:30 PM

Thursday: 12:00 PM – 8:00 PM

Friday: 10:00 AM – 5:30 PM

Saturday: 10:00 AM – 4:00 PM

Frequency	Description
Daily	Restrooms Cleaned and Sanitized
Daily	Soap, Hand Towels, Trash Liners, and Toilet Paper installed
Daily	All Reachable surfaces Feather Dusted/Polished/Wiped
Daily	Carpet Vacuumed
Monthly	Windows Cleaned
Daily	Tile Floors Swept and Wet Mopped
Daily	Trash Emptied
Weekly	Window Blinds Dusted/Carpets Spot Cleaned
Daily	Sweep Outside Entrances
Daily	Clean Glass Cases in Museum and dust other surfaces
Daily	Dust Computers and Computer Peripherals
Daily	Sweep and Mop wood floor in front of charge desk
Monthly	Spot Clean hand marks on entry doors, interior woodwork and walls as needed
Weekly	Clean window sills

d.) The White House Public Works / Sanitation Department is to have the following services completed 2 days per week during business hours on: Monday & Wednesday

White House Public Works / Sanitation Business Hours

Monday thru Friday: 7:30 AM – 4:00 PM

Frequency	Description
Daily	All Restrooms Cleaned and Sanitized (Floors, Mirrors, Sinks & Toilets)
Daily	Hand Soap, Hand Towels, Trash Liners, and Toilet Paper Installed
Daily	Entrance Door Glass Cleaned/Swept Outside/Cigarette tray/trash emptied out front.
Daily	Tile Floors Swept and wet mopped
Daily	Trash Emptied/Shredder Emptied
Daily	Window Blinds Dusted / Carpets Spot Cleaned/Rugs Vacuumed
Daily	Sweep Outside Entrances
Twice Monthly	Buff Tile Floors

e.) The White House Sewer Department is to have the following services completed two days per week during business hours on: Monday & Wednesday

White House Sewer Department Business Hours
Monday thru Friday: 7:30 AM – 4:00 PM

Frequency	Description
Daily	All Restrooms Cleaned and Sanitized (Floors, Mirrors, Sinks & Toilets)
Daily	Hand Soap, Hand Towels, Trash Liners, and Toilet Paper Installed
Daily	Entrance Door Glass Cleaned/Swept Outside/Cigarette tray/trash emptied out front.
Daily	Tile Floors Swept and wet mopped
Daily	Trash Emptied/Shredder Emptied
Daily	Window Blinds Dusted / Carpets Spot Cleaned/Rugs Vacuumed
Daily	Sweep Outside Entrances
Twice Monthly	Buff Tile Floors

3. Price

The agreed price for the services listed above is \$_1,882_ per month.

4. Supplies

a. The City of White House will furnish:

- i. Hand soap
- ii. Hand towels
- iii. Trash liners
- iv. Toilet paper

b. Company will provide the following:

- i. Glass Cleaner, Bathroom Cleaner/Disinfectant and Toilet Bowl Cleaner
- ii. Dust Mop, Broom, & Dust pan
- iii. Mop, Mop Bucket & Mopping Soap
- iv. Vacuum Cleaner
- v. High Speed Buffer, Buffing Solution, and Buffing pads

5. Payment

Company will issue and send Customer an invoice once per month after completion of services. Customer agrees that invoices are due upon receipt. Customer hereby acknowledges that any invoice or invoices not paid within 30 days of the date of issue will be placed with an attorney for the purposes of collection. Customer agrees without exception to pay all costs associated with collection including attorney's fees and court costs.

6. Company Duties

Company must be able to supply the City of White House documentation of clean drug test papers of any employee that is to enter any City of White House facility. These papers must be dated after January 1, 2007. A criminal background check will also be completed on each employee that is to enter any City of White House facility. A copy of each background check and drug test documentation must be furnished to the City of White House Purchasing Coordinator.

7. Customer Duties

Customer agrees to provide keys, access codes and all pertinent information regarding the buildings to be serviced in such a manner that Company or its agents can enter all areas of the building to be serviced. Customer will provide adequate lighting, running water, and access to 110 volt electricity. Customer will also provide an adequate supply of paper towels, trash bags, toilet paper, hand soap and any other items it wants Company to stock dispensers or receptacles with. Customer will provide Company an outside trash receptacle for Company to place Customer's trash in.

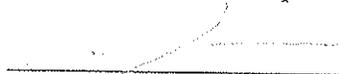
Customer shall immediately inform Company of any changes or alterations of the building or buildings referred to in this agreement and agrees to notify Company of any hazardous conditions, hazardous materials, or any other situation that place Company or any of its agents in jeopardy or at risk of physical harm. Customer agrees to be solely responsible, hold harmless, and completely indemnify Company without exception in case of injury to Customer's employees, Company's agents or anyone else while or as a result of Company servicing Customer's property or because of hazardous conditions on Customer's property. Such indemnification shall include but not be limited to attorney's fees and court costs. The Customer hereby for himself and other parties claiming under him, releases and discharges Company from and against all hazards covered by Customer's insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against Company.

8. Confidentiality

Company acknowledges that it may have access to confidential data during the course of providing the services specified, and therefore agrees that all data/information observed during the course of providing such services will be deemed confidential. Under no circumstances will any data/information be made available to third parties without the prior consent of the Customer.

9. Governing Law

This agreement and performance hereunder shall be governed by the laws of the State of Tennessee.



Southeast Building Services



City of White House

4/11/07

Date

6/8/07

Date

Memo

To: Board of Mayor and Alderman
From: Ed Hickman – Director of Public Works
CC: Christie Odenwald
Date: 4/11/2008
Re: Recommended Vendor for Generator @ City Hall

On this date, April 2, 2008 I recommend that the Board accept the Bid for a 175kW at 208V 3 phase Cummins Diesel Generator/ with Automatic Transfer Switch-Electronic Control & installation from Cummins Crosspoint, LLC of Nashville, Tn. This will replace the 1960's Army Surplus Generator currently at City Hall. Please see the attached quote for further information on the generator. The price of the generator is \$90,920.00. \$50,000 of that price was budgeted for the FY 2007-2008 budget and the rest will be made up from other capital expenditures that came in under budget.

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

Quotation

Cummins Crosspoint, LLC
 706 Spence Lane
 Nashville, TN 37217
 615-366-4341

March 26, 2008

Attention: Carol Sturm / City of White House

Project Name: White House City Hall - 175kW Diesel
 Quotation: 100115000000270632

Thank you for your interest in Cummins/Onan Products. We are pleased to quote as follows:

Item	Description	USD Qty
	<u>Cummins Diesel Generator Set - 175kW (outdoor)</u>	
175DSHAB	Genset-Diesel,60Hz,175kW	1
A331-2	Duty Rating-Standby Power	1
L090-2	Listing-UL 2200	1
L119-2	EPA Emission Certification Tier 3 per 40 CFR 89	1
F182-2	Weather Protective Housing with Critical Muffler	1
R098-2	Voltage-120/208,3 Phase,Wye,4 Wire	1
B414-2	Alternator-60 Hz, 12 Lead, Upper Broad Range, 125C (791kVA starting)	1
H643-2	SET CONTROL-PCC 2100	1
B184-2	Exciter/Regulator-PMG, 3 Phase Sensor	1
A388-2	Engine Governor-Electronic, Isochronous Only	1
H805-2	Display-Control, Graphical	1
KM65-2	Circuit Breaker Mtg-Single Brkr,Left of Control	1
KM46-2	Circuit Breaker-600A,3P, UL 600,IEC 690,80%	1
C168-2	Fuel Tank-Dual Wall Sub base, 23 Hour / 336 gallons Capacity	1
C157-2	Switch-Low Fuel Level, Sub base	1
C169-2	Switch-Annunciator, Liquid In Rupture Basin	1
F179-2	Skid base-Housing Ready	1
E125-2	Engine Cooling-High Ambient Air Temperature	1
H527-2	Warning-Low Coolant Level	1
H036-2	Coolant Heater-120 Volt Ac, Single Phase	1
L028-2	Genset Warranty-1 Year Base	1
0300-5929-02	Generator Remote Annunciator - (RS485)	1
F065-2	Rack-Battery	1
Battery	Lead Acid Battery	1
Charger	10 amp / 24 volt Battery Charger	1

Delivery	Delivery to Job Site	1
Start up	Start up & Test after Installation	1
Manuals	O & M Manuals	1
Training	On Site Training (2 hour)	1

Automatic Transfer Switch-Electronic Control: 600A

OTEC600	Transfer Switch-Electronic Control,600Amp	1
A028-7	Poles-3	1
A040-7	Listing-UL 1008/CSA Certification	1
A044-7	Frequency-60 Hertz	1
A042-7	System-3 Phase,3 Wire Or 4 Wire	1
R021-7	Voltage-208 Vac	1
B001-7	Cabinet-Type NEMA 1	1
M033-7	Genset Starting Battery-12VDC	1
G002-7	Transfer Switch Warranty-1 Year Basic	1
Installation	See Installation Bill of Materials	1
	Total	\$90,920.00

Installation Bill of Materials:

- Remove existing generator and ATS
- Unload and set new generator on existing concrete pad
- Furnish and install new control wire and conduit from new generator to new ATS
- Furnish and install new AC power for generator block heater and battery charger
- Connect existing lead cable from generator circuit breaker to new ATS
- Re-wire service to feed new ATS
- Re-wire ATS to feed main panel
- Install generator remote annunciator less than 50 from generator control
- Full tank of fuel after start up and test

Please Note:

- Generator Amperage Ratings: 175kW at 208V 3-phase = 605Amps
- Exhaust insulation, external piping, or wall thimble if needed shall be furnished and installed by others.
- If third party testing is required, it shall be provided by others.
- Start up and test shall be performed after total installation of materials, and shall not exceed 2 days.
- A service/maintenance agreement will be presented to the customer after start up.

Terms Net 30 Days pending credit approval (Cash customers must have 50% down for order and balance due before delivery). Cancellation after scheduling will result in a 25% cancellation fee. Taxes Not Included. Quote valid for 30 Days, One Set of O&M Manuals Included delivered with generator & ATS. Start up is to be performed during normal business hours. Customer Will Be Invoiced Upon Shipment from Factory. Warranty begins after start up or 6 months from delivery, whichever comes first. Warranty information can be issued upon request. Lease pricing and information is available upon request.

Thank you for your interest in Cummins Power Generation Products. If there are any questions, or you would like more information about our products, please feel free to contact me (or our web page: www.cumminspower.com).

Thank you,

Chris Banet / Nashville Accounts Manager
 (615) 366-4341 x 423 / christopher.m.banet@cummins.com

April 8, 2008

MEMORANDUM

To: The Board of Mayor and Aldermen
From: Christie Odenwald, City Recorder
Re: Administration's request to surplus items on asset list

Attached is a list of items that Administration request be declared surplus off of the City's asset list. These items are either under \$1,000.00, unable to be located, items that have been returned or items that have been sold.

Administration
Surplus List

ID #	Description	Amount	Reason for Surplus
9	Generator 200	\$8,000.00	Cannot Locate
10	Telephone System	\$21,620.00	Cannot Locate
13	Uninterruptable Power Supply	\$613.84	Under \$1,000
14	Wood Desk w/ Pedestal	\$260.00	Under \$1,000
17	File, Lateral 4 drawer	\$443.05	Under \$1,000
18	File, Lateral 4 drawer	\$443.05	Under \$1,000
19	File, Lateral 4 drawer	\$443.05	Under \$1,000
21	Laser Printer	\$600.00	Under \$1,000
22	Typewriter, electric	\$699.29	Under \$1,000
23	File Cabinet, Lateral	\$455.81	Under \$1,000
24	Laser Printer	\$736.60	Under \$1,000
26	Typewriter, electric	\$699.29	Under \$1,000
27	Photocopier	\$5,993.88	Cannot Locate
28	Printer	\$613.84	Under \$1,000
29	Printer	\$491.07	Under \$1,000
31	File Cabinet, Lateral	\$351.38	Under \$1,000
32	Typewriter, electric	\$699.29	Under \$1,000
33	Desk, Double Pedestal	\$546.98	Under \$1,000
34	Safe, Office	\$250.00	Under \$1,000
35	TV/VCR Combo	\$654.55	Under \$1,000
36	Bookcase, wood	\$113.95	Under \$1,000
38	VCR	\$281.08	Under \$1,000
41	Typewriter	\$699.29	Under \$1,000
42	Burster	\$3,499.93	Surplus to Wastewater
43	Postage Machine	\$4,495.41	Leased and Returned
44	Postage Scale	\$699.29	Leased and Returned
45	File, Lateral 4 drawer	\$455.81	Under \$1,000
48	Printer	\$2,700.88	to Sell
49	Printer	\$491.07	Under \$1,000
50	File Server	\$4,296.85	Cannot Locate
51	100 Auditorium Chairs	\$3,190.69	Under \$1,000
53	Refridgerator, compact	\$246.51	Under \$1,000
54	Scrubber, Burnisher	\$1,380.44	Cannot Locate
55	Vacuum, Wet/Dry	\$493.01	Under \$1,000
56	Projector, overhead	\$262.17	Under \$1,000
57	Radio-mobile	\$876.75	Under \$1,000
59	Uninterrupted Power supply for TV C	\$100.00	Under \$1,000
60	Radio-Motorola moblie	\$792.00	Under \$1,000
61	Public Address System	\$3,278.43	Cannot Locate
62	Fax Machine	\$699.29	Under \$1,000
63	Credenza, Wood	\$501.39	Under \$1,000
65	Desk, Double Pedestal #76	\$843.31	Under \$1,000
66	Executive Swivel	\$263.54	Under \$1,000
67	File Cabinet, Lateral	\$439.80	Under \$1,000
68	File Cabinet, Lateral	\$439.80	Under \$1,000
69	Printer, Desk Jet	\$489.99	Under \$1,000
70	Upgrade of Phone Systems	\$7,485.00	Cannot Locate
71	Upgrade of Phone Systems	\$4,632.50	Cannot Locate
72	Unix Server	\$8,695.00	Cannot Locate
76	Epson Photo PC650 Digital Camera	\$359.00	Under \$1,000
77	Brother 2060 Laser Printer	\$985.00	Under \$1,000

Administration
Surplus List

78	Okidata ML 395	\$1,354.00	to Sell
79	Pentium III Computer	\$1,253.00	to Sell
80	Pentium III Computer	\$1,253.00	to Sell
81	Okidata ML 395	\$1,354.00	to Sell
83	Desk Jet Printer	\$326.01	Under \$1,000
130	Brother Laser Printer 6050D	\$536.00	Under \$1,000



WHITE HOUSE POLICE DEPARTMENT

John W. Decker Police Facility

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

MEMORANDUM

To: Board of Mayor and Aldermen
From: Gerald O, Herman, Chief of Police
Cc: Angie Carrier, Charlotte Soporowski
Date: April, 9, 2008
Re: Surplus Items

The White House Police Department is requesting permission for the attached items to be sold as surplus inventory.

We appreciate your attention to this matter.

Gerald O. Herman

WH Police Department Surplus Items (4/9/2008)

System No.	Description	Date In Service	Cost / Other Basis	
101	Shotgun	7/1/97	300.02	Under Dollar Amount
102	Shotgun	7/1/97	300.02	Under Dollar Amount
112	Shotgun	7/1/97	323.63	Under Dollar Amount
335	Camera, N-70 Nikon AF W	7/1/97	673	Under Dollar Amount
339	Heat Pump	7/1/97	298	Under Dollar Amount
340	Gravity Turning	7/1/97	299.95	Under Dollar Amount
351	Camera, Sony TRV	7/1/97	748.95	Under Dollar Amount
352	Tactical Heads	7/1/97	2440	Cannot Locate
354	Shotgun	7/1/97	323.63	Under Dollar Amount
355	Shotgun	7/1/97	323.63	Under Dollar Amount
356	Shotgun	7/1/97	323.63	Under Dollar Amount
357	Shotgun	7/1/97	323.63	Under Dollar Amount
358	Shotgun	7/1/97	323.63	Under Dollar Amount
359	Shotgun	7/1/97	323.63	Under Dollar Amount
360	Shotgun	7/1/97	323.63	Under Dollar Amount
361	Shotgun	7/1/97	323.63	Under Dollar Amount
362	Shotgun	7/1/97	323.63	Under Dollar Amount
363	Shotgun	7/1/97	300.02	Under Dollar Amount
377	Rugar	7/1/97	107.15	Under Dollar Amount
378	Pistol	7/1/97	342.00	Under Dollar Amount
380	Semi-Automatic	7/1/97	300.02	Under Dollar Amount
384	Headset, Thinset Hand Act	7/1/97	610	Under Dollar Amount
385	Headset, Thinset Hand Act	7/1/97	610	Under Dollar Amount
387	Remington Sho	7/1/97	323.63	Under Dollar Amount

Memo

To: Board of Mayor and Aldermen
From: Chief Palmer
CC:
Date: April 7, 2008
Re: Surplus Equipment

In order to update our Asset lists many items should be declared surplus because they are under the \$1000.00 threshold, have already been declared surplus and or disposed of previously. Attached is the fire department list that I am requesting be declared surplus at the April board meeting.

Sincerely,



Joe Palmer

Fire Chief

**Fire Department
Surplus List**

Fire Department			
ID#	Description	Amount	Reason for Surplus
120	1998 Fire Truck Pumper	\$ 64,000.00	Wrong description-item has already been declared surplus
123	Portable Radio	\$ 773.10	Item below the \$1000.00 dollar threshold
124	Electric Range	\$ 597.59	Item below the \$1000.00 dollar threshold
582	Radio Mobile	\$ 869.73	Item below the \$1000.00 dollar threshold
583	Breathing Apar	\$ 1,683.00	Item has already been disposed of
584	Radio Mobile	\$ 876.75	Item below the \$1000.00 dollar threshold
585	Self Contained Breath	\$ 1,429.87	Item has already been disposed of
587	Self Contained Breath	\$ 1,429.87	Item has already been disposed of
588	Self Contained Breath	\$ 1,429.87	Item has already been disposed of
589	Self Contained Breath	\$ 1,429.87	Item has already been disposed of
593	Nozzle, for Booster Hose	\$ 776.00	Item below the \$1000.00 dollar threshold
594	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
595	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
596	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
597	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
598	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
599	Portable Generator	\$ 995.00	Item below the \$1000.00 dollar threshold
601	Smoke Ejector	\$ 622.34	Item below the \$1000.00 dollar threshold
602	Smoke Ejector	\$ 622.34	Item below the \$1000.00 dollar threshold
603	Hose, Small Diam	\$ 350.00	Item below the \$1000.00 dollar threshold
605	Hose, Booster Line	\$ 800.00	Item below the \$1000.00 dollar threshold
606	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
607	Radio, Mobile	\$ 597.00	Item below the \$1000.00 dollar threshold
608	Self Contained Breath	\$ 1,386.97	Item has already been disposed of
609	Self Contained Breath	\$ 1,386.97	Item has already been disposed of
612	Self Contained Breath	\$ 1,683.00	Item has already been disposed of
613	Computer System	\$ 1,800.00	Item has already been disposed of
614	Printer	\$ 368.30	Item has already been disposed of
615	Electric Typewriter	\$ 699.29	Item has already been disposed of
616	Water Pressure	\$ 354.44	Item below the \$1000.00 dollar threshold
617	Desk, Double Pedestal	\$ 421.66	Item below the \$1000.00 dollar threshold
618	Bunk Bed	\$ 501.39	Item below the \$1000.00 dollar threshold
619	Bunk Bed	\$ 501.39	Item below the \$1000.00 dollar threshold
620	Refrigerator, Freezer	\$ 690.22	Item below the \$1000.00 dollar threshold
621	Radio, Mobile	\$ 876.75	Item below the \$1000.00 dollar threshold
622	Radio, Mobile	\$ 876.75	Item below the \$1000.00 dollar threshold
623	Mannequin, Ambu	\$ 800.00	Item below the \$1000.00 dollar threshold
624	Bottle, Spare SCBA Equip	\$ 340.00	Item has already been disposed of
625	Acer Computer	\$ 2,963.46	Item has already been disposed of
626	Acer Computer	\$ 2,563.46	Item has already been disposed of
629	Southeastern T	\$ 898.50	Item below the \$1000.00 dollar threshold
631	State of Tennessee	\$ 3,500.00	Wrong description-item has already been declared surplus
635	Re-writable CD	\$ 135.00	Item below the \$1000.00 dollar threshold
636	8meg Witv Video C	\$ 89.00	Item below the \$1000.00 dollar threshold
637	2 copies office	\$ 378.00	Item below the \$1000.00 dollar threshold
638	Epson Photo P	\$ 329.00	Item has already been disposed of

Memo

To: Board of Mayor and Alderman
From: Ed Hickman – Director
CC: Christie Odenwald
Date: 4/8/2008
Re: Request for surplus on Public Works issued equipment.

On this date, April 1, 2008, Public Works is requesting that the following items be declared surplus.

- Fencing (Listed as unknown on Asset List)
- 6 Mobile Radios (Listed as under dollar amount on Asset List)
- 1 Chain Hoist (Listed as under dollar amount on Asset List)
- 1 Saw Abrasive (Listed as under dollar amount on Asset List)
- 1 Floor Fan (Listed as under dollar amount on Asset List)
- 1 Welder (Listed as under dollar amount on Asset List)
- 1 Desk Jet Printer (Listed as under dollar amount on Asset List)
- 1 Desk Double P (Listed as under dollar amount on Asset List)
- 1 Jack Transmission (Listed as under dollar amount on Asset List)
- 1 Surface Sanitizer (Listed as unknown on Asset List)
- 1997 Ford Truck (Listed as unknown on Asset List)
- 1993 Chevy 3500 (Listed as unknown on Asset List)
- 1 Photo Copier (Listed as cannot find on Asset List)

Note: Items are part of the asset list clean up efforts.

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

Memo

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

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: April 9, 2008

SUBJECT: Surplus of Equipment

I would like to request the surplus of the following equipment:

These Items cannot be located:

<u>ITEM</u>	<u>MODEL #</u>	<u>SERIAL #</u>
1989 Chevrolet Truck	Unknown	Unknown
Fuel Tank	Unknown	Unknown
Radio Equipment	Unknown	Unknown
A/C unit	Unknown	Unknown
Computer Printer	Unknown	Unknown
Computer System	Unknown	Unknown
Water Quality C	Unknown	Unknown
1990 FORD F7	Unknown	Unknown
Isco Sampler	Unknown	Unknown
Motorola MTX	Unknown	Unknown
Vibratory Finish	Unknown	Unknown
Pitney Bowes C	Unknown	Unknown
Equipment	Unknown	Unknown
Pump Equipment	Unknown	Unknown
Copier	Unknown	Unknown
Equipment	Unknown	Unknown
Flow Meter	4210	199M01487
Computer	Unknown	Unknown
3 computers	Unknown	Unknown
Pumps	Unknown	Unknown
DEFG System	Unknown	Unknown
Duplex Tank	Unknown	Unknown
Pump Station	Unknown	Unknown
Pump Station	Unknown	Unknown
Ammonia Project	Unknown	Unknown

These items are under one-thousand dollars:

<u>ITEM</u>	<u>MODEL #</u>	<u>SERIAL #</u>
Panasonic Typewriter	E2000	Unknown
BOD Probe	Unknown	Unknown
Air Compressor	Unknown	Unknown
RCA Washer	Unknown	Unknown
RCA Dryer	Unknown	Unknown
Portion of Mail	Unknown	Unknown
Hipot Insulation	Unknown	160678
Simpson Meter	260	Unknown
Sperry Megavo	Unknown	Unknown
2 Panasonic KX	Unknown	Unknown
Full Develop Co	Unknown	Unknown
Brother Fax Ma	INTELLIFAX1270	C97773348
Single Tier Loc	Unknown	Unknown
Parts Storage Cabnet	Unknown	Unknown
Arbor Press	Unknown	Unknown
Fencing	Unknown	Unknown
Tile-Sewer Plant	Unknown	Unknown

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

MEMORANDUM

TO: White House Board of Mayor and Aldermen,
Angie Carrier, City Administrator,
Charlotte Soporowski, Finance Director

FROM: Addam McCormick, Planning/Codes Department

DATE: April 3, 2008

RE: Surplus Items

I am requesting the following items be designated as surplus property:

Under \$1,000

HP Deskjet 720C Printer
HP Deskjet 842C Printer
HP Deskjet 5550 Printer
Brother HL5240 Printer
Desk, double pedestal
(4) File Cabinet, Lateral 4
Desk, Executive
Bookcase, Credenza
Canon A570 Digital Camera/Printer

Items Cannot Be Located

Pentium 650, 128
Pentium 650, 128
Pentium Computer



City of White House Memorandum

Date: April 9, 2008

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

From: Ashley Smith
Director of Parks and Recreation Department

Re: Surplus Items

Please find attached to this memo a list of surplus items currently listed on the Parks and Recreation asset list that need to be removed. Thank you.

**Parks and Recreation Department
Surplus List for April 2008**

Description	Model	Serial #	Reason for Surplus
1982 Chevy CC	Custom Deluxe	1GBHC34M5CV125466	previously disposed of
1982 Chevy CC	Custom Deluxe	2GCGC24M1D1165158	previously disposed of
Electric Range	Frigidaire		Value less than \$1,000
Air Compressor	Campbell Hausfeld	081491L	Value less than \$1,000
Tool Box w/Tools & stand	Craftsman	8 drawer w/stand	Value less than \$1,000
High pressure sprayer pump	Briggs & Stratton	941	Value less than \$1,000
Gas powered chain saw	Stihl 20		Value less than \$1,000
Desk double pedestal wood			Value less than \$1,000
Window Air Conditioner			Value less than \$1,000
Braising Pan	Groen		Value less than \$1,000
Warmer			Value less than \$1,000
TV, Color	Magnavox	RS2580AK03	Value less than \$1,000
Portable Radio	Kenwood		Value less than \$1,000
Desk double pedestal			Value less than \$1,000
Mobile Radio	Kenwood		Value less than \$1,000
Desk double pedestal			Value less than \$1,000
Printer, color	HP 1000C	SG7AM13074	Value less than \$1,000
Printer HP Deskjet Color	HP 1000	SG7AM13074	Duplicate
VCR	Magnavox		Value less than \$1,000
Desk Double Pedestal			Value less than \$1,000
Sofa			Value less than \$1,000
Sofa			Value less than \$1,000
Radio, Kinwood Mobile			Value less than \$1,000
Trailer, Utility 16'			Value less than \$1,000
Used 4-wheeler from Sewer			Value less than \$1,000
Mower-26HP			Cannot Locate
Multi-function fax/printer	Brother MFC9800		Value less than \$1,000
Laser Printer	HPLaser Jet5	JPBJO32019	Cannot Locate
Computer Pentium II w/monitor	Acer 7254E	91716020078180621355u141p	Cannot Locate
Computer Pentium II w/monitor	Acer 7254E	917160200782703776psu141p	Cannot Locate
Computer Pentium II w/monitor	Vista VL500	1G3-74811235AO3	Cannot Locate

April 8, 2008

MEMORANDUM

To: The Board of Mayor and Aldermen

From: Angie Carrier, City Administrator 

Re: Library's Request to Surplus List

Attached is a list of items that Library requests be declared surplus off of the City's asset list. These items are either under \$1,000.00, unable to be located, items that have been returned or items that have been sold.

Library Surplus List
18-Mar-08

Date	Asset #	Class	Description	Cost	Reason for Surplus
7/1/1997	255	Eqpt	Typewriter,	699.99	Under \$1,000
7/1/1997	263	Eqpt	Computer :	1,800.00	Cannot Locate
7/1/1997	274	Eqpt	Computer :	1,800.00	Cannot Locate

OTHER INFORMATION . . .

April 4, 2008

MEMORANDUM

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

During the course of this fiscal year's audit activity, it became apparent that the City would greatly benefit from the purchase of Fixed Asset Software. Historically, the City has attempted to track fixed assets through the use of Excel spreadsheets, however the process used to track information was flawed in several ways. Then, two years ago Work & Greer suggested that we turn the information over to them to run through their depreciation program. After two years, management has decided that the program available from Work & Greer is not compatible with the needs of the City. When our excel sheets were imported into their program a lot of valuable information was lost in the way of descriptions, make, model, and serial numbers. This loss of information has hampered even further our ability to track fixed assets. The purchase of a Fixed Asset module was not originally budgeted in this fiscal year, but the Finance Department has saved enough on other budget lines throughout the year to go ahead and cover this expenditure, rather than put it off until next fiscal year. The planned purchase is from Local Government Corporation for a module that will integrate with our General Ledger package, and the cost details are included in the attached Sales Proposal. All departments have recently completed a physical inventory of assets, and this is the ideal time to implement our new system, while that information is fresh. If you have any questions about the software, or the requirements for fixed asset accounting please let me know.



**Sales Proposal
For
City of White House
Monday, February 11, 2008**

Proposal Information

If you are receiving this proposal for budgetary purposes, please add 10% to the final proposal cost to cover any fiscal year increases.

Software

Application Software Windows Multi-User	
Fixed Assets	1,833.28
*Fixed Assets Conversion Fee: \$500 Minimum	
*Text File, ASCII File or Excel File Will Be Required	
*Annual software support is \$1180.17.	
<i>Application Software Windows Multi-User</i>	1,833.28
Total Software Cost	1,833.28

Sub-Total Cost:	\$1,833.28
Annual Software Support Cost:	\$1,180.17
Total Proposal Cost:	\$3,013.45

Prices are good for thirty (30) days. Contact the Marketing Department for price renewal.

Software Annual Support

The software annual support charges for each software package will be billed after the first day of training. If LGC's software is installed on third party hardware, additional charges may apply. *LGC's fiscal year is July 1st through June 30th. Annual software support charges are due on July 1st of each year and are prorated from the first day of training through June 30th of the current fiscal year. Software support charges are based on the current year's support rate and are subject to change July 1st of each year. Full software support charges recur annually.*

Software, Installation, and Training

Software, installation, and training charges for each package will be billed after the first day of setup.

Software Conversion

Conversion for existing files is available if we are provided the proper file layouts and data from your current vendor. Software conversions are billed at a rate of \$75 per hour not to exceed \$2,000 per software package. Conversion to ImageEase Document Imaging Software may require additional charges. For more information regarding a conversion of your existing data files please contact our Marketing Department.