

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
November 20, 2008
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer/Pledge
3. Roll Call
4. Adoption of the Agenda
5. Approval of Minutes of October 16, 2008 Meeting
6. Welcome Visitors
7. Communications from Mayor, Aldermen and City Administrator
 - a. Mayor recognizes Secretarial/Administrative Staff
8. 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	
9. New Business
 - A. Consideration of the following resolutions:
 1. **Resolution 08-18** – A resolution of the Board of Mayor and Aldermen amending the purchasing procedures.
 2. **Resolution 08-19** – A resolution of the Board of Mayor and Aldermen supporting efforts pursuing dedicated funding for public transportation in the greater Nashville region.
 - B. Consideration of the following ordinances:
 1. **Ordinance 08-22** – An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees and Charges.
 2. **Ordinance 08-23** – An ordinance amending the Municipal Code, Title 7, Chapter 2, Fire Code.

3. **Ordinance 08-24** – An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105.
4. **Ordinance 08-25** – An ordinance amending the zoning map relative to Robertson County Tax Map 95, Parcels 64 and 65 from C-1, Central Business District to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for 204 Multi-family apartment units on 16.42 acres. (Bent Creek Apartments)

C. Finance

1. Board approval of the 2008-09 Public Library Maintenance of Effort Agreement.

D. Other Business

1. Board approval of a Take-Home Vehicle Request for the Wastewater Department.

10. Adjournment

CITY OF WHITE HOUSE
MINUTES
Board of Mayor and Aldermen Agenda
October 16, 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 Alderman Leftwich.

3. **Roll Call**

Ald. Arnold – Present; Ald. Bibb – Present; Ald. Bracey – Not Present; Ald. Leftwich – Present, Mayor Decker – Present. **Quorum Present.**

4. **Adoption of the Agenda**

Motion was made by Ald. Leftwich second by Ald. Bibb to adopt the agenda. **Agenda adopted.**

5. **Approval of Minutes of July 17, 2008 Meeting**

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

6. **Welcome Visitors**

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

- Ms. Carrier recognized Jennifer Ward, MTAS Intern, who will be assisting the City with creating new performance measures and the Citizen Survey.
- Ms. Carrier also reminded the board that she will be attending the TCMA Conference in Sevierville, October 22nd-24th; Staff will be attending the Get Motivated Seminar on Monday, October 27th, and the Trail of Treats will take place on October 30th.
- The Mayor recognized the Wastewater Treatment and Inspections Staff and thanked them for all they do for the City.

9. **Acknowledge Reports**

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

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

10. New Business

A. Consideration of the following resolutions:

1. **Resolution 08-15** – A resolution of the Board of Mayor and Aldermen supporting the application for a Transportation Enhancement Grant for the revitalization of the Town Center of White House. Motion was made by Ald. Leftwich, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Resolution 08-15 was approved.**
2. **Resolution 08-16** – A resolution of the Board of Mayor and Aldermen adopting an Identity Theft Police. Motion was made by Ald. Bibb, second by Ald. Leftwich to approve. Ms. Soporowski explained that it is mandatory to adopt an identity theft policy by November 1st and that the policy presented was a broad policy suggested by MTAS. A voice vote was called for with all members voting aye. **Resolution 08-16 was approved.**
3. **Resolution 08-17** – A resolution of the Board of Mayor and Aldermen authorizing the sale and providing the details of not-to-exceed \$6,150,000 General Obligation Refunding Bonds, Series 2008, of the City of White House, Tennessee and providing for the levy of ad valorem taxes in connection therewith. Motion was made by Ald. Arnold, second by Ald. Bibb to approve. C.L. Overman of Morgan & Keegan spoke regarding changing four variable rate bonds to fixed rate bonds. He stated that there was not currently a great demand for Municipal Bonds. He also stated that we may be able to get our bond rating increased. He also stated that the fee to change to the fixed rate bonds would be 1.5% or less. A voice vote was called for with all members voting aye. **Resolution 08-17 was approved.**

C. Finance

1. Board approval of the City Administrator's merit increase and cost of living increase per employee agreement. Motion was made by Ald. Leftwich, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **City Administrator's merit increase and cost of living increase approved.**
2. Board approval of the City Administrator's contract extension. Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **City administrator's contract extension was approved.**
3. Board approval of a bid by Allied Waste Services for roll-off container service at the Public Works Facility. Motion was made by Ald. Arnold, second by Ald. Bibb to approve provided that the City Administrator provides them with the tonnage information. A voice vote was called for with all members voting aye. **Bid for roll-off services approved.**
4. Board approval of a bid by Rexel Southern Dot. for decorative street light posts and fixtures. Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Bid for decorative street light posts and fixtures approved.**

5. Board approval of a request by the Police Department to purchase a records management system from M & M Microsystems for \$17,070. Motion was made by Ald. Leftwich, second by Ald Arnold to approve. A voice vote was called for with all members voting aye. **Bid for records management system for the Police Department approved.**

D. Other Business

1. Board approval of street acceptance for White House Crossings and Wilkinson Lane improvements. Motion was made by Ald Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Street acceptance for White House Crossings and Wilkinson Lane improvements approved.**
2. Board approval of a Take-Home Vehicle Request for the Wastewater Department. Motion was made by Ald. Arnold, second by Ald Bibb to approve. A voice vote was called for with all members voting aye. **Take home vehicle request for the Wastewater Department was approved.**

11. **Adjournment**

Motion by to adjourn by Ald. Bibb at 7:57 pm.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

REPORTS . . .

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

Administration

The Robertson County Chamber of Commerce held their grand opening this month. Their building was renovated to accommodate the Economic Development director for Robertson County, Rod Kirk. The Mayor and City Administrator attended.

The City Administrator attended the International Council of Shopping Centers conference in Atlanta, GA with officials from both Robertson and Sumner Counties. It was a great effort to work a booth to promote our cities and the County. It was a great effort by all to promote regionalism. The city of white House also sponsored a follow-up meeting to the conference to discuss positives and negatives of the conference. It was of great consensus that we make the effort to work at this conference together in years to follow. The one page layout that was displayed at the conference is now being used by the Chamber of Commerce and added to the other information section of your packet.

The City of White House held its annual employee picnic at the park for all employees and their families. There was a good turnout. The picnic is a way for everyone to meet each others families as well as have a good time with good food and let the employees know that they are appreciated.

The City Administrator attended classes at the Sumner County Emergency Operations Center in Gallatin for the ICS-300 and ICS-400 classes. Attending these classes has completed the requirement of the City Administrator for NIMS training. The City Administrator along with all the department heads also attended the Get Motivated Seminar at the Sommet Center

The City Administrator attended the Tennessee City Managers Conference in Sevierville, TN. Classes included: CIS and Local Business Retention, Public Park Safety Inspections, Implementation of a Public Safety Early Retirement Program, GIS to Improve Efficiency in Public Works, TDOT Assistance for Municipal Street Projects, The Case against Public Sector Unionism and Collective Bargaining, and MTAS and TML updates.

The City Administrator met with Mike Tallent, Director of MTAS to develop a strategy and process in reviewing proposed legislation for the upcoming legislative session. City Administrator, Angie Carrier, is the chairman of the TCMA Legislative Committee. The process and chairs of the committee is included for your information.

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

Finance Section

Property Tax payments began to trickle in during the month of October, and 5% of the total taxes had been paid at the close of the month. A few people have asked if the foreclosures are a problem in our City, and if that will directly affect us in any way. Local banks have not yet seen a larger than usual foreclosure trend in White House. However, if that changes the only way that it would be obvious to the City is through a rise in delinquent property taxes. As properties are foreclosed and sold the taxes would eventually get paid, they would just likely come in later than usual. We will closely monitor the payments rates throughout property tax season and any unusual trends regarding slow payments will be reported in following months.

Staff from our audit firm Work & Greer spent one week on field work during the month. Since that week, audit staff has not communicated a return date or plan for completion of the audit.

The Finance Director attended a Cemetery Board meeting in October, with no extraordinary information to report regarding finance issues. At the request of the Library Director, the Finance Director assisted with interpretation of financial reports necessary to complete the annual Maintenance of Effort report to the State of Tennessee. Along with the City Administrator, the Finance Director provided information for and participated in a conference call with Standard & Poor's rating agency to provide information needed for a bond rating in light of the refinance that the Board approved at the October meeting. At the request of the Police Chief, the Finance Director attended a meeting in Gallatin along with the Police and Fire Chief to hear a presentation regarding the possible consolidation of dispatch for Sumner County entities.

Training opportunities were abundant in October. The Finance Director attended the next installment of the Municipal Management Academy, which focused on Making Effective Decisions. Other training attended during the month included an MTAS class on Identity Theft, Centers for Performance Management Introductory and Purchasing training regarding development of performance measures, on-line training required of all employees regarding Slips, Trips, and Falls, and finally the Get Motivated Seminar that was attended by all department heads. The Finance Director and Accounting Specialist attended the Fall Conference of Tennessee Government Finance Officers Association and heard presentations regarding updates from the Governmental Accounting Standards Board, an update on the Tennessee Economy from Dr. Matt Murray of UT, Business Resumption presented by the State of Tennessee, Bond Rating Insurance and Liquidity presented by Standard and Poors, New Water Reporting Requirement presented by Division of Local Finance, Tennessee Public Records Act presented by the Assistant to the Comptroller, Internal Controls presented by the Director of Municipal Audit, State of Tennessee Rating Presentation presented by the Funding Board, Update on Tennessee Property Tax and Tax Relief Program presented by the Assistant Comptroller for

Assessments, and Best Practices presented by a Finance and Accounting consultant from MTAS.

October brought the ninth draw on the Series Z-5-C Bonds in the amount of \$322,670.56. The total drawn on requisition through the end of October is \$2,509,786.00.

The Purchasing Coordinator attended a class for three days in Nashville on the Legal Aspects of Public Purchasing. The class was offered by the National Institute for Government Purchasing and will be included in the requirements necessary for the Purchasing Coordinator to obtain certification as Certified Public Procurement Buyer. One of the main points of the class was the importance of written documentation. The class also covered issues related to ethics, patents, copyrights, software licensing, and terms in contracts. Additionally, the Purchasing Coordinator attended an MTAS Drug Fund Administration class. The class covered the Confidential Fund, purchases that can and cannot be made from the Drug Fund, and who is responsible for administration of the Drug Fund.

The Cashier/Receptionist continues to gain valuable experience in all areas including tax collection, business license transactions, court transactions, and purchasing activity. An addition to ongoing activities includes the development of desk top process documentation for all Finance staff. It is a great opportunity to have someone not quite as familiar with the processes to work on the documentation so that no steps are assumed. Ultimately anyone should be able to use the desk top documentation to complete tasks performed by Finance staff in the case of sudden or extended absences or separations.

Purchase Orders – October 2009

Codes	9	\$22,859.93
Fire	16	\$4,789.90
Police	22	\$24,480.00
Human Resources	3	\$390.60
Engineering	5	\$3,577.50
Administration	6	\$368.45
Finance	3	\$207.91
Court	1	\$51.80
Library	9	\$5,324.65
Wastewater	21	\$23,725.54
Public Works	12	\$5,391.28
Sanitation	7	\$18,815.19
Parks	48	\$8,727.57
Cemetery	2	\$2,930.00
Building Maint.	4	\$494.64
Total	168	\$122,134.96
Voids	4	

Emergency Purchase Orders in October 2008

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
12235E	Ray Cole Land Surveying	Surveying	\$200.00	Not approved as an emergency	Engineering
12333E	Sunbelt	Portable lighting	\$309.50	Lighting for WHHS football game due to problems with existing lights.	Parks
12010E	Sidewinder	Repair Service	\$800.00	Vacuum clogged sewer line	Wastewater

Monthly Performance Indicators

	<u>October</u>	<u>FY</u>
Requests for Information – Admin.	6	20
Requests for Information – Finance	3	10
Total New Business Licenses Issued	5	27
Purchase Orders Issued	168	711
Total Invoices Processed	413	1,410

October 08 Monthly Report

Human Resources:

- Continued communication with third party administration of partially self-funded health plan
- Assisted departments with worker compensation and safety needs
- Facilitated annual Municipal Management Academy training
- Assisted departments with disciplinary issues
- Conducted exit interviews for outgoing employees
- Continued file auditing for compliance
- Assisted Police Department in physical and written testing of Officer applicants
- Assisted Police Department in onboarding new officers Brandon Maynard and Nick Hurt
- Began bid specs for employee orientation video project
- Constructed quarterly unemployment report for submission
- Attended ID Theft seminar facilitated by MTAS
- Attended annual IPMA-HR training conference
- Facilitated departments in online safety training for slips and falls
- Attended motivational seminar with Department Heads and City Administrator
- Began construction of HR based Key Performance Indicators with Administrative intern Jennifer Ward
- The monthly citywide turnover rate for October was 0%; down from the previous 3 months (Sept = 2%; Aug = 3% and July = 3.3%); annualized turnover for the overall City is currently 8.1%.

City of White House Police Department Monthly Report for October 2008

Summary of Month's Activities

During the month of October, the Police Department issued 161 Citations (84 speeding), and made 34 arrests. The department answered seventy-six (76) 911 calls.

Update on Department's Goals and Objectives

- We are excited to report that M & M Micro Systems, Inc. was selected as the provider of a new records management system. The program will be installed in November and all employees will be trained. Our goal is to go live with the system January 1, 2009.
- Specifications are being drafted to prepare for the purchasing process for audio/video equipment for the training room.

Departmental Highlights

- Chief Herman attended TACP (Tennessee Association Chiefs of Police) meetings held October 1st, 2nd and 3rd in Nashville.
- Chief Herman attended Tennessee Board of Probation and Parole Reception at the Clarksville Montgomery County Public Library.
- Officer Keith Anglin graduated from the Tennessee Law Enforcement Training Academy on October 10th. Officer Anglin is now a Tennessee Certified Officer.
- On October 11th the White House Police Department held a Police Entry Exam and Obstacle Course run for new applicants. Twenty-eight people were in attendance.
- Chief Herman attended the Consolidation of Dispatch Centers Meeting on October 22nd in Gallatin.
- New Police Officers, Brandon Maynard and Nick Hurt, were sworn-in by Mayor Decker.
- Chief Herman attended Leadership Summit, along with other department heads, at the Sommet Center.
- The White House Police Department Officers participated in the Trail of Treats by assisting in Security and Traffic control.

Training

- Sgt. Eric Enck and Cpl. David Segerson led an Active Shooter Training open to all Officers at the White House Police Department on October 1st and 23rd.
- Det. Sgt. Pat Brady attended the 17th Annual Homicide Conference in Chattanooga, TN on October 12th through October 15th.
- Holly Ward, Dispatch Supervisor, and Michelle Wooden, Dispatcher, attended the Fall TIES (Tennessee Information Enforcement System) User Group Conference in Nashville on October 15th and 16th.
- Elaine Agee, Records Clerk, and Libby Scannell, Administrative Assistant, attended the MTAS Identity Theft training in Williamson County on October 15th.
- Sgt. Jim Ring and Cpl. Jason Ghee completed their annual K-9 certification training with Rascal and Nike on October 16th and October 17th.
- All supervisors attended the Municipal Management Advisory (MMA) training held at the Police Department on October 17th.
- Chief Herman, Captain Mingledorff, Sgt. Ring, Elaine Agee, and Libby Scannell attended the Performance Measurement training held at the Police Department October 20th and 21st.
- Don Black, Animal Control, attended the Animal Cruelty class at the Metro Police Department in Nashville on October 21st and October 22nd.
- Sgt. Jim Ring and Sgt. Dan Hunter attended the Law Enforcement Management and Administrative class at the Gallatin Civic Center on October 27th to October 31st.
- Captain Mingledorff attended NIMS Training at the Gallatin Police Department on October 30th and 31st.
- Chief Herman and Libby Scannell attended the MTAS Drug Fund Training in Williamson County on October 30th.

Monthly Performance Indicators

PATROL	Oct.	To Date
Total Arrests	34	488
Offense Reports	61	573
Traffic Accidents	23	263
Accidents w/Injuries	6	128
DUI Arrest	2	44
Animal Calls	36	402
Drug Arrests	22	194
Motor Assist	16	177
Business Checks	1,628	14,481
Extra Patrols	466	3,341
Residential Patrols	697	8,731
Assaults	12	113
Property Watches	26	227

Dispatch	October	Year to Date
Calls for Service CAEd	920	10,191
Non-CAEd Calls	3,885	32,870
Total Calls for Service	4,805	43,060

City of White House Fire Department Monthly Report for October 2008

Summary of Month's Activities

The Department responded to 78 requests for service during the month with 44 responses being medical emergencies. The department responded to a kitchen fire. When fire units arrived on scene the home was filled with smoke. Personnel entered the structure and extinguished the fire with a department fire extinguisher. Damage to the property was limited to the appliance and light smoke damage. The department also responded to a vehicle fire at a business on Edenway Dr. Damage was confined to the vehicle. The department responded to a grass fire that was located on I-65 north. When fire units arrived, Cross Plains Fire was already on scene. Both departments extinguished the fire.

The department responded to five investigations three were possible gas leaks and two were incidents involving carbon monoxide. The department's gas detector was used at each incident to determine the presence of a flammable gas or carbon monoxide.

Fire Station 2 Update:

The work outside continues: the masonry on the training tower is complete, the iron work and roof structure is about 90% complete. The concrete driveway is 75% complete at this time and the finish grading is being worked on. Inside the building the electrical work and the plumbing is nearing completion although the geothermal system is not yet operational because water is needed to start the system. The main power to the building including the installation of the backup generator was completed recently but at this time the water supply has not been completed.

Update on the Department's Goals and Objectives

- Organize a Fire Corps Program by February 1st, 2008(**This project is currently being worked on**)
- Update our Emergency Operations Plan to include changes in contact information and utilize the FIRE Corps Program to assist in the compiling of local resources to add to the EOP by November 30th, 2008
- Complete the annual apparatus fire pump testing by December 1st, 2008
- Complete our annual fire hose testing by October 30th, 2008 (**This project is complete**)
- Organize a State Fire Academy Basic Firefighter course to be taught at station 2 by April 30th, 2009
- Send two firefighters to the State Fire Academy fire officer I course by June 1st, 2009.

Departmental Highlight

The highlight for the month has been the department's involvement in fire prevention activities associated with October being fire prevention month. We have had numerous groups visiting the fire station and fire department personnel visiting the schools teaching fire safety. Firefighters Steven Likens and Elizabeth Bednarcik have also assisted students at the elementary level to participate in a poster contest on the subject of fire prevention that will be entered into a state competition to promote fire safety.

Department Cost Saving Report

In an effort to save the cost of purchasing new turnout gear storage lockers for the new station, fire department personnel cleaned and painted some lockers that were salvaged from City Hall. The cost of purchasing new lockers is \$225.00 each. Twelve lockers were refurbished for the new station and nine are to be used at Station 1. This effort resulted in a savings of \$4725.00.

Monthly Performance Indicators

Structure Fires	0	Total Responses for the Month	78
Cooking/Electrical Fires	1	Total Responses Year to Date	755
Vehicle Fires	1		
Grass, Brush, Trash, Fires	1	Total Training Man-hours for the Month	281
Hazmat	3	Total Training Man-hours Year to Date	3522.5
False Alarms/Calls	7		
Assist other Governmental Agency	2		
Other Calls	14	Fire Inspections	13
Emergency Medical Responses	44	Fire Preplans	5
Vehicle Accidents (general cleanup)	2	Plat / Plan Reviews	1
Rescue / Vehicle Accidents (with injuries)	3	Fire Investigations	1

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

SUMMARY OF MONTH'S ACTIVITIES

VEHICLE AND EQUIPMENT MAINTENANCE

For the month of October, 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 Codes and Planning, Police, Public Works, Waste Water and Sanitation Departments.

SANITATION AND REFUSE

The Sanitation and Refuse department within Public Works continues to keep the City of White House citizens serviced with minimal complaints. Public Works has had many citizens bringing loads of brush, bagged clippings, bagged grass and leaves to Public Works for disposal. Citizens took advantage of the recycle collection bin provided by the city, located at the White House City Hall. For the month of October the city recycled 28,960 pounds of mixed recyclables. We also recycled 5,360 pounds of steel that was brought in to the Public Works Facility by the citizens of White House for disposal. Our recycle trailer has been relocated to the lower parking lot at City Hall.

During our Fall Clean up week October 25th thru November 1st there were a total of 155 citizens that utilized this service, which allowed citizens of White House (1) free pickup truckload of household refuse disposal free of charge.

Monthly Performance Indicators

	Month	Totals	Revenue Received	Revenue year to date
Number of Customers Billed	3574	Net Amount Billed \$53,730.00	\$53,262.78	\$217,663.99

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	32
Codes	5
Engineering	0
Fire	0
Parks	34
Police	3
Public Works	38
Library	0
Waste Water	0

TRAINING

Stewart Hilton, Derek Gregory & Terry John of our streets and roads crew attended a Drainage System Maintenance training class sponsored by the University Of Tennessee Center for Transportation Research.

Warren Garrett Public Works Supervisor and Ed Hickman Public Works Director attended Tennessee Highway Safety & Incident Management Conference sponsored by the Tennessee Department of Transportation.

Mr. Hickman also attended a Terrorism/Weapons of Mass Destruction Training Class hosted by the Sumner County EMA.

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 October, we had a total of 48 citizens utilized the mobile emissions testing station located at the Public Works Facility.

OCTOBER 2008 TRUCK TONNAGE AND FUEL COSTS

- 16.80 tons average per day 607,000 pounds for the month of October.
- Total tonnage on truck number 319 was 40
- Total tonnage on truck number 320 was 150.15
- Total tonnage on truck number 323 was 113.35
- Total tonnage for the month of October was 303.50
- Total cost of fuel used for truck # 319 \$407.84
- Total cost of fuel used for truck # 320 \$1,817.19
- Total cost of fuel used for truck # 323 \$1,148.30
- Total cost of fuel used for #324 \$614.93
- Total cost of fuel for October = \$3,988.26

YTD	Total
Tons per day	17.63
Pounds for 4 months	2,509,680.00
Tonnage Truck #319	219.65
Tonnage Truck #320	524.62
Tonnage Truck # 323	510.12
Tonnage for 4 months	1,254.39
Fuel used Truck #319	\$1,786.06
Fuel used Truck #320	\$6,141.57
Fuel used Truck # 323	\$5,570.79
Fuel used #324	\$2,114.88
Fuel used per month	\$15,613.30

OCTOBER B.M.A. REPORT 2008		
MONTHLY INDICATORS		
STREETS AND ROADS/SANITATION/BUILDING MAINTENANCE		
SERVICES PROVIDED	TOTAL	YTD
BRUSH PICK UP	200 Stops	1279 Stops
BRUSH TRUCK LOAD	31	192
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	11	44
NEW CARTS FOR NEW HOME CONSTRUCTION	12	45
ADDITIONAL CART REQUEST	3	11
CONCRETE INSTALLED	0	0
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	1,615 feet	5,973 feet
DRAINAGE REQUESTS	2	3
DRAINAGE WORK	175 feet	425 feet
LITTER PICK UP (50 GALLON BAGS)	71 = 3 bags per day	276 = 13 bags per day
LITTER PICK UP PER DAY (MILES)	3.00 Miles Avg. per day	15 Miles Avg. per day
POTHLES REPAIRED	10	46
SALT	0	0
SIGNS INSTALLED	2	9
HANDICAPPED PICK UP	77 Homes	308 Houses
MOVE IN SPECIAL PICK UP	5	21
MOVE OUT SPECIAL PICK UP	2	9
DEAD ANIMAL REMOVALS	2	8
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED	3	24
VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT		
ADMINISTRATION	0	1
CODES AND PLANNING	3	3
FACILITY MAINTENANCE	0	2
FIRE	0	1
PARKS AND LEISURE	0	2
POLICE	6	29
PUBLIC WORKS	5	24
SANITATION	4	15
WASTE WATER	5	14

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

Summary of Month's Activities:

Collection system:

Over the past month we have retro fitted twenty-eight hydromatic simplex and two duplex systems to E-one and installed three new vacuum valves and controllers within the vacuum systems along with completing five yard repairs. The department has also provided inspections to five 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 Complete awaiting maintenance bond. **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 and draft of cost sharing agreement completed. **No change**
- **Sage Road Medical Complex:** Sewer design returned for corrections. **No change**
- **Bear Creek:** Plans corrected and returned for City approval, awaiting payment before approving. **No change**
- **Heritage High School:** Plans approved by City, now awaiting State approval.

Goals and Objectives Progress:

- We have completed our Request for Proposals (RFP) to select a Vendor to implement a Supervisory Control and Data Acquisition (SCADA) system to improve operator interaction and knowledge of system operation, upgrade capability, improve reporting, improve alarm handling, and develop remote access and control capability.
- We have begun the process of selecting a software provider which can create a bridge between our billing system and ArcGIS data base that will provide a complete solution for managing our infrastructure with tools for creating and tracking maintenance activities associated to assets and/or addresses.
- Over the last three months E-one has provided a service technician on four separate occasions to work one-on-one in the field with our technicians to improve their skill at trouble shooting and repairing low pressure grinder pumps.
- McGill & Associates is scheduled to begin work on the Alternatives Discharge Study November 24, 2008
- Staff has started the process of renewing our National Pollutant Discharge Elimination System (NPDES) permit TN0059404 which expires July 30, 2009.

Departmental Highlight:

- The department welcomes Marshall Ward as the newest member of the Wastewater team as a Wastewater Technician I.
- Congratulations to David Smith (Inspector) and Daniel McIntosh (WW Technician) for successfully obtaining the State's Cross-Connection certification.

Departmental Cost Saving Report:

- We sent our first file of bad debt totaling \$29,130.69 from 224 accounts for collections on September 12, 2008. Since that time they have successfully collected \$2,190.78 from thirty-five accounts.

Monthly Performance Indicators

Service Provided	Month	Totals for 2008-2009	Amount Billed	Revenue Received	Revenue Totals 08-09
New service connections (Capacity fees)	2	25	\$2,900.00	\$2,900.00	\$36,360.00
Customers billed	3,750	N/A	Net amount billed \$185,185.44	*\$159,131.44	\$333,837.69
Applications or transfers for service	32	153	\$1,376.00	\$1,376.00	\$6,401.00
Late penalties applied	1,058	4,125	Amount Applied \$4,426.74		
Wastewater Adjustments	10	182	N/A	(\$367.76)	(\$7,678.61)
Administrative Fees	5	77	\$1,200.00	\$1,200.00	8,750.00
Service availability Requests	0	0	\$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	2	24	\$300.00	\$300.00	\$3,600.00
Field inspection fee	0	0	\$0	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	4	86	\$200.00	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	0	\$0	\$0	\$0
Bulk disposal	0	0	\$0	\$0	\$0
All service requests	164	865			
Billing related service requests	74	405		Months Total \$164,907.44	Total \$388,948.69
Work Orders	36	36			
Mainline repairs	0	4			
Service lines repaired	5	25			
L.P. service requests	90	322			
Gravity service requests	0	0			
Vacuum service requests	0	19			
Major lift station repairs	0	4			
	Flow MGD	Plant Capacity	% of Capacity		
Average Daily Flow (effluent)	.630	1.4 MGD	45%		

* Revenue is from previous month's service

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

Summary of Month's Activities: Staff attended training session on adult business zoning and subdivision planning regulations and state law. Staff attended GIS training and an Identity theft seminar. Staff attended a management class on making decisions and a motivational seminar. Staff attended a meeting on developing performance indicators and measures. Staff worked on the 2009 Town Center Streetscape enhancement grant.

Update on Department Objectives:

Comprehensive Land Use Plan Update Project:

The consultant has prepared the final draft of plan. The Planning Commission reviewed and requested amendments at a November Meeting. Staff is working on conservation and preservation component of plan and amendments to the plan.

Robertson County Growth Boundary Meeting:

The two public hearings were completed for the Robertson County Coordinating Committee. The next step in the process after the public hearings will be for the Coordinating Committee to review and make recommendation to the County Commission and all City Boards. The next meeting has not been scheduled but the first of the year is probable.

Department Highlight: Building Code Interpretations

The City has adopted the 2006 International Code Series. The City is a member of the International Code Council. The International Code Council provides members code opinions. Staff is able to call the Code of Council with questions about code interpretations.

Cost Savings:

IT Staff ran cables and Public Works completed construction of new computer server room to reduce costs.

Monthly Performance Indicators: OCTOBER 2008

	Month	FY 08-09	Total	Month	FY 08-09	Total
Meetings and Agenda Items						
<i>Planning Commission</i>	7	32				
<i>Board of Zoning Appeals</i>	1	4				
Construction Appeals Board	0	0				
Training/Study Session	1	2				
Property Maint. Board	0	0				
Permits						
New Single Family Residential	2	13				
Multi-Family	0	8				
Other Residential	11	73				
New Commercial	0	2				
Industrial Permits	0	0				
Other	0	1				
Commercial/Industrial Permits	10	21				
Electrical	56	245				
Sign	2	11				
Occupancy Permits: Res/Comm	22	100				
Other	0	3				
			Inspections			
			Residential	88		322
			Commercial	39		169
			Codes Enforcement Issues			
			Total Cases	46		239
			Complaints Rec'd	5		70
			Scheduled Meetings	12		76

	Month	FY 08-09 Total
Permit Fees	\$ 3,319.50	\$ 21,691.50
Board and Review Fees	\$ 249.00	\$ 2,217.00
Impact Fees		
Roads	\$ 762.00	\$ 17,914.66
Parks	\$ 792.00	\$ 7,108.00
Police	\$ 564.00	\$ 7,242.07
Fire	\$ 372.00	\$ 4,780.15
Total Impact Fees	\$ 2,490.00	\$ 37,044.88

Builder Bonds

Total Amount	\$ 52,950.00
Deposits	\$ 0
Withdrawals	\$ 0

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

Working Days in Month: 22

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

Summary of Month's Activities

A grant application has been submitted for a Green Development Project at the City Park. TDEC, the Tennessee Department of Transportation, the Tennessee Valley Authority, and the Tennessee Stormwater Association have collaborated in this grant to encourage green development across the state. They intend for grant recipients to use the funding provided under the project to implement green infrastructure and low impact development (LID) practices that will positively contribute to the efficient use and quality of our waters. Our proposal is to utilize pervious concrete to construct 16 new parking spaces for users of the future dog park. Storm water runoff will be reduced by using pervious concrete for the parking stalls because it allows water to go into the ground and permeate into the soil rather than entering the drainage ditches and streams as surface runoff. The total cost of the pervious concrete project will be \$29,500. The City is required to pay for 20%, or \$5,900. The grant award requested is \$23,600.

Park maintenance employees have been busy with the annual task of overseeding the athletic fields. The bermudagrass soccer fields, 2 softball fields, and the football game field were planted with perennial ryegrass. Turf-type fescue was planted on 4 baseball fields and in the common areas around them. The trailheads have also been planted.

The Department Operations Manual is being updated to more accurately reflect the current expectations and procedures for the department.

Ashley Smith attended the "Get Motivated!" Business Seminar at the Sommet Center in Nashville on October 27th. Several well known speakers were there, including Bruce Pearl, Rudy Giuliani, and Gen. Colin Powell.

Specifications have been put together to hire a contractor for annual tree care in the Park System. There are several large, dead trees that are along the Greenway and Nature Trail that need to be removed and some other living trees that need to be pruned. Cutting trees along these trails requires specialized equipment, a large amount of manpower, and special skills that certified arborists have. It is my hope to direct White House back into the Tree City USA program in the near future. A tree maintenance program is a step in the right direction because to become a Tree City, there must be a minimum of \$2 spent per capita on tree care. Some of this expense can be limb pickup which the City already does. There is grant money available for Tree Cities. Proper management of our urban forests in White House is important and we should take steps to preserve our trees and promote tree planting. An Arbor Day celebration would be good for White House.

The White House Parks and Recreation Department is seeking young writers for the 2008 Christmas Essay Contest. "What Christmas means to me" is the topic of the essay. The 2 winners of the contest will be the Grand Marshals of the 2008 White House Christmas Parade on December 6th!! There will be one winner from each division, Kindergarten

through third grade (K-3rd) & fourth/fifth grade (4th-5th). The contest is limited to students enrolled in public and private elementary schools located within the White House City Limits.

Update on Department Goals and Objectives

On October 15, 2008 both Steven Russell and Ashley Smith attended a seminar titled “The Soil First Academy” at LP Field in Nashville. This program focused on the principles of soil science, balanced chemistry and agronomic integrity. Participants were trained to practice feeding the soil rather than feeding the plant, which is accomplished in part by soil re-mineralization. The seminar was taught by Joel Simmons, former instructor of soils at Rutgers University.

Department Highlight

The 5th annual Trail of Treats proved to be another winner. This year the Trail of Treats was held on Thursday, October 30th. Approximately 2,000 adults and children attended the event. The winner of “Best Decorated” trophy was The Pointe Church. Our Leisure Services Board selected the winner. We appreciate the Leisure Services Board members for their participation in judging and for helping give out the candy. Several boxes of canned goods and non-perishable foods were collected and then donated to the Hope Center!

Department Cost Savings Report

Maintenance employees sprayed new stripes in the parking lot just north of the football stadium and in the parking lot north of Field 6. The trailheads were also sprayed because the lines were fading. This task saved several hundred dollars compared to contracting it out.

Monthly Performance Indicators

Activity	October 2008	FY to Date
Maintenance Division		
Mowing Hours	120	954
Pounds of Grass Seed Sown	2590	2640
Pounds of Fertilizer Applied	2000	4500
Number of Trees / Shrubs Planted	2	71
Recreation Division		
Number of Youth Program Participants	0	188
Youth Program Revenue	\$8,864.00	\$20,608.98
Number of Adult Program Participants	81	969
Adult Program Revenue	\$2,659.25	\$10,669.25
Number of Programs Offered	2	22
Number of Theatre Production Attendees	0	0
Theatre Production Revenue	\$0	\$0
Number of Special Events Offered	2	6
Number of Special Events Attendees	2052	2254
Special Event Revenue	\$1,168.25	\$2,768.25

Administration		
Miscellaneous Revenue	\$5,745.44	\$60,577.15
Number of Shelter Reservations	13	63
Shelter Reservation Revenue	\$189.00	\$1,537.00
Number of Facility Reservations	39	127
Facility Reservation Revenue	\$4,954.84	\$10,079.11
Senior Center		
Number of Senior Center Participants	346	1057
Number of Senior Center Trips	4	15
Number of Senior Center Trip Participants	37	113
Senior Center Trip Revenue	\$165.00	\$8,440.50
Number of Senior Meals Served	4	16
Number of Senior Meal Participants	324	1260
Senior Meal Revenue	\$911.00	\$3556.50
Number of Senior Center Programs	5	5
Senior Center Program Revenue	0	0
Nutrition Donation Received	0	\$4,250.00
Donations	\$3.85	\$17.32

Library Monthly Report

October 2008

-Judy Speight, Director

Summary of October's Activities

We are still working out problems with our new TLC circulation system. Janet Parchman has been a big help to our library and the other consortium libraries. TLC is sending a technician again the week of November 17th to help the consortium libraries with connectivity problems. All of the libraries' on-line card catalogs are losing connection at various times of the day. We had to purchase a new receipt printer, and hope to have it delivered in time for the TLC technician to install while he is here. We continue to have weekly teleconferences at 1:00 pm on Wednesdays.

I received the final draft of the budget report for FY 2007-08 from the Finance Department, and I used it to type up the Maintenance of Effort Agreement. A copy of the agreement has been included in your packets, and after the chair of the Library Board has signed the document at the November 13th Library Board meeting, it will be ready for the Mayor's signature and returned to Becky Bailey, director of the Warrenton Regional Library Center. Becky will then send the document to Tennessee State Library & Archives Planning and Development.

I completed the annual data collection report (Bibliostat) for the State.

As of October 31st, 34% of the library budget funds have been expended.

The 2nd Quarter State Funding for books was canceled. Federal funds of \$1,250, to be used for underserved urban and rural communities, were released.

New Library Aide, Jennifer Cruse, began work on the 11th.

Amber Walker and I went to the Nashville Public Library for training in the new Tennessee Electronic Library genealogy database, Heritage Quest. I have included a flyer on all five new databases now available through TEL. These databases are provided and funded by the State of Tennessee.

Departmental Highlight

The highlight for this month was having a booth to promote the library at the Harvest Moon Bluegrass Festival in the park. Several of the Trustees helped as well as staff and volunteers.

Department Cost Saving Report

The Library Trustees have agreed to pick up the prepared board meeting informational packets instead of having them mailed out. This is a savings of a minimum of 1.48 each.

Performance Indicators for October 2008

Official Service Area Population: 12,667

Total Materials Available for Checkout: 23,785 (198 more than September, 2008)

Library Circulation: 4,770
 Last Month: 4,706
TOTAL FYTD: 20,227
Service Value of: 4,706 X \$25 = \$119,250
Service Value FYTD: \$386,425

Materials Added:
 Local: 59
FYTD: 613
 Regional: 56
 FYTD: 57
TOTAL: 171
TOTAL FYTD 784

Children's Programs: 10
FYTD: 16
 Attendance: 310
TOTAL FYTD: 1,038

Adult Programs: 1
FYTD: 4
 Attendance: 8
FYTD: 29

Interlibrary Loan Service:
 Borrowed: 34
FYTD: 117
 Loaned: 0
TOTAL FYTD: 21

Tests Proctored: 0
TOTAL FYTD: 1

Reference Transactions: 200
 Last Month: 195
TOTAL FYTD: 795

Wireless Internet Usage: N/A
TOTAL FYTD: 21

Library Revenue: \$393.87
 Last Month: 565.14
TOTAL FYTD: \$2,376.59

Voter Registrations: 2
TOTAL FYTD: 32

Computer Users: 469
 Last Month: 546
TOTAL FYTD: 2,029

Materials Purged:
 Local: 59
FYTD: 82
 Regional: 15
FYTD: 37
TOTAL: 74
TOTAL FYTD: 119

Materials Lost in Circulation:
 Local: 1
FYTD: 5
 Regional: 1
FYTD: 1
TOTAL: 1
TOTAL FYTD: 7

New Memberships:
 Adult: 42
 Juvenile: 23
TOTAL: 65
TOTAL FYTD: 364

Tutoring Sessions: 0
TOTAL FYTD: 0

TN Electronic Library Sessions:
 Inside Library Usage: 44
FYTD: 46
 Remote Usage: 80
FYTD: 262
Total: 124
TOTAL FYTD: 408

R.E.A.D.S. (Regional Ebooks & Audiobooks Downloads)
 Ebooks 5
 Audiobooks 190
TOTAL FYTD: 195
 (1st Quarter Statistics)

Engineering Department Monthly Report October 2008

Culvert replacement for the Meadowlark Drainage Project was started and completed this month. Drainage pattern issues on this project will be corrected in November. Engineering began working on the new City Map to create the layers necessary for multi-departmental and citizen use.

Monthly Performance Indicators:

<u>Inspections:</u>	<u>Sites</u>	<u>Subdivisions</u>	<u>Other</u>
Erosion & Sediment Control	6	0	
Detention / Retention Pond	6	0	
Storm Drainage	13	1	
Proof-roll (sub-grade & stone)	0	0	
Binder	0	1	
Sidewalks	3	4	
Asphalt topping	0	2	
Performance Bond	8	3	
Maintenance Bond	0	7	
Existing roads for repair			0
Surveying			2

<u>Citizen Complaints:</u>	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>
Drainage	6	6	0
Sidewalk	0	0	0
Roadway	3	3	0
Signs & Signals	12	12	0

<u>Projects:</u>	<u>Estimated Cost</u>
Tyree / Palmers Intersection Improv.	\$200,000 / City, County, & State
Paving Contract	\$200,000 / City
Roadway Repair Contract	\$200,000 / City
Fiber Optics	\$232,400 / City
Hwy 76 Sidewalks	\$585,000 / State, Federal
Meadowlark Drainage Project	\$50,000 / City
Sidewalks and Ramps	\$20,000 / City

<u>Purchases:</u>	<u>Cost</u>
12.85 gallons of gas	\$ 42
References	\$ 0
Professional Fees	\$ 0
Seminar / Meeting Fees	\$ 0
Office & field supplies	\$ 0
Vehicle repairs	\$ 0

Training seminars / conferences:

- Slips, trips, and falls training – online HR
- MTAS Municipal Management Academy Part 11 – WHPD
- Performance Measures class – PD Training Room
- Get Motivated seminar – Sommet Center in Nashville
- Stream Restoration seminar – Goodlettsville City Hall

CITY COURT REPORT OCTOBER 2008

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH	\$13,388.75
TOTAL MONIES COLLECTED YTD	\$43,503.50

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH	\$1,534.55
TOTAL MONIES COLLECTED YTD	\$7,496.54

TOTAL REVENUE FOR MONTH	\$14,923.30
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TOTAL REVENUE YTD	\$51,000.04
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DISBURSEMENTS

LITIGATION TAX	\$317.67
TBI FEES	\$0.00
DOS/DOH FINES & FEES	\$636.50
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	\$954.17
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TOTAL DISBURSEMENTS YTD	\$3,555.85
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ADJUSTED REVENUE FOR MONTH	\$13,969.13
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<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$47,444.19</u>
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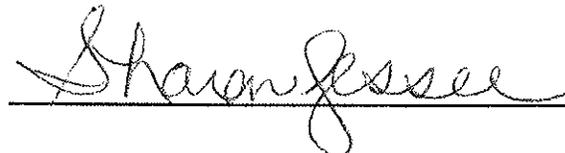
DONATION TO DRUG FUND FOR MONTH	\$1,117.02
TRANSFER TO DRUG FUND	\$0.00
	\$0.00

DONATIONS YEAR TO DATE	\$4,728.62
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DONATION TO CAMERA FUND FOR MONTH	\$0.00
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DONATIONS YEAR TO DATE	\$250.00
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CITY COURT CLERK



RESOLUTIONS . . .

November 14, 2008

MEMORANDUM

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

Due to inflation factors, changes in purchasing volume, and changes in the prevailing financial environment of the City it is prudent to occasionally review the approval and quoting thresholds that have been established by resolution as a part of the purchasing procedures. Finance staff has considered all of these items and recommends a change to the current thresholds. The current level for purchase at the departmental level without required quote through the Purchasing Coordinator is \$500, and we are recommending an increase to \$1,000. The State Purchasing Law allows cities to set this threshold at any amount not to exceed \$2,500, and we are conservatively within that requirement. The following are pages in the procedure that are affected by this change: pages 2, 8, 9, 11, and 12. Should you have any questions about this change or other questions about the Purchasing Procedures, please let me know.

RESOLUTION 08-18

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

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

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

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

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

This resolution shall be effective upon passage.

Adopted this 20th day of November 2008.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

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PURCHASING PROCEDURES

CITY OF WHITE HOUSE, TENNESSEE

As designated in Ordinance 07-19, the city administrator shall act as purchasing agent for the city, with power, except as set out in these procedures, to purchase materials, supplies, equipment; secure leases and lease-purchases; and dispose of and transfer surplus property for the proper conduct of the city's business. All contracts, leases, and lease-purchase agreements extending beyond the end of any fiscal year must have prior approval of the governing body.

The purchasing agent shall have the authority to make purchases, leases, and lease purchases of more than ~~five hundred dollars (\$500)~~ one thousand dollars (\$1,000) and less than ten-thousand dollars (\$10,000) singly or in the aggregate during any fiscal year and, except as otherwise provided herein, shall require three (3) competitive bids or quotations, either verbal or written, whenever possible prior to each purchase. Competitive bids or quotations for the purchase of items which cost less than ~~five hundred dollars (\$500)~~ one thousand dollars (\$1,000) are desirable but not mandatory. All competitive bids or quotations received shall be recorded and maintained in the office of the purchasing agent for a minimum of seven (7) years after contract expires. When requisitions are required, the competitive bids or quotations received shall be listed upon that document prior to the issuance of the purchase order. Awards shall be made to the lowest and best bid.

A description of all projects or purchases, except as herein provided, which require the expenditure of city funds of ten-thousand dollars (\$10,000) or more shall be prepared by the purchasing agent and submitted to the governing body for approval after the solicitation of bids or proposals. After the determination that adequate funds are budgeted and available for a purchase, the governing body may authorize bids or proposals. The award of purchases, leases, or lease-purchases of ten-thousand dollars (\$10,000) or more shall be made by the governing body to the lowest and best bid.

Purchases amounting to ten-thousand dollars (\$10,000) or more, which do not require public advertising and sealed bids or proposals, may be allowed only under the following circumstances and, except as otherwise provided herein, when such purchases are approved by the governing body:

- Sole source of supply or proprietary products as determined after complete search by using department and the purchasing agent, with governing body approval.
- Emergency expenditures with subsequent approval of the governing body.
- Purchases from instrumentalities created by two (2) or more cooperating governments.
- Purchases from non-profit corporations whose purpose or one of whose purposes is to provide goods or services specifically to municipalities.

CITY OF WHITE HOUSE, TENNESSEE
Requisition Form for Purchases Over \$500.00-1,000.00

Date issued (date requisition prepared)

Req. No. _____

Date wanted (date delivery is needed)

Department (name of using department)

To be purchased from:
(This area to be filled in by Purchasing Department unless there is only one supplier for items requested.)

Requisitioner (signature of requesting person)

Department Head (signature of department head)

Suggested Vendors:

To be delivered to:

1. _____
2. _____
3. _____

(Give specific delivery instruction, including name of person designated to receive the item[s], department and street address.)

Item Number	Quantity	Unit	Description	Account To Be Charged	Unit Price	Amount

Competitive Prices: *(To be filled in by Purchasing)*

Approved:

1. _____
2. _____
3. _____

 Finance Officer

 Purchasing Agent

Purchase Orders

Purpose

A purchase order authorizes the seller to ship and invoice the materials and services as specified. Purchase orders shall be written in a clear, concise, and complete manner. This will prevent confusion and unnecessary correspondence with suppliers.

When Prepared

Purchase orders are issued only after a requisition has been submitted and approved by the purchasing agent and the finance officer. No purchase order will be issued until the finance officer has certified adequate funds and cash balances to make the purchase, except as otherwise mentioned.

Who Issues the Purchase Orders

The Purchasing Agent issues purchase orders, except as otherwise provided herein. The using departments will not enter into negotiations with suppliers for the purchase of equipment, supplies, materials, services, or other items, except under the emergency purchase procedures and as otherwise provided herein.

How Purchase Orders are Handled

The purchase order is made from the approved requisition and is prepared in three (3) copies.

Original purchase order is given to the Accounts Payable Department to be held until invoice is signed and paid.

~~The yellow copy~~ One copy is sent to the department head making the request, to be held until the goods or services are received and then filed for the department's record keeping.

~~The pink copy~~ One copy is kept by the Purchasing Agent and filed as a record of outstanding orders. When the invoice is paid, the copy will be marked properly and put in a completed file in numerical order.

~~Green copy is the department copy and should be kept in the department's file for reference.~~

Cancellations

The Purchasing Agent must initiate all cancellations and will issue a purchase order to the next best vendor or renew the purchasing process.

Departmental Purchase Orders

Purpose

Departmental purchase orders allow the using department to handle small purchases without having to process a requisition through the Purchasing Agent.

When Used

Departmental purchase orders are to be used for buying items which cost ~~five hundred dollars (\$500)~~ one thousand dollars (\$1,000) or less.

Who Prepares the Departmental Orders

Any employee may fill out a departmental purchase order; only a Department Head (or designated person assigned in absence of the Department Head) is authorized to sign it.

How to Prepare

A completed departmental purchase order will contain the following information:

- Date: The date the order was prepared
- Dept.: Ordering department
- To: Firm or person from whom purchase is being made and address of vendor
- Ship To: Department to which the goods or services will be delivered
- Requisitioned By: Employee that is making the request
- Account to be Charged: Complete budgetary code of using department
- Quantity Ordered: The amount ordered of each item described
- Item No.: Item number/part number of item purchasing
- Description: Brief description of item(s) to be bought
- Unit Price: Price of individual unit
- Total : Amount of quantity times unit price
- Authorized by: Signature of Purchasing Agent and Department Head indicating adequate budget and availability of cash for purchase.

Routing

A departmental purchase order is a four-part form containing the following:

- **White copy:** Mailed to vendor by Department Head after approval by Finance Officer.
- **Yellow copy:** Acknowledgment copy; will be sent back to department after approval by finance officer.
- **Pink copy:** Kept by Purchasing Agent for filing
- **Marigold copy :** Returned to Accounts Payable to match invoice after department head documented and indicated receipt.

General Information

The department head is responsible for keeping expenses within budgetary appropriations and should try to secure at least three (3) quotes for those items which cost \$500.00 \$1,000 or less.

These purchase orders will be numbered and issued to the using department by the Purchasing Agent.

It's the responsibility of the department head, considering price and quality, to determine the best source of supply. The Purchasing Agent will assist in vendor selection upon request.

If the purchase is over the dollar limit, under no circumstances may multiple forms be used in an effort to avoid filling out a purchase requisition.

November 14, 2008

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Resolution 08-19

All members of the MPO are being asked that they support the Metropolitan Planning Organization in its efforts to pursue funding from local sources. This is an effort to pursue dedicated funding for mass transit. The Executive Board of the MPO supports the process of pursuing funding. After approval of governing bodies, a draft bill will be submitted to potential sponsors in the legislature for the next General Assembly. The current proposal provides a couple of options for funding: one is a referendum and the other is the approval of the local governing bodies within the established transit district. This is not a commitment to funding. This resolution supports the regionalism effort to provide options for the funding of mass transit.

RESOLUTION 08-19

A RESOLUTION SUPPORTING EFFORTS PURSUING DEDICATED FUNDING FOR PUBLIC TRANSPORTATION IN THE GREATER NASHVILLE REGION

WHEREAS, public transportation provides access to life-essential goods and services for citizens with disabilities, low income individuals, and older residents across the greater Nashville region; and

WHEREAS, public transportation provides transportation to and from work, increases access to businesses, and spurs economic development and job creation; and

WHEREAS, public transportation offers local agencies across the region an invaluable tool for addressing growth pressures by expanding options to increase capacity on the transportation system to meet growing travel demands associated with new development; and

WHEREAS, public transportation has a proven role in promoting environmental sustainability by reducing air and water pollution, offering substantial energy savings, and supporting quality growth principles aimed at conserving land and other natural resources; and

WHEREAS, the greater Nashville region has diverse travel needs within and across county borders which has translated into record ridership on existing transit services and, in the wake of higher fuel prices and increased traffic congestion, unprecedented new public demands for the expansion of local and regional transit services; and

WHEREAS, the Nashville Area Metropolitan Planning Organization (MPO) is currently updating the region's transportation plan to improve accessibility and mobility options through the development of coordinated transportation and land use policies and sound financial investment in a multi-modal transportation network that incorporates an expanded public transportation system; and

WHEREAS, the implementation of the region's plan calling for the significant expansion of local and regional public transportation services is dependent upon a stable, dedicated source of funding; and

WHEREAS, the MPO, in partnership with local and regional bodies including public transit agencies, is seeking legislative approval by the State of Tennessee to provide the greater Nashville region the necessary authority to pursue a stable, dedicated local funding source for existing and proposed public transportation services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Mayor and Alderman of White House, Tennessee, acting in the spirit of regional cooperation, endorses efforts to pursue a dedicated source of funding for public transportation.

Adopted this 20th day of November, 2008.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

ORDINANCES . . .

Memo

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

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: November 6, 2008

SUBJECT: Addition to the Sewer Use Ordinance Chapter 3 Rates, Fees,
and Charges **18-302.(5)**

I request approval of the following addition to the Sewer Use Ordinance, Chapter 3, Rates, Fees, and Charges. This modification is proposed to more fairly and equitably distribute the costs associated with reserving sewer system capacity for all types of development.

18-302.

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

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

ORDINANCE 08-22

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

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

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

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

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

First Reading: November 20, 2008

Second Reading: December 18, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

CHAPTER 3

SEWER RATES, FEES AND CHARGES

SECTION

18-301. Rates

18-302. Fees and Charges

18-301. Rates

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

City of White House
Wastewater Usage Rate Schedule
Exhibit A

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

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

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

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

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

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

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

18-302. Fees and Charges

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

416 Hwy. 76
White House, TN 37188
615-672-5338 Phone
615-672-4106 Fax

**White House
Fire Department**

Memo

To: Board of Mayor and Alderman
From: Jeremy Sisk, Fire Marshal
Date: 11/14/2008
Re: Ordinance 08-23

The code change will bring the fire code in harmony with the currently adopted building code. The additional changes will allow our local sprinkler ordinances to harmonize with the fire code as well.

It is our recommendation that the Board approve this ordinance with the condition that existing projects that have begun construction and have completed the infrastructure(it must be in the ground) for the project be grandfathered under the current code. Otherwise, all other projects will fall under the new code.

ORDINANCE 08-23

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE MUNICIPAL CODE, TITLE 7, CHAPTER 2, FIRE CODE.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code amending the Municipal Code, Title 7, Chapter 2, Fire Code; and

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the following addition be made to Title 7, Chapter 2, Fire Code is amended as follows:

7-201. Fire code adopted. Pursuant to authority granted by Tennessee Code Annotated, §6-54-502 et seq., and for the purpose of regulating and governing the safe-guarding of life and property from fire or explosion, hazards arising from the storage, handling, and use of hazardous substances, materials, and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises, and providing for the issuance of permits in the city of White House, the ~~2003 edition of the International Fire Code~~ 2006 edition of the International Fire Code, as prepared by the International Code Council, and the 2006 National Fire Protection Association 101 Life Safety Code, as prepared by the National Fire Protection Association, except for Chapter 24 (One and Two Family Dwellings) of the 2006 NFPA 101 Life Safety Code, are hereby adopted by reference and included herein as part of this code.

7-204. Storage of explosives, flammable liquids, etc. The limits referred to in ~~§1901.4.2 of the fire prevention code, Chapter 33 of the 2006 edition of the International Fire Code~~, in which storage of explosive materials is prohibited, are hereby declared to be the fire limits as set out in §7-101 of this code.

The limits referred to in ~~§902.1.1 of the fire prevention code, Chapter 34 of the 2006 edition of the International Fire Code~~, in which storage of flammable or combustible liquids are prohibited, are hereby declared to be the fire limits as set out in §7-101 of this code.

The limits referred to in ~~§1701.4.2 of the fire prevention code, Chapter 34 of the 2006 edition of the International Fire Prevention Code~~, in which bulk storage of liquefied petroleum gas is restricted, are hereby declared to be the fire limits as set out in §7-101 of this code. (1979 Code § 7-204)

7-207. Violations. It shall be unlawful for any person to violate any of the provisions of this chapter or the ~~Standard Fire Prevention Code~~ International Fire Code herein adopted, or fail to comply therewith, or violate or fail to comply with any order made thereunder; or build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken; or fail to comply with such an order as affirmed or modified by the board of mayor and aldermen or by a court of competent jurisdiction, within the time fixed herein. The application of a penalty under the general penalty clause for the municipal code shall not be held to prevent the enforced removal of prohibited conditions.

7-208. Automatic sprinkler system requirements. (1) An approved automatic sprinkler system shall be provided for the following new or renovated buildings or structures:

(a) ~~Place of assembly.~~ Group A. All buildings or structures 5,000 square feet gross floor area or more.

(b) ~~Educational.~~ Group E. All buildings and structures with the exception of detached portable classrooms.

(c) ~~Healthcare.~~ ~~All buildings or structures.~~ Group F. All buildings or structures 10,000 square feet gross floor area.

(d) ~~Residential.~~ Group R. All residential buildings or structures as follows:

(i) Hotel/Motel: NFPA 13

(ii) Lodging and rooming: NFPA 13R

(iii) Board and care facilities: NFPA 13 R-16 or less occupants; NNPA 13 – more than 16 occupants.

~~(iv) Multi family (attached) three (3) or more attached units up to two (2) stories (NFPA 13 R); three (3) or more attached units more than two (2) stories (NFPA 13) (with the exception of any multi family attached single story up to four units and not more than 5,00 gross square feet floor area).~~

(iv) Single family attached more than two (2) units (townhouses).

(v) One and two family dwellings; all buildings or structures 5,000 square feet finished gross floor area, or exceeding 3,000 square feet gross floor area and set back more than 300 feet from a public road (NFPA 13D).

(e) ~~Mercantile.~~ Group M. All buildings or structure 5,000 square feet or more gross floor area.

(f) ~~Business.~~ Group B. All buildings or structures 5,000 square feet or more gross floor area.

~~(g) Industrial. All buildings or structures 10,000 square feet or more gross floor area.~~

~~(h) Storage. All buildings or structures 10,000 square feet or more gross floor area.~~

~~(g) Group S. All buildings or structures 10,000 square feet or more gross floor area.~~

~~(i) Daycare. All buildings or structures 2,000 square feet or more in gross floor area, and licensed for 30 or more children.~~

~~(h) Group U. Buildings and structures accessory in nature will fall under the same square footage requirements as the structure to which they are an accessory.~~

~~(j) (i) Mixed uses. All buildings or structures 5,000 square feet or more gross floor area.~~

(2) For the purpose of this section, occupancies shall be classified in accordance with ~~Chapter 4 of NFPA 101 Life Safety Code~~ the International Code Council series of codes.

(4) Any addition to an existing building or structure which brings the gross floor area above the applicable square footage listed in § 7-208 (1)(a) through ~~(j)~~ (i) shall cause the entire building or structure to meet the requirements of this section.

(5) Any change in use and occupancy to a structure that is of higher hazard classification as defined in ~~NFPA 101 Life Safety Code Chapter 4~~ the International Code Council series of codes and the gross square footage is above the applicable square footage as listed in

§ 7-208 (1) (a) through (j) (i) shall cause the entire building or structure to meet the requirements of that section.

(6) For the purpose of this section, ~~only approved four (4) hour rated fire walls with properly protected openings~~ only an approved four (4) hour firewall that meets the following requirements:

- (i) structurally independent
- (ii) masonry or concrete
- (iii) extends 18 inches horizontally from any wall and 30 inches vertically above the roof
- (iv) designed by a registered architect or engineer
- (v) no openings

shall be considered when calculating the gross floor area, or constituting a separate building in occupancies specified in § 7-208 (1)(a) through (j) (i).

(10)(d) Where building fire alarm facilities are not provided, actuation of the extinguishing system shall also cause the building alarm to sound in accordance with NFPA 72.

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

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

First Reading: November 20, 2008

Second Reading: December 18, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder



City of White House Memorandum

Date: November 12, 2008

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

From: Ashley Smith
Director of Parks and Recreation

Re: Update to the Municipal Code

This memo is in regard to a requested change in the Municipal Code as it relates to the operation of the Parks and Recreation Department. Currently the Code contains some out of date wording that does not reflect the form of government that the City has now. Section 2-105 (6) (c) (iii) addresses the appeal process for the refusal of a special use permit application. A special use permit is issued any time there is an event held on park grounds that will be opened to the public such as the July 4th Celebration, Harvest Moon Festival, and Kiwanis Car Show for example. This section says that the Mayor should have the final say if an application has been denied. The way our day to day operations occur now is that if someone disagrees with the decision of the department Director, the City Administrator has the last say in the matter.

The fact is that there has not been a special use application in several years; however, one is being developed and will be used going forward. There hasn't been a special event application to refuse, so the appeal process hasn't been used either. There is no need for a formal appeal process to be written in the Municipal Code in this case because any disputes can be handled by the employees of the department and the City Administrator.

The City Attorney has considered this matter and concludes that "due to our present government being a 'City Administrator' type, it would seem appropriate that an appeal of your decision should be with the City Administrator and not the Mayor".

The Leisure Services Board heard this suggestion at the September 25th meeting and decided that if the City Attorney agreed with the deletion of this section, it could be referred to the Board of Mayor and Aldermen for consideration. With that being the case, I am recommending to you that this section be deleted.

Thank you.

ORDINANCE 08-24

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

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding Title 2, Chapter 1, Leisure Services Board, Section 2-105; and

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the following addition be made to Title 2, Chapter 1, Leisure Services Board, Section 2-105 is amended as follows:

~~2-105 (6) (c) (iii). Appeal. Within twenty-four (24) hours after receipt of an application, the director shall apprise an applicant in writing of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal in writing within two (2) days to the mayor, which shall consider the application under the standards set forth in subsection (b) and (c) above and sustain or overrule the directors decision within twenty-four (24) hours. The decision of the mayor shall be final.~~

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

First Reading: November 20, 2008

Second Reading: December 18, 2008

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: November 13, 2008

RE: Bent Creek Apartment Rezoning Request

The White House Regional Planning Commission on Tuesday October 14, 2008 recommended to rezone and approve a preliminary master plan for 204 multi-family apartment units on Wilkinson Lane. The Planning Commission approved the preliminary master plan with stipulations that an engineered traffic study and amended locations of amenity features be included with final master plan submittal. The property is referenced on Robertson County Tax Map 95, Parcels 64 and 65.

ORDINANCE 08-25

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE ZONING MAP RELATIVE TO ROBERTSON COUNTY TAX
MAP 95, PARCELS 64 AND 65 FROM C-1, CENTRAL BUSINESS DISTRICT TO
NEIGHBORHOOD CENTER RESIDENTIAL PLANNED UNIT
DEVELOPMENT AND PRELIMINARY MASTER PLAN APPROVAL FOR 204
MULTIFAMILY APARTMENT UNITS ON 16.42 ACRES.**

WHEREAS, application has been received from the owner to rezone 16.42 acres referenced on Robertson County Tax Map 95, Parcels 64 and 65 from C-1, Central Business District to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan Approval for 204 Multifamily Apartment Units on 16.42 Acres.

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

Robertson County Tax Map 95, Parcel 64 and 65.

BE IT FURTHER ORDAINED that this rezoning and preliminary master has been approved by the Planning Commission; and

BE IT FURTHER ORDAINED that the attached map, preliminary master plan, and developer plan submittal comments 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.

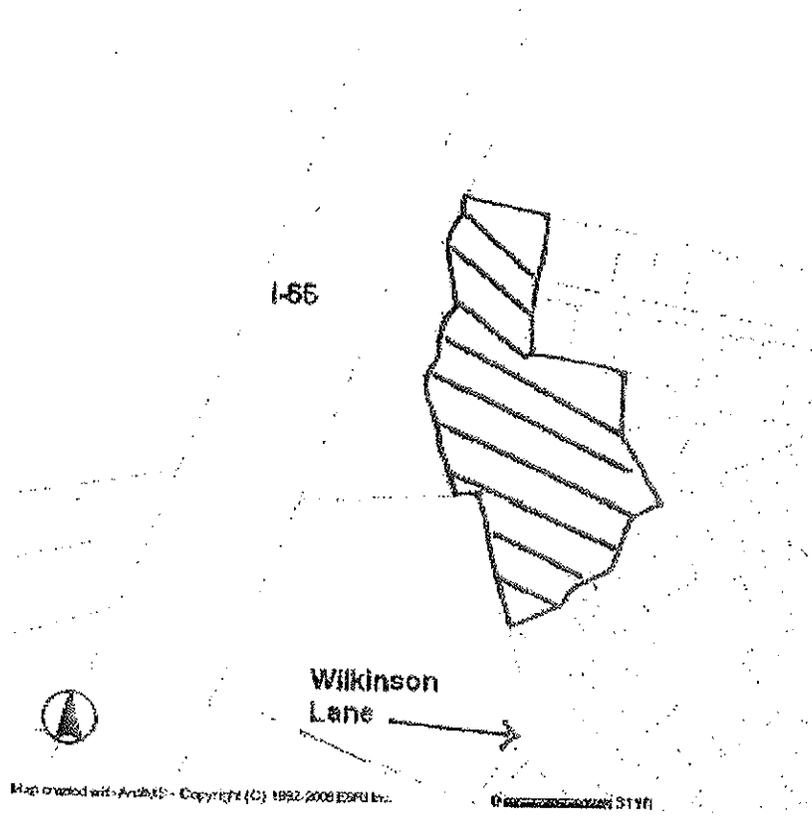
First Reading: November 20, 2008

Second Reading: December 18, 2008

John Decker, Mayor

ATTEST:

Christie Odenwald, City Recorder



Dixie Taylor-Huff
932 E. Baddour Pkwy
Lebanon, Tennessee 37087
615/444-1836

July 8, 2008

City of White House Engineering Dept.
White House, Tennessee

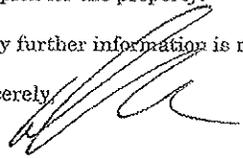
RE: Property of White House Healthcare, Inc. Map 95 Parcel 6500

To Whom It May Concern:

As the owner of the above referenced property, I am requesting that this property be rezoned from current zoning of CPUD (Commercial PUD) to NCRPUD (Neighborhood Center Residential PUD). As you know, the proposed developer is planning an apartment complex for the property.

If any further information is needed, please feel free to contact me at anytime.

Sincerely,


Dixie Taylor-Huff
Owner
White House Healthcare, Inc.



September 2, 2008

Mr. Adam McCormick
White House Planning/Codes Director
105 College Street
White House, Tennessee 37188

RE: Proposed Multi-Family Development
Wilkinson Lane

Dear Mr. McCormick:

Included is the multi-family development Master Plan, revised in consideration of further comments provided to Martin Engineering & Consulting, LLC (MEC) on July 4, 2008. 22 copies of the revised Preliminary Master Plan and 12 copies of the architectural elevations are also included with this submittal.

The primary issues that were communicated by Mr. Adam McCormick in the July 14 e-mail are listed and addressed below. Also, some of the information provided in our previous written response to Mr. McCormick has changed due to the addition of the 5.48 acres and two buildings on the back side (across the creek) of the property. Revisions to earlier responses are also included below.

RESPONSE TO JULY 14, 2008 COMMENTS

1. Property Rezoning & Apartment Units

The entire property owned by Ms. Dixie Huff, 16.42 acres, is being requested for rezoning. Ms. Huff also desires that the entire property be planned as a multi-family development, as opposed to a mixed use development. The development plan has been revised to show the Master Plan for the entire 16.42 acres. As such, a total of 204 apartment units are proposed. Please note, the apartment density has been reduced from 14.3 to 12.2 units/acre.

2. Interior Emergency Access

The middle parking areas are now connected to provide interior emergency access as requested.

3. Alternative Site Design

Staff requested that an alternative site design be considered which, essentially, involves flipping the location of the apartment buildings with the parking lots. Also, we understand from Mr. McCormick there may be some building design features preferred. As noted in written comments submitted with the previous Master Plan, the developer is willing to discuss these alternatives to create a development which the city officials believes is a fitting look for the City of White House. There have been other considerations mentioned by City officials during this process as well, as listed below. In discussing these issues at the upcoming Planning Commission meeting, we are confident that these competing issues can be resolved to allow the project to go forward.

- Minimize car noise/light disturbance along the northern property boundary near existing single family homes.
- Provide a view of environment along creek from apartment homes.
- Provides easy access to common area along creek from apartment homes.
- Design/construction of stormwater runoff from impervious area to create passive stormwater controls that optimize quality of stormwater discharge to adjacent creek.
- Design site that results in least ground disturbance and earthmoving to take advantage of existing site topography.

4. Traffic Study

As noted in the comments received from the City, a traffic study will be conducted upon Final Master Plan approval.

REVISED RESPONSES TO JUINE 26, 2008 COMMENTS

1. Open Space Calculations to include:

Response: Open Space and Improved Recreational Space calculations are tabulated on the revised Master Plan and summarized below.

Gross Land Space	16.42 .acres
Building Area.....	5.61 .acres
Pavement Area.....	<u>3.60 acres</u>
TOTAL IMPERVIOUS AREA.....	7.21 acres
Environmental Open Space (Stream Buffer)	1.30 acres
Stormwater Detention20 acres

2. *Parking requirements*

Parking space requirements, both regular and handicapped, and the parking provided have been revised and are tabulated on the attached Master Plan.

3. *Provide estimated population*

For the proposed 204 apartment units, 372 bedrooms are proposed. At one occupant per bedroom, the estimated population of the development at building is 372.

4. *List building square footage.*

Response: Six apartment buildings and a clubhouse are proposed for the total building square footage summarized below.

6 Apartment Buildings.....	216,524 SF
Breezeways.....	24,204 SF
Clubhouse.....	<u>3,600 SF</u>
TOTAL SQUARE FOOTAGE UNDER ROOF	244,328 SF

5. *Provide information about landowner interest and character, intent, and financing of development.*

The Developer, Bent Creek Development, Inc. (BCD), builds, manages, and develops commercial and multifamily properties. Recent BCD projects are as follows.

- State of the art 100,000 square foot self storage with climate controlled facilities in Spring Hill, TN.
- A 280 unit apartment property in Columbia, TN slated to begin construction this fall.

For the Bent Creek Apartment Homes project in White House, BCD will use Duetsche Bank Berkshire Mortgage, Inc's Brentwood, TN office for project financing. Mr. David Strange is the project Loan Officer. S&S Property management, Inc. in Nashville, TN will be responsible for property management responsibilities.

Bent Creek Development personnel have assisted with the designed and construction of several other multi-family, townhome, and commercial projects in the greater Nashville area over the last 30 years.

6. *Provide proposed development schedule.*

Response: The proposed development schedule is shown on the Master Plan, and is proposed as follows.

PHASE I – 156 Apartment Units (10.94 Acres)...Construction Complete 1/1/2010
 PHASE 2 – 48 Units (5.48 Acres).....Construction Complete 2/1/2011

7. *Provide description of amenity area.*

Response: Description of amenity area shown on the revised Master Plan is described as follows.

Recreational Improved Common Space. 1.1 acres (24% of site)
 Common Open Space (excluding Recreational Improved
 Spaces and 50% of steam buffer and stormwater detention)..... 5.36 acres (33%)
 Total Open Space..... 7.21 acres (44%)

Open space of all kinds, including Recreational Area, will be designed for use by individuals of all ages. The Recreational Area (middle site area) will have clubhouse/pool, children’s playground equipment (commonly referred to as tot lots), sidewalks for walking, and picnic/grill areas. The larger Common Area will also be provided with grills and picnic tables and be professionally landscaped. Sidewalks and casual walking areas will be provided for interconnectivity of the common areas. All specific amenities will be designed and located as the site grading and exact building locations are designed. All amenities will be constructed to remain and be maintained permanently by the apartment development management company.

We appreciate the City’s interest and comments on the project and look forward to discussing the revised Master Plan at the upcoming Planning Commission meeting on September 8. Understanding that the Planning Commission regards the subject property as suited for multi-family development, the developer is committed to designing and constructing an attractive product of which the City can be proud for the long term.

Sincerely,
**MARTIN CONSULTING
 & ENGINEERING, LLC**



Gary W. Martin, PE
 President

cc: Bent Creek Development, LLC



September 5, 2008

Gary Martin
Martin Engineering & Surveying, Inc.
1081 Cranford Hollow Road
Columbia, Tennessee 38401

RE: Notice of Sewer Availability
Bent Creek Apartments

Mr. Martin:

On behalf of the City of White House, we have performed a sewer system capacity assessment for your development and offer this letter as documentation of such.

The City of White House does have sewer collection infrastructure with sufficient unallocated capacity to accommodate the proposed development. The City currently has adequate unallocated sewer treatment capacity to accommodate the proposed development. Excess capacity at the City's wastewater treatment plant is allocated on a first-come, first-served basis for developments upon payment of their sewer commitment fees.

Based on the information provided to us, it appears that significant improvements will need to be made by the development to the City of White House's sewer collection infrastructure to accommodate the proposed average daily flows of up to 68,400 gallons per day from the project. These improvements shall include a gravity sewer collection system within the proposed development, a wastewater lift station at a suitable low elevation in the development, and an upgrade to the City's existing Wilkinson Lane Lift Station. The proposed development shall upgrade the Wilkinson Lane Lift Station through the addition of a backup diesel engine generator sized to power the existing lift station during power outages.

E n g i n e e r i n g ° P l a n n i n g ° F i n a n c e

McGill Associates, P.A. • P.O. Box 4187, Sevierville, TN 37864 • 248 Bruce Street, Sevierville, TN 37862

865-908-0575 • FAX 865-908-0110

Bent Creek Apartments
September 5, 2008

We encourage you to contact us early in the design process so that we can address the technical issues related to this project. If you have any questions or need additional information, please contact me at (865) 908-0575 or Bill Crusenberry, Director of Wastewater, at (615) 672-3654.

Sincerely,

McGILL ASSOCIATES, P.A.

A handwritten signature in cursive script, appearing to read "Ben R. Simerl".

Benjamin R. Simerl, P.E.

cc: Bill Crusenberry, City of White House

p:\2006\06611\plan reviews\bent creek apartments - wilkinson lane\bent creek apts sewer availability 9-5-08.doc

*FINANCE AND
OTHER BUSINESS . . .*

CITY OF WHITE HOUSE
White House Inn Library & Museum

MEMO

TO: Board of Mayor and Aldermen

FROM: Judy Speight

DATE: November 13, 2008

RE: Maintenance of Effort Agreement

Please find a copy of the annual Maintenance of Effort Agreement in your packets. Becky Bailey, Regional Library Director, brought the 2008-09 agreement to the Library Board on July 10, 2008. This agreement is renewed annually between the Office of the Secretary of State, Tennessee State Library and Archives, Planning and Development and the City of White House and the White House Inn Library notifying the State that public funds were appropriated for and expended by the Library in the fiscal year just completed. It also states that this amount will be matched or exceeded during the current fiscal year. You will note that the amounts reported on the document are in compliance with the agreement.

The Maintenance of Effort Agreement needs the signatures of the Mayor and library board chairman.

The Regional Library will furnish and provide these services:

1. Professional and technical assistance to the library board and staff.
2. A collection of materials which may be considered temporary or indefinite loan.
3. A collection of professional materials to support the improvement of the library and management skills of the board and staff.
4. Assistance to city officials and the library board in developing a system of public library service.
5. Annual statistical information and data of Regional services.
6. Workshops and training for library board and staff.
7. Professional consultant services to the library board and staff.

**OFFICE OF THE SECRETARY OF STATE
 TENNESSEE STATE LIBRARY AND ARCHIVES
 Planning and Development
 2008/2009 Public Library Maintenance of Effort Agreement***

County WHITE HOUSE Region WARIOTO

Information for Regional Library Service *

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Office is hereby notified that public funds were appropriated and expended in the fiscal year just completed. This amount will be matched or exceeded during the current fiscal year.

Public funds appropriated and expended for operation of local libraries. Do not include one-time expenditures or pass-through money appropriated by another county or city.

A. Appropriated and Expended by the County Commission:

COUNTY	Appropriated 2006-2007	Expended 2006-2007	Appropriated 2007-2008	Expended 2007-2008	Appropriated 2008-2009
TOTAL					

B. Appropriated and Expended by City of: White House

CITY	Appropriated 2006-2007	Expended 2006-2007	Appropriated 2007-2008	Expended 2007-2008	Appropriated 2008-2009
White House	\$162,690.00	\$159,859.00	\$175,968.00	\$174,939.10	\$182,798.00
TOTALS	\$162,690.00	\$159,859.00	\$175,968.00	\$174,939.10	\$182,798.00

C. TOTALS

	Appropriated 2006-2007	Expended 2006-2007	Appropriated 2007-2008	Expended 2007-2008	Appropriated 2007-2008
County					
City	\$162,690.00	\$159,859.00	\$175,968.00	\$174,939.10	\$182,798.00
TOTALS	\$162,690.00	\$159,859.00	\$175,968.00	\$174,939.10	\$182,798.00

D. Official Signatures

Mayor, City of White House

Date

Chair, White House Inn Library Board

Date

For Regional Office Use Only

I have reviewed this document and find the information correct

Signature _____

Date _____

Warioto Regional Library Director

Additional notes:

***This document will be signed where applicable and will be returned to TSLA, Planning and Development each year as soon as budget information is available. (Revised December, 2003)**

MEMO

DATE: November 6, 2008

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

FROM: Bill K. Crusenberry, Director of Wastewater

RE: Take home vehicle

As you presently know all the Technicians in the wastewater department take part in an on-call rotation to respond to after hour service requests. Due to the hazards of wastewater these requests can not wait till normal business hours. In order to create a positive working environment and prevent burn out its best to include as many as possible in the rotation thus increasing the amount of time between each on-call period.

I request that Marshall Ward which lives outside the City be allowed to take home a service truck only for the duration of his on-call period.

Please see the attached form. I would be happy to answer any questions you may have.

Thank you.

Take-Home Vehicle Assignment Authorization Request

Employee Name: Marshall Ward Street Address: 745 Halltown Rd
Position Title: Tech 1 City of Residence: Post Road TN
Vehicle Number: _____ Daily Commute Miles: 720/100

Number of emergency call-outs in previous year: July 1-December 31 _____ January 1-June 30 _____

Pursuant to White House Resolution 03-07, requests for authorization of take-home vehicles must meet one of the following criteria. Please check the appropriate box.

- Emergency Response:** The employee has primary responsibility for responding to emergency situations which require immediate response to protect life or property *and* the employee is called out at least 4 times per quarter. A "call-out" is defined as a directive to an employee to report to a work site during off duty time. Documentation listing the number and nature of call-outs for the previous six months must be attached to this request.
- On-Call:** Employees designated to respond to calls of City business after routine business hours for the continuation of City services.
- Department Head:** As defined in Resolution 03-07.

NOTE: Take-home vehicle privileges will only be extended to employees living within the city limits of White House. Variances may only be granted by the Board of Mayor and Aldermen through petition of the City Administrator.

Any accident in a City take-home vehicle shall be reported to the employee's Department Head immediately. Employees are responsible for abiding by all traffic laws, tickets and/or citations received while driving the take-home vehicle.

Employees shall not operate a City take-home vehicle while under the influence of alcohol, illegal substances, medications (prescription or over the counter) which could affect the employees' ability to operate the vehicle safely. Smoking is not allowed in city owned vehicles. Vehicles shall be driven for City business only. Non-employees are not allowed to ride in city owned vehicles.

Note: A City owned take-home vehicle is a fringe benefit that generates a tax liability. If authorization is granted for a take-home vehicle, the employee must complete the proper paperwork for IRS compliance. (Public safety employees are exempt.)

Marshall Ward
Requestor's Signature

11-3-08
Date

Bill K. [Signature]
Department Head Signature

11/6/08
Date

City Administrator Signature

Date

OTHER INFORMATION . . .

November 12, 2008

MEMORANDUM

To: Board of Mayor & Aldermen

From: John Grubbs – HR Director

Re: Employee Recognition – Secretarial/Administrative Assistants

Distinguishing features of work:

This position requires independent judgment in making daily decisions. Position may initiate and manage new administrative programs; create reports; coordinate meetings; and perform other support duties as required. Performs administrative duties requiring discretion including screening calls and visitors, maintaining appointment calendars, communicating directives of department head to staff, assisting with details of budget development and maintenance, composing routine correspondence, and keeping payroll records.

As we all know our City is rapidly growing; not only in population but in the number of businesses and the number of contacts we make as a City with our citizens, businesses and interdepartmentally. In a society that is ever becoming more technologically advanced and technologically dependant, it is always reassuring when one needs something or needs to gather information that one speaks to a competent, caring *person* on the other end. Often this position is the gateway of contact between the ‘City’ and the ‘people’ in our community, as well as interdepartmentally. The position of ‘secretary’ or ‘administrative assistant’ is our *first impression* with those seeking to make contact with our departments. They are also often the anchor of their respective departments, balancing the multiple tasks of those they serve. There is no measurement to do justice to the job they perform and the service they provide to our ‘customers’, both internal and external.

Secretarial – Administrative Assistants

Betty Young	Wastewater
Shelia White	Public Works
Margaret Cherry	Fire
Libby Scannell	Police
Donna Thomas	Human Resources
Linda Brooks	Parks
Rita Hobbs	Planning and Codes

November 14, 2008

MEMORANDUM

To: Board of Mayor and Aldermen

From: Charlotte Soporowski, Finance Director *CKS*

Cc: Angie Carrier, City Administrator

Re: Municipal Audit Memo

The following memo from the Division of Municipal Audit indicates that the review has been completed for the audit of the City of White House fiscal year ended June 30, 2007.

You may recall that prior to implementation of the Sanitation Fee a negative fund balance was projected for the Sanitation Fund. As discussed in the budget study session a negative fund balance was not budgeted, but was caused by a missed accrual on sanitation equipment in the previous fiscal year's audited financial statements. The implementation of the Sanitation Fee has supplied more than adequate resources to eliminate this deficit.

The misplacement of the budgetary comparisons was simply an administrative error in the physical compilation of the budget document. This will be corrected by placing the pages in the correct order in subsequent audit documents.



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

John G. Morgan
Comptroller of the Treasury

BANK OF AMERICA PLAZA
414 UNION STREET, SUITE 1100
NASHVILLE, TENNESSEE 37219-1718
PHONE (615) 532-4460
FAX (615) 532-4499

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

November 3, 2008

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

Honorable Mayor and Board of Aldermen:

I have performed a limited review of the annual financial report on the City of White House for the fiscal year ended June 30, 2007, as audited by Work and Greer, Certified Public Accountants. This report has been filed as part of the public records of the State of Tennessee.

A special revenue fund (i.e., the solid waste fund) reported a negative fund balance of \$(52,193) at the end of the fiscal year. The purpose of a special revenue fund is to account for specific revenue sources that are legally restricted to expenditure for specific purposes. Due to the nature of the fund, it appears a negative fund balance is not appropriate. Municipal officials should identify the reason(s) for the negative fund balance and monitor revenues and expenditures to ensure this deficit is eliminated.

In addition to the above, I would like to bring a certain applicable reporting requirement to your attention. Although current financial report revisions are not being required, responsible officials should ensure that future financial reports comply with the following reporting requirement.

The table of contents listed the required budgetary comparisons as part of the basic financial statements. However, the statements were presented after the notes to financial statements. These basic financial statements should be presented before the notes to the financial statements. Please refer to the *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2200 and 2400, for reporting guidance.

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

Sincerely,

Lisa W. Bellar

Lisa W. Bellar, CPA, Auditor
Division of Municipal Audit

1903

xc: Work and Greer
Certified Public Accountants



**WHY IS WHITE HOUSE,
TENNESSEE THE PLACE TO BE?**

White House, Tennessee is a young city, which covers 11 square miles, and is currently experiencing population growth, economic progress, and community development. As a landmark community positioned on the borders of both Robertson County and Sumner County, and sitting astride Interstate 65 between Nashville and the Kentucky border, White House holds even greater potential for future growth and prosperity. We serve a primary trade area with a population of about 35,000. Over the next 5 years, this population is expected to grow at 9%.

White House continues to be a “hot spot” for commercial and residential development. Phase 1 of a newly approved medical facility has been completed. The development is proposed to include a hospital, nursing home, medical buildings and senior residential units. A 184,000 sq. ft. Wal-Mart Super Center has been completed with 24,000 sq. ft. of retail shops and 9 commercial out lots which are available for development. Approximately 2,000 new homes are slated for construction over the next few years as well as a new Robertson County High school to be built by 2010.



**City of White House Population and
Income**

2007 Population

White House area.....	34,319
Median Age.....	36
2012 Household projections.....	13,800

2007 Average Income

White House area.....	\$64,847
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Major Employers in White House

Company	Total Employees
Lowe’s Millwork.....	200
Terex South.....	75
Thunderheart Performance.....	60
Leggett and Platt.....	54
DeeCee Laboratories.....	50
Timken Latrobe Steel Dist.....	50
Tate Fabrication	41

For more information, contact:
 Angie Carrier, City Administrator
 City of White House
 105 College Street, White House, TN 37188
 Telephone: 615-672-4350 x. 2105
acarrier@cityofwhitehouse.com
www.cityofwhitehouse.com

LEGISLATIVE PROCESS FOR TCMA

- All bills will be reviewed by Dennis Huffer and Josh Jones to determine if they are affecting city government or not.
- If bills are city government related, they will provide analysis/bullet points for a specialist in MTAS to review. **This will be the consultants # 1 priority.**
- The consultants will then add any analysis necessary and send to TCMA specialist for review. All e-mails will copy Dennis, Josh, MTAS consultant, TCMA specialist and Legislative chairman. The TCMA specialist will add any comments deemed necessary. These comments will be reviewed by all that are mentioned above and if in agreement will be forwarded to TML. If agreement is not reached, all sides or points of view will be sent forward to Chad.
- Amendments will be held in the same manner.

Here is who I have for chairs at this point:

Sub-Committee Chairs:

Utilities- Mark O'Neal, City of Smyrna

MTAS REP: Sharon Rollins, Steve Wyatt(water/gas), Brett Ward(Wastewater)

Public Safety- Roger Campbell, City of Maryville

MTAS REP: Ray Crouch, Gary West, Rex Barton

Education- Roger Campbell, City of Maryville
No MTAS rep

Planning/Annexation- Mike sparks, City of Bristol
MTAS Rep: Sid Hemsley

Tort Liability- Pete Peterson, City of Johnson City
Dennis Huffer

Personnel/Employment- Kirk Bednar, City of Brentwood
Bonnie Curran, Rick Stokes

Finance/Taxation- Chris Dorsey, City of Red Bank
Dick Phebus

Economic Development- Bill Hammon, City of Alcoa
Don Darden

General Government- Angie Carrier, City of White House
Margaret Norris, Melissa Ashburn

Transportation- Rob Lyons City of Murfreesboro
Sharon Rollins, John Chlarson

