

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
July 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 June 19, 2008 Meeting
6. Welcome Visitors
7. Public Hearings
 - A. **Ordinance 08-15** – An ordinance amending the zoning map relative to the rear portion of Robertson County Tax map 107 G, Group A, Parcels 44, 46 and 47, 1.5 acres from R-20, Low Density Residential to C-1, Central Business Commercial for property located on 31 W. This property includes the rear portion of the former White House Builders Property and the Stratton Property adjacent to the White House Florist Property. **Second Reading.**
 - B. **Ordinance 08-16** – An ordinance amending the fiscal budget for the period ending June 30, 2008. **Second Reading. Amended.**
8. Communications from Mayor, Aldermen and City Administrator

9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Engineering
 - J. Court Clerk
 - K. Monthly Financial Summary
10. New Business
 - A. Consideration of the following resolutions:
 1. Resolution 08-11 – A resolution authorizing participation in the TML Risk Management Pool’s “Safety Partners” Loss Control Matching Grant Program.
 2. Resolution 08-12 – A resolution approving certain amendments and revisions to the Personnel Manual.

B. Consideration of the following ordinances:

1. **Ordinance 08-15** – An ordinance amending the zoning map relative to the rear portion of Robertson County Tax map 107 G, Group A, Parcels 44, 46 and 47, 1.5 acres from R-20, Low Density Residential to C-1, Central Business Commercial for property located on 31W. This property includes the rear portion of the former White House Builders Property and the Stratton Property adjacent to the White House Florist Property. **Second Reading.**
2. **Ordinance 08-16** – An ordinance amending the fiscal budget for the period ending June 30, 2008. **Second Reading. Amended.**
3. **Ordinance 08-17** – An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services, Section 2-105. **First Reading.**
4. **Ordinance 08-18** – An ordinance to annex certain territories and incorporate the same within the corporate boundaries of the City of White House. The property is approximately 65.58 acres located on Hwy 76. **First Reading.**

C. Finance

1. Board approval of the concession stand bid for the Jr. Pro Football Field.
2. Board approval of the extension TDOT Commitment Letter to build local connectors for the new interchange..
3. Board approval of Mr. Crouch's request to relocate 50ft of right-of-way.
4. Board approval of request by the Friends of the Library for the City to match funds up to \$500,000 for private sector donations..
5. Board approval of renewal of ADA Sidewalk ramps contract.

11. Adjournment

CITY OF WHITE HOUSE
MINUTES
Board of Mayor and Aldermen
June 19, 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 Mayor Decker.
3. Roll Call
Ald. Arnold –Present; Ald. Bibb – Present; Ald. Bracey – Present; Ald. Leftwich – Present, Mayor Decker – Present. **Quorum Present.**
4. Adoption of the Agenda
Motion was made by Ald. Arnold second by Ald. Bibb. to adopt the agenda with the order to be at the discretion of the Mayor. **Agenda adopted.**
5. Approval of Minutes of May 15, 2008 Meeting and May 22 ,2008 Special Called Session
Motion was made by Ald. Leftwich, second by Ald. Bracey, to approve the minutes as written. **Minutes approved.**
6. Welcome Visitors
7. Public Hearings
 - A. **Resolution 08-08** – A resolution adopting a plan of service for the property on Fern Valley Rd/Shun Pike, Sumner County Tax Map 78, parcels 31.12, 31.13, 31.14, 31.15 and 31.05. (The properties contain 200.43 acres, more or less). This resolution will partner with Ordinance 08-13.
 - Mike Smoot of 659 Shun Pike spoke against the rezoning and annexation of this property. He expressed concerns that higher density of homes planned, light pollution from the increased density and the water tower itself, would ruin the rural feel for the community.
 - B. **Ordinance 08-07** – An ordinance amending the Municipal Code Title 8, Chapter 2 Beer, Section 8-201. **Second Reading. No one spoke for or against.**
 - C. **Ordinance 08-08** – An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-102 and deleting Sections 2-103 and 2-104. **Second Reading. No one spoke for or against.**
 - D. **Ordinance 08-09** – An ordinance amending the Municipal Code Title 2, Chapter 4 Miscellaneous, Section 2-401. **Second Reading. No one spoke for or against.**

- E. **Ordinance 08-10** – An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, Section 2-201 and Section 2-202. **Second Reading.**
- Martha Wilkinson of 207 Hillwood Drive spoke against the residency requirements for the Library Board members. She thanked the Library Board for its service and added that Sherry Eden had contributed a lot to the community. She asked the board to reconsider the amendment to this ordinance.
- F. **Ordinance 08-11** – An ordinance adopting annual appropriations for the fiscal year ending June 30, 2009. **Second Reading. No one spoke for or against.**
- G. **Ordinance 08-12** – An ordinance establishing the tax rate for the year 2008. **Second Reading. No one spoke for or against.**
- H. **Ordinance 08-13** – An ordinance to annex certain territories and incorporate the same within the corporate boundaries of the City of White House. Property on Fern Valley Rd./ Shun Pike (North of Sumner Crossings). **Second Reading.**
- Mike Smoot spoke against the rezoning/annexation of this property. Resolution 08-08 for full comments.
- I. **Ordinance 08-14** – An ordinance amending the zoning map relative to Sumner County Tax Map 78, Parcels 31.12, 31.13, 31.05, 31.14 and 31.15. Property on Fern Valley Rd./Shun Pike (North of Sumner Crossings). **Second Reading.**
- Mike Smoot spoke against the rezoning/annexation of this property. Resolution 08-08 for full comments.
8. Communications from Mayor, Aldermen and City Administrator
The Mayor introduced Scott Chevalier, of the Powerhouse Youth Project. He spoke about a summer festival at Volunteer State Community College to be held August 12th -16th. This festival is to support the youth of Sumner County and increase their interest in education.

The Mayor also presented Angela Jones, with the second Community Achievement Award for her work fighting cancer through her involvement with the Relay for Life Campaign.

Angie Carrier informed the board of her plans to attend the TML Conference held in Memphis, TN June 22nd through the 24th.

At this point the Mayor moved Other Business item #1 to this point.

Robertson County Mayor, Howard Bradley addressed the board regarding the plans for the new Heritage High School on Hwy 76. The Mayor prefaced the address by stating that cities are highly codified and restricted by the State. He stated that it was the City's responsibility to follow Title 13 of the Tennessee Code Annotated, promoting public health, welfare, safety, fire safety and direct planning. He stated it was also the responsibility of the city to prevent overcrowding and pollution, preserve natural beauty, and provide beneficial relationships. The

Mayor stated that the City is finally getting its problems with sewer under control after it has been neglected for so long. He also stated that he wanted to cooperate with Robertson County, that the City values the relationship we have with the County and that he just wanted to explain the basis of his position.

Mayor Bradley introduced himself as well as Dan Whitlow, Director of Schools, Steve Hewlitt, the project manager and Stoney Crockett, member of the Board of Education. Mayor Bradley expressed his enthusiasm regarding the building of a new Heritage High School. He stated that Robertson County was requesting annexation of the property at completion in approximately 2010.

A motion was made by Ald. Leftwich, second by Ald. Arnold to have Robertson County Officials meet with White House Officials (Mayor Decker, Angie Carrier, Addam McCormick, Bill Thompson, Bill Crusenberry and Ron Bailey) to have a gentlemen's discussion to move this project forward. A voice vote was called for with all members voting aye.

9. Acknowledge Reports

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

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

10. New Business

A. Consideration of the following resolutions:

1. **Resolution 08-08** – A resolution adopting a plan of service for the property on Fern Valley Rd/Shun Pike, Sumner County Tax Map 78, parcels 31.12, 31.13, 31.14, 31.15 and 31.05. (The properties contain 200.43 acres, more or less). This resolution will partner with Ordinance 08-13. Motion was made by Ald. Arnold, second by Ald. Bracey, to approve. A voice vote was called for with all members voting aye.
Resolution 08-08 approved.
2. **Resolution 08-09** - A resolution authorizing an agreement between the City of White House and the Nashville Chapter of the American Red Cross to use the White House Municipal Center as a mass care shelter when required for Red Cross Disaster Services activities. Motion was made by Ald. Leftwich, second by Ald. Bracey, to approve. A voice vote was called for with all members voting aye.
Resolution 08-09 approved.
3. **Resolution 08-10** – A resolution authorizing appropriations for financial aid of non-profit organizations. Motion was made by Ald. Bracey, second by Ald. Arnold, to approve. A voice vote was called for with all members voting aye.
Resolution 08-10 approved.

B. Consideration of the following ordinances:

1. **Ordinance 08-07** – An ordinance amending the Municipal Code Title 8, Chapter 2 Beer, Section 8-201. **Second Reading.** Motion was made by Ald. Arnold, second by Ald. Bibb, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-07 approved on second and final reading.**
2. **Ordinance 08-08** – An ordinance amending the Municipal Code Title 2, Chapter 1 Leisure Services Board, Section 2-102 and deleting Sections 2-103 and 2-104. **Second Reading.** Motion was made by Ald. Bracey, second by Ald. Bibb, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-08 approved on second and final reading.**
3. **Ordinance 08-09** – An ordinance amending the Municipal Code Title 2, Chapter 4 Miscellaneous, Section 2-401. **Second Reading.** Ald. Leftwich stated that he agrees that citizens should serve on boards, however he believes that those who would currently be removed due to the residency requirement should finish out their terms. Motion was made by Ald. Leftwich to amend the ordinance to reflect that current non-residents serving on boards shall be grandfathered in and serve until their current term expires. Motion died due to lack of a second. Motion was made by Ald. Bracey, second by Ald. Bibb, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - No; Mayor Decker – aye. **Ordinance 08-09 approved on second and final reading.**
4. **Ordinance 08-10** – An ordinance amending the Municipal Code Title 2, Chapter 2 Library Board, Section 2-201 and Section 2-202. **Second Reading.** Ald. Leftwich stated that he agrees that citizens should serve on boards, however he believes that those who would currently be removed due to the residency requirement should finish out their terms. Motion was made by Ald. Bracey, second by Ald. Bibb, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - No; Mayor Decker – aye. **Ordinance 08-10 approved on second and final reading.**
5. **Ordinance 08-11** – An ordinance adopting annual appropriations for the fiscal year ending June 30, 2009. **Second Reading.** Motion was made by Ald. Bracey second by Ald. Arnold, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-11 approved on second and final reading.**
6. **Ordinance 08-12** – An ordinance establishing the tax rate for the year 2008. **Second Reading.** Motion was made by Ald. Arnold, second by Ald. Bibb, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-12 approved on second and final reading.**

7. **Ordinance 08-13** – An ordinance to annex certain territories and incorporate the same within the corporate boundaries of the City of White House. Property on Fern Valley Rd./ Shun Pike (North of Sumner Crossings). **Second Reading.** Motion was made by Ald. Arnold, second by Ald. Bracey, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-13 approved on second and final reading.**

8. **Ordinance 08-14** – An ordinance amending the zoning map relative to Sumner County Tax Map 78, Parcels 31.12, 31.13, 31.05, 31.14 and 31.15. Property on Fern Valley Rd./Shun Pike (North of Sumner Crossings). **Second Reading.** Motion was made by Ald. Bracey, second by Ald. Arnold, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-14 approved on second and final reading.**

9. **Ordinance 08-15** – An ordinance amending the zoning map relative to the rear portion of Robertson County Tax map 107 G, Group A, Parcels 44, 46 and 47, 1.5 acres from R-20, Low Density Residential to C-1, Central Business Commercial for property located on 31W. This property includes the rear portion of the former White House Builders Property and the Stratton Property adjacent to the White House Florist Property. **First Reading.** Motion was made by Ald. Bibb, second by Ald. Arnold, to approve. A voice vote was called for with all members voting aye. **Ordinance 08-15 approved on first reading.**

10. **Ordinance 08-16** – An ordinance amending the fiscal budget for the period ending June 30, 2008. **First Reading.** Motion was made by Ald. Bracey, second by Ald. Bibb, to approve. A voice vote was called for with all members voting aye. **Ordinance 08-16 approved on first reading.**

C. Finance

1. Board approval of single source vendors for the Wastewater Department. Motion was made by Ald. Bibb, second by Ald. Bracey, to approve. A voice vote was called for with all members voting aye. **Single source vendors for the Wastewater Dept. were approved.**

2. Board approval of the extension of the Annual Wastewater Equipment Service Contract. Motion was made by Ald. Bibb, second by Ald. Bracey, to approve. A voice vote was called for with all members voting aye. **The extension of the Annual Wastewater Equipment Service Contract was approved.**

3. Board approval of contract with Carter & Verplanck for sulfide control for the Wastewater Department. Motion was made by Ald. Bracey, second by Ald. Bibb, to approve. A voice vote was called for with all members voting aye. **The contract with Carter & Verplanck for sulfide control was approved.**

4. Board approval of Library Consortium Agreement to approve software purchase for a new circulation system. Motion was made by Ald. Bibb, second by Ald. Bracey, to approve. A voice vote was called for with all members voting aye. **The Library Consortium Agreement to purchase circulation software was approved.**
5. Board approval of request to surplus a 1995 International 4900, 24 yard rear load truck for the Public Works Department. Motion was made by Ald. Arnold, second by Ald. Bracey, to approve. A voice vote was called for with all members voting aye. **The request to surplus a 1995 International 4900 truck from Public Works was approved.**
6. Board approval of the contract between the City of White House and the White House Men's Club for the construction of a Jr. Pro Football concession stand. Motion was made by Ald. Bibb to approve, second by Ald. Bracey. A voice vote was called for with all members voting aye. **The contract for the Jr. Pro concession stand was approved.**
7. Board approval of a letter of agreement for the YMCA.
Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye, except Ald. Bracey, who voted no.. **The Letter of agreement with the YMCA was approved.**

D. Other Business

1. Address from Robertson County Mayor, Howard Bradley regarding the development of the New Heritage High School on Hwy 76. This item was moved up on the agenda per discretion of the Mayor. (See the Communications from the Mayor section for more information.)
2. Board Appointments by the Mayor
Mayor Decker announced the following appointments/reappointments to City boards:
 - Carl Meadows – Beer Board
 - Natalie Chambers – Beer Board
 - Ron Williams – Beer Board
 - Patsy Meadows – Cemetery Board
 - Sue Honeycutt – Cemetery Board
 - Eulis Biggs – Cemetery Board
 - Randy Cline – Cemetery Board
 - Dolly Peay – Board of Zoning Appeals
 - Walton Plummer – Industrial Revenue Board
 - Jim Savage – Industrial Revenue Board
 - Douglas R. Tate – Industrial Revenue Board
 - Kimberly Manlove – Leisure Services Board
 - Lori Herman – Leisure Services Board
 - Joyce Partain – Library Board
 - Lisa Hicks – Library Board
 - Evelyn Guill – Library Board
 - Richard Lane – Library Board
 - Amanda Brinkley – Planning Commission

Paula Eller – Planning Commission
Mike Arnold – Planning Commission
Jessie Wilkinson – Property Maintenance Board
Craig Johnson – Property Maintenance Board
Homer Gibson – Property Maintenance Board

11. Adjournment

Motion by to adjourn by Ald. Bracey at 9:45 pm.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

REPORTS . . .

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

Administration

Staff closed out several year-end projects such as requesting funding for the TVA Technology grant, preparing and retrieving invoices for year-end payment. Staff made an effort to close on the Library property this month, but did not receive the environmental report until the end of the month. The City Administrator, City Recorder and Finance Director met to finalize the budget numbers before the City Recorder prepared the second draft to go out in BMA packets.

The City Administrator organized an Economic Development Class with TVA. The slides from the class are included in the other info of your packet. The City Administrator has requested that TVA provide a work session for the BMA to set goals and objectives in the realm of economic development, so staff can set a financial plan.

Another Comprehensive Plan Meeting was held this month. The City Administrator and some department heads attended. It was the best turn-out so far by citizens. The Planning Director, Parks Director, City Administrator, and Chairman of the Planning Commission attended the MPO Stakeholders meeting in Springfield for the Tri-County Comprehensive Plan study. Comments were made at how progressive the City is in its planning and design guidelines.

Chuck Marquis, the retail consultant from the TVA Memphis office, met to discuss the town center re-development possibilities. The City Administrator gave him a tour of the City to help him get a feel for what the personality of the City is as well as the aesthetics of the City. He assisted in getting demographics and psychographics to prepare for the City to prepare a one-page information flyer for the Tennessee/Kentucky ICSC Conference at the Renaissance in Nashville next week.

The City Administrator attended the TML Annual Conference in Memphis. The TCMA Executive Board and Annual Business Meeting were held. There were fewer vendors that attended this conference. There did not seem to be as many attendees. There were a couple of sessions that were worth mentioning including the presentation by Jonathon Walters who is the Senior Correspondent for Governing Magazine. He discussed economic vitality through performance measurement. He was a dynamic speaker although he did mention some older strategies such as TQM. The other workshop that was interesting was the Collective Bargaining workshop. David Denholm, of the Public Service Research Foundation, discussed the legislation that Congress is considering HR 980. He was very knowledgeable on this legislation and explained the bill in some detail with the little time he had. He was so knowledgeable that the City Administrator and TCMA Executive director met with him to request that he attend the TCMA Conference in the fall for a session with more time for Q&A.

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

Finance Section

There was a minimal amount of property tax activity during the month of June. The totals still leave 4% of the property taxes unpaid. City Attorney, David Amonette communicated to the City Administrator that he would be in contact with County authorities regarding the collection of delinquent property taxes, during the month of June. There has been no further update to the Finance office concerning this action as of the date of this report.

The Finance Department has taken another step to resolve the large number of delinquent business licenses on record. In June, a memo was drafted to all business tax licensees explaining the collection actions that are required by the State of Tennessee, and further advising that the City of White House Finance office will be taking those prescribed steps for all delinquent businesses beginning July 1. There are 585 licensees on record at this time, with approximately 30% being delinquent.

June brought the final steps to the budget process. The Finance Director prepared the Debt Management section of the budget document as required by the Division of Municipal Audit, and the Comprehensive Budget Document is being assembled for final distribution as this report is being prepared. In addition to placing a hard copy of the budget in circulation at the White House Inn Library, a copy of the budget will also be placed on the Intranet for employee access and on the city web-site for public access.

The Purchasing Coordinator spent the majority of her time in June entering assets into the new Fixed Assets software module, and coordinating with Department Heads and suppliers to ensure completion or delivery on all open projects by the end of the fiscal year. While winding up activity for this year, the Purchasing Coordinator also worked with the Fire Chief to begin the tedious task of obtaining the appropriate quotes for furnishings to go in the new fire hall. The Court/Accounts Payable Clerk worked diligently with Department Heads and suppliers to ensure that all invoices were received and entered before the June 30th deadline. All Finance staff stayed late on June 30th to ensure that we had a clean cut off for invoices and receipting.

The Finance Director, Accounting Specialist, and Tax Clerk attended the Economic Development class hosted by the TVA at the Municipal Building on Friday, June 27th. The training did a good job of explaining how municipal employees may play a role in promoting economic development in White House.

June brought the sixth requisition on the Series Z-5-C Bonds for \$476,010.43. The total drawn on requisition through the end of June is \$1,470,592.53.

Purchase Orders – June 2008

Codes	4	\$405.60
Fire	2	\$168.32
Police	16	\$8,714.61
Human Resources	2	\$77.15
Engineering	8	\$166,222.52
Administration	2	\$40.35
Finance	4	\$373.63
Court	2	\$214.49
Library	14	\$5966.50
Wastewater	20	\$27,822.64
Public Works	8	\$1,208.59
Sanitation	9	\$6,282.67
Parks	67	\$42,166.68
Cemetery	0	\$0.00
Building Maint.	2	\$267.00
Total	160	\$259,930.75
Voids	24	

Emergency Purchase Orders in June 2008

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
11790E	Cirrus	Belt & pulley for Hustler mower	\$72.00	Need mower	Parks
11560E	CMI Equipment	Hydraulic filter	\$108.10	Truck #320 down	Sanitation
11801E	Waller Sales	Hydraulic hose and fittings	\$700.00	Truck #320 down	Sanitation
11473E	Sani-Tech Jet Vac	Labor-pumped clarifiers	\$700.00	Necessary to prevent permit violation	Wastewater
11735E	HD Supply	Sleeves, plugs, and other parts	\$1,301.78	Busted main line at Hester Drive	Wastewater

Monthly Performance Indicators

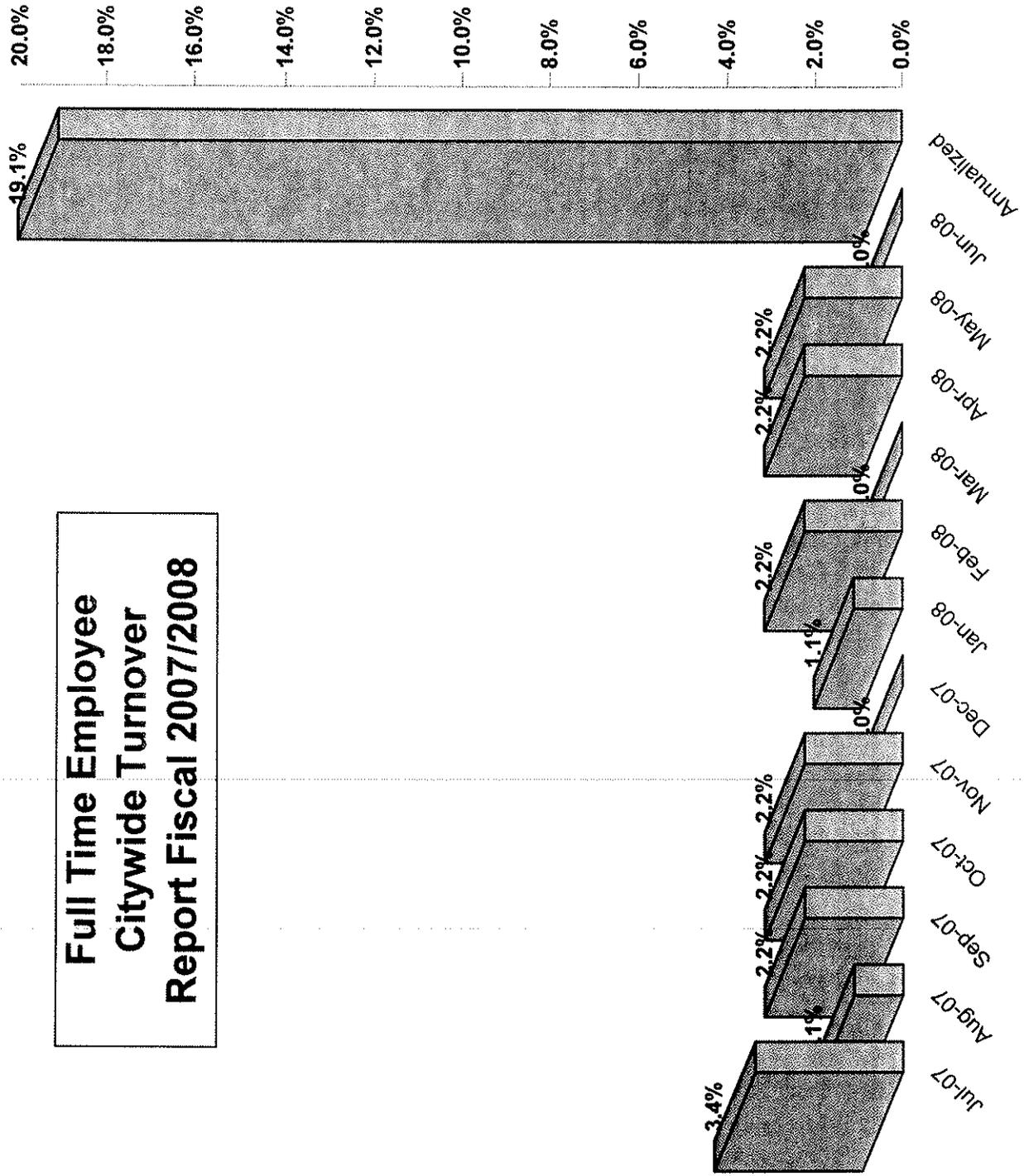
	<u>June</u>	<u>FY</u>
Requests for Information - Admin	11	55
Requests for Information – Finance	2	15
Total New Business Licenses Issued	7	84
Purchase Orders Issued	160	1,856
Total Invoices Processed	388	3,757

June 08 Monthly Report

Human Resources:

- Continued communication with third party administration of new partially self-funded health plan
- Conducted open enrollment for supplemental insurance plans
- Continued facilitation and participation in Biggest Loser program
- Participated in departmental disciplinary hearings
- Participated in departmental internal investigations
- Assisted Police Department in testing and interviewing promotion candidates
- Assisted Public Works with on-boarding of Sanitation Worker (Scott Lybarger)
- Assisted departments in screening of applicants for various positions
- Assisted Library with search for Library Assistant
- Assisted Wastewater Department in search for Wastewater Tech I
- Conducted exit interviews for outgoing employees
- Continued file auditing for compliance

**Full Time Employee
Citywide Turnover
Report Fiscal 2007/2008**



City of White House Police Department Monthly Report for June 2008

Summary of Month's Activities

During the month of June, the Police Department issued 114 Citations (58 speeding), and made 41 arrests. The department answered twenty-five (25) 911 calls.

Update on Department's Goals and Objectives

The department's uniform policy was replaced with a new policy that set standards to enhance professional appearance of all employees. The policy also established an annual inspection and replacement period for each area of responsibility.

Departmental Highlights

- Chief Herman was quoted in the June 2008 volume of American Police Beat. The article was titled, "Should reserve officers get regular training?". The quotes were taken from The Tennessean.
- Chief Herman and Det. Sgt. Brady attended a DCS Community Partners meeting at the Robertson County DCS office.
- Chief Herman, Sgt. Dan Hunter, and Cpl. Eric Enck attend a PIPE (Partners in Protecting Everyone) meeting at Gallatin City Hall.
- Chief Herman and Captain Mingledorff were judges in a baggers competition at Kroger.
- Supervisor testing was held June 25th in the Training Room at the Police Department. Seven officers took the Supervisor test.
- Chief Herman attended the TN Crime Prevention Coalition in Nashville.
- Corporal Eric Enck was promoted to Sergeant effective July 1, 2008.

Training

- Ofc. Scott Bilbrey attended Domestic Violence class in Dyersburg, TN.
- Sgt. Eric Enck instructed Defensive Tactics class on two separate days in June to accommodate all four shifts.
- Chief Herman attended Firearms Training at Tennessee Law Enforcement Training Academy.

- Chief Herman challenged P.O.S.T. (Peace Officers Standards and Training) on June 20th, by taking the P.O.S.T. examination to become a Certified Tennessee Police Officer. Chief Herman passed his examination and has received his certificate.
- Holly Ward, Dispatch Supervisor, attended TAC recertification class at TBI.
- Sgt. Eric Enck and Ofc. Jeff Frazier attended Bike School hosted by the White House Police Department.
- Chief Herman and Captain Mingledorff attended TVA Economic Development Training at City Hall.

Monthly Performance Indicators

PATROL	June	To Date
Total Arrests	41	320
Offense Reports	56	303
Traffic Accidents	29	161
Accidents w/Injuries	16	79
DUI Arrest	4	26
Animal Calls	35	227
Drug Arrests	8	125
Motor Assist	17	110
Business Checks	1,281	9,609
Extra Patrols	126	1,824
Residential Patrols	876	5,852
Assaults	17	78
Property Watches	22	126

Dispatch	June	Year to Date
Calls for Service CADed	980	6,312
Non-CADed Calls	3,094	21,467
Total Calls for Service	4,074	27,779

CID PERFORMANCE INDICATORS FOR JUNE 2008

	JUNE	Year to Date
Arrests	0	5
Agg. Burglary	0	4
Assault	0	2
Auto Burglary	0	0
Forgery	7	17
Cases Open	20	N/A
Cases Closed	8	N/A
Property Amount Recovered	\$ 750.00	\$4,329.00
Property Amount Stolen	\$1,745.00	\$25,698.00
Theft	9	20
Vandalism	0	1

*Misc. CID Performance Indicators for June:
Burglaries (business): 4

City of White House Fire Department Monthly Report for June 2008

Summary of Month's Activities

The Department responded to 71 requests for emergency services that included 47 emergency medical responses. On June 20th at 2:19 am the department responded to the report of a structure fire. When fire units arrived on scene smoke was visible, firefighters made entry into the structure and located the origin of the fire. The fire was contained to the kitchen area by the homeowner prior to our arrival but the kitchen was heavily damaged by the fire and smoke damage throughout the home.

The department responded to 6 motor vehicle accidents involving personal injury with 5 patients transported to area hospitals. None of the patients received life threatening injuries.

Fire Station 2 Update:

The masonry is about 90% complete at this time and work on the interior of the building is moving ahead. The sprinkler system is 95% complete and the HVAC, plumbing and electrical are more than 90% complete on the rough in work. The pump test pit is 95% complete and the water main is currently being installed on Business Park Drive.

Update on the Department's Goals and Objectives

- Complete Ground Ladder testing by May 1st, 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 and will be an ongoing process**)

Departmental Highlight

During the month of June we begin the process of compiling information for our Pre-Incident Surveys. This is a project we have been working on for some time we have had information in the past that was difficult to maintain and use. We now have a laptop computer with software to maintain the surveys and it will be placed in the responding engine for the officer in charge to view while enroute to the emergency scene. The officer will be able to start planning the fire attack such as hydrant and utility locations, specific hazards to fire personnel, and contact information.

Department Cost Saving Report

There wasn't any significant cost savings for the month of June other than reducing operating expenditures to a minimum as the end of the budget year draws to a close.

Monthly Performance Indicators

Structure Fires	1	Total Responses for the Month	71
Cooking/Electrical Fires	0	Total Responses Year to Date	419
Vehicle Fires	1		
Grass, Brush, Trash, Fires	1	Total Training Man-hours for the Month	360
Hazmat	1	Total Training Man-hours Year to Date	1858
False Alarms/Calls	6		
Assist other Governmental Agency	0		
Other Calls	9	Fire Inspections	8
Emergency Medical Responses	47	Fire Preplans	25
Vehicle Accidents (general cleanup)	3	Plat / Plan Reviews	2
Rescue / Vehicle Accidents (with injuries)	6	Fire Investigations	1

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

SUMMARY OF MONTH'S ACTIVITIES

VEHICLE AND EQUIPMENT MAINTENANCE

For the month of June, 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 Parks and Leisure, Police, Public Works, Codes & Planning, Fire, 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. Several citizens called requesting more curbside brush removal on tree limbs, shrubbery clippings, bagged grass, and leaves. Public Works has also had 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 June the city recycled 28,520 pounds of mixed recyclables. We also recycled 8,420 pounds of steel that was brought in to the Public Works Facility by the citizens of White House for disposal.

Monthly Performance Indicators

	Month	Totals	Revenue Received	Revenue year to date
Number of Customers Billed	3574	Net Amount Billed \$53,910.00	\$53,853.09	\$546,708.49

SANITATION

The sanitation and road crew continues to complete monthly brush removal schedules set forth by Supervisor Warren Garrett. The City has been broken down in to 4 areas and brush is collected once per month per area. (See website for a detailed list for each area)

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	11
Codes	0
Engineering	0
Fire	0
Parks	11
Police	28
Public Works	26
Library	4
Waste Water	0

NEW SERVICES

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2008. The Public works department has begun using the newly purchased wood chipper and woodchips are now available to our citizens. For the month of June, we had a total of 21 citizens utilized the mobile emissions testing station located at the Public Works Facility.

JUNE 2008 TRUCK TONNAGE AND FUEL COSTS

- 17.73 tons average per day 602,680 pounds for the month of June.
- Total tonnage on truck number 319 was 57.97
- Total tonnage on truck number 320 was 124.59
- Total tonnage on truck number 323 was 118.78
- Total tonnage for the month of June was 301.34
- Total cost of fuel used for truck # 319 \$180.01
- Total cost of fuel used for truck # 320 \$1,885.88
- Total cost of fuel used for truck # 323 \$1,609.99
- Total cost of fuel used for R-2 \$340.25
- Total cost of fuel for June = \$4,016.23

YTD	Total
Tons per day	16.74 avg.
Pounds for 12 months	7,475,060
Tonnage Truck #319	1,189.26
Tonnage Truck #320	1,648.56
Tonnage Truck #321	777.93
Tonnage Truck # 323	118.78
Tonnage for 12 months	3,737.53
Fuel used Truck #319	\$8,402.24
Fuel used Truck #320	\$15,133.77
Fuel used Truck # 321	\$4,399.34
Fuel used Truck # 323	\$1,609.99
Fuel used R-2	\$3,468.68
Fuel used per month	\$33,751.76

JUNE 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	350 Stops	3,622Stops
BRUSH PICK UP WORK ORDER REQUESTS CALLED IN	0	417
BRUSH TRUCK LOAD	56	547
LIMBS REQUEST	7	211
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	10	124
NEW CARTS FOR NEW HOME CONSTRUCTION	8	188
ADDITIONAL CART REQUEST	2	29
CONCRETE INSTALLED	0	7.37 yards
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	0	7,586 feet
DRAINAGE REQUESTS	2	98
DRAINAGE WORK	25 feet	5,825 feet
LITTER PICK UP (50 GALLON BAGS)	45 = 3 bags per day	721 = 44 bags per day
LITTER PICK UP PER DAY (MILES)	3.00 Miles Avg. per day	90 Miles Avg. per day
POTHoles REPAIRED	3	358
SALT	0	0
SIGNS INSTALLED	29	100
HANDICAPPED PICK UP	76 Homes	934 Houses
MOVE IN SPECIAL PICK UP	2	51
MOVE OUT SPECIAL PICK UP	2	34
DEAD ANIMAL REMOVALS	2	34
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED	7	43
<i>VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT</i>	<i>TOTAL</i>	
ADMINISTRATION	0	4
CODES AND PLANNING	1	6
FACILITY MANTENANCE	0	5
FIRE	1	3
PARKS AND LEISURE	2	16
POLICE	14	94
PUBLIC WORKS	7	74
SANITATION	3	58
WASTE WATER	5	52

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

Summary of Month's Activities:

Collection system:

Over the past month we have retro fitted fifteen hydromatic simplex systems, one duplex system to E-one and installed two new vacuum valves and controllers within the vacuum systems along with completing six yard repairs. The department has also provided inspections to eleven 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 returned for corrections. **No change**
- Brook Haven & Cope's Crossing: Design of the sewer lift station and off-site improvements is nearing completion. **No change**
- Sage Road Medical Complex: New design submitted and under review. **No change**
- Bear Creek: Plans corrected and returned for City approval, awaiting payment before approving. **No change**

Goals and Objectives Progress:

- High Tide Technologies has agreed to allow us a ninety day demonstration of their satellite based telemetry system which has been installed on the Wilkinson Lane lift station. Mission Control Systems has agreed to give a demonstration of their cellular based system and we are currently working towards its installation at the North Palmers vacuum station.
- Installation of the new Wilkinson Lane lift station has been completed.

Departmental Highlight:

- Congratulations to Joe Lemons for successfully obtaining the State's Cross-Connection certification.
- Congratulations to Chris Keith for being requested by the State to serve as a proctor for the most recent Cross-Connection examinations.

Departmental Cost Saving Report:

There were no significant savings this past month.

Monthly Performance Indicators

Service Provided	Month	Totals for 2007-2008	Amount Billed	Revenue Received	Revenue Totals 07-08
New service connections (Capacity fees)	8	86	\$8,400.00	\$8,400.00	\$158,858.52
Customers billed	3,726	N/A	Net amount billed \$181,784.40	*\$170,957.41	\$1,840,793.30
Applications or transfers for service	42	496	\$1,800.00	\$1,800.00	\$19,350.00
Late penalties applied	1091	12,051	Amount Applied \$7,024.29		
Wastewater Adjustments	51	1,025	N/A	(\$170,297.27)	(\$370,472.33)
Administrative Fees	13	70	\$2,025.00	\$2,025.00	\$16,819.92
Service availability Requests	1	7	\$300.00	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	8	66	\$1,200.00	\$1,200.00	\$10,650.00
Field inspection fee	0	1	\$0	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	36	268	\$550.00	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	269	\$0	\$0	\$81,000.00
Bulk disposal	0	3	\$225.00	225.00	225.00
Mainline repairs	0	6		Total \$195,434.40	2007-2008 \$2,127,696.74
Service lines repaired	3	64			
All service requests	176	2,240			
Billing related service requests	85	960			
L.P. service requests	91	861			
Gravity service requests	0	5			
Vacuum service requests	2	60			
Major lift station repairs	3	22			
	Flow MGD	Plant Capacity			
Average Daily Flow (effluent)	.467	1.4 MGD			

* Revenue is from previous month of service

June's service will not be billed until August.

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

Summary of Month's Activities:

Staff attended training seminars on infrastructure and the 2006 International Mechanical Codes. Staff met with engineers regarding new site development plans. Staff attended the Sumner County Planners Association Meeting and a TVA Economic Development Class held by the City. Staff attended meeting with Comprehensive Plan Project consultant and accumulated information for the project.

Update on Department Objectives:

Comprehensive Land Use Plan Update Project:

The next scheduled meeting is June 24, 2008 at 6pm. The meeting will be a study session to discuss a draft of the comprehensive land use plan. Subject to review at study session, the next step in the project will be to hold two public review meetings of the comprehensive plan prior to submittal for approval and adoption.

Robertson County Growth Boundary Meeting:

The next meeting is scheduled for July 29, 2008 in Springfield. The next meeting is to hear proposals from other cities in Robertson County, if applicable and determine the Committees next meeting dates and public hearings. At the meeting the Committee will consider the City's map amendment proposal from the May Meeting.

Department Highlight: 2006 IBC Code Adoption

Staff is currently reviewing 2006 International Code for proposed adoption in August and September. The City is currently under the 2003 International Building Codes. The 2006 codes were recently adopted by Hendersonville, Gallatin, and Sumner County. The State of Tennessee is adopting the 2006 International Code this September. Staff is currently working with Fire Department to determine amendments to coincide new code with City's local sprinkler ordinance.

Department Cost Savings:

Staff was able to save money during the 07-08 fiscal budget year by attending local and state planning and code training sessions. Staff is required to maintain certifications the local classes allow staff to maintain license at lower costs since travel expenses are limited with the local classes.

Monthly Performance Indicators: JUNE 2008

	Month	FY 07 Total		Month	FY 07 Total
Meetings and Agenda Items			Inspections		
<i>Planning Commission</i>	14	112	Residential	92	944
<i>Board of Zoning Appeals</i>	1	8	Commercial	39	382
Construction Appeals Board	1	2			
Training/Study Session	1	7			
Property Maint. Board	1	1			
Permits			Codes Enforcement Issues		
New Single Family Residential	8	62	Total Cases	54	624
Multi-Family	2	28			
Other Residential	33	245	Complaints Rec'd	12	135
New Commercial	2	3			
Industrial Permits	0	3			
Other	0	1	Scheduled Meetings	37	254
Commercial/Industrial Permits	8	45	(Aug first month collected)		
Electrical	113	870			
Sign	3	17			
Occupancy Permits: Res/Comm	10	391			
Other					

	Month	FY 06 Total
Permit Fees	\$ 12,122.00	\$ 99,742.79
Board and Review Fees	\$ 1,363.00	\$ 7,013.00
Impact Fees		
Roads	\$ 3,564.00	\$ 59,629.65
Parks	\$ 3,658.00	\$34,993.00
Police	\$ 2,604.00	\$ 77,318.17
Fire	\$ 1,718.00	\$ 50,944.95
Total Impact Fees	\$ 11,544.00	\$ 222,885.77

Builder Bonds

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

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

Working Days in Month: 21

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

Summary of Month's Activities

The "Bluegrass on the Greenway" event on June 28th was fun and entertaining, and will definitely be worth doing again. Approximately \$1,500 was raised to benefit the Make-A-Wish Foundation of Middle Tennessee, less than hoped for but definitely a good starting point. For next year, we want to increase the number of bands and the number of participants in order to raise more money for charity. With some careful planning and execution, this has the potential to become a signature annual event for the City. Already, Bill Cody of Radio 650 AM has given a verbal commitment to emcee next year.

Maintenance staff worked hard to get the trailheads looking especially good for the bluegrass event on the 28th. Approximately 50 yards of mulch were used to refurbish the landscape beds, and 26 shrubs were planted to fill in where needed. The playground and the fitness equipment area in the park were covered with 100 yards of new wood chips for the safety of users. This was done in June to prepare for the 4th of July festival.

Registration for our Fall Baseball and Softball City League, for ages 5 through 12 began. During May, registration for Summer/Fall Men's Open Softball League was completed. Eight teams will participate in the league. ZUMBA and ZUMBA GOLD Fitness began in June. ZUMBA GOLD is designed for older active adults.

Update on Department Goals and Objectives

The soccer complex lights have been installed and work great. This project turned out very well and everyone is pleased. The light output on the fields is what we hoped for and the absence of spill light into the atmosphere (due to the visors) is remarkable.

A new section of chain-link fencing has been installed on the eastern side of the football stadium. Parks Department employees took the old fence down and Rayco Fence installed the new one.

Work has also been completed on a 410 ft. long sidewalk in the back of the park. This will allow for accessibility to the Jr. Pro bleachers and the concession stand between Field 5 and 6. Pritchard Concrete poured the sidewalk and did an excellent job.

Work has been completed on the equipment storage shed at the City Park. The building was constructed for approximately \$20,000. Some of the work was performed by subcontractors and some by Parks Department employees. This addition will allow valuable equipment to be housed out of the elements, allowing it to last longer.

Department Highlight

Corey Brewer, NBA player for the Minnesota Timberwolves, agreed to provide the opening tip-off for the Challenger Basketball Program on June 28th. Corey is a native to Portland and was a standout with the University of Florida before going pro last year. The Challenger program is designed to provide positive recreational experiences for special needs youth. There are 15 kids participating in the program.

Department Cost Savings Report

Two "kick walls" were built in June at the Soccer Complex. This project was made possible by donations from Wal-Mart and Pepsi. These 8 ft. tall x 24 ft. long walls enable players the chance to practice various soccer skills. The walls are made out of 12" blocks which are filled with concrete. The Parks Department and Chief Joe Palmer worked together on the footing. Petty Masonry laid the blocks.

Monthly Performance Indicators

Activity	June 2008	FY to Date
Maintenance Division		
Mowing Hours	227	1044
Pounds of Grass Seed Sown	0	3670
Pounds of Fertilizer Applied	550	6150
Number of Trees / Shrubs Planted	26	57
Recreation Division		
Number of Youth Program Participants	26	377
Youth Program Revenue	\$4460.00	\$22,095.25
Number of Adult Program Participants	121	857
Adult Program Revenue	\$582.00	\$15,246.25
Number of Programs Offered	6	23
Number of Theatre Production Attendees	0	102
Theatre Production Revenue	\$0	\$485.00
Number of Special Events Offered	1	8
Number of Special Events Attendees	0	2865
Special Event Revenue	\$846.00	\$6,476.00
Administration		
Miscellaneous Revenue	\$1,581.20	\$39,729.53
Number of Shelter Reservations	30	112
Shelter Reservation Revenue	\$342.00	\$3,732.00
Number of Facility Reservations	24	305
Facility Reservation Revenue	\$2,181.27	\$28,514.05
Senior Center		
Number of Senior Center Participants	208	3993
Number of Senior Center Trips	4	43
Number of Senior Center Trip Participants	31	366
Senior Center Trip Revenue	\$318.36	\$3,109.26
Number of Senior Meals Served	4	48
Number of Senior Meal Participants	294	3430
Senior Meal Revenue	\$866.00	\$10,023.00
Number of Senior Center Programs	5	5
Senior Center Program Revenue	0	0
Nutrition Donation Received	0	\$8,500.00
Donations	\$ 3.85	\$183.88

Library Monthly Report
June 2008
&
Year-end Report for FY 2007-2008
-Judy Speight, Director

Summary of June's Activities

The Summer Reading Program always results in an increase in circulation, and this month it rose by 1,275. For the kick-off program, Sherry invited the Mad Scientist. He amazed and entertained the children with science experiments. After all of the programs, the children show their reading logs to receive their choice of little prizes. They all leave with a reward for reading that week.

We had 128 new memberships this month with 65 cards being issued for children.

The final sales contract and invoice for the new circulation system with TLC was received, the check was cut and mailed and verification of receipt of check was received. Now all libraries in the consortium have begun the very detailed process of working with the company to prepare and send required information for the conversion to the new system. We are hoping to have everything completed within a couple of months.

Even though I have received approval for a new library aide to work 6 hours on Tuesdays, I haven't had the time to request a 2nd interview and make my final decision.

Staff training for June includes a Glenn Shepard Management Seminar that I attended; a customer service workshop that Sherry Tackett and I attended, and the Economic Development class that I attended.

The State Technical Coordinator made several visits to the library this month to install the five new computers and laser printer. She has also prepared the old computers to be installed for patron Internet access.

The book club met and discussed Marcus Luttrell's memoir, "Lone survivor: The eyewitness account of Operation Red Wing and the lost heroes of Seal Team 10."

Departmental Highlight

The Summer Reading Program is always a lot of fun for the children *and* the staff. Programs were held on the 11th, 17th, 18th, 24th, 25th. There will be three more weeks of programs in July with the last day being a picnic, fun and games in the park.

Department Cost Saving Report

The library provides parents' guide reading lists to assist the parents in selecting recommended literature for their children from toddler through 6th grade. These are very inexpensive to produce using colored copier paper and library printers.

Performance Indicators for June 2008

Official Service Area Population: 12,437

Total Materials Available for Checkout: 23,108 (396 more than May, 2008)

<u>Library Circulation:</u>	5,913	<u>Computer Users:</u>	429
Last Month:	4,638	Last Month:	510
TOTAL FYTD:	54,835	TOTAL FYTD:	5,664
Service Value of: $5,913 \times \$20 = \$92,760$			
Service Value FYTD:	\$1,096,700	<u>Materials Purged:</u>	
<u>Materials Added:</u>		Local:	6
Local:	57	FYTD:	574
FYTD:	1,155	Regional:	3
Regional:	0	FYTD:	462
FYTD:	694	TOTAL:	9
TOTAL:	57	TOTAL FYTD:	1,027
TOTAL FYTD	1,823	<u>Materials Lost in Circulation:</u>	
<u>Children's Programs:</u>	5	Local:	3
FYTD:	83	FYTD:	107
Attendance:	502	Regional:	2
TOTAL FYTD:	2,924	FYTD:	31
<u>Adult Programs:</u>	1	TOTAL:	5
FYTD:	16	TOTAL FYTD:	155
Attendance:	7	<u>New Memberships:</u>	
FYTD:	429	Adult:	63
<u>Interlibrary Loan Service:</u>		Juvenile:	65
Borrowed:	21	TOTAL:	128
FYTD:	379	TOTAL FYTD:	994
Loaned:	4	<u>Tutoring Sessions:</u>	0
TOTAL FYTD:	105	TOTAL FYTD:	17
<u>Tests Proctored:</u>	0	<u>TN Electronic Library Sessions:</u>	
TOTAL FYTD:	6	Inside Library Usage:	0
<u>Reference Transactions:</u>	200	FYTD:	181
Last Month:	195	Remote Usage:	92
TOTAL FYTD:	3,405	FYTD:	2,758
<u>Wireless Internet Usage:</u>	9	Total:	92
TOTAL FYTD:	82	TOTAL FYTD:	4,914
<u>Library Revenue:</u>	\$872.37	<u>R.E.A.D.S. (Regional Ebooks</u>	
Last Month:	723.35	& Audiobooks Downloads)	
TOTAL FYTD:	\$8,234.72	Ebooks	46
<u>Voter Registrations:</u>	0	Audiobooks	406
TOTAL FYTD:	28	TOTAL FYTD:	452

STATE STATISTICS 2007-2008

Because our library has signed the annual service agreement (Maintenance of Effort Agreement) with the State, the State in turn provides funds and services to our library.

2007-2008 FEDERAL/STATE FUNDS:

State Non-Recurring Funds:	<u>\$1,493.80</u> . These funds are distributed to libraries as state funds are available. Usually we receive 4 installments of \$944.57 equaling \$3,778.28. This year, with state budget cuts, 1 qtr plus a little extra was allocated.
State Funds:	<u>\$5,080.92</u> . Quarterly funds of \$1,270.23 received annually.
Federal Funds:	<u>\$1,250.00</u> . Received in January of each year to be used to purchase materials for the disadvantaged.
ILL:	<u>\$666.00</u> . Reimbursement grant to help cover the cost of postage for interlibrary loan service.
Total:	<u>\$8,490.72</u>

GRANTS:

COMMUNITY ENHANCEMENT

Senator Black:	\$30,000
Representative McDonald:	3,000
Representative Bibb:	2,000
2008 TECHNOLOGY	<u>902</u>
Total:	<u>\$35,902</u>

TOTAL STATE AND FEDERAL FUNDS RECEIVED: \$44,392.72

STATE TECHNOLOGY SUPPORT:

A Technology Coordinator is available free of charge to install new technology equipment and to troubleshoot existing technologies. The coordinator advises (either with an actual visit or by email/phone) in the purchase plans for new technology equipment and services and advises on new and growing technology trends. To give an estimate of the value of this service, Doghouse Computers Technical Services of Clarksville have these rates: 1st hour (onsite service): \$125.00; each additional hour: \$84.00.

Days spent onsite this year:	14
Total hours worked onsite:	78
Estimated Service Value:	\$7,126

TOTAL MONETARY BENEFIT FROM STATE: **\$51,518.72**

STATE PROVIDED TRAINING AND ASSISTANCE:

The State provides workshops and In-services. I am required to attend all 6 In-services each year and usually take at least one other library staff with me. The training is very timely and helps us all in the daily operations of the library. In-service training is also open to the Library Board of Trustees. The State offers an annual special training workshop for Library Trustees. The State provides excellent training opportunities at the annual TLA Convention and pre-conference. The State offers the Public Library Management Institute to library directors and assistant library directors. The State provides professional consultant services and hands on assistance to library staff and trustees in such things as collection management, cataloging, processing, and automation guidance. The State will provide assistance to the City in developing a unified system of public library service for our community. The Regional Library will provide personnel to staff the library in an emergency situation. We have used this service twice to allow more staff to participate in training workshops. The State provides statistical information, data, and professional materials to support the improvement of the library and management skills of the staff and board. The State assists in doing inventories.

STATE PROVIDED MATERIALS:

The State provides a collection of materials. Our library's collection currently consists of 43.3% State owned and 56.7% locally owned. These materials are ours on indefinite loan unless the contract with the State is terminated at which time all State provided materials will be picked up. The State provides free Summer Reading Program materials and SRP training workshops for staff. The State provides the Tennessee Electronic Library, R.E.A.D.S. (Regional Ebooks & Audiobooks Downloads, and Interlibrary Loan Internet access. The State provides special materials from time to time such as the Rosetta Stone software and ethnic collections.

OTHER STATISTICS

IMPORTANT ACQUISITIONS:

- TLC Circulation System – value \$30,000 (full grant)
- 5 new desktop computers – value \$4,445 (full grant)
- 3 laptop computers – value \$3,384 (1 full grant, 2 matching grants)
- Laser printer – value \$551 (matching grant)

UPGRADES ON TECHNOLOGY SERVICES:

With the new computer acquisitions, the number of patron Internet access computers has increased from 5 to 9, and card catalog computers from 2 to 3.

BUILDING MAINTENANCE:

The library budget provided funds to replace both HVAC systems on the main floor and the flag pole.

SERVICE VALUE:

Because the average cost of library materials has risen, I will begin calculating the service value of the library circulation by \$25.00 instead of \$20.00. 54,835 checkouts for FY 2007-2008 X \$25.00 = \$1,370,875.

CIRCULATION STATS:

2004-2005:	51,926
2005-2006:	53,745
2006-2007:	54,344
2007-2008:	54,835

SERVICE AREA POPULATION:

2004-2005:	11,636
2005-2006:	11,864
2006-2007:	12,076
2007-2008:	12,437

LIBRARY REVENUE TOTAL: \$8,234.72
From Fines, Fees, Computer Copies,
Material Replacement, Patron
Replacement Cards, & Faxes

ANNUAL PUBLIC SERVICE HOURS: 2,184

Opened October 14, 1987

“As we look back, let us not forget to look ahead...”

...Continuing Our Dream

Engineering Department Monthly Report June 2008

Engineering completed the Union Road repairs by the golf driving range. Calista Road drainage improvements were completed and the road re-opened. The Sidewalks and Ramps Project was completed for the end-of-year budget with five ramps in the Orchard Park Subdivision being installed. Sage Road drainage improvements were completed to help Hampton Village drainage issues. A concrete pad was poured at the new Recycle Trailer location behind City Hall.

Monthly Performance Indicators:

Inspections:	<u>Sites</u>	<u>Subdivisions</u>	<u>Other</u>
Erosion & Sediment Control	8	4	
Detention / Retention Pond	0	2	
Storm Drainage	8	0	
Proof-roll (sub-grade & stone)	2	1	
Binder	1	0	
Sidewalks	6	2	
Asphalt topping	1	0	
Performance Bond	2	2	
Maintenance Bond	0	2	
Existing roads for repair			15
Surveying			2

Citizen Complaints:	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>
Drainage	3	3	0
Sidewalk	1	2	0
Roadway	2	1	1
Signal & sign	9	9	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
Hampton Village Drainage	\$15,000 / City
Sidewalks and Ramps	\$10,000 / City

Purchases:	<u>Cost</u>
24.81 gallons of gas	\$ 98
References	\$ 0
Professional Fees	\$ 0
Seminar / Meeting Fees	\$ 0
Office & field supplies	\$ 128
Signal supplies	\$ 292
Vehicle repairs	\$ 14

Training seminars / conferences:
TVA Economic Development Meeting – City Hall Board Room

Engineering Department Year End Report for 2007-08

Yearly Performance Indicators:

Inspections:	<u>Sites</u>	<u>Subdivisions</u>	<u>Other</u>
Erosion & Sediment Control	53	33	5
Detention / Retention Pond	32	37	2
Storm Drainage	30	23	20
Proof-roll (sub-grade & stone)	2	18	0
Binder	1	14	
Sidewalks	26	75	3
Asphalt topping	2	11	8
Performance Bond	22	27	3
Maintenance Bond	2	20	
Street Acceptance	0	0	
Existing roads for repair			95
Surveying			18

Citizen Calls:	<u>Received</u>	<u>Resolved</u>	<u>Outstanding</u>
Drainage	97	63	34
Sidewalk	3	3	0
Roadway	36	26	10
Signal and signs	52	50	2

Note: Approximately 30% of my time at work during the past year involved inspections and situations that could have been handled by a Quality Control Inspector.

Projects:	<u>Estimated Cost</u>
Tyree / Palmers Intersection	\$250,000 / City, County, & State
Signal Coordination RFP	\$75,000 / City
Paving Contract	\$275,000 / City
Roadway Repair Contract	\$250,000 / City
City Park Add. Parking Contract	\$193,000 / City
Planning Courtyard drainage	\$2,000 / City
Calista Road drainage	\$200,000 / City
Hampton Village drainage	\$15,000 / City
Sidewalks and Ramps	\$10,000 / City

Engineering Department Year End Report for 2007-08

Purchases:	<u>Cost</u>
258.29 gallons of gas	\$ 808
References	\$ 63
Professional Fees	\$ 845
Seminar / Meeting Fees	\$ 181
Office & field supplies	\$ 2737
Vehicle repairs	\$ 925
Traffic signal parts	<u>\$ 1424</u>
Total:	\$ 6983

Training seminars / conferences:

City Purchasing Training – Police Department Training Room
 NIMS 100, 200, 700, and 800 series training - online
 TML Risk Management – City Hall Auditorium
 MTAS Municipal Management Academy Part 5 – WHPD
 Wayfinding Signs Meeting – Sumner County Bldg
 NIMS Level 300 - WHPD
 Signal Timing Webinar – Neel-Schaffer offices in Nashville
 MTAS Municipal Management Academy Part 6 – WHPD
 Webinar on Engineer's Responsibility for the Future – Engineering Office
 MTAS Municipal Management Academy Part 7 – WHPD
 Drug-Free Awareness Training – City Hall Auditorium
 Tyler Technologies Software Demo – City Hall Board Room
 Robertson Co. e-community Leadership – Robertson County Offices
 MTAS Municipal Management Academy Part 8 – WHPD
 Storm Water Phase II MS4 meeting – Sumner County Offices
 TDOT Local Project Management – James K. Polk Bldg, Nashville
 Connected Tennessee – Robertson County offices
 Staff Budget Retreat – Hendersonville City Hall
 Storm Water Phase II MS4 meeting – Sumner County Offices
 Intersection Safety webinar – Neel-Schaffer offices, Nashville
 Mandatory TDOT seminar on Management of Funded Transportation Projects –
 TDOT Region 4 in Jackson, TN
 Green Development seminar – Nashville, TN
 Small Cities Forum webinar – City Board Room
 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
 Work & Greer auditors – City Conference Room
 TDOT Approval of Local Projects – City Engineer office
 Comprehensive Plan Meeting – City Cafeteria
 TDOT Access Meeting – Portland City Hall
 TDEC Storm Water Meeting – Goodlettsville City Hall
 TVA Economic Development Meeting – City Hall Board Room

CITY COURT REPORT JUNE 2008

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH \$9,812.50

TOTAL MONIES COLLECTED YTD \$217,963.41

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH \$3,459.51

TOTAL MONIES COLLECTED YTD \$45,630.90

TOTAL REVENUE FOR MONTH \$13,272.01

TOTAL REVENUE YTD \$263,594.31

DISBURSEMENTS

LITIGATION TAX \$356.75

TBI FEES \$16.62

DOS/DOH FINES & FEES \$624.86

RESTITUTION/REFUNDS \$0.00

TRANSFER OUT FROM FINES & COURTS \$0.00

WORTHLESS CHECKS \$0.00

ADM. FEE FOR STATE \$0.00

TOTAL DISBURSEMENTS FOR MONTH \$998.23

TOTAL DISBURSEMENTS YTD \$18,057.53

ADJUSTED REVENUE FOR MONTH \$12,273.78

TOTAL ADJUSTED REVENUE YTD \$245,536.78

DONATION TO DRUG FUND FOR MONTH \$4,596.02

TRANSFER TO DRUG FUND \$0.00

\$0.00

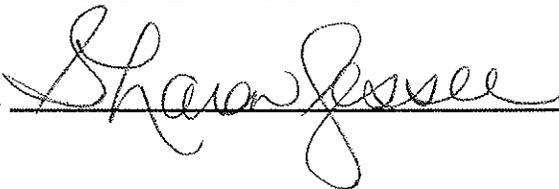
DONATIONS YEAR TO DATE \$42,166.75

DONATION TO CAMERA FUND FOR MONTH \$0.00

\$0.00

DONATIONS YEAR TO DATE \$1,550.00

CITY COURT CLERK



**CITY OF WHITE HOUSE
CITY COURT REPORT
FISCAL YEAR 2007-2008**

CITATIONS:

TOTAL MONIES COLLECTED FOR YEAR **\$217,963.41**

STATE FINES:

TOTAL MONIES COLLECTED FOR YEAR **\$45,630.90**

TOTAL REVENUE FOR YEAR **\$263,594.31**

TOTAL DISBURSEMENTS FOR YEAR **\$18,057.53**

TOTAL ADJUSTED REVENUE FOR YEAR **\$245,536.78**

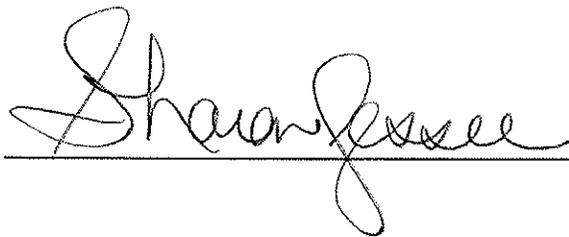
DRUG FUND:

TOTAL DONATIONS COLLECTED **\$42,166.75**

CAMERA FUND:

TOTAL DONATIONS COLLECTED **\$1,550.00**

CITY COURT CLERK



RESOLUTIONS . . .

Memo

To: The Board of Mayor and Alderman
From: Ed Hickman – Director
CC: Shelia White
Date: 7/9/2008
Re: TML Grant

Please consider the enclosed Resolution that will allow the Public Works Department to participate in the TML sponsored "Safety Partners Matching Grant Program for 2008-2009". The grant is a 50/50 matching grant up to \$2000.00 for the purchase of safety equipment related to worker's compensation. It is first come first award grant, the submittal deadline in August 29th with the award date being the week of September 15th, 2008.

Sincerely,



Ed Hickman

Public Works Director

RESOLUTION 08-11

**A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE,
AUTHORIZING PARTICIPATION IN THE TML RISK MANAGEMENT
POOL'S "SAFETY PARTNERS" LOSS CONTROL MATCHING GRANT
PROGRAM**

WHEREAS, the safety and well being of the employees of the City of White House is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of White House employees; and

WHEREAS, the TML Risk Management Pool seeks to encourage the establishment of a safe workplace by offering a "Safety Partners" Loss Control Matching Grant Program; and

WHEREAS, the City of White House now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of White House that:

Section 1. That the City of White House is hereby authorized to submit application for a "Safety Partners" Loss Control Matching Grant through the TML Risk Management Pool..

Section 2. That the City of White House is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Adopted this 17th day of July 2008.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

July 9, 2008

MEMORANDUM

To: Board of Mayor and Aldermen

From: John Grubbs - HR Director

Re: Personnel Manual Revisions

I would like to recommend approval of the following revisions to the Personnel Manual to be effective July 18, 2008.

Below is a summary of included changes:

Revisions

- Addition of language to Section VI – Benefits, Part C – Annual Vacation with Pay, page #15 to allow accrual cap for Police Department personnel working 12 hour shifts to be increased to 210 hours to allow a 5 week accrual cap in alignment with all City departments.
- Addition of language to Section VI – Benefits, Part M – Worker’s Compensation, page # 20 to clarify the necessity of the use of First Report of Injury form as the acceptable means of documentation of a reported work-related injury or illness.
- Addition of language contained in Section VII – Miscellaneous Policies, Part J – Use of City Vehicles and Equipment, page #32 clarifying acceptable riders in City vehicles.
- Addition of definition of “Guests of the City” in Section II – Definitions, Page #5 for clarification and support of change to Section VII – Miscellaneous Policies, Part J – Use of City Vehicles and Equipment, page #32
- Addition of language to Section VII – Miscellaneous Policies, Part Q – Workplace Violence, page # 40 to include mandatory referral to Employee Assistance Program as a corrective action.
- Addition of language to clarify requirement of two week notice for eligibility for rehire in Section VIII – Separations and Disciplinary Action; Part A – Types of Separations; Paragraph 1 – Resignation; page #44.

Examples of policy changes attached

RESOLUTION 08-12

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this staff has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel policies to make them more in line with current state and federal laws as well as common industry standards;

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

This resolution shall be effective upon passage.

Adopted this 17th day of July 2008.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

SECTION VIII - SEPARATIONS AND DISCIPLINARY ACTIONS

A. TYPES OF SEPARATIONS

1. RESIGNATION

In the event an employee decides to leave the city's employ, a two (2) week written notice shall be given to his/her supervisor. In such a case, employees must return any/or all city equipment assigned.

An unauthorized absence from work for a period of three consecutive working days will be considered a voluntary resignation. Failure to provide a two (2) week written notice will render employee ineligible for rehire.

2. LAY-OFF

The City Administrator or Department Head (upon approval from the City Administrator) may lay-off an employee in the city's service when he/she deems it necessary by reason of shortage of funds, the elimination of a position, or for related reasons that are outside the employer's control and that do not reflect discredit upon the service of the employee.

3. TERMINATION

An employee may be terminated for a number of reasons which may include, but not be limited to, misconduct, insubordination, failure to pass a drug test and the inability to satisfactorily perform the job. The City Administrator's decision shall be final and binding on all parties involved.

4. DISABILITY

An employee may be separated for disability when he/she cannot perform the essential functions of the job because of physical or mental impairment. Action may be initiated by the employee or the city, but in all cases it must be supported by medical evidence acceptable to the City Administrator. The city may require an examination by a licensed physician of its choice at the city's expense.

5. RETIREMENT

Whenever an employee meets the conditions set forth in the retirement system's regulations, he/she may elect to retire, and receive all benefits earned under the appropriate retirement system.

6. DEATH

All compensation due in accordance with T.C.A., Section 30-2-103, Designation of beneficiary – Wages and debts owed deceased employee, shall be paid except for such sums as by law must be paid to the surviving spouse.

Examination - The process of testing, evaluating, or investigating the fitness and qualifications of applicants and employees.

Exempt Employee – A salaried employee who, according to the FLSA regulations, is not eligible for overtime pay.

FLSA - Fair Labor Standards Act.

Guests of the City – Persons with which the City is conducting business, citizens involved in public safety ride-alongs per departmental policies, persons who the City Department is responsible for transport in a public safety setting, etc.

Immediate Family - Includes spouse, children, parents, siblings, grandparents and grandchildren. Proof of these relationships may be required.

Job Description - A written explanation of one position or several very similar positions which includes a title, definition of responsibilities, examples of duties, and the minimum required qualifications.

Lay-Off - The involuntary non-disciplinary separation of an employee from a position for reasons of shortage of funds or work, the elimination of a position, or for related reasons which are outside the employee's control and which do not reflect upon service of the employee.

Leave - An authorized absence during regularly scheduled work hours that has been approved by proper authority. Leave may be authorized with or without pay as provided for by these rules.

Nepotism - Favoritism shown to relatives by reason of relationship rather than merit.

Non-exempt Employee – An hourly employee who, according to the FLSA regulations, is eligible for overtime pay for hours worked over 40 in a work week.

Occupational Accident or Injury Leave - An excused absence from duty because of an injury of or illness sustained in the course of employment and determined to be compensable under the provisions of the Workers' Compensation Law.

Overtime - Authorized time worked by an employee in excess of 40 hours per week to be compensated at one and one half times the employee's straight time rate of pay. Public safety employees are allowed to work additional hours before overtime pay is required.

Pay Range- The written chart which places every position in a pay grade. Each pay grade consists of minimum and maximum levels of pay.

Pay Rate - A specific dollar amount, expressed as either an annual rate, monthly rate or hourly rate.

Payroll Date - Actual date a check is issued to an employee.

Position - A group of duties and responsibilities assigned to one employee. A position can be vacant or occupied.

SECTION VI - BENEFITS

A. HOLIDAYS

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. New employees are not eligible for paid holidays while serving their 90-day probationary period.

New Year's Day	January 1st
Martin Luther King's B'day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
and Day After	4th Friday in November
Christmas Eve	December 24th
Christmas	December 25th

The City of White House follows the Sumner County holiday schedule.

B. HOLIDAY PAY

Employees must work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after a holiday in order to receive compensation for the holiday. If an employee does not work their regularly scheduled shift before and after the holiday, pay for the holiday(s) will be forfeited. Pre-approved vacation or pre-approved sick leave does not constitute forfeiture of holiday pay.

Employees required to work on a holiday shall receive straight time pay for the actual hours worked. Eight (8) hours of holiday pay will also be recorded at the employee's straight time rate of pay. Employees scheduled but who do not work the holiday shall forfeit holiday pay.

Fire Department personnel required to work a 24-hour shift shall receive holiday pay at a rate of a straight eight (8) hour time period. Police officers who work a 12-hour shift shall receive holiday pay at a rate of a straight eight (8) hour time period.

C. ANNUAL VACATION WITH PAY

Vacation time will accrue based on the employee's years of service. The maximum number of vacation hours an employee may accrue is 200, with the exception of members of the Fire Department working a 24 hour shift whose vacation will carry a maximum accrual of 264 hours and members of the Police Department working a 12 hour shift whose vacation will carry a maximum accrual of 210 hours.

- b. If the traveler received a travel advance and spent less than the advance, the traveler should attach a *check* made payable to the city for that difference.
- c. The City Administrator will address special circumstances and issues not covered in this policy on a case-by-case basis.

11. TRAVEL VIOLATIONS

Violation of the travel rules can result in disciplinary action for employees. Travel fraud can result in criminal prosecution of officials and/or employees.

J. USE OF CITY VEHICLES AND EQUIPMENT

Employees who are assigned a city owned vehicle may use that vehicle in the execution of their official duties for the city. In addition, the vehicle may be used daily in commuting to and from their place of employment, if the individual resides within the city limits. Any exceptions must be approved by the Board of Mayor and Aldermen.

City vehicles and equipment are considered city property, therefore, only approved city employees are allowed use of the vehicles and equipment. As city property, smoking is not allowed in any city owned vehicle. Riders who are not employees of the City, or guests of the City (as defined in Section II - Definitions) while conducting City business are expressly not allowed. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

In some cases, take home use of a city owned vehicle is a fringe benefit and is considered taxable income. The required daily charge for use of a take home vehicle as issued by the Internal Revenue Service shall be reported annually by the city on employees' W-2 forms.

The City of White House employees that drive a city-owned vehicle will at all times operate them in a safe manner, adhering to all local, state, and federal traffic laws. Employees are expected to extend common driving courtesies to fellow motorists at all times. Employees must possess a valid driver's license with the proper endorsements in order to be eligible to operate a city-owned vehicle.

The Take Home Vehicle Policy includes, but is not limited to, the provisions below:

1. Employees shall be granted take home privileges of city vehicles when determined for the convenience and benefit of the city by the City Administrator. City owned-vehicles are not assigned, nor shall they be used for the convenience of the employee with regard to personal transportation needs or other non-business activities. Vehicles shall be driven only for city business and not for personal business.
2. Only those employees who are "on call", i.e., those who are designated to respond to calls of city business after routine business hours, or who are designated by their Department Head and the City Administrator as vital to the continuation of city government and services shall be considered for take home vehicle use.

K. RETIREMENT

After six months of service, eligible employees of the City of White House will be enrolled in the Tennessee Consolidated Retirement System. Employees are required to contribute a percentage of their wages as determined by the Tennessee Consolidated Retirement System.

Police Officers and Fire Fighters reaching the age of 66 shall be required to retire from city service.

L. 457 DEFERRED COMPENSATION PLAN

The city has established a 457 Deferred Compensation Plan. Employees who wish to save additional money toward retirement may contribute a portion of their earnings to a tax deferred account. Participation in the 457 plan is strictly voluntary and is 100% employee contribution. For more information, please contact Human Resources.

M. WORKERS' COMPENSATION

All injuries and illnesses arising out of and in the course of one's employment shall be governed by the Tennessee Workers' Compensation Law and be designated as FMLA. If the injury is such that it is a lost time injury, the employee shall receive full pay from the city at his/her base rate for the first 7 calendar days of workers' compensation leave. According to the workers' compensation regulations, after the 8th day of leave, employees on leave shall receive two-thirds (2/3) of their regular base pay from the workers' compensation carrier. Pay from workers' compensation will be supplemented by the city with the employee's accrued sick and vacation leave until such leave is exhausted. Vacation and sick leave will continue to accrue while receiving paid leave from the city.

Employees shall immediately report any injury incurred in the course of their employment, however minor, to their supervisor and take such first aid or medical treatment as may be necessary. Any employee determined to have been able, but who fails, to make such a report shall be subject to disciplinary action. The appropriate form for initial reporting of an injury is the 'First Report of Work Injury and Illness'. This form is available from your supervisor, Human Resources or on the Employee Intranet.

In all cases of workers' compensation leave, the responsibility of determining the nature and duration of an injury or illness shall rest with the licensed, practicing medical doctor(s) designated by the workers' compensation carrier.

Before an employee is returned to duty, the employee must provide Human Resources documentation of his/her release by the treating physician to return to work. If the employee is not released to full-duty, every effort will be made to accommodate his/her restrictions. If the city cannot accommodate the restrictions, the employee will be on unpaid status from the city until FMLA benefits are exhausted.

- obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.
- Internet access records and records of downloaded files are not private and may be occasionally monitored as the City Administrator or Department Head deems necessary.
- Department Heads shall be responsible to ensure proper employee use of the internet.
- Inappropriate or unlawful use of the internet may result in the loss of access for the user and, depending on the seriousness of the infraction, can result in disciplinary action as deemed necessary.

E-Mail Usage:

- Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the city and subject to state archivist rules for retention / destruction.
- All electronic mail originating from or received by city computer systems is city property, and is not considered private information.
- Electronic mail may be monitored by the Department Head and/or the City Administrator as they deem necessary.

Q. WORKPLACE VIOLENCE

Employees who have knowledge of an act of workplace violence or of another employee's intent to commit an act of violence against a co-worker, supervisor or citizen have an obligation to report such information to their supervisor. Failure to report or refusal to cooperate in an investigation regarding workplace violence may result in disciplinary action. The HR Director is the person designated to investigate any claims of workplace violence.

Upon completion of an investigation, a written report will be presented to the City Administrator. If it is determined that the information is correct, immediate and appropriate disciplinary action will be taken against the employee guilty of workplace violence. The disciplinary action may include mandatory management referral to the Employee Assistance Program (EAP), demotion, suspension, warning, reprimand or termination. A determination of the level of action shall be made on a case-by-case basis.

R. GIFT LIMITS

Employees of the city may accept non-cash gifts from outside vendors that have a value of \$50.00 or less.

ORDINANCES . . .

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Dept

DATE: June 9, 2008

RE: Hwy 31W Rezoning

The White House Regional Planning Commission on May 14, 2008 recommended to rezone 1.5 acres on Hwy 31W. The property is rear portion of Robertson County Tax Map 107-G, Group A, Parcels 44, 46, and 47. The properties include the rear portion of the former White House Builders Property and the Stratton property adjacent to White House Florist Property.

Planning Commission March 2008 Staff Recommendation Letter Section regarding the rezoning of the properties:

Zoning Issue with existing White House Builders Property on Hwy 31W

The new White House Builders is currently under construction on Sage Road. The existing location is located on Hwy 31W. The Hwy 31W property is zoned C-1, Central Business Commercial and R-20, Low Density Residential. Less than the first 100 ft of the front of the property is zoned commercial. The remainder of the property is zoned residential. Adjoining properties are under the same zoning issue. The properties are all non-conforming uses in the area. The White House Builders Property on Hwy 31W is currently for sale. Prospective buyers have contacted me and the zoning issue has caused concerns about being able to use the property. Under state law zoning provisions, commercial and industrial non-conforming uses have a 30 month protection period but that applies only to the same type of use. Staff recommends the city review changing the zoning of the properties to clear up the confusion. The Comprehensive Plan shows the area as part of the town center mixed use area.

The Planning Commission is scheduled to review the rezoning of two other adjacent properties at the June and July Meetings.

ORDINANCE 08-15

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE ZONING MAP RELATIVE TO THE REAR PORTION OF ROBERTSON COUNTY TAX MAP 107 G, GROUP A, PARCELS 44, 46, AND 47, 1.5 ACRES FROM R-20, LOW DENSITY RESIDENTIAL TO C-1, CENTRAL BUSINESS COMMERCIAL FOR PROPERTY LOCATED ON HWY 31W.

WHEREAS, application has been received from the owners to rezone the rear portion of 1.5 acres of Robertson County Tax Map 107-G, Group A, Parcels 44,46, and 47.

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 107 –G, Group A, Parcels 44, 46, and 47.

BE IT FURTHER ORDAINED that this rezoning has been approved by the Planning Commission at the May 12 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.

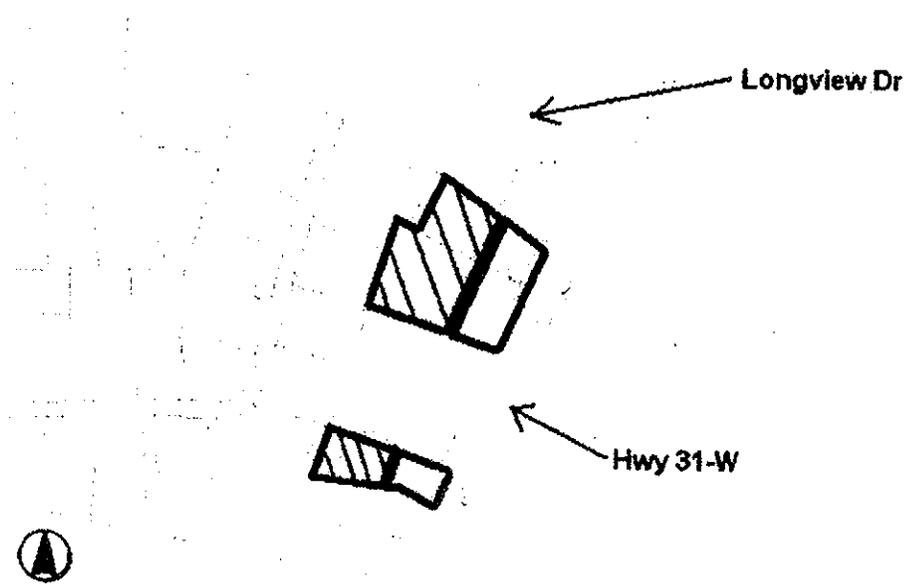
First Reading: June 19, 2008 PASSED

Second Reading: July 17, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder



Map created with ArcGIS - Copyright (C) 1992-2008 ESRI Inc.

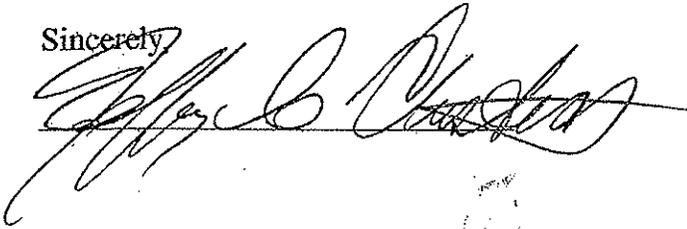
0 220ft

Date: 4-15-08

White House Planning Commission and
White House Board and Aldermen

I request the rear portion of my property or the organization's property be rezoned to a commercial zoning classification.

Sincerely,

A handwritten signature in cursive script, appearing to read "John C. ...", written over a horizontal line.

Date: 4-17-08

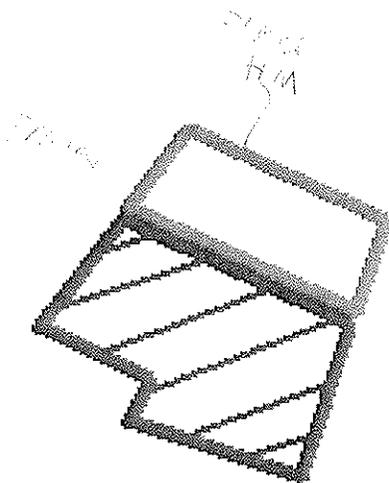
White House Planning Commission and
White House Board and Aldermen

I request the rear portion of my property or the organization's property be rezoned to a commercial zoning classification.

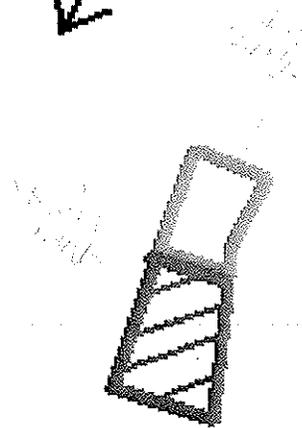
Sincerely,

J. Shaltow

Longview Dr



HWY 31-W



July 11, 2008

MEMORANDUM

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

The following budget amendment is necessary to create a fund budget for the new partially self insured insurance plan that the City has adopted. The second item recognizes additional paving expenses that were carried over from prior year projects, and the third item which has been amended since the first reading recognizes additional interest expense resulting from our variable rate bonds. The change from the prior month recognizes additional expense that has been incurred since the amendment was written. The last item is moving money from the unused fuel line of the Drug Fund budget to the Capital Outlay line where the purchase of the drug dog was not originally included. If you have questions about any of these items, please feel free to contact me.

ORDINANCE 08-16

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 create a fund budget for the newly implemented partially self-funded insurance plan that has been adopted by the City; and

WHEREAS, it has become necessary to amend the current year's annual budget to recognize additional expenditures from the State Street Aid Fund for prior year paving expenses that carried over from the previous budget year to the current 2007-2008 budget year; and

WHEREAS, it has become necessary to amend the current year's annual budget to recognize additional expenditures from the Debt Service Fund for additional interest expenses on variable rate bonds; and

WHEREAS, it has become necessary to amend the current year's annual budget to recognize additional expenditures for the purchase of a drug dog, which was not originally budgeted as a Capital Outlay; and

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

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

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

First Reading: June 19, 2008 PASSED

Second Reading: July 17, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

City of White House
 Budget Amendment IV
 June 19, 2008

					<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Amendment</u>
416	36960		Healthcare Fund	Revenue from Other Funds	0	163,583	163,583
416	51520	200	Healthcare Fund	Administrative Expenses	0	16,000	16,000
416	51520	826	Healthcare Fund	Medical Claims Paid	0	147,583	147,583
1. <i>To amend current 2007-2008 budget to establish revenue and expense streams for newly established Healthcare Fund.</i>							
121	43100	900	State Street Aid Fund	Capital Outlay	265,000	372,049	107,049
2. <i>To amend current 2007-2008 budget for prior year paving project expenses that carried over into the current year.</i>							
200	49000	610	Debt Service Fund	Bonds	438,537	452,447	13,910
3. <i>To amend current 2007-2008 budget for additional interest expense on variable rate bonds.</i>							
140	42129	331	Drug Fund	Gas, Oil, Diesel Fuel	8,000	0	(8,000)
140	42129	900	Drug Fund	Capital Outlay	67,318	75,318	8,000
4. <i>To amend current 2007-2008 budget for purchase of drug dog that was not budgeted as a capital expenditure.</i>							



City of White House Memorandum

Date: July 7, 2008

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

From: Ashley Smith
Director of Parks and Recreation

Re: Banner Sign Policy for Park Properties

At the July 3rd meeting of the Leisure Services Board, there was a unanimous decision to recommend to the Board of Mayor and Aldermen an addition to the Municipal Code concerning banner signs on park properties.

Recently, there has been a multitude of banners placed without permission at the front of the City Park which detracts from the appearance of the facility. It has been determined that there should be a policy in place to regulate the placement of temporary banner signs in the parks. The intent of this recommendation is to limit the number of banners, the size, and the duration of time that they stay in place in order to project a better image.

The recommendation is to allow special event banner signs exclusively for those functions in which a Special Use Permit is issued. For example, qualifying events would be those organized by White House civic clubs, bona fide charitable organizations, and those that are organized by the Parks Department. The banner signs shall be no larger than 16 sq. ft. and installed no sooner than 14 days prior to the event. Placement of banners on park property shall be coordinated with the Parks office upon issuance of the Special Use Permit. No more than 2 signs will be permitted at any one time and they must be separated by at least 25 feet.

Thank you.

ORDINANCE 08-17

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE MUNICIPAL CODE TITLE 2, CHAPTER 1 LEISURE
SERVICES, SECTION 2-105.**

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Leisure Services;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 2, Chapter 1 Leisure Services, Section 2-105 be amended as follows:

Title 2 – Boards and Commissions
Chapter 1 Leisure Services Board

2-105. Rules and regulations.

(5) Merchandising, advertising and signs.

(d) Banners. Event banners may only be displayed when a Special Use Permit is obtained and approved by the Director of Parks and Recreation. Permits will only be issued for qualifying events such as, those organized by White House civic clubs, bona fide charitable organizations and those organized by the Parks Department. Approved banner signs shall be no longer than sixteen (16) square feet and installed no sooner than fourteen (14) days prior to the event. Placement of the banners on park property shall be coordinated with the Parks office upon issuance of the Special Use Permit. No more than two (2) signs will be permitted at any one time and they must be separated by at least twenty-five (25) feet

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: July 17, 2008

Second Reading: August 21, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder



**HOWARD R. BRADLEY
COUNTY MAYOR**

Robertson County Government

July 1, 2008

Dear Mayor Decker:

On behalf of Robertson County Government, I wish to officially request the annexation of the property situated at 7744 Highway 76 East, White House, Tennessee, also known as the site of the construction of the new White House Heritage School. The annexation is requested at the Board of Mayor and Alderman's earliest convenience with the considerations contained in the following paragraphs.

The County Government understands that the City of White House is interested in the construction of a quality structure and surroundings. We assure the City that this is certainly our interest as well, and we will subscribe to the rules and regulations as required by the State of Tennessee Codes and State Fire Marshal's offices.

We will welcome the non-binding inspection of your codes department at the site should they wish to do this for no fee. We will gladly receive their recommendations for improvement and give them full consideration as they may contribute to the safety, efficiency, and effectiveness of building operations.

The developer will work closely with the White House Sewer Department to ensure the proper and appropriate installation of the infrastructure necessary to connect this service. This along with other cooperative efforts will in no way hinder the current progress at the construction site.

The Government of Robertson County and the Robertson County School Board wish to thank the officials of the City of White House for their cooperation and understanding. We are proud to have the City as a partner in the construction of the valuable community asset.

Sincerely,

Howard Bradley,
Mayor, Robertson County Tennessee

PRESS RELEASE FOR ROBERTSON COUNTY SCHOOL PROJECT

The fact that the County is granted the right of independence from cities' codes, does not give us the protection we, as a City, desired. However, I believe we expressed our concerns thoroughly and in great detail. We have received assurances from County officials of our participation so as to allow our staff to express concerns as the project moves forward. The City used sewer service as leverage to allow staff and Board concerns to be voiced. I would hasten to add that less than 10% of our population will receive direct benefit; however, it is my conviction that the benefit for economic development will benefit all of our citizens. It will support our merchants, businesses and developers who are our economic engine.

Some in our community were concerned that we should not delay the project. The fears were that construction might not start quickly enough for the targeted opening date if we pursued our concerns. Without a doubt, we used this opportunity to view all of the issues, as it affects all of our citizens. In addition, the Superintendent of Schools has assured me there has not been any delay. This has been an exercise where we maximize our responsibilities.

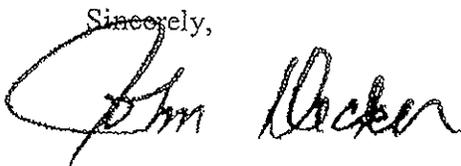
An agreement has been reached regarding the annexation and construction of Heritage High School. The original request from the County was for permission to become a user of White House sewer and to be annexed following the construction of the school. After meeting with Mayor Bradley, and communicating with the Superintendent of Schools, Dan Whitlow, I requested that an annexation request be submitted immediately or as soon as possible. In this request I noted that the County can legally be exempted from City building codes and regulations. We were in agreement, and in addition, we agreed that a list of concerns by our Aldermen would receive consideration. This is a simple agreement based in mutual trust and respect of the desires of all concerned.

The concerns of the Board of Mayor and Aldermen are as follows:

1. The board desires full cooperation and would like to be apprised of plans and project details so that we might share our concerns.
2. The board has concerns with the school's plan for only one ingress/egress point. This presents possible safety issues concerning access for emergency vehicles, disaster control and homeland security issues. In addition, road improvements of existing roads are a concern.
3. The board would like to ensure adequate parking with ADA accessibility at more than one entrance.
4. The board would also like our respective planning organizations to communicate as often as possible and necessary for the exchange of information and ideas. We would like to contribute and benefit when invited.

As you can see, our concerns are few and not of great magnitude.

Sincerely,



Mayor
City of White House

City of White House
Board of Mayor and Aldermen Meeting
MINUTES
Thursday, June 19, 2008

Call to order 7:00 p.m.

Roll Call

Members Present Mayor Decker, Angie Carrier, Alderman Leftwich, Alderman Arnold, Alderman Bracey, and Alderman Bibb

Members absent

Others Present David Amonette-City Attorney, Christie Odenwald, City Recorder

Mayor Decker discussed Title 13 Tennessee Code and how the City is limited by state and city codes and ordinances. Mayor Decker explained the current city's growth and the city's budget regarding funding. Mayor Decker explained the progress the sewer department has made in making improvements and maintenance to the city's sewer system. Mayor Decker explained the future plans to correct past problems for the sewer system and the budget demands to complete it. Mayor Decker discussed the responsibilities of the department heads. Mayor Decker explained the progress the Board has made in pursuing economic development for the City. Mayor Decker discussed the City's highly effect various civic services and Chamber of Commerce. Mayor Decker stated that he wanted to make Robertson County aware of where the city's difficulties are and wanted to improve the communications between the city and the county government. Mayor Decker introduced Howard Bradley, Robertson County Mayor.

Howard Bradley stated that the county comes with a spirit of cooperation and explained excitement for the proposed development of the new high school. Mr. Bradley explained the county would like to request annexation of the property after the project is completed, which would be approximately 2010. Mr. Bradley stated the reason for the request is to avoid the added costs and possible delays to be incurred by the project by getting approvals by both the county and city planning codes. Mr. Bradley stated it is in good faith that they make this request and are willing to abide by the by laws that are required for annexations, but are requesting these be made after the project is completed. Mr. Bradley thanked the board for their consideration of this request. Mayor Decker asked Mr. Bradley if he would address questions regarding this request. Mr. Bradley explained he would answer what questions that he could and may have to refer some questions to Steve Hewlett, developer for the project.

Aldermen Bibb asked what would be the financial constraints for the school to be built in the city compared to being built in the county. Mr. Bradley stated that the county is under the same codes as the City of White House, but they would have to go through process of gaining approval from both the county and city planning boards, which

would take longer. Alderman Bibb stated concerns the city has had in the past with school projects being completed and the city having to complete the road construction after the school was completed. Alderman Bibb stated that these types of issues would be addressed by the City boards. Alderman Bibb stated he did not want the city to be put into that situation where the city is having to pay for these types of improvements and put this type of burden upon the city tax payers. Steve Hewlett, developer for the project, explained road improvements for this project and a traffic study would be completed. Mayor Decker asked Mr. Hewlett when he was hired for this project. Mr. Hewlett stated one year ago. Mayor Decker asked why the city wasn't informed brought before this time. Mr. Hewlett stated that the property is located in Robertson County and was required to go before the county board. Mayor Decker discussed concerns with the county and developer not communicating with the city when the future request was to be annexed. Alderman Bracey discussed unusual request because of the city being in two different counties. Alderman Bracey stated concerns with this property being developed before public hearing process to be annexed. Alderman Bracey asked since the property is requested to be in the city would it not have to comply with only the city's codes. Alderman Bracey stated that the normal procedure is approximately 60 days to gain annexation and sewer approval. Alderman Bracey asked why this would hold up the school development. Mr. Hewlett explained it would affect the project. Mr. Hewlett explained that the taxpayers in Robertson County have approved the payment of the school in the budget including the sewer. Mayor Decker discussed the city requirements including roads, annexation, and zoning changes. Mayor Decker asked what the current size of the high school. Mr. Whitlow, Robertson County School Superintendent stated currently there are 825 students at Heritage High School. Mr. Whitlow stated the new Robertson County School would be built to house 1,200 students. Mayor Decker discussed the 2 new schools that have been built on the Sumner County side inside the city. Mayor Decker stated that H B Williams school houses 1,000 students. Alderman Leftwich thanked the representatives from Robertson County for moving forward in this project. Alderman Leftwich stated he is an advocate of following proper procedure. Alderman Leftwich discussed some issues from previous schools being renovated and built in Robertson County. Alderman Leftwich suggested having a meeting with city staff and Robertson County School and Mayor to discuss in working through this issue. Mr. Whitlow stated the school board wants to build a quality building and go through the proper requirements. Mr. Whitlow stated the final plans have not been approved by the state fire marshal's office. Alderman Arnold asked Mr. Hewlett why he felt that the City's Code Department would delay the project. Mr. Hewlett stated they have not submitted the final plans for the school and explained the procedure for getting approval from the state fire marshal's office. Mr. Hewlett stated he did not have any objections with the city code department. Alderman Arnold discussed comment items that city staff have made after reviewing the school plans and did not see any of the comments to cause a lengthy delay in the construction of the school. Alderman Bracey asked if the state would oppose of approving any plans for the school prior to the sewer is available. Alderman Leftwich asked David Amonette, City Attorney, what the legalities are for the school being built before it is annexed into the city. Alderman Leftwich asked if there could be a meeting held with both the cities bodies and county bodies to discuss what the concerns are. Mr. Amonette, stated he understood the county's request is to have sewer service. Mr. Amonette stated legally the city could extend sewer service outside the city without breaking the law. Mr. Amonette stated that the city would have to change its policy. Angie Carrier, City Administrator, stated that they would not have to go through the Planning Commission to get approvals, but both parties could meet and work something out. Mr. Whitlow

discussed that they would cooperate with city staff to complete this project. Mayor Bradley thanked the board for their consideration in this matter.

Mayor Decker asked for a motion.

Motion was made by Alderman Leftwich that Mayor Decker, Angie Carrier- City Administrator, Addam McCormick- City Planner, Bill Thompson- Planning Commission Chairman, and the Ron Bailey-City Engineer meet with the Robertson County Director of Schools and the developer to have a gentleman's discussion to move this project forward, seconded by Mike Arnold.

Alderman Bracey asked Mr. Amonette if the city chooses, could it legally provide city sewer to this project prior to annexation. Mr. Amonette stated the cities policy has been that you have to be annexed into the city before receiving city sewer service. Mr. Amonette stated legally you can provide city sewer prior to annexation, but if they are annexed into the city, before building the school, would have to follow the rules and regulations of the city. Angie Carrier stated if they were inside the city limits, the school would not have to go through the city's codes and regulations. Ms. Carrier explained that is why the motion was made as it was for city staff to met with Robertson County to discuss and work through any issues so that it would not have to go through the city Planning Commission Board for approval. Ms. Carrier stated that they do have to be in the city limits, according to the city policy, for the city to stamp the sewer plans for approval.

Motion passed unanimously.

City of White House
Wastewater Department
Requirements To Obtain Sewer Service
For The
New Robertson County High School

1. Annexation into the City.
2. To receive commitment of service: Cost analysis performed by School's engineer and reviewed by the City to set amount of performance bond or letter of credit.
3. Performance bond or letter of credit submitted to the City.
4. Design of off-site improvements and \$475.00 administrative and plan review fee submitted to the City. The City reserves the right to solely determine the size, extent, layout, and details of any Wastewater System extension.
5. Submit plans for off-site improvement to TDEC after City approval.
6. Schedule pre-construction meeting with City, pay \$300.00 inspection fee and notify TDEC before construction of off-site improvement begins.
7. After completion of off-site improvements performance bond reduced to maintenance bond for a period of one year.
8. A Capacity and connection fee in the amount of \$26,650.00 (Based on the new buildings capacity of 1,600 students) and \$25.00 application fee will be paid to the City prior to physical connection of the new school to the off-site sewer main.
9. Eleven months after completion wastewater staff will re-inspect and send the County a punch list should any items need to be addressed.

Heritage High School – Plan & Site Review

Addam McCormick – Planning & Codes Director

Ron Bailey – City Engineer

Planning & Codes Comments:

- 1) Review possibility for roadway connection to Pinson Lane with Pinson Lane and Pinson Lane and adjacent intersection improvements.
- 2) Provide exterior building elevations.
- 3) Provide landscape plan.
- 4) Provide sidewalk connection from interior pedestrian connections to SR 76.
- 5) Does design engineer feel fence necessary around detention ponds. (4ft coated chain link fence)
- 6) Provide dumpster enclosure detail.
- 7) Provide landscape and interior parking lot breaks.
- 8) Provide lighting design plan for parking areas and athletic fields.
- 9) Handicap parking space to be within 200 ft of building entrance this will be close due to design of pedestrian sidewalk connection.
- 10) The City of White House cannot provide sewer services to properties outside of the city limits. All sewer design issues will need to be coordinated with the City of White House Sewer Department. Contact Information: Bill Crusenberry at 672-3654 or bcrusenberry@cityofwhitehouse.com

Engineering Comments:

- 1) Provide a separate plan view showing design of the Hwy 76 improvements.
- 2) Provide a copy of the traffic study.
- 3) Provide a copy of TDOT comments for the Hwy 76 improvements.
- 4) A deceleration right-turn lane should be installed at the Hwy 76 connection.
- 5) The storage length of the left-turn lane does not appear to be sufficient.
- 6) The taper length of the left-turn lane does not appear to be sufficient.
- 7) The taper length of the westbound horizontal offset needed for the left-turn lane installation does not appear to be sufficient.
- 8) Provide Stopping Sight Distance calculations for the Hwy 76 westbound movement.
- 9) Provide drainage calculations, drainage basin worksheet, and drainage summary.
- 10) Show and label the creek running across the north and west corner of the property as designated on the White House Quadrangle USGS map.
- 11) Provide a 50 foot wide riparian buffer centered on the creek.
- 12) The roadway culvert under Pinson Lane does not appear to be of sufficient size to accommodate the existing or proposed runoff. Provide design solutions.
- 13) The driveway culvert immediately downstream from the detention pond outlet does not appear to be of sufficient size to accommodate the proposed outlet volumes. Provide design solutions.
- 14) Provide design solutions for the storm water “first-flush”.
- 15) Provide rock check dams around the outlet structures in the detention ponds.

- 16) Provide a layout showing the School Zone equipment and signage to be installed on Hwy 76.
- 17) Provide location, size, and type of school name signage to be installed at the entrance.
- 18) Label Pinson Road as Pinson Lane on all sheets.
- 19) Provide a sidewalk with handicap ramps from the handicap parking spaces in the student parking lot to the school building.
- 20) Provide sidewalk connections and crosswalks for all students from the student parking lot to the school building.
- 21) There appears to be a 14 foot FFE difference within the building. Please verify. Handicap accessibility will need to be provided.



City of White House, Tennessee

Wastewater Department
725 Industrial Drive • White House, TN 37188
www.cityofwhitehouse.com/wastewater
Phone (615) 672-3654 • Fax (615) 672-3655
"Valuing our Heritage while Protecting our Future"

May 1, 2008

Robertson County
Planning Commission
527 South Brown Street
Springfield, TN 37172

RE: Robertson County
Heritage High School
Sewer Service

Robertson County Planning Commission:

This letter is in regards to the sewer service for the proposed Robertson County Heritage High School project. As was discussed in our February 8, 2008 meeting, the City of White House is interested in providing sewer service for the proposed Heritage High School. However, certain conditions must be met before the City can provide service for the subject property. As discussed in the February 8, 2008 meeting, by ordinance the City of White House Sewer Department cannot provide sewer to entities outside the City Limits.

After annexation, the project developers will need to submit sewer plans and specifications detailing the facilities that are necessary to connect the project to the City of White House's existing sewer collection system. The City has adequate treatment plant capacity available for the subject project, but does not have collection system infrastructure adjacent to the proposed high school property. The submitted plans and specifications shall comply with the City of White House Sewer System Standards. After the City has approved the sewer plans, they shall be submitted by the developer to the Tennessee Department of Environment and Conservation for approval. The development shall also pay all required sewer capacity and connection fees.

After construction of the project and acceptance by the City, the development will need to post a one-year maintenance bond for the installed sewer collection infrastructure.

Should you have any questions or need any additional information, please contact me at your convenience.

Sincerely,

City of White House

Bill Crusenberry
Director of Wastewater

The City of White House is working towards the daily pursuit of excellence in management and delivery of services; while balancing the preservation of our small town atmosphere by nurturing orderly, proactive growth.

ORDINANCE 08-18

AN ORDINANCE TO ANNEX CERTAIN TERRITORIES AND INCORPORATE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF WHITE HOUSE, TENNESSEE.

WHEREAS, a public hearing before this body will be held on the 21st day of August 2008, and notice thereof published in the Brower Connection on August 5, 2008; and

WHEREAS, application from the property owner has been received to annex the below mentioned properties into the City limits, and

WHEREAS, a Plan of Services for such territory will be duly adopted by the White House Board of Mayor and Aldermen, and

WHEREAS, the annexation of such territories is deemed necessary for the welfare of the property owner thereof and of the City as a whole;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of White House, Tennessee that the territories described below be annexed and incorporated within the corporate boundaries of the City of White House:

Robertson County Tax Map 106 Parcel 11.01

Beginning at an iron pin (old), in the northerly margin of Tennessee Highway #76, a corner of a tract of land which belongs to Wesley C. Pepper, having deed references in Deed Book 105, Page 116, RORCT, and Will Book 2, Page 169, Robertson County Archives, the southwest corner of this tract, and continuing with the boundary of said tract of land which belongs to Wesley C. Pepper, as follows:
S 81°44'26" E, 523.61 feet to a fence post (old);thence, N 07°27'13" W, 1448.14 feet to a stone (old)thence, N 08°17'11" W, 1240.24 feet to an iron pin (new), in the southerly margin of Pinson Lane, the northeast corner of said tract of land which belongs to Wesley C. Pepper; thence with the southerly margin of Pinson Lane, as follows:
with a curve to the right, having a radius of 837.90 feet, an arc distance of 138.03 feet, and a chord bearing of N 87°57'24" E, 137.88 feet to an iron pin (new);
thence, S 87°19'27" E, 324.01 feet to an iron pin (new);
thence with a curve to the left, having a radius of 4178.39 feet, an arc distance of 106.03 feet, and a chord bearing of S 88°03'04" E, 106.03 feet to an iron pin (new);
thence, S 88°46'41" E, 86.07 feet to an iron pin (new);
thence with a curve to the right, having a radius of 1617.00 feet, an arc distance of 47.20 feet, and a chord bearing of S 87°56'31" E, 47.20 feet to an iron pin (new);
thence, S 87°06'20" E, 88.17 feet to an iron pin (new);
thence with a curve to the left, having a radius of 6484.00 feet, an arc distance of 141.11 feet, and a chord bearing of S 87°43'44" E, 141.11 feet to an iron pin (new);
thence, S 88°21'09" E, 211.62 feet to an iron pin (new);

thence, with a curve to the right, having a radius of 17121.00 feet, an arc distance of 188.47 feet, and a chord bearing of S 88°02'13" E, 188.47 feet to an iron pin (new);
thence, S 87°43'18" E, 1.17 feet to an iron pin (new), in the southerly margin of Pinson Lane, the northwest corner of a tract of land which belongs to Joe Cooper, having a deed reference in Deed Book 157, Page 400, RORCT;
thence with the boundary of said tract of land which belongs to Joe Cooper, as follows:
S 02°51'18" W, 287.06 feet to a fence post (old); thence, S 81°20'00" W, 291.77 feet to a fence post (old); thence, S 07°07'37" E, 948.31 feet to an iron pin (new);
thence, S 84°56'27" E, 244.18 feet to a fence post (old), in the southerly boundary of said tract of land which belongs to Joe Cooper, the northwest corner of a tract of land which belongs to Margaret C. Escue, having a deed reference in Record Book 527, Page 805, RORCT; thence with the boundary of said tract of land which belongs to Margaret C. Escue, as follows: S 09°44'18" W, 1453.69 feet to an iron pin (old);
thence, N 84°53'24" W, 279.22 feet to a fence post (old);
thence, S 10°20'31" W, 297.46 feet to an iron pin (new), in the northerly margin of Tennessee Highway 76, the southwest corner of said tract of land which belongs to Margaret C. Escue; thence with the northerly margin of Tennessee Highway #76, as follows: N 49°04'39" W, 30.72 feet to an iron pin (new);
thence with a curve to the left, having a radius of 1650.00 feet, an arc distance of 736.68 feet, and a chord bearing of N 61°52'05" W, 730.57 feet to an iron pin (new);
thence, N 74°39'30" W, 306.50 feet, to the point of beginning, containing **65.58 acres**, as surveyed by Steven E. Artz, Tennessee License No. 1708, d/b/a, Steven E. Artz & Associates, Inc., 514 South Brown Street, Suite 600, Springfield, Tennessee 37172, dated September 14, 2007.

This description contains the property located on Parcel 11.01 Robertson County Tax Map 106; the property contains 65.58 acres, more or less. The property is referenced on revised 2008 Robertson County Tax Map. Property will be annexed in under the R-20, Low Density Residential Zoning Classification.

BE IT FURTHER ORDAINED that the attached map is made exhibit to this ordinance.

This ordinance shall become effective upon publication of final reading and thirty (30) days upon final reading, the public welfare requiring it.

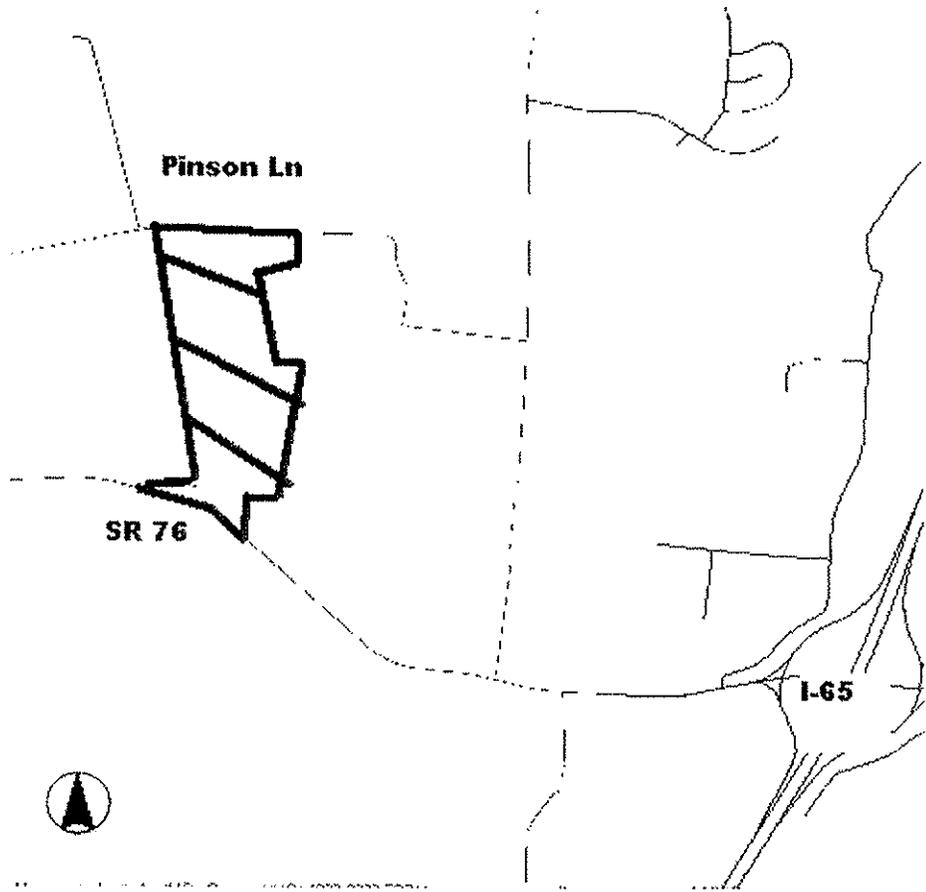
First Reading: July 17, 2008

Second Reading: August 21, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder



*FINANCE AND
OTHER BUSINESS . . .*

THE
GREAT



City of White House Memorandum

Date: July 8, 2008

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

From: Ashley Smith, Director of Parks and Recreation

Re: Concession Stand Bid

There was only one (1) bid submitted for the construction of the concession stand/press box, which is to be located near the Jr. Pro Field.

The bid was submitted by RLG Electrical in the amount of \$71,884.96.

As you are aware, The Men's Club is funding up to \$60,000 for this project, leaving a difference of \$11,884.96.

Your consideration in this matter is appreciated.

BID# 08-1004PK	RLG Electrical LLC	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
Concession Stand/Press Box for Junior Pro Football Field	421 Brinkley Lane White House, TN 37188							
OPENING: July 8, 2008								
SPECIFICATIONS:								
Concession Stand/Press Box for Junior Pro Football Field		\$71,884.96						
Delivery	Must be completed by December 1, 2008.		N/A					
Totals		\$71,884.96						

July 9, 2008

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Commitment to build local connectors for new interchange

Tennessee Department of Transportation along with Long Engineering has completed the I-65 Interchange Justification Study. The concepts were discussed at the Comprehensive Plan meeting and the concept that was chosen for recommendation to the FHWA was Concept A which is located just south of Union Rd. Before submitting the study to FHWA, TDOT must have a commitment from the local community that it will build the connector routes in conjunction with the new interchange. I have attached the conceptual cost estimates for you to review. Concept A estimates that the connector roads will cost around 5.6 million. If the new interchange is approved by FHWA, then the City can move forward with fund assistance through the MPO. Of course if this project is approved, the timeline for construction is AT LEAST 10-15 years out. FHWA will not even consider the study if the local community does not commit to building the connector roads with the interchange. I also want to remind you that the conceptual cost estimates are today's estimates. Materials and construction costs, along with inflation will make these numbers change.

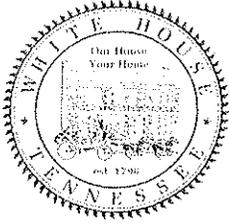
If you have any questions, please feel free to call.

Summary of Conceptual Cost Estimates*

	Right-Of-Way	Construction	Engineering	Total Conceptual Estimated
Concept A				
Interchange	\$ 1,100,000	\$ 11,741,000	\$ 984,000	\$ 13.8 Mill
Local Improvements	\$ 1,000,000	\$ 4,257,000	\$ 350,000	\$ 5.6 Mill
Concept B				
Interchange	\$ 1,100,000	\$ 12,490,000	\$ 1,048,000	\$ 14.6 Mill
Local Improvements	\$ 250,000	\$ 3,863,000	\$ 315,000	\$ 4.4 Mill
Concept C				
Interchange	\$ 850,000	\$ 12,767,000	\$ 1,069,000	\$ 14.7 Mill
Local Improvements	\$ 600,000	\$ 4,120,000	\$ 336,000	\$ 5.1 Mill
Concept D1				
Interchange	\$ 1,100,000	\$ 10,471,000	\$ 866,000	\$ 12.4 Mill
Local Improvements	\$ 1,500,000	\$ 3,417,000	\$ 271,000	\$ 5.2 Mill
Concept D2				
Interchange	\$ 1,100,000	\$ 10,659,000	\$ 882,000	\$ 12.6 Mill
Local Improvements	\$ 1,500,000	\$ 3,536,000	\$ 281,000	\$ 5.3 Mill
Concept E1 (Local Road)				
	\$ 1,000,000	\$ 8,118,000	\$ 707,000	\$ 9.8 Mill
Concept E2 (TDOT Frontage Road)				
	\$ 400,000	\$ 8,118,000	\$ 707,000	\$ 9.2 Mill

*Based on single-line sketch concepts. Cost estimates for advanced concepts will be refined.





City of White House, Tennessee

105 College Street • White House, TN 37188
www.cityofwhitehouse.com
Phone (615) 672-4350 • Fax (615) 672-2939
"Valuing our Heritage while Protecting our Future"

July 9, 2008

Mr. Ed Cole
Chief of Environment and Planning
Tennessee Department
Suite 700, James K. Polk Building
Nashville, TN 37243

RE: I-65 Interchange Justification Study: City of White House to make local commitment to construct connector routes to New Hall Rd. and US 31W for new Interchange south of Union Rd.

Dear Mr. Cole:

The City of White House is committed to the building of locally proposed roads in connection with the Interchange just south of Union Rd. The City plans to construct these roads either prior to or concurrently with the construction of the interchange.

Sincerely,

Angie Carrier
City Administrator

cc: Mr. Steve Allen, Project Planning Director

MEMORANDUM

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

FROM: Addam McCormick

DATE: July 8, 2008

RE: Eden Way Right-of-Way

Lynn Crouch the owner of lots 1 and 2 shown on enclosed map has requested that the City acquire road right-of-way between lots 1 and 2 to create a roadway connection between Wilkinson Lane and Eden Way. The City recently reviewed acquiring right-of-way from Mr. Crouch and David Palmer to construct a roadway connection between Wilkinson Lane and Eden Way. The original city proposal would have provided a roadway connection between Wilkinson Lane and Eden Way lined up with the north Wal-Mart entrance on Wilkinson Lane. The City decided not to acquire the property due to right-of-way costs of \$ 187,000.

Mr. Crouch has requested the 50ft right-of-way be relocated from the lot 2 property line with the Palmers to between lots 1 and 2 in exchange for impact fee offsets for developments on lots 1 and 2. The City can only grant road impact fee offsets for the right-of-way designation. . Per the City's Impact Fee Ordinance, offsets to the police and fire impact fees are not available for roadway items, including road right-of-way. The estimated area of right-of-way would be 20,500 sq ft., which based on appraisal price of \$ 10 per sq ft would provide a potential road impact offset value of \$ 205,000. Based on the size and zoning of the properties, potential land uses include a strip center, office center, convenience market, and restaurants.

Examples of road impact fees for commercial developments:

-10,000 sq ft shopping Center= \$ 15,500
-7,500 sq ft Fast Food Restaurant= \$ 51,023
-5,000 Convenience Market = \$ 22,060.
15,000 sq ft office center= \$ 13,935.

The following are items associated with Mr. Crouch's request:

Intersection Offset:

The new roadway location would create an offset intersection between the roadway connection of Eden Way and Wilkinson Lane and the north Wal-Mart Drive on Wilkinson Lane. The offset would be an estimated 190ft from center lines of roadways.

The following are items associated with Mr. Crouch's request:

Intersection Offset:

The new roadway location would create an offset intersection between the roadway connection of Eden Way and Wilkinson Lane and the north Wal-Mart Drive on Wilkinson Lane. The offset would be an estimated 190ft from center lines of roadways. The City's Subdivision Regulations limit roadway off sets to 150 feet. Offset intersections with limited distance between the roadways create traffic issues due to the number of vehicle turning movements in a short distance.

Mid Block Pedestrian Crossing:

The new location of roadway would create a mid-block pedestrian crossing. Mid block pedestrian crossings are typically discouraged due to potential risk associated with pedestrians crossing roadway between intersections due to drivers not being familiar with pedestrian crossings between intersections and speed of vehicles.

Wilkinson Lane Widening:

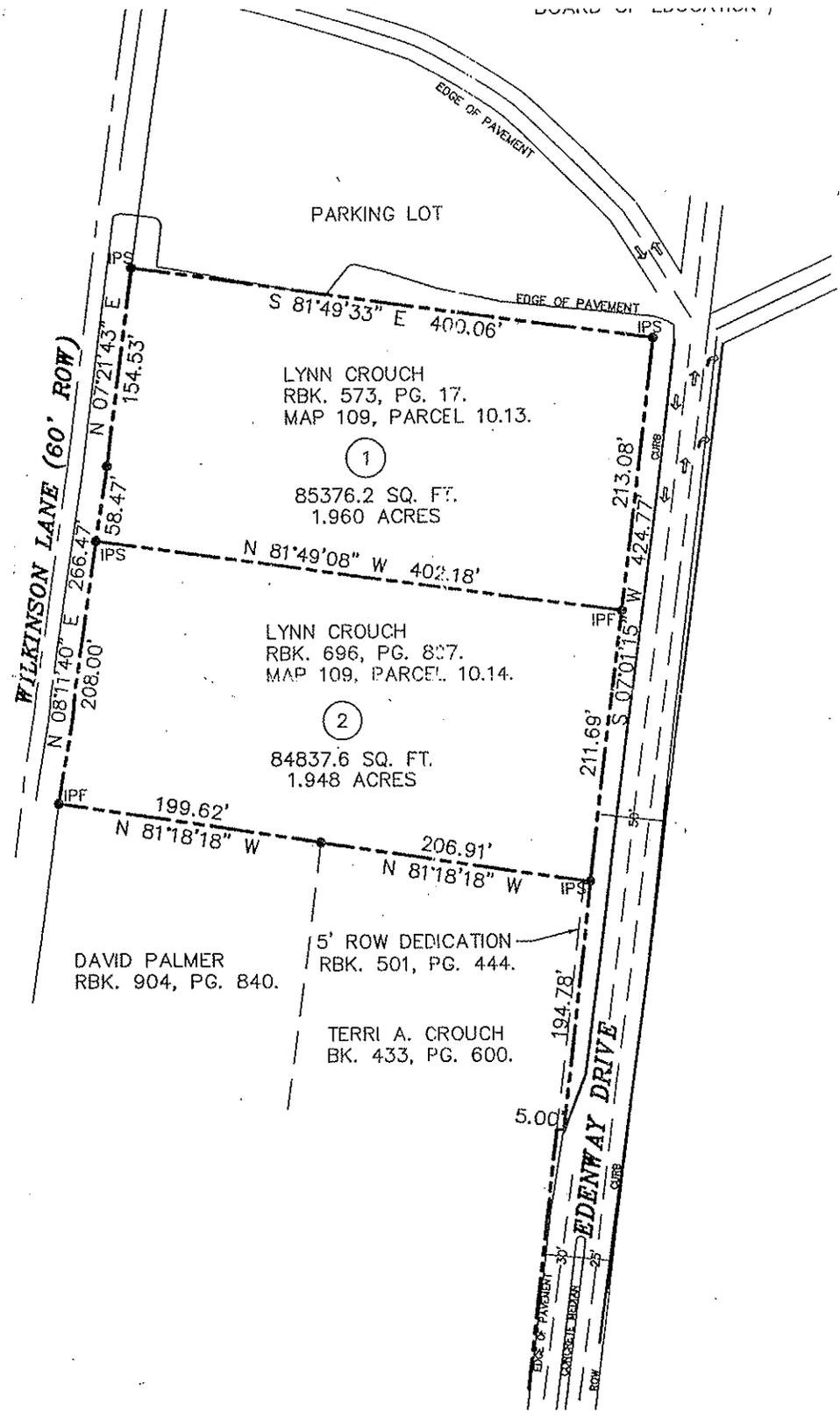
The new location of roadway would require improvements to Wilkinson Lane to create a designated right turn lane off Wilkinson Lane onto new roadway. The pavement markings on Wilkinson Lane would also have to be restriped.

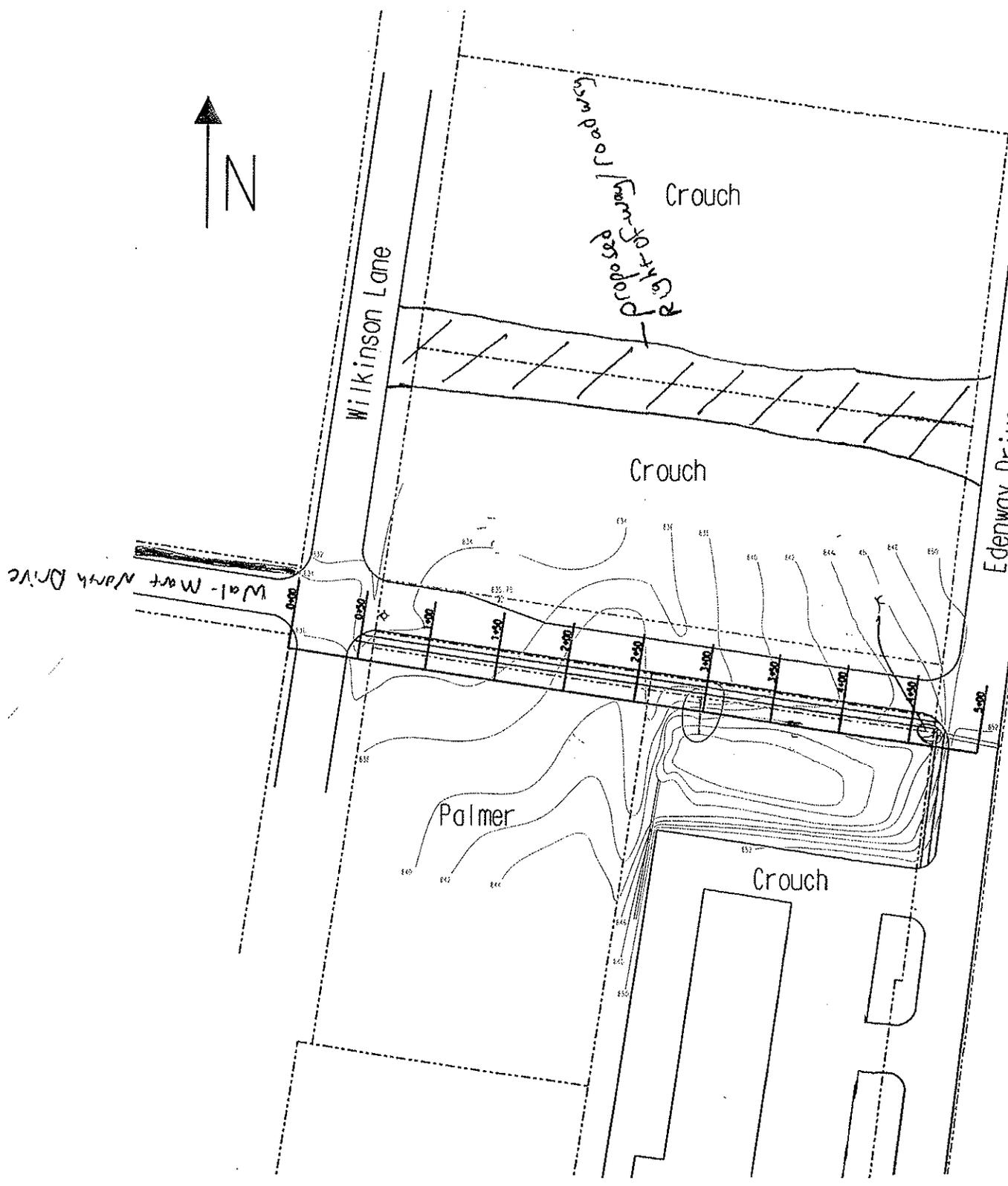
Roadway Construction Costs

The new location of roadway would provide limited reduced roadway construction costs due to improved slope construction with new location. The cost of improvements to Wilkinson Lane would need to be considered in total construction costs. Drainage improvements and utility relocation will be required with construction of roadway. Ron Bailey, City Engineer can complete a preliminary design of roadway to determine construction costs.

Roadway Connection:

The construction of a roadway between Wilkinson Lane and Eden Way would provide an actual roadway connection between the two roadways without requiring access thru the school parking lot.





July 10, 2008

MEMORANDUM

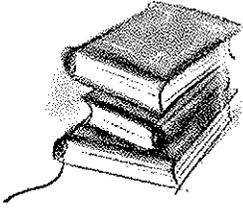
To: Board of Mayor and Alderman

From: Angie Carrier 
City Administrator

Re: Friends of the Library Request

The Friends are requesting that the City will agree to match funds up to \$500,000 for private sector donations. Please see letter attached. If agreed upon, the Friends would like permission to publish this commitment in campaign materials. If the Board of Mayor and Alderman agree to this pledge, I will write a letter to the Friends to accept this form of cooperation with the fundraising campaign.

Please call if you have any questions.



Friends of the White House Inn

Library Focus Group

P.O. Box 549, White House, TN 37188

...Continue the Dream

Members

Philip Vickery, DDS, Co-Chair

Lisa Stickel, Co-Chair

Randy Cline

Stoney Crockett

Sherry Eden

Mike Gaines

Andy Nash

Bob Pospicil

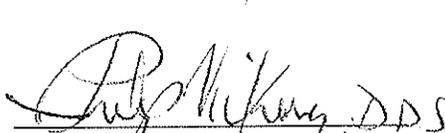
July 1, 2008

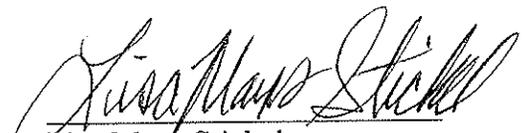
Please accept this communiqué on behalf of the Friends of the White House Inn Library Focus Committee (Focus Committee) as a formal announcement of our commitment to enter into partnership with the City of White House in order to realize the completion of a modern, state of the art public library. Our goal is to “continue the dream” which the combined efforts of city officials, local business people, and the community at large made manifest in our present day White House Inn Library.

The Focus Committee proposes to help raise \$500,000 via private sector pledges towards the completion of said new library. We are currently preparing the details of a pledge campaign to accomplish this goal.

We anticipate that the City of White House will make its intentions clear by lending its authority and support to our efforts. We respectfully request that the City match funds raised privately starting at \$100,000 and up to \$500,000. We would further request that the City lend its support to the new library project by allowing the Focus Committee to announce, via public relations, said local government sanction and endorsement of this worthwhile endeavor.

We believe that an effective partnership between the City of White House, business leaders, civic organizations, and local citizenry will ultimately achieve far more than any single entity might accomplish on its own. Please accept our extended hand of cooperation as the initial step in “Continuing the Dream.”


Philip Vickery
Co-chair of committee


Lisa Mays Stickel
Co-chair of committee

“A City with a Great Library, is a Great City!”

Memo

TO: Board of Mayor and Alderman
FROM: Ron Bailey, City Engineer
DATE: July 17, 2008
SUBJECT: 2007-08 Sidewalks and Ramps Project

The City's Sidewalks and Ramps contract has expired with Goodwin Contractors. The contract has a one-year renewal option. Engineering has discussed the contract renewal with Goodwin Contractors and they have agreed to the one-year extension. No price changes to this contract were presented by the Contractor.

I recommend that the Board of Mayor and Alderman approve a one-year renewal of the contract with Goodwin Contractors.

BID DOCUMENTS AND SPECIFICATIONS

for

2007-08 SIDEWALK AND RAMPS PROJECT

CITY OF WHITE HOUSE

Prepared By:
ENGINEERING DEPARTMENT
105 COLLEGE STREET
WHITE HOUSE, TENNESSEE 37188

DATE: April 9, 2008

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City of White House
2007-08 Sidewalk and Ramps Project

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- Section 110 Invitation to Bid
- Section 120 Instructions to Bidders
- Section 125 Scope of Work
- Section 130 Bid Forms
- Section 140 Drug Policy
- Section 150 Title VI Policy

CHAPTER 2 GENERAL REQUIREMENTS

- Section 210 General Conditions
- Section 220 Details and Specifications
- Section 230 Ramp Locations

SECTION 110

INVITATION TO BID

Sealed bids will be received by the City of White House in the office Carol Sturm, Purchasing Coordinator, City Hall, 105 College Street, White House, Tennessee, until 10 a.m. on May 13, 2008, at which time they will be opened for:

2007-08 Sidewalk and Ramps Project

Plans, Specifications, Proposal Forms, and Contract Documents may be found online at www.cityofwhitehouse.com or obtained from the Purchasing Coordinator in City Hall after 10 a.m. on April 29, 2008.

All bidders must be licensed contractors as required by Chapter 135 of the Public Acts of 1945 of the General Assembly of the State of Tennessee and all subsequent amendments. No bid will be opened if the contractor's Tennessee license number, date of license expiration, and applicable license classification, as required by law, do not appear on the envelope containing the bid.

A **pre-bid conference** will be held in the Board Room at the White House Municipal Center in City Hall at **10 a.m., May 6, 2008**.

All bids must be made out on the Proposal Form furnished with the Contract Documents.

The Owner reserves the right to reject any or all bids, to waive informalities in the bids received, to evaluate bids, and to accept any bid or bids which, in its opinion, may be in its best interest.

Each bidder must deposit with his bid security in the amount of five percent of the amount of the bid, subject to the conditions provided in the **INSTRUCTIONS TO BIDDERS**.

END OF INVITATION TO BID

SECTION 120

INSTRUCTIONS TO BIDDERS

CONTRACT – The Contract includes the Notice to Bidders, Proposal, Bonds, Specifications, General Conditions, Addenda, Plans, and any Supplementary Agreements pertaining to the work or materials therefore.

Any specification implied but not included shall be taken from: Standard Specifications for Road and Bridge Construction of the Tennessee Department of Transportation, dated March 1, 2006, hereafter referred to as TDOT Standard Specifications (TDOTSS).

FAILURE TO EXECUTE CONTRACT – Upon failure of the Bidder to execute the required Bonds or to sign the required Contract within ten (10) days after the Contract is awarded, he will be considered to have abandoned his proposal and the City may annul the award. By reason of the uncertainty of market prices of materials and labor, it being impracticable and extremely difficult to fix the amount of damages to which the City would be put by reason of said Bidder's failure to execute said Bonds and Contract, the quantity accompanying the Proposal shall be the agreed amount of damages which the City will suffer by reason of such failure on the part of the Bidder and shall thereupon immediately be forfeited to the City. The filing of a proposal will be considered as an acceptance of this provision.

INTERPRETATION OF ESTIMATES – The quantities of the work and materials shown on the Proposal Form or on the Plans are believed to approximately represent the work to be performed and materials to be furnished and are to be used for comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed or materials furnished in accordance with the Plans and Specifications, and it is understood that the quantities may be increased or decreased as hereinafter provided without in any way invalidating the bid prices.

PROPOSAL – Bidder shall submit Proposal on the Proposal Form provided therefore, and same shall be delivered in a sealed opaque envelope to the address given in the Notice to Bidders prior to the date and hour specified therein. No alternates or additions shall be made to the Proposal Form, and no riders shall be attached thereto. Proposal envelopes shall have the Contractor's name, address, classification, license number, date license expires, and name of project being bid on the outside of the envelope.

RELEASE OF LIENS – The Contractor shall furnish the Owner, through the Purchasing Coordinator, a full release of liens signed by all Subcontractors and material furnished associated in any way with the work before final payment is made to the Contractor or evidence in lieu thereof in form satisfactory to the Owner and the Purchasing Coordinator.

INTERPRETATION OF DOCUMENTS – If any Bidder contemplating the submission of a Proposal for this work is in doubt as to the true meaning of any part of the Plans, Specifications, or other proposed Contract Documents, he may submit to the Engineer a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed Contract Documents will be made only by Addendum duly issued, and copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.

BID SECURITY – The amount and type of Bid Security is stated in the Notice to Bidders. The required Security must be in the form of a certified or bank cashier's check made payable to the Owner or a Bid Bond issued by a surety company licensed, qualified, and authorized to transact business in the State of Tennessee. The Bid Security of the successful Bidder will be retained until he has executed the Agreement and furnished the required Contract Security, whereupon it will be returned; if he fails to execute the Agreement and furnish the Contract Security, his Bid Security will be forfeited. The Bid Security of any Bidder whom the Owner believes to have a reasonable chance of receiving the award may be retained by the Owner until the earlier of seven calendar days after the Agreement is executed and the required Contract Security is furnished or the sixty-first calendar day after the Bid opening. Bid Security of other Bidders will be returned within seven calendar days of the Bid opening.

MOBILIZATION – Mobilization shall not be paid for separately.

TIME OF CONTRACT – The time of this contract shall expire June 27, 2008. This contract may be extended into the 2008-09 City Budget year at the discretion of the City Engineer and the acceptance of the Contractor if funding for additional handicap ramp installations has been provided by the Board of Mayor and Aldermen

END OF INSTRUCTIONS TO BIDDERS

SECTION 125

SCOPE OF WORK

PROPOSED WORK

All items shall be bid with the understanding that the quantity for any item may be increased or decreased at the direction of the Engineer. Project quantities are for bid purposes only.

- Install "Sidewalk Closed" signs and barricades
- Remove existing sidewalk sections and curb or install sidewalk section to proposed handicap ramp location as designated by City Engineer
- Grading as needed to depth
- Install forms for new handicap ramp
- Install 4" gravel base and compact (City Engineer inspection after gravel placed)
- Install expansion joints
- Pour concrete handicap ramp including sidewalk and curb connections (see attached detail sheets)
- Concrete finish work
- Remove forms
- Repair grassy areas
- Install detectable warning pad (red)
- Dispose of all removed and excess materials
- Asphalt repair (if needed due to construction damage)

See Section 220 for details and specifications.

END OF SCOPE OF WORK

SECTION 130

BID FORMS

Place: City of White House, Tennessee

Date : _____

PROPOSAL for the City of White House, Tennessee.

TO THE PURCHASING COORDINATOR
CITY OF WHITE HOUSE, TENNESSEE

I/WE _____
Name of Bidder

Address of Bidder

The undersigned, as Bidder, in compliance with your invitation for bids for the
2007-08 SIDEWALK AND RAMPS PROJECT
propose to furnish all necessary labor, machinery, tools, apparatus, equipment, service,
and other necessary supplies, in accordance with the terms and conditions of the
Specifications and Contract Documents hereto attached and the Plans referred to herein
and do such other work incidental thereto as may be ordered by the Engineer or his/her
agent, in writing, at the unit prices listed herein.

The Bidder declares that he has examined the site of the work and informed himself fully
in regard to all conditions pertaining to the place where the work is to be done; that he
has examined the Plans, Specifications and Contract Documents for the work, and has
read all documents furnished prior to the opening of bids; and that he has satisfied
himself relative to the work to be performed. The quantities shown in the Proposal are
approximate only, are subject to increase or decrease. Should the quantities of any of the
items of work be increased, the undersigned proposes to do the additional work at the unit
prices set out herein. Should the quantities be decreased, the undersigned will make no
claim for anticipated profits.

**The Bidder hereby agrees that if he is awarded the contract for this work, he will
commence work on site by May 21, 2008 and fully complete the portion of work
assigned by the City Engineer, based on bid prices and available funding, by June
27, 2008.**

BID PROPOSAL

The following items shall be bid per unit cost.

	<u>Quantity</u>	<u>Unit</u>	<u>Cost per Unit</u>
Handicap ramp	44	each	\$ _____
Sidewalk addition	3000	sf	\$ _____

The above bids shall include all labor, materials, repairs, overhead, profit, insurance, and other expenses incurred to finish the Work as outlined in Section 125.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids. Upon receipt of written notice of the acceptance of this bid, Bidder will execute a formal Contract within ten days and deliver a Surety Bond or Bonds.

The undersigned Bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Contract, the Specifications, and the Plans pertaining to the work to be done.

Contract unit prices shall be good for the life of the contract.

The bid security attached in the sum of:

_____ (\$ _____)
shall become the property of the Owner in the event the Contract and the Bond are not executed within the time above set forth as liquidated damages for the delay and additional expense to the Owner caused thereby.

Respectfully submitted:

Contractor

By: _____

Title: _____

Business Address: _____

Zip Code

Contractor's License No: _____

Telephone Number: _____

END OF BID FORMS

SECTION 140

DRUG POLICY

DRUG AND ALCOHOL TESTING PROGRAM

Bidders must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the City of White House, which is attached. Bidders must provide a copy of their drug and alcohol-testing program and a signed copy of the attached model affidavit at the time the bid is made.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

Model Affidavit
(Must be attached to bid form upon submission)

STATE OF TENNESSEE
COUNTY OF _____

DRUG-FREE WORKPLACE
AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT who, being duly sworn, deposes and says:

1. He/She is the principal officer for _____

{insert name and address of bidding entity};
2. That the bidding entity has submitted a bid to the City of White House, Purchasing Coordinator for the 2007-08 SOCCER PARK LIGHTING project;
3. That the bidding entity employs no less than five (5) employees;
4. The Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with §50-9-113, *Tennessee Code Annotated*.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2008.

NOTARY PUBLIC

My commission expires: _____

Excerpt from:

**CITY OF WHITE HOUSE
PERSONNEL MANUAL
Effective January 19, 2006**

SECTION VII – MISCELLANEOUS POLICIES

C. DRUG FREE WORKPLACE

1. GENERAL RULES

- a. City employees shall not take or be under the influence of any drug unless prescribed by the employee's licensed physician. Employees who are required to take prescribed or over-the-counter medications should notify the immediate supervisor should the medication produce any adverse effects which might limit the employee's ability to perform their job.
- b. City employees are prohibited from the use, possession and sale of drugs, alcohol, or any other controlled substance on city property or in city vehicles.
- c. All property belonging to the city is subject to inspection at any time without notice, as there is no expectation of privacy.
 1. Property includes, but is not limited to, vehicle, desks, containers, files, and storage lockers.
 2. Employee assigned lockers (that are locked by the employee) are also subject to inspection.
- d. Employees who have reason to believe another employee is using alcohol or illegal drugs while on duty must report the facts and circumstances immediately to their supervisor or Human Resources. Failure to do so may result in disciplinary action.
- e. Failure to comply with the intent or provisions of this general order may be used as grounds for disciplinary action.

2. EMPLOYEE TESTING

Current city employees will be required to undergo drug and alcohol testing after a work-related accident or incident, if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours, and if drawn during random selection.

Supervisors are required to detail in writing the specific facts, symptoms, or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. This documentation shall be forwarded to the appropriate Department Head who shall immediately forward the information to Human Resources.

3. REFUSAL TO CONSENT

An employee who refuses to consent to a drug and alcohol test after a work-related accident or incident, if drawn during random selection, or when reasonable suspicion of drug or alcohol use has been identified will be terminated.

4. CONFIRMATION OF TEST RESULTS

An employee or job applicant, whose drug test yields a positive result indicating the presence of drugs or alcohol, shall be given the opportunity to speak with the Medical Review Officer prior to a final determination. Test results are then forwarded to Human Resources for appropriate action.

5. CONSEQUENCE OF A CONFIRMING POSITIVE TEST RESULT: JOB APPLICANTS

Job applicants will be denied employment with the city if their pre-employment test result has been confirmed positive.

6. CONSEQUENCE OF A CONFIRMING POSITIVE TEST RESULT: CURRENT EMPLOYEES

Upon confirmation of an employee's positive test result where the employee has been employed less than two years, he/she is subject to termination.

Employees testing positive who have been employed with the city longer than two years will be required to attend an Employee Assistance Program provided through the city's healthcare provider. Failure to complete the recommended program constitutes immediate termination. Employees will also be subject to random follow-up testing for a period of up to two years after completion of the program.

7. CONFIDENTIALITY OF TEST RESULTS

To the extent allowed under the Tennessee Open Records Law, all information from an employee's or applicant's drug and alcohol test is confidential and only those individuals with a need to know are to be informed of test results.

End of Excerpt

END OF DRUG POLICY

SECTION 150

TITLE VI POLICY

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

COMPANY REPRESENTATIVE

TITLE

END OF TITLE VI POLICY

SECTION 210

GENERAL CONDITIONS

PROSECUTION OF WORK

The Contractor shall continually and diligently execute the work in such order and manner, and with an ample force of men and equipment that will accomplish the work on time and in a safe and workmanlike manner.

FAILURE TO MEET CONSTRUCTION SCHEDULE

Failure to complete the assigned portion of this project and provide legitimate billing to the City's Purchasing Coordinator by June 27, 2008 may result in forfeiture of the cost of work.

EXAMINATION OF DOCUMENTS AND SITE OF THE WORK

Bidders are advised that the Specifications, Estimates, and Addenda furnished by the City shall constitute all the information that the City will furnish. No other information given by the City or any representative thereof, prior to execution of the Contract shall become part of or change the Contract, Plans, Specification or Estimates or be binding upon the City. Bidders shall rely exclusively upon their own estimates, investigation and other data as are necessary for full and complete information upon which the Proposal may be based. The City and Bidder mutually agree that submission of the Proposal will be evidence that the Bidder has made the examination and investigation required herein.

INTENT OF SPECIFICATIONS AND PLANS

The intent of the specifications is to prescribe a complete scope work that the Contractor undertakes to do in full compliance with the Contract. The Contractor shall do all work as assigned by the City as provided in the specifications, project plans and other parts of the Contract and shall do such additional, extra and incidental work as may be considered necessary to complete the work in a satisfactory and acceptable manner.

If Construction Plans are provided, all work shall be completed according to those drawings and these specifications. Any work or material not shown on the plans or described in the Specifications but which may be fairly implied as included in any item of the Contract shall be performed and/or furnished by the Contractor without additional charge therefore. Unless otherwise specified, the Contractor shall furnish all labor, materials, tools, equipment and incidentals necessary to the execution of the work.

ALTERATIONS OF PLANS AND SPECIFICATIONS

The City reserves the right, at any time, to make such changes in the plans and the character of the work as may be necessary or desirable to insure completion in the most satisfactory manner, provided such changes do not materially alter the original plans and specifications or change the general nature of the work as a whole. Such changes shall not be considered as waiving or invalidating any condition(s) or provision(s) of the Contract.

CONTRACTOR'S OBLIGATION

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as otherwise expressly specified herein necessary or proper, and complete all the work required by this contract in a timely manner in accordance with the provisions of this contract and said specifications and in accordance with the plans and drawings of the work covered by this contract and any/and all supplemental plans and drawings, and in accordance with the directions of the City Engineer as given from time to time during the progress of the work.

The Contractor shall furnish, erect, maintain, and remove such construction plant and such temporary works as may be required. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage that may result from their failure or their improper construction, maintenance, or operation, and he shall indemnify and hold harmless the City of White House for same. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the contract and specifications; and shall do, carry on, and complete the entire work to the satisfaction of the City Engineer and the City.

The Contractor shall maintain a copy of the plans and specifications available on the work site at all times.

The Contractor shall give the consistent attention necessary to facilitate the progress of work and shall provide a competent superintendent on the work site at all times who is fully authorized as his agent. The superintendent shall be capable of thoroughly understanding the plans and specifications and shall accept and fulfill instructions from the City Engineer or his authorized representative.

CONSTRUCTION GRADES AND STAKES

The City Engineer may furnish the Contractor with bench marks and control points from which the Contractor shall set all lines, grades and measurements necessary for the proper execution and control of the work. The Contractor shall satisfy himself as to the accuracy of all measurements before proceeding with the work.

QUALITY OF MATERIALS AND EQUIPMENT

Only materials and equipment conforming to the requirements of these specifications shall be used in the work. All materials and equipment furnished for the work shall be new and unused and of recent manufacture.

CONSTRUCTION REVIEW

The City Engineer or his representative will review all phases of the work in progress. The Contractor shall furnish the City Engineer with every reasonable means of ascertaining whether or not the work is in accordance with the requirements and intent of the plans and specifications. Should any work be covered or hidden prior to approval by the City Engineer, it shall be uncovered for examination at the Contractor's expense.

WATER

It shall be the responsibility of the Contractor to provide and maintain at his own expense an adequate supply of water required for the work. Where the Contractor desires to use water in connection with any construction work, he shall make complete and satisfactory arrangements with White House Utility District. No person shall open, turn off, interfere with, attach any pipe or hose or connect anything with any fire hydrant, stop valves or stop cock, or tap any water main unless duly authorized to do so by White House Utility District.

SERVICE CONNECTIONS

Where service connectors or lines from water mains or sewers to the user's premises are disconnected, broken, damaged or otherwise rendered inoperative by the Contractor for any reason, the Contractor shall, at his own expense, repair or replace same and restore service to the premises at the earliest possible time.

Where service connections or lines from gas mains to the user's premises are disconnected, broken, damaged or otherwise rendered inoperative by the Contractor for any reason, Contractor shall immediately notify the user to cut off all gas appliances, and shall notify the gas utility. Under no event shall the Contractor repair the service line or otherwise restore services to the premises.

LIABILITY FOR CLAIMS (CONTRACTUAL INDEMNITY)

In addition to the requirements to procure and maintain insurance, the Contractor, also, to the fullest extent permitted by law, hereby specifically and distinctly agrees to indemnify, defend, and hold harmless the City and/or any of its employees, officers or agents, and the City Engineer as he may act under the Contract, from all suits, actions, legal proceedings, claims, demands, costs, expenses, and attorney's fees (each a "Claim") and, from all expense in defending Claims, including without limitation court cost, attorney's fees, the amount of any judgments recovered, and any other expenses resulting from Claims for bodily injury, sickness or disease, including death resulting therefrom, sustained by any person and/or resulting from Claims for injury to or destruction of property, including loss or use thereof, caused by arising from, incident to, connected with or growing out of the performance of the contract, including without limitations, the act(s) or omission(s) of the Contractor and his agents, servants, or employees, and/or by any subcontractor and his agents, servants or employees.

CONTRACTOR'S RESPONSIBILITY FOR THE WORK

Until acceptance by the City, or by any duly authorized representative, as provided in these specifications, the work shall be under the charge and care of the Contractor and he shall take every necessary precaution to prevent injury or damage to the work or any part thereof by the action of the natural causes or from any other cause whatsoever whether arising from the execution or from the non-execution of the work. The Contractor shall rebuild, repair, restore, and make good, at his own expense, all injuries or damage to any portion of the work occasioned by any of the forenamed causes before acceptance.

PERMITS AND LICENSES

The Contractor shall procure all permits and licenses, pay all charges or fees, and give all notices necessary and incidental to the due and lawful prosecution of the work.

NO WAIVER OF LEGAL RIGHTS

Construction review by the City Engineer, or by any of his duly authorized representative, any order, measurement or certificate by the City Engineer, any order by the City for payment of money, any payment for, or acceptance of any work, or any extension of time or possession taken by the City, shall not operate as a waiver of any provision of the Contract or any power therein reserved to or by the City or any rights of damages therein provided. Any waiver of any breach of contract shall not be held to be a waiver of any other or subsequent breach.

SUBCONTRACT AND ASSIGNMENTS

The Contractor may utilize the services of specialty subcontractors on those parts of the work that, under normal contracting practices, are performed by specialty subcontractors with the following conditions:

1. The Contractor shall not award any work to any subcontractor without prior written approval of the City, which approval will not be given until the Contractor submits to the City a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the City may require. All subcontractors shall carry insurance as specified above.
2. The Contractor shall be fully responsible to the City for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
3. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the Work of Subcontractors and to give the Contractor the same power to terminate any subcontract that the City may exercise over the Contractor under any provision of the Contract Documents.
4. Nothing contained in this Contract shall create any contractual relation between any contractor and subcontractor and the City.
5. The Contractor shall not assign the whole or any part of this Contract or any moneys due or to become due hereunder without written consent of the City. In case the Contractor assigns all or any part of any moneys due or to become due under this Contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to the Contractor shall be subject to prior liens of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

SAFETY AND PROTECTION

The Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

1. All persons on the Site or who may be affected by the Work;
2. All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
3. Other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities, and underground facilities not designated for removal, relocation, or replacement in the course of construction.

The Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. The Contractor shall notify owners of adjacent property and of underground facilities and other utility owners when prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property.

All damage, injury, or loss to any property referred to in this subsection caused, directly or indirectly, in whole or in part, by the Contractor, any subcontractor, supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by the Contractor (except damage or loss attributable to the fault of Drawings or Specifications or to the acts or omissions of the Owner or Engineer, or anyone employed by any of them, or anyone for whose acts any of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of the Contractor or any subcontractor, supplier, or other individual or entity directly or indirectly employed by any of them).

The Contractor's duties and responsibilities for safety and for protection of the work shall continue until such time as all the work is completed and the City Engineer has issued a notice to the Owner and Contractor in accordance with this Contract that the work is acceptable (except as otherwise expressly provided in connection with Substantial Completion).

MUTCD standards shall apply. Traffic coordination and safe work zone costs shall not be paid for separately.

TAXES

The Contractor will be responsible for all taxes levied against the Contractor under the laws of the State of Tennessee.

CHARACTER OF WORKERS AND EQUIPMENT

The Contractor shall comply with all federal, state and local laws, regulations and ordinances governing the employment of labor and the payment of wages thereto for work performed under this Contract. It shall be the Contractor's responsibility to insure that all persons employed under a contract with the City of White House, whether directly or by subcontractor, are legal residents of the United States of America or be authorized to work in the United States of America.

All workers shall have sufficient skill and experience to properly perform the work assigned to them. On any special or skilled work or in any trade, only qualified careful and efficient skilled laborer shall be used.

The Contractor shall furnish such equipment as is considered necessary for the execution of the work in an acceptable manner and at a satisfactory rate of progress.

AUTHORITY OF THE CITY ENGINEER

The City Engineer shall give all orders and directions contemplated under this contract and specifications relative to the execution of the work. The City Engineer shall determine the amount, quality, acceptability and fitness of the several kinds of work and materials that are to be paid for under this contract and shall decide all questions that may arise in relation to said work and the construction thereof. The City Engineer's estimates and decisions shall be final and conclusive, except as otherwise expressly provided herein. In case any questions shall arise between the parties hereto relative to said Contract or specifications, the determination or decision of the City Engineer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this Contract affected in any manner or to any extent by such question.

The City Engineer shall interpret and decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or in dispute.

Any differences or conflicts, which may arise between the Contractor hired under this contract and other contractors performing work for the City, shall be weighed and determined by the City Engineer, who shall make necessary cost/compensation adjustments.

CLEANING UP

Throughout the progress of the work, the Contractor shall keep the construction area, including storage areas used by him, free from accumulations of waste material or rubbish and shall keep his materials and equipment in a neat and orderly manner. Immediately upon completion of any section of work and before payment therefore has been made he shall remove from the site all construction equipment, temporary structures, and debris and shall restore the site to a neat, workmanlike condition. Waste material shall be disposed of at locations satisfactory to the City and at the Contractors expense.

Accumulations of mud or debris, which are tracked on to streets or areas adjacent to the work site by construction equipment of the Contractor or any Subcontractor or Supplier, must be removed promptly and not allowed to create a hazard or an unsightly condition.

After completion of all work contemplated under the Contract and before final payment thereon has been made, the Contractor shall make a final clean up of the site of each separate part of the work; shall restore all surfaces to a neat and orderly condition; and shall remove all construction equipment, tools, and supplies from the site.

END OF GENERAL CONDITIONS

SECTION 220

DETAILS AND SPECIFICATIONS

- Concrete sidewalks shall be 5 feet wide, 3500 psi, 4" thick with fiber mesh
- Handicap ramp designs shall be as shown on the attached TDOT drawings
- 4" of compacted gravel base shall be placed on the subgrade
- Expansion joints shall be placed 25 feet apart along the length of the sidewalk, at handicap ramp connections, and at curb connections
- Expansion joints shall be ½" thick pre-molded fiber or approved equal
- Transverse joints shall be placed every 5 feet
- Truncated detectable warning pads shall be non-slip, 2 feet x 4 feet, bright red, and placed at the end of all handicap ramps
- Warning pads shall be secured to the handicap ramp with adhesive and screws
- All work and materials shall meet or exceed ADA and OSHA specifications

Any specifications not noted in this document shall be referred to TDOT specifications.

Detail drawings are attached and as follows:

TDOT RP-H-3
TDOT RP-H-4
TDOT RP-H-5
TDOT RP-H-7
TDOT RP-H-9
TDOT RP-S-7

END OF DETAILS AND SPECIFICATIONS

SECTION 230

RAMP LOCATIONS

<u>Handicap Ramp Locations</u>	<u>Quantity</u>	<u>Grass strip</u>
Apache Trail & Cherokee Drive	2	2'-3' wide
Apache Trail & Mohawk Court	2	2'-3' wide
Apache Trail & Algonquin Court	2	2'-3' wide
Apache Trail & North Aztec Drive	2	2'-3' wide
Apache Trail & Choctaw Circle	2	2'-3' wide
Apache Trail & Calista Road	1	2'-3' wide
Reidway Drive & Ashley Court	2	none - attached to curb
Reidway Drive & Christian Drive	2	none - attached to curb
Christian Drive & Lauren Drive	2	none - attached to curb
Patana Drive & Meadows Road	1	2'-3' wide
Patana Drive & Pleasant Lane	1	2'-3' wide
Patana Drive & Meadowbrook Drive	1	2'-3' wide
Meadowbrook Drive cul-de-sac	1	2'-3' wide
Meadowbrook Drive & Daffodil Court	1	2'-3' wide
Meadowbrook Drive & Larkspur Drive	1	2'-3' wide
Larkspur Drive & Tyree Springs Road	1	2'-3' wide
Strassel Drive & Meadows Road	1	2'-3' wide

<u>Location</u>	<u>Quantity</u>	<u>Grass strip</u>
Blueberry Drive & Peachtree Drive	1	1' wide
Blueberry Drive & Cherry Lane	2	1' wide
Blueberry Drive & Cherry Lane	2	1' wide ** other end of street**
Cherry Lane cul-de-sac	1	1' wide
Cherry Lane & Sage Road	1	1' wide
Fieldstone Drive & McCurdy Road	1	1' wide
Slate Court cul-de-sac	1	1' wide
Amber Lane cul-de-sac	1	1' wide
Amber Lane & Bedrock Drive	1	1' wide
Granite Court cul-de-sac	1	1' wide
Hunterwood Drive & Magnolia Drive	1	2'-3' wide
Hunterwood Drive & Pinewood Road	1	2'-3' wide
Highland Drive & Laura Drive	1	2'-3' wide
Williamsburg Drive & Dorchester Drive	1	2'-3' wide
Williamsburg Drive cul-de-sac	1	2'-3' wide
Westchester Drive & Picadilly Drive	1	2'-3' wide
Picadilly Drive & Dorchester Drive	1	2'-3' wide

END OF INSTALLATION LOCATIONS

END OF CONTRACT

OTHER INFORMATION . . .



Building Competitive Communities

*Your Role in Promoting Economic
Development in White House*



Agenda

- Welcome and Introductions
- What is Economic Development?
- How does a Local Economy Work?
- Economic Development Approaches
- Economic Development Players
- What can City Employees and Elected Officials do to help?
- Scenarios for discussion
- Have fun and learn!



Introductions

1.Name

2.Role/Department

3.Who is your customer(s)?



What does economic development do for our community?

How do you know when economic development is occurring - how are things different?



What does economic development mean for our community?

- ✓ More jobs & more job options
- ✓ Hedge against inevitable loss of jobs
- ✓ Adds to the tax base
- ✓ Stimulates other commercial, industrial and residential development
- ✓ Provides opportunities for young people to stay in the community
- ✓ Increase in community pride



Economic Development is happening when the following occur:

- ✓ Standard of living is rising
- ✓ Families have more income to spend
- ✓ Per capita income is increasing near or above the state and national average
- ✓ Tax base is sufficient to provide improved public services



The Competitive Environment

- 10,000 – 15,000 economic development organizations competing for a few hundred significant projects each year.
- Communities must differentiate themselves in order to win, for example; shovel-ready sites, available buildings, business-like sales behaviors, correct and timely information, committed leadership, etc.



The Challenge

Sustaining your community's competitiveness and viability in the rapidly evolving global economy.



The Local Economy – Three Levels of Employers

- **Level 1: PRIMARY EMPLOYERS**

Operations that generate cash from external sources

- **Level 2: BUSINESS SUPPORT SERVICES**

Products and services purchased by Primary Employers

- **Level 3: CONSUMER SERVICES**

Products and services purchased by local consumers
(public and private)



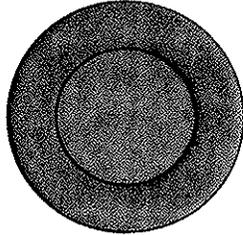
Level 1 - Primary Economic Employers



- Manufacturing Operations
- University/College
- State Capital or Major State Operation
- Federal Government/Military Operations
- Financial Center (Banking, Insurance, Securities, Commodities, Trusts)
- Regional/Healthcare Operations
- Tourism/Recreation Destination
- Regional Retail Operations
- Regional Distribution Operations



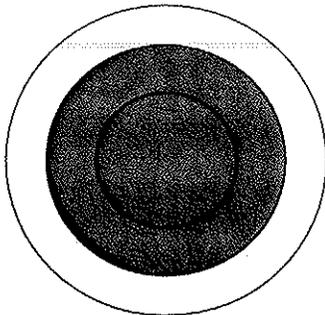
Level 2 – Business Support Services



- Business Services
- Equipment Repair Services
- R&D/Technical Services
- Lab Services
- Consulting Services
- Construction Services/Developers
- Commercial Banking and Insurance
- Hospitality and Food Service



Level 3 – Consumer Services



- Local Builders/Developers
- Daycare/K-12 Education
- Local Healthcare
- Local Retail/Wholesale
- Personal Services
- Local Government Services
- Local Banking/Insurance Services



Multipliers by Industry*

• Motor Vehicles	3.69
• Chemicals	3.39
• Computers/Electronics	3.14
• Plastics	2.38
• Food Mfg	1.93
• Fabricated Metal	1.89
• Furniture	1.85
• Apparel	1.74
• Retail	1.39

* Valley-wide multiplier



Attracting OPM: Other People's Money





Attracting Other People's Money is the Key to Sustained Growth

- Same money is re-circulating in the economy when local individuals, businesses and governments purchase
- Generating outside income creates more wealth and helps the economy grow
- Manufacturers are prized catches – they export most of their production
- Today more services are being exported than ever – legal, accounting, construction, medical, retail, hotels, tourism



The Multiplier Effect

- A dollar of “**NEW**” income coming into the community multiplies itself – **HOW?**
- **The Re-spending Effect** – People who work for “primary employers” spend some of their income outside the community but spend most of it inside the community. The money spent inside the community is the “multiplier.”
- Goal is to generate “**NEW**” income and “**RETAIN**” as much as possible.



Other People's Money - OPM

How does your community attract
OPM?



Economic Development Approaches

1. Business Recruitment
2. Business Expansion and Retention
3. Business Creation and Entrepreneurial Development
4. Tourism and Cultural Development



Recruitment

- Movement of new companies into the community
- Creates excitement and grabs the headlines
- Is extremely competitive
- Technology and the global economy are making location projects more complicated and competitive.
- Companies can consider locations around the world they would never have considered before



Evolution of an Economic Development Project

- Company has a need
- Information request (RFI/RFP)
- Your response
- The community visit
- Negotiations
- Announcement
- Ground breaking
- Service after the sale



**Toyota To Build
Highlanders in
Mississippi**



IV Most Projects are Confidential

Those involved must be able to keep a secret!

Or risk losing the project!



IV Facility Location Process

Planning Phase

Company determines the project criteria:

- Must Haves
- Wants

Phase I



Phase II



Phase III





Site Location Process

- The Internet and technology play a significant role in the site selection process – you are being looked at without your knowledge
- Most projects start out looking for an existing building



Site Selection Process

- Time is of the essence in every project
- The site selection process is a process of qualification and elimination
- The community must reduce or remove barriers that would eliminate them
- The community must determine how to “differentiate” from the competition



What are companies looking for?
Site Selection Factors – Area Development 2006

Ranking	Site Selection Factor
1	Labor costs
2	Highway accessibility
3	Corporate tax rates
4	State and local incentives
5	Availability of telecommunication services
6	Tax exemptions
7	Occupancy and construction costs
8	Availability of skilled labor
9	Energy availability and costs
10	Availability of high-speed internet access



Retention and Expansion

THE DECATUR DAILY
online edition News

THURSDAY, JUNE 15,
2006

**Nucor to add 100 jobs
Company announces \$150 million expansion for
Decatur steel plant**

Retention

- Existing business is vitally important
- They have already selected your community
- They have already demonstrated their commitment
- It is easier and cheaper to keep an existing customer than it is to get a new one
- Between 70% and 90% of new jobs will be created by existing businesses

Retention

- If you only have \$1 to spend on economic development – spend it on retention
- Cost effective
- Potential for entrepreneurial spin-offs
- Perception and reality will be that you care about existing businesses
- Existing businesses are your best sales people – if you are treating them right



Retention Best Practices & Tools

- Visitation program
- Formal survey – TVA Synchronist
- Area Industry Directory
- Wage survey
- Plant Managers / HR Forum
- Financial/technical/marketing assistance
- Existing Industry recognition program
- Active media promotion
- Career Days and events to help fill open positions
- Spec building program



Business Creation and Entrepreneurial Development – Economic Gardening

- Small business development is playing a more important role in local and national economies
- Home grown businesses are less likely to leave the area
- Small businesses have created the majority of new jobs since the early 1990's
- Technology is allowing entrepreneurs to locate anywhere
- Young professionals are choosing where they live first and where they work second



Small Business and Start-Up Services

- Incubators
- Financial assistance
- Marketing assistance
- Management assistance
- Supplier linkages
- Mentor programs
- Networking opportunities
- Business climate
- Streamline licensing and permitting processes

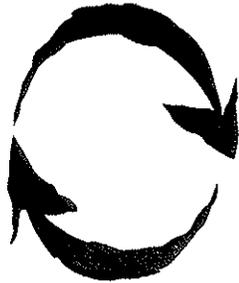


Tourism and Cultural Development

- Retiree Attraction
- Historical / Heritage Tourism
- Agri-tourism
- Outdoor Recreation
- Retail Development
- Destination Travel



Steps to Successful Economic Development



1. Solid Organization and Committed Leadership
2. Adequate and Stable Funding
3. Develop, Implement and Revise an Action Plan/Strategy
4. Appropriate and Up-to-Date Marketing Materials & Marketing
5. Monitor and Evaluate



Effective Community Leadership

Often Overlooked Essential Ingredient

It is not the written plan but the leadership that will make the community successful.

IV Top Reason Why Communities Lose?

Community Leadership

IV Community Leadership

- Breach of confidentiality
- No sense of urgency
- No follow-up
- Too many people – wrong people at the meeting
- Can't work together
- Poor track record
- Verbal blunders
- Lack of diversity
- Tour guide – not a deal maker



Economic Development Players

Who are the economic development players in this community?



Who is involved in community and economic development?

- Elected Officials
- City Employees
- Economic Developer
- Utilities
- Schools
- Colleges
- Existing Businesses
- Media
- Financial Institutions
- State and Regional Economic Development Organizations
- Civic Groups
- All Citizens



Scenarios



Scenario 1

Last week representatives from the corporate headquarters of a firm located in your community were in town to look at available property. This was the second visit they had made to the site. You learn your community is on the short list with three other locations the company is considering for the consolidation of two facilities into a single large facility. Because of the nature of the project (closing a unionized plant and relocating the work from other plants into this operation), the project is extremely confidential and sensitive. You serve on the team that supports the local economic developer and this week you receive a call from a reporter at the local news paper. The reporter is asking questions about rumors they heard about the project and is gathering information to write a story. How do you respond?



Scenario 2

An existing industry located in your town and employing 350 people is growing rapidly. They need additional space but are land locked at their current location. Their options are to lease additional space in the community, build a new facility in town or relocate out of town. Because of the growth the company is having to store some materials outside their facility which violates city codes. How do you address this sensitive situation?



Scenario 3

City utility rates are going to rise which will significantly increase the operations costs of several large industrial businesses in town. How should this message be delivered to the customers?



Scenario 4

The local economic development director and the Mayor have been working with a prospect who is considering building a new facility in town which will employ over 200 employees with an average wage of \$60,000 per year and a capital investment of over \$70 million. The Mayor and/or economic development director were suppose to inform key city departments about the project, however when the company came to City Hall to begin the permitting process, city employees knew nothing about the project which gave the company a negative impression. What could you do to recover from this impression? What could have been done to prevent it?



Scenario 5

An existing local industry which employs 175 people, is expanding and is interested in constructing a new plant in the local industrial park. They retain an engineer who develops preliminary plans (at a significant cost to the company) as required by the local planning commission. After several meetings with the planning commission, at which the guidelines keep changing and/or not communicated clearly, the company begins to get frustrated and is considering taking their project to another county. What can be done to retain this project in your community?



Scenario 6

A large employer with up to 1,500 jobs is considering a site in your community. The local team has met with the company and presented their incentive offer. The company says it is disappointed in the incentives and the competition is offering more incentives including low cost land, site prep assistance and training. How should your team respond?



What can community leaders and local officials do to help enhance economic development?



What Can Community Leaders and Local Officials Do to Help?

- Be knowledgeable about the economic development process
- Be responsive to companies' (new and existing) needs regarding city services
- Appoint knowledgeable and experienced people to economic development Boards, Commissions, and Task Forces
- Provide accurate information in timely manner for proposals, site visits, etc.



What Can Community Leaders and Elected Officials Do to Help?

- Provide funding for economic development efforts (and appropriate oversight)
- Identify what incentives the local government is willing to provide
- Attend and participate in economic development events
- Interact with existing businesses



What Can Community Leaders and Elected Officials Do to Help?

- Support local businesses
- Support regional economic development efforts
- Plan for and invest in the development of land, buildings and infrastructure
- Participate on local sales team, as appropriate
- Professional, courteous, business-like interactions with company representatives
- Represent the community, not just one area



The White House Situation

What must we do to support economic development efforts and make our community more competitive?

Key Learning

1. What is your key learning from today?
2. What will you do differently?
3. How can we continue to improve as a team?