

CITY OF WHITE HOUSE  
*Board of Mayor and Aldermen Agenda*  
December 18, 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 November 20, 2008 Meeting
6. Welcome Visitors
7. Public Hearings
  1. **Ordinance 08-22** – An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees and Charges. **Second Reading.**
  2. **Ordinance 08-23** – An ordinance amending the Municipal Code, Title 7, Chapter 2, Fire Code. **Second Reading. AMENDED.**
  3. **Ordinance 08-24** – An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. **Second Reading.**
  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). **Second Reading.**
8. Communications from Mayor, Aldermen and City Administrator
  - a. Mayor recognizes Parks Maintenance Personnel
9. Acknowledge Reports
  - A. General Government
  - B. Police
  - C. Fire
  - D. Public Works
  - E. Wastewater
  - F. Planning and Codes
  - G. Parks
  - H. Library
  - I. Engineering
  - J. Court Clerk
  - K. Monthly Financial Summary
10. New Business

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. **Second Reading.**
5. **Ordinance 08-23** – An ordinance amending the Municipal Code, Title 7, Chapter 2, Fire Code. **Second Reading. AMENDED.**
6. **Ordinance 08-24** – An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. **Second Reading.**
7. **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). **Second Reading.**
5. **Ordinance 08-26** – An ordinance amending the Zoning Map relative to Robertson County Tax Map 117D, Group B, Parcel 5.00 for 3.04 acres from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for a 40 unit multi-family project. **First Reading.**
6. **Ordinance 08-27** – An ordinance amending the Commercial Design Standards, Lighting, and Utilities Standards regarding architectural decorative lighting. **First Reading.**
7. **Ordinance 08-28** – An ordinance repealing the prohibition of intoxicating liquor sales on premise and adopting a privilege tax on the retail sale of alcoholic beverages for consumption on the premise. **First Reading.**
8. **Ordinance 08-29** – An ordinance amending the Municipal Code, Title 8, Chapter 2 Beer, Section 208. **First Reading.**

C. Finance

1. Board approval of the purchase of a 2009 Dodge Ram 2500, 4WD, extended cab pick-up truck to be used as the Facility Maintenance truck for the Public Works Department.
2. Board approval of the purchase of a 2009 Dodge Ram 2500 4WD, extended cab pick-up truck to be used as a Streets & Roads vehicle for the Public Works Department.
3. Board approval for the Public Works Department to use Southeast Electric as the vendor for the Decorative Street Light Maintenance.
4. Board approval to use Dotson Concrete to replace the outdoor basketball courts at the City Park.

D. Other Business

1. Board approval of mayoral appointments to the Beer Board, Board of Zoning Appeals and Planning Commission.

11. Adjournment

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

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

Mayor Decker called the meeting to order at 7:00 pm.

**2. Prayer/Pledge**

Prayer and Pledge to the American Flag by Mayor Decker

**3. Roll Call**

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

**4. Adoption of the Agenda**

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

**5. Approval of Minutes of October 16, 2008 Meeting**

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

**6. Welcome Visitors**

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

- a. Mayor recognized Secretarial/Administrative Staff
- b. Angie recognized the Mayor for being chosen as Mayor of the Year by the Sumner County Council of Governments

**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            |                              |

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.

**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. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **Resolution 08-18 was approved.**
  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. Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **Resolution 08-19 was approved.**
- 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. Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 08-22 was approved on first reading.**
  2. **Ordinance 08-23** – An ordinance amending the Municipal Code, Title 7, Chapter 2, Fire Code. Motion was made by Ald. Bracey, second by Ald. Leftwich to approve. A voice vote was called for with all members voting aye. **Ordinance 08-23 was approved on first reading.**
  3. **Ordinance 08-24** – An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye. **Ordinance 08-24 was approved on first reading.**
  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). Motion was made by Ald. Bracey to deny based on on the size of the development, motion died due to lack of a second. Motion was made by Ald. Leftwich to approve, second by Ald. Arnold. A voice vote was called for with Ald. Arnold, Ald. Leftwich and Mayor Decker voting aye and Ald. Bibb and Ald. Bracey voting nay. **Ordinance 08-25 was approved on first reading.**
- C. Finance
1. Board approval of the 2008-09 Public Library Maintenance of Effort Agreement. Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **2008-09 Public Library Maintenance of Effort Agreement approved.**
- D. Other Business
1. Board approval of a Take-Home Vehicle Request for the Wastewater Department. Motion was made by Ald. Bibb, second by Ald Leftwich to approve. A voice vote was

called for with all members voting aye. **Wastewater take-home vehicle request approved.**

**10. Adjournment**

Motion was made by Ald. Bibb to adjourn at 7:50 pm.

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder

*REPORTS . . .*



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

**Administration**

The UT-MTAS Intern, Jennifer Ward worked her final month this year at the City of White House. She finalized the input to the National Citizens Survey and now that survey is underway with the citizens of White House. She also worked with all department heads to improve the reporting of performance. In improving the performance indicators for the City Administrator's and City Recorder's office, there will be additions to the monthly report in the future. One major aspect to the City Administrator position involves Economic Development and in order to measure successful events, the city administrator plans to measure performance with the alignment of the results of the BMA Economic Development Strategic Planning Session, the WHIRL program, and the TVA Consumer Connection program. The Consumer Connection plan will be developed by local business owners/managers and developers. This marketing/action plan will be utilized by staff in recruitment. Other items to be measured will be: the results of the National Citizen Survey that explain the overall quality of life, satisfaction with services, etc., debt reduction/management, and capital projects (number of proposed projects and the percent completed. The City Recorder will be developing measures to assess website maintenance through content evaluation and users. She will also be surveying the Board's satisfaction with the quality of information they are receiving from staff as well as survey the Board as to their satisfaction with the retreat.

The Sumner County Annual Banquet was held in Portland in November and Mayor John Decker was awarded Mayor of the Year for Sumner County. The banquet included entertainment from Roddie McDowell.

In other economic development news, the city administrator and planning director met with TVA to discuss creating a rendition of the town center for re-development. Also, the city administrator has lined up speakers for the next WHIRL program. TVA economic development associates will be discussing low interest loans and incentives available to existing industries. The sewer director and city administrator met with Sumner Regional to assist and discuss the placement of the sewer for the development of the Sage Rd. property.

The City Administrator served on the Forward Sumner Host Committee to prepare and host a table for the Governor's Luncheon at Bluegrass Country Club in Hendersonville. The luncheon was arranged to not only honor Johnny Hayes and what he represented for Sumner County, but to also raise funds for Forward Sumner.

The City Administrator and City Attorney researched and worked to develop materials for the Liquor by the Drink work session for the Board of Mayor and Alderman.

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

**Finance Section**

Property Tax activity has continued to trickle in, and 8% of the total taxes had been paid at the close of the month. While that percentage is 5% higher than November of last year, it is not indicative of an improvement in payment trends. It is, however, an improvement in our ability to keep payments posted in a timelier manner due to the addition of the Cashier/Receptionist position.

A staff member from our audit firm, Work & Greer, spent one day at the Municipal Building during the month of November to complete a walk through on the Information Technology Risk Assessment Survey. We have not yet received any feedback from that walk through. The auditors have indicated that they plan to spend approximately two weeks in our offices during the month of December in order to complete the audit by the State deadline of December 31.

The Finance Director attended the final installation for the Municipal Management Academy for this year which focused on developing teamwork and attended the 2008 Annual Governmental GAAP Update Satellite Teleconference held at a Western Kentucky University facility in Bowling Green. This update addresses both planned and proposed changes from the Governmental Accounting Standards Board, also known as GASB. Discussion included a pending GASB statement which will change the definition of fund balance, and the definition of governmental fund types; new practice guidance from GASB on past statements; Accounting and Financial Reporting for Derivative Instruments (GASB Statement No. 53); amendments to GASB Concepts Statement No. 2 and Suggested Guidelines for Voluntary Reporting of SEA (Service efforts and accomplishments) Performance Information; review of reporting deficiencies and technical clarifications; recent GASB developments; and pending guidance on monitoring internal control systems. The Finance Director also spent time with City Administrator Intern, Jennifer Ward, to further develop performance measures being used for the Finance Department. Additionally, the Human Resources Director and Finance Director met with representatives of North America Administrators, and Sherrill D. Morgan and Associates for a mid-year review of activity in the partially self-funded insurance plan. Finally, the Finance Director completed the first draft of performance evaluations for all Finance staff by the November deadline that was established, and provided requested feedback to Human Resources on how a four day work week would both positively and negatively affect our department and our ability to serve citizens.

All employees of the Finance Department took part in the Annual Drug Free workplace training that was required in November. Additionally, Purchasing Coordinator, Carol Sturm took part in a Webinar on Pooled Fuel Purchasing for Local Government on November 12<sup>th</sup>. The highlights of the webinar were Demand Aggregation and Motor Fuel Buying, The DEPO Platform, Other Potential Savings, and Hedging – Linked to your Fuel Buying Process.

November brought the tenth draw on the Series Z-5-C Bonds in the amount of \$163,309.09. The total drawn on requisition through the end of November is \$2,673,095.09.

**Purchase Orders – November 2009**

Codes	9	\$6,264.32
Fire	6	\$3,654.92
Police	17	\$3,628.17
Human Resources	3	\$346.73
Engineering	4	\$52,289.70
Administration	6	\$3,538.16
Finance	5	\$1,356.19
Court	2	\$103.63
Library	9	\$1,920.03
Wastewater	11	\$8,649.45
Public Works	9	\$4,922.03
Sanitation	6	\$763.48
Parks	43	\$20,604.61
Cemetery	0	\$0.00
Building Maint.	3	\$311.71
<b>Total</b>	<b>133</b>	<b>\$108,353.13</b>
Voids	5	

**Emergency Purchase Orders in November 2008**

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
12312E	Ray Cole Land Surveying	Hickory Springs Rd boundary and easement surveying	\$800.00	Not approved as an emergency	Engineering

**Business License Activity in November 2008**

<u>Opened</u>	<u>Closed</u>	
7	6	
<u>Cumulative Information</u>		
<u>Class</u>	<u>Total Licenses</u>	<u>Delinquencies</u>
1	39	13
2	124	46
3	236	113
4	184	138
<b>Total</b>	<b>583</b>	<b>310</b>
<b>Delinquency Rate</b>		<b>53%</b>

### **Other Monthly Performance Indicators**

	<u>November</u>	<u>FY</u>
Requests for Information – Finance	1	11
Purchase Orders Issued	133	844
Total Invoices Processed	279	1,689

### **November 08 Monthly Report**

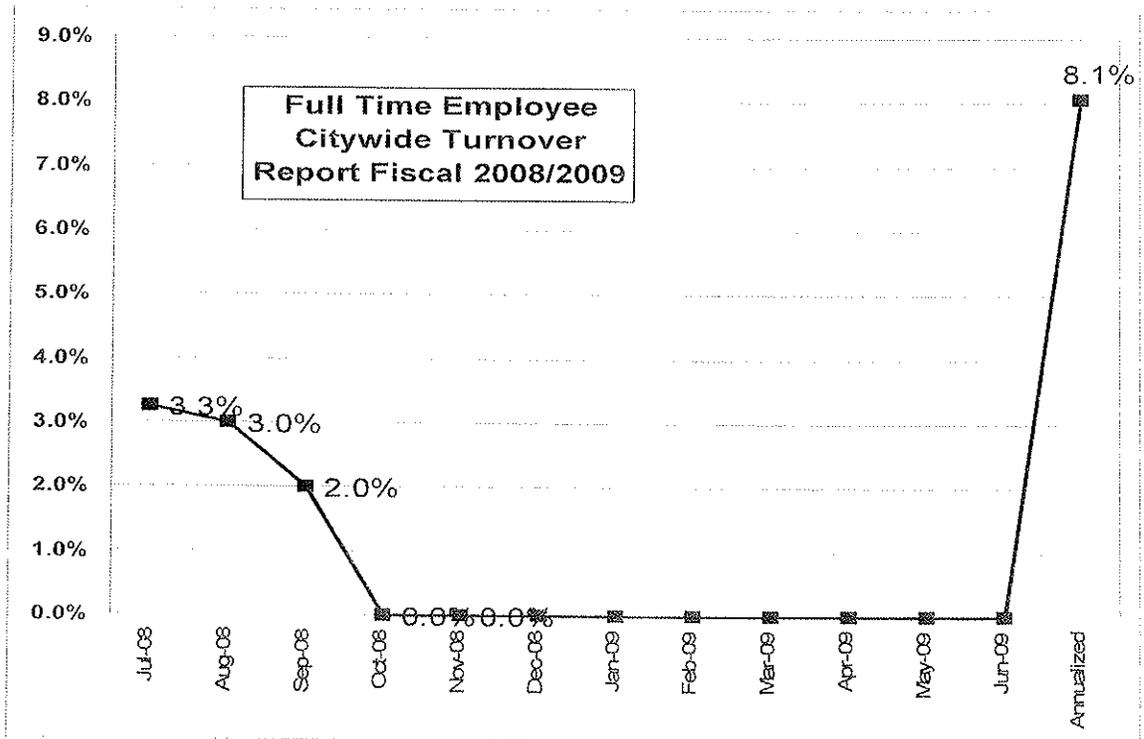
#### **Human Resources:**

- 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
- Facilitated annual Drug Free Workplace Training for employees
- Attended TnPRIMA Risk Management Conference
- Facilitated departments in online safety training for defensive driving
- Continued construction of HR based Key Performance Indicators

## Key Performance Indicators (Performance Measurements)

### Citywide Turnover

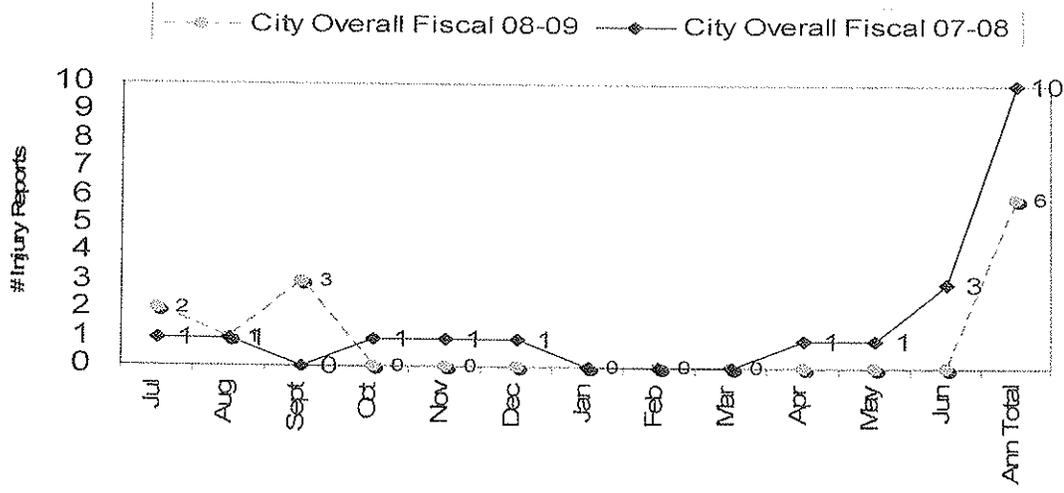
- Turnover overall for month of November for Full Time Employees was 0%
- Year to Date Turnover for Full Time Employees is annualized at 8.1% for Fiscal 08-09
- Highest Turnover departments are:
  - Police: 26.1% Annualized YTD, overall 75% of experienced City T/O
  - Wastewater: 18.2% Annualized YTD, overall 25% of experienced City T/O



### Safety

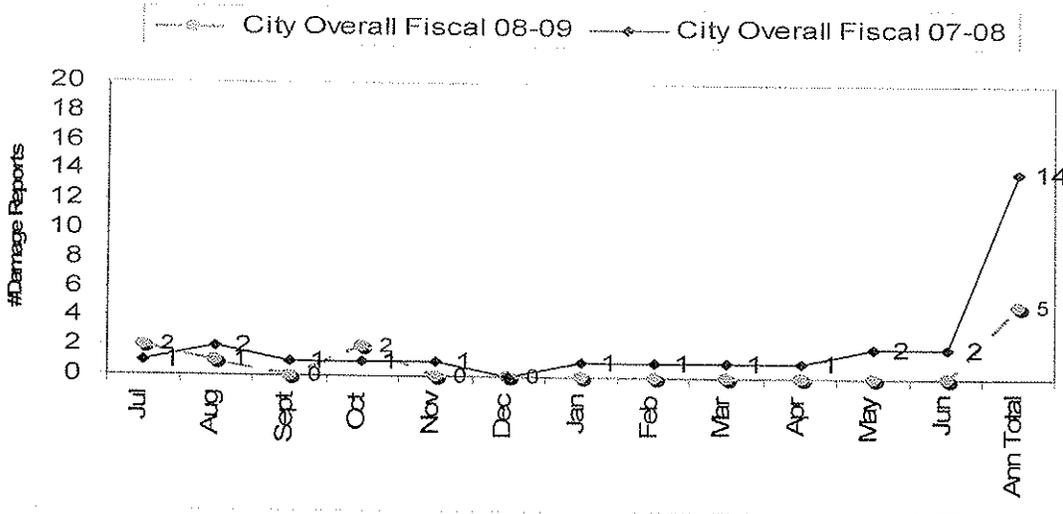
- Accidents resulting in injury in November were **0**, down from November 2007 (**1**)
- Total accidents resulting in injury YTD are **6**, up from **4** YTD last year; last year's overall total was **10**.
- The departments with the highest total of injury accidents for Fiscal 2008-09 are:
  - Police (4), resulting in 66.67% of overall injury accidents
  - Parks (1), resulting in 16.67% of overall accidents
  - Fire (1), resulting in 16.67% of overall accidents

### # Injury Reports City Overall



- Vehicle/Property damage claims for the Month of November are **0**.
- Vehicle/Property damage claims resulting in damage to City or Other Vehicle or Property total **5** YTD, down from **6** YTD 2007-08; last year's overall total was **14**.
- The departments with the highest total of damage claims relating to vehicle and/or property are:
  - Public Works (2), resulting in 40% of overall claims
  - Wastewater, Police and Parks (1 each), each resulting in 20% respectively

### # Property/Vehicle Damage Reports City Overall



**City of White House  
Police Department  
Monthly Report for November 2008**

**Summary of Month's Activities**

During the month of November, the Police Department issued 230 Citations (97 speeding), and made 57 arrests. The department answered one hundred -six (106) 911 calls.

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

- The records software installation completed two of three capital projects for this fiscal year. The last of three, audio/visual equipment for the training room, is in the preliminary stages of the bid process. Our goal is to purchase and have this equipment ready for the upcoming citizen's academy.

**Departmental Highlights**

- The Records Management System was installed with success. Employees have been trained and are beginning to utilize the systems functions.

**Training**

- Employees of the White House Police Department attended the Drugs in the Workplace training.
- Ofc. Darryl Manlove attended In-Service Training at Mt. Juliet Police Department on November 17<sup>th</sup> thru November 21<sup>st</sup>.
- Captain Mingledorff and Det. Sgt. Pat Brady attended Internal Affairs training at the Training Academy in Donelson on November 17<sup>th</sup> thru November 20<sup>th</sup>.
- Supervisors attended the MMA 12/ Developing Teamwork Training on November 21<sup>st</sup> in the Police Department Training Room.

## Monthly Performance Indicators

<b>PATROL</b>	<b>Nov.</b>	<b>To Date</b>
Total Arrests	57	545
Offense Reports	48	621
Traffic Accidents	24	287
Accidents w/Injuries	3	131
DUI Arrest	5	49
Animal Calls	27	429
Drug Arrests	23	217
Motor Assist	17	194
Business Checks	1,633	16,114
Extra Patrols	556	3,897
Residential Patrols	699	9,430
Assaults	10	123
Property Watches	4	231

<b>Dispatch</b>	<b>November</b>	<b>Year to Date</b>
<b>Calls for Service CADed</b>	1,039	11,230
<b>Non-CADed Calls</b>	3,546	36,416
<b>Total Calls for Service</b>	4585	47,645

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

## Summary of Month's Activities

The Department responded to 69 requests for service during the month, 43 responses were medical emergencies, and one in which CPR was initiated. The department also responded to a vehicle fire in which the damage was limited to the engine area. Responses were made to four fire alarm/investigations that could have been serious. One was caused by the homeowner smoking in bed who was awakened by the smoke detectors, no injuries were reported and there was only minor smoke damage to the home. The other responses were failure of electrical equipment one of which was at city hall on Sunday, November 30<sup>th</sup>. The Parks Department attendant at the time advised fire department personnel of a smell of something burning in the men's restroom. After some investigation with the thermal imager, it was found that a ventilation fan overheated causing the burning smell. Fire personnel disconnected the fan and notified the Parks Department Supervisor.

## Fire Station 2 Update:

The work outside continues the training tower is nearing completion the windows and doors must be installed and the concrete roof structure needs to be completed. The driveways and parking areas are complete and work began on the landscaping this week. As the work on the interior of the building continues, the Codes Department, Fire Department and the Architect formulated some extensive punch lists recently in an effort to complete the project. At this time the electrical has not had a final approval, the domestic water is not in-service, and a state boiler inspection on the water heater is not final. The geothermal system is up and running with the subcontractor fine tuning the system operation.

## Update on the Department's Goals and Objectives

- Organize a Fire Corps Program by February 1<sup>st</sup>, 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 30<sup>th</sup>, 2008 **(This project is currently being worked on)**
- Complete the annual apparatus fire pump testing by December 1<sup>st</sup>, 2008
- Organize a State Fire Academy Basic Firefighter course to be taught at station 2 by April 30<sup>th</sup>, 2009
- Send two firefighters to the State Fire Academy fire officer I course by June 1<sup>st</sup>, 2009. **(This project is currently being worked on)**

**Departmental Highlight**

The highlight for the month involves training at the State Fire Academy. Rob Brewer and Steven Likens began a 120 hour fire officer I training course that will be completed in the spring of 2009. This training prepares firefighters to become company officers in the management of day to day activities including emergency management, personnel, and budget management. This is the first time in the history of the department personnel have attended this training that were not already company officers.

**Department Cost Saving Report**

The cost savings is associated with the new fire station and the installation of TV mounting brackets throughout the station. Department personnel installed the brackets saving the labor cost of approximately \$250.00.

## Monthly Performance Indicators

Structure Fires	0	Total Responses for the Month	69
Cooking/Electrical Fires	0	Total Responses Year to Date	824
Vehicle Fires	1		
Grass, Brush, Trash, Fires	1	Total Training Man-hours for the Month	342.5
Hazmat	0	Total Training Man-hours Year to Date	3865
False Alarms/Calls	6		
Assist other Governmental Agency	2		
Other Calls	9	Fire Inspections	9
Emergency Medical Responses	43	Fire Preplans	5
Vehicle Accidents (general cleanup)	5	Plat / Plan Reviews	1
Rescue / Vehicle Accidents (with injuries)	2	Fire Investigations	0

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

**SUMMARY OF MONTH'S ACTIVITIES**

**VEHICLE AND EQUIPMENT MAINTENANCE**

For the month of November, 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. Public Works has had many citizens bringing loads of brush, bagged clippings, bagged grass and leaves to Public Works for disposal. There were a total of 8 citizens that utilized our Convenience Center for the month of November total revenue received \$711.90 this includes 3,260 pounds of steel that was brought in to the Public Works Facility by the citizens of White House. Total operating cost \$1,369.42 for the month of November.

**RECYCLING**

Many citizens took advantage of the recycle collection bin provided by the city, located at the White House City Hall. For the month of November the city recycled 23,700 pounds of mixed recyclables. There were a total of 17 trips made to the recycling center. Cost per trip for labor, fuel and equipment totaled \$737.05 revenue received for mixed recycles \$237.00. The average pounds of recycling collected per citizen was 2.40 lbs.

**Monthly Performance Indicators**

	<u>Month</u>	<u>Total</u>	<u>Total Billed Year to Date</u>	<u>Revenue Received</u>	<u>Revenue Received Year to Date</u>
<b>Number of customers billed</b>	3574	Net Amount Billed \$54,660.00	\$270,705.00	\$50,352.91	\$268,016.90

**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. All areas were completed for the month of November.

**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	23
Codes	47
Engineering	0
Fire	0
Parks	1
Police	2
Public Works	60
Library	2
Waste Water	2

**MOBILE EMISSIONS TESTING**

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2009. The Public works department has begun using the newly purchased wood chipper and woodchips are now available to our citizens. For the month of November, we had a total of 31 citizens utilized the mobile emissions testing station located at the Public Works Facility.

**NOVEMBER 2008 TRUCK POUNDAGE AND FUEL COSTS**

- 17.00 average tons per day 511,440 pounds for the month of November.
- Total tonnage for the month of November was 303.50
- Total cost of fuel used for truck # 319 \$553.64
- Total cost of fuel used for truck # 320 \$897.58
- Total cost of fuel used for truck # 323 \$821.65
- Total cost of fuel used for #324 \$366.94
- Total cost of fuel for November = \$2,639.81

\*Fuel decreased \$1,348.45 from the month of October.\*

YTD	Total
Tons per day	17.50
Pounds for 5months	3,021,120.00
Tonnage for 5 months	1,557.89
Fuel used Truck #319	\$2,339.70
Fuel used Truck #320	\$7,039.15
Fuel used Truck # 323	\$6,392.44
Fuel used #324	\$2,481.82
Fuel used per month	\$18,253.11

<b>NOVEMBER B.M.A. REPORT 2008</b>		
<b>MONTHLY INDICATORS</b>		
<b>STREETS AND ROADS/SANITATION/BUILDING MAINTENANCE</b>		
<b>SERVICES PROVIDED</b>	<b>TOTAL</b>	<b>YTD</b>
BRUSH PICK UP	119 Stops	1398 Stops
BRUSH TRUCK LOAD	15	207
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	5	49
NEW CARTS FOR NEW HOME CONSTRUCTION	11	56
ADDITIONAL CART REQUEST	0	11
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	0	5,973 feet
DRAINAGE REQUESTS	2	5
DRAINAGE WORK	0	425 feet
LITTER PICK UP (50 GALLON BAGS)	43 = 3 bags per day	319 = 16 bags per day
LITTER PICK UP PER DAY (MILES)	7.00 Miles Avg. per day	22 Miles Avg. per day
POTHoles REPAIRED	0	46
SALT	0	0
SIGNS INSTALLED	3	12
HANDICAPPED PICK UP	77 Homes	385 Houses
MOVE IN SPECIAL PICK UP	6	27
MOVE OUT SPECIAL PICK UP	5	14
DEAD ANIMAL REMOVALS	1	9
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED	3	27
<b>VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT</b>		
	<b>TOTAL</b>	
ADMINISTRATION	0	1
CODES AND PLANNING	0	3
FACILITY MAINTENANCE	0	2
FIRE	0	1
PARKS AND LEISURE	0	2
POLICE	7	36
PUBLIC WORKS	4	28
SANITATION	3	18
WASTE WATER	4	18

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

**Summary of Month's Activities:**

**Collection system:**

Over the past month we have retro fitted thirty-two hydromatic simplex and one duplex system to E-one and installed two new vacuum valves and controllers within the vacuum systems. The department has also provided inspections to twenty-one new sewer service connections. (Includes finals and 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. **No change**

**Goals and Objectives Progress:**

- The Request for Proposals (RFP) to select a Vendor to implement a Supervisory Control and Data Acquisition (SCADA) system is currently being advertised. Bid opening is scheduled for December 19<sup>th</sup> at 2pm.
- We are in the process of scheduling a presentation from CITY WORKS a provider of software which creates a bridge between our billing system and ArcGIS data base for wastewater staff and other departments.
- McGill & Associates has begun work on the Alternatives Discharge Study.

**Departmental Highlight:**

- We have finally reached the point where we are able to proactively schedule the preventative maintenance of the low pressure grinder pumps. Last month we activated the Work Order module of the billing system to track these assignments. This performance indicator is now included in our monthly report and our goal is to eventually be completing a greater number of work orders than service requests each month.
- Congratulations to the following employees for successfully completing the State's examination and obtaining their certification:
  - Robert Allen-Grade III Wastewater Treatment
  - Joe Lemmons-Grade II Wastewater Collection

**Monthly Performance Indicators**

<b>Service Provided</b>	<b>Month</b>	<b>Totals for 2008-2009</b>	<b>Amount Billed</b>	<b>Revenue Received</b>	<b>Revenue Totals 08-09</b>
New service connections (Capacity fees)	0	25	\$0	\$0	\$36,360.00
Customers billed	3,769	N/A	Net amount billed \$179,456.78	*\$168,175.61	\$502,013.30
Applications or transfers for service	46	199	\$2,250.00	\$2,250.00	\$8,651.00
Late penalties applied	1,060	5,185	Amount Applied \$5,485.54		
Wastewater Adjustments	10	182	N/A	(\$367.76)	(\$7,678.61)
Administrative Fees	2	79	\$100.00	\$100.00	8,850.00
Service availability Requests	0	0	\$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	0	0	\$0	\$0	\$3,600.00
Field inspection fee	0	0	\$0	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment Commitments for service	37	123	\$1,850.00	Included in Admin Fees	Included in Admin Fees
Bulk disposal	1	1	\$300.00	\$300.00	\$300.00
	0	0	\$0	\$0	\$0
All service requests	173	1,038			
Billing related service requests	97	502		<b>Months Total</b> \$170,825.61	<b>Total</b> \$559,774.30
Work Orders	41	77			
Mainline repairs	0	4			
Service lines repaired	5	30			
L.P. service requests	74	396			
Gravity service requests	0	0			
Vacuum service requests	2	21			
Major lift station repairs	1	5			
	<b>Flow MGD</b>	<b>Plant Capacity</b>	<b>% of Capacity</b>		
Average Daily Flow (effluent)	.574	1.4 MGD	41%		

\* Revenue is from previous month's service

**Board of Mayor and Aldermen  
Planning/Codes Department  
November 2008 Monthly Report**

**Summary of Month's Activities:**

Staff attended meeting with Chamber of Commerce regarding existing industrial business retention. Staff had meetings with potential future developers of commercial and residential developments. Staff attended codes training class regarding inspections for commercial businesses. Staff worked on completing employee evaluations. Staff attended management class regarding developing teamwork. Lonnie Goode, IT/GIS position worked to purchase computer server for City's new computer server necessary for fiber optic line installation and due to problems with age and available capacity of existing computer server.

**Update of Department Goals:**

**Comprehensive Plan:** Staff is working on the open space and farm land preservation component of plan to have ready for Planning Commission adoption at January Meeting.  
**Robertson County Growth Boundary:** White House and Portland Staff are awaiting digital copy of draft of growth boundary map for entire county to make copies for Coordinating Committee prior to scheduling of next meeting.

**Department Highlight: Planning Commission Discussion Items**

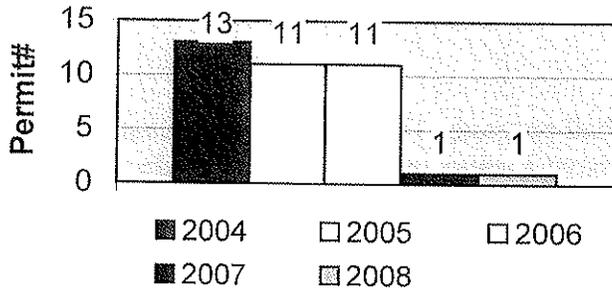
At the end of each Planning Commission Meeting, staff and Planning Commission have time to discuss new ordinances, future developments, Commission policies, and methods to handle situations/issues. Planning Commission members have added discussion items to the agenda.

**Cost Savings Report:**

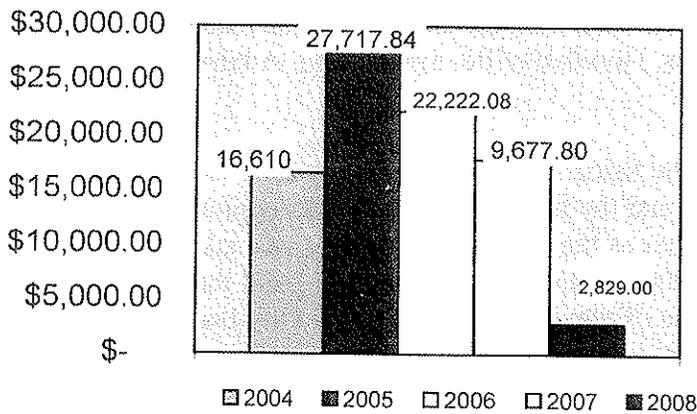
Staff continues to limit spending to when necessary. Planning and Administrative staff worked to purchase a digital video camera (\$ 450) to record meetings instead of adding money to out of date and broken video cassette recording system. Staff will request CIP funding in few years to improve recording system but the purchase of video camera will meet Staff's needs for the next few years.

## Monthly Report November 2008

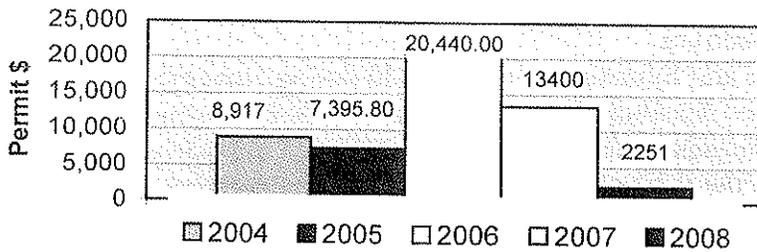
### Single Family Permits (November)



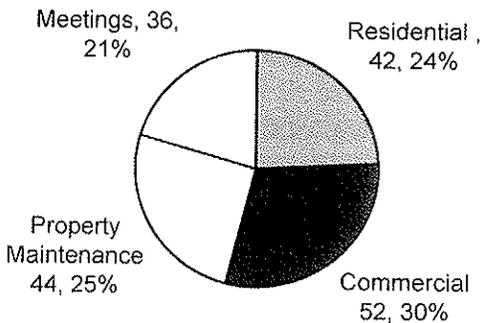
### Impact Fees (November)



### Permit Fees (November)



### Inspections / Meetings (November)



	Month	FY 08-09
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	4	36
Construction Appeals	0	0
Zoning Appeals	1	5
Training/Study Session	1	2
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	1	14
Multi-Family Residential	2	10
Other Residential	11	84
New Commercial	0	2
New Industrial	0	0
Other Com/Ind	0	0
State Electrical	38	283
Sign	1	12
Occupancy Permits	44	144
Other	0	3
<b>BUILDING INSPECTIONS</b>		
Residential	42	364
Hours	18.25	18.25
Commercial /Industrial	52	221
Hours	31.5	31.5
<b>CODE ENFORCEMENT</b>		
Total Cases	44	283
Hours	16.7	16.7
Complaints Received	5	75
<b>MEETINGS</b>		
Administration	9	9
Hours	10.75	10.75
Planning	19	19
Hours	20.5	20.5
Codes	8	8
Hours	16.5	16.5
<b>FEES</b>		
Permit Fees	\$ 2,251.00	\$ 23,942.50
Board Review Fees	\$ 325.00	\$ 2,542.00
City Impact Fee	\$ 2,829.00	\$ 39,873.88
Roads	\$ 897.00	\$ 18,811.66
Parks	\$ 886.00	\$ 7,994.00
Police	\$ 630.00	\$ 7,872.07
Fire	\$ 416.00	\$ 5,196.15
<b>PLANNING COMMISSION APPROVAL</b>		
Subdivision Lots	N/A	86
Commercial/Industrial Sq ft	N/A	4,980 sq ft office
Multi-Family Units	N/A	292
Other	N/A	N/A
<b>OTHER ITEMS</b>		
Subdivision Bonds	32 @ \$ 3,721,912	
Builders Bonds	\$	52,950.00
Workings Days in Month		17

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

**Summary of Month's Activities**

Registration was completed for our Youth Basketball program. There are nineteen teams, with a total of 166 participants, plus coaches. We have 7 teams in the 1<sup>st</sup> and 2<sup>nd</sup> grade coed division, 5 teams in the 3<sup>rd</sup> and 4<sup>th</sup> grade girls division, and 7 teams in the 3<sup>rd</sup> and 4<sup>th</sup> grade boys division. Two coaches meetings were conducted, which included the player blind draft. Practices began in November, with league games set to begin in December. The league play is scheduled to be completed in late February. There will a post season tournament for the 3<sup>rd</sup> and 4<sup>th</sup> grade boys and girls teams.

Registration was completed and play began for eight Men's Church League teams. We have teams competing from Cross Plains, Goodlettsville, Springfield, Adairville, KY, and White House.

Park maintenance staff started working on the tennis courts immediately after league play finished. The cracks in the court were filled and the first coat of paint was applied. The final coat of paint will be applied in December as the weather permits. It will take approximately 212 gallons of tennis court paint formulated with sand to paint the 3 courts. Park staff also spread 100 cubic yards of playground chips at the City Park and Northwoods Community Park to help prevent injury if someone falls.

The roadway at Hillcrest Cemetery was sealed with two coats of coal tar sealer this month to prolong the life of the pavement.

**Update on Department Goals and Objectives**

Meetings regarding the Christmas Parade and Extravaganza were held during November. It was decided this year to select the Grand Marshal of the Christmas Parade by hosting an essay contest titled "What Christmas means to me". The contest was open to students enrolled in any elementary school within the White House city limits. A Kindergarten-3<sup>rd</sup> grade division and a 4<sup>th</sup>/5<sup>th</sup> grade division was established, allowing for two kids to win and serve as the Grand Marshal. The winners are Madison McMahan and Blake Gay.

**Department Highlight**

The greenway bridge located east of the James K. Polk trailhead on 31-W has been completely refurbished with steel panels that incorporate square tubing to help discourage vandalism. The finished product looks good and should be very durable. The powder coat finish is gloss black. Each panel was individually cut to fit because no openings between the posts were alike. The completed project represents a great deal of time, effort, and creativity by park staff.

**Department Cost Savings Report**

The department saved approximately \$750 dollars this month by welding and modifying 2 unused, "easy-up" basketball goals so they would function for our 1<sup>st</sup> and 2<sup>nd</sup> grade

youth basketball division which uses 8 ft goals. The portable goals we had been using damaged both of the regulation rims beyond repair. They mounted to the rim and over time it caused them to droop because of the additional weight, making replacement necessary. Due to some ingenuity, the newly fabricated goals do not touch the regulation rims at all and we were able to use scrap metal already on hand to do it.

## Monthly Performance Indicators

Activity	November 2008	FY to Date
<b>Maintenance Division</b>		
Mowing Hours	44	998
Pounds of Grass Seed Sown	20	2660
Pounds of Fertilizer Applied	0	4500
Number of Trees / Shrubs Planted	0	71
<b>Recreation Division</b>		
Number of Youth Program Participants	0	188
Youth Program Revenue	\$617.00	\$21,225.98
Number of Adult Program Participants	115	1166
Adult Program Revenue	\$575.75	\$11,245.00
Number of Programs Offered	1	23
Number of Theatre Production Attendees	0	0
Theatre Production Revenue	\$0	\$0
Number of Special Events Offered	0	4
Number of Special Events Attendees	0	2254
Special Event Revenue	\$0	\$2,768.25
<b>Administration</b>		
Miscellaneous Revenue	\$5,646.06	66,223.21
Number of Shelter Reservations	1	64
Shelter Reservation Revenue	\$0	\$1,537.00
Number of Facility Reservations	46	173
Facility Reservation Revenue	\$681.25	\$10,760.36
<b>Senior Center</b>		
Number of Senior Center Participants	293	1350
Number of Senior Center Trips	3	18
Number of Senior Center Trip Participants	33	146
Senior Center Trip Revenue	\$0	\$8,440.50
Number of Senior Meals Served	4	20
Number of Senior Meal Participants	277	1537
Senior Meal Revenue	\$790.00	\$4,346.50
Number of Senior Center Programs	5	5
Senior Center Program Revenue	0	0
Nutrition Donation Received	0	\$4,250.00
Donations	\$3.85	\$21.17

# ***Library Monthly Report***

## ***November 2008***

-Judy Speight, Director

### **Summary of November's Activities**

This was a short month with the Thanksgiving Holiday and Veteran's Day. Circulation was down slightly. A few new books were added to the collection, as well as the monthly quota of twenty new bestsellers through our Baker & Taylor lease program.

The Library Board met on November 13<sup>th</sup>, with all trustees in attendance. Reports were given by the Director on budget expenditures, training, programs, grants, Federal Funding for new materials and the Library Harvest Moon Bluegrass Festival booth. An update was given on the TLC circulation system. Telephone conferences between the consortium and TLC continue each Wednesday afternoon. Dr. Vickery attended the meeting and gave an update on activities of the Library Focus Group. The Regional Library Director reported that State funding for new materials has decreased this year, but training and support services have not been affected. Federal funds were received to be used for the purchase of materials for the underserved in the community. Several library policies were reviewed with some revisions. They include: Overdue Materials Policy, Computer Internet Policy, Circulation Policy, Videocassette and DVD Movies Policy, Out-of-County Patron Policy, Interlibrary Loan Policy, and Use of the Building Policy. A new policy was approved for patron in-house use of the two new laptop computers. With the addition of these laptops, we now have nine patron access Internet computers available for checkout. (We have already had, on a few occasions, all nine in use at one time. A year ago, we had only five, and this shows that the library has certainly needed more computers.) There was discussion on the board evaluation of the Director. Evelyn Guill gave a report of the Library Trustees workshop that she attended in September.

A tech support team member came to the library on the 19<sup>th</sup> to help with TLC connectivity problems. He advised that we need two new computers with additional memory to solve the problems we are having with lag time. The State contract price for these is \$430.56 each.

After the Maintenance of Effort Agreement was signed by Mayor Decker, I returned it to the Warioto Regional Library Director, who will deliver the document to the Tennessee State Library & Archives.

The Staff was busy preparing for our 21<sup>st</sup> annual Christmas Open House and Scott Humston Magic Show.

Performance Measures were reviewed and revised with the help of City Administrator intern, Jennifer Ward. The new format is included at the end of this report.

The five staff evaluations have been completed and submitted to the Human Resources Department.

### **Departmental Highlight**

We had a Christmas tree donated; and the children, their parents, other library patrons and staff made homemade ornaments and decorated our tree. The tree is beautiful, and the children are so proud of their ornaments and happy to have helped the library in this way. This just may become a library tradition!

### **Department Cost Saving Report**

The library is very grateful for volunteers. They perform a variety of duties such as shelving materials and helping with programs. We presently have ten school age girls and boys as well as women working with us on a weekly schedule.

White House Inn Library & Museum

Performance Measures

<u>Official Service Area Population:</u>	12,667	<u>Programs:</u>	<u>Sessions:</u>	<u>Attendance:</u>
		Toddlers:	3	110
<u>Total Active Memberships:</u>	9,012	Preschool:	4	85
		Homeschoolers:	1	8
<u>Percent of the Population with</u>		Adult:	<u>1</u>	<u>9</u>
<u>an Active Membership:</u>	71%	Totals:	<b>9</b>	<b>212</b>
<u>Total Materials Available for Checkout:</u>	23,813	<u>Wireless Internet Users:</u>	8	
<u>Estimated Value of Total Materials:</u>	\$595,325	<u>Computer Internet Users:</u>	372	
<u>Last Month:</u>	595,225	<u>Volunteers:</u>	10	
<u>Total Materials Available per Capita:</u>	1.88	Total Hours:	N/A	
<u>Last Month:</u>	1.87	<u>Services Provided by Contracting with State:</u>		
<u>State Minimum Standard:</u>	2.00	<u>Interlibrary Loan Service:</u>		
<u>Total Materials Added:</u>		Items Borrowed:	28	
Fiction:	1	Items Loaned:	9	
Easy:	2	<u>TN Electronic Library Sessions:</u>		
Juvenile Fiction:	2	Inside Users:	6	
Juvenile Biography:	1	Remote Users:	60	
Young Adult Fiction:	<u>3</u>	<u>R.E.A.D.S.</u> (1st Quarter Statistics)		
Total:		eBooks Downloaded:	5	
		Audiobooks Downloaded:	190	
<u>Library Circulation:</u>				
Total # of items:	4,166			
Total # of patrons:	9,012	We will work on finding a way to measure		
Items per patron:	0.46	the average number of library visitors each		
Last Month:	0.53	month.		
State Minimum Standard:	2.50			
<u>New Memberships:</u>				
Adult:	42			
Senior:	1			
Child:	2			
Student:	14			
Young Adult:	2			
Juvenile:	<u>23</u>			
Total:	<b>66</b>			

# Engineering Department Monthly Report November 2008

Engineering has been working on a City Street Index. This list of City street names will be the official record used by all Departments and other agencies. The City Map is still under construction due to issues with the various layers provided.

## Performance Indicators:

(Yearly numbers are based on the fiscal year July 1 to June 30)

### ► Inspections:

	<u>This month # inspections</u>	<u>This month last Year # inspections</u>	<u>YTD # inspections</u>	<u>Last Year # inspections</u>
Erosion & Sediment Control	9	8	39	91
Detention / Retention Pond	2	8	33	71
Storm Drainage	7	11	38	73
Proof-roll (sub-grade & stone)	0	0	1	20
Binder	0	4	3	15
Sidewalks	3	13	42	104
Asphalt topping	0	6	3	21
Bond	12	9	41	74
Existing roads for repair	10	6	13	95
Surveying	0	0	6	18

	<u>This month</u>	<u>This month last Year</u>	<u>YTD</u>	<u>Last Year</u>
Total # hours on inspections:	27	31	201	624

### ► Citizen Complaints:

	<u>This month</u>			<u>This month last Year</u>	<u>Total Calls</u>	
	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>	<u># calls</u>	<u>YTD</u>	<u>Last Year</u>
Drainage	1	1	0	5	28	97
Sidewalk	0	0	0	0	5	3
Roadway	2	0	2	2	14	36
Signs & Signals	5	5	0	1	35	52

# Engineering Department Monthly Report November 2008

▶ Projects:	<u>Funding</u>	<u>Status</u>
Tyree / Palmers Intersection	\$200,000 / City, State	State permitting process
Paving Contract	\$300,000 / City, State	0%, plants closed until spring
Roadway Repair Contract	\$200,000 / City	90% complete for fiscal year
Fiber Optics	\$300,000 / City (3-Depts)	Developing Contract Documents
Hwy 76 Sidewalks	\$585,000 / State, Fed	Surveying and layout
Meadowlark Drainage	\$50,000 / City	95% complete
Sidewalks and Ramps	\$20,000 / City	Completed for fiscal year

- ▶ Training seminars / conferences:
- Low Impact Design Forum – Cumberland University, Lebanon
  - Drug-free Workplace Training (HR) – City Auditorium
  - Motor Vehicle Safety Training (HR) – online
  - MTAS Municipal Management Academy Part 12 – WHPD

## CITY COURT REPORT NOVEMBER 2008

**CITATIONS:**

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,960.75
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$52,464.25</b>

**STATE FINES:**

TOTAL MONIES COLLECTED FOR MONTH	\$4,990.73
<b>TOTAL MONIES COLLECTED YTD</b>	<b>\$12,487.27</b>

<b>TOTAL REVENUE FOR MONTH</b>	<b>\$13,951.48</b>
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<b>TOTAL REVENUE YTD</b>	<b>\$64,951.52</b>
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**DISBURSEMENTS**

LITIGATION TAX	\$267.32
TBI FEES	\$0.00
DOS/DOH FINES & FEES	\$228.00
RESTITUTION/REFUNDS	\$0.00
TRANSFER OUT FROM FINES & COURTS	\$0.00
WORTHLESS CHECKS	\$0.00
ADM. FEE FOR STATE	\$0.00

<b>TOTAL DISBURSEMENTS FOR MONTH</b>	<b>\$495.32</b>
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<b>TOTAL DISBURSEMENTS YTD</b>	<b>\$4,051.17</b>
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<b>ADJUSTED REVENUE FOR MONTH</b>	<b>\$13,456.16</b>
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<b><u>TOTAL ADJUSTED REVENUE YTD</u></b>	<b><u>\$60,900.35</u></b>
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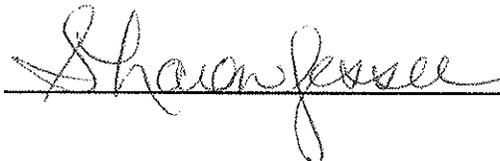
DONATION TO DRUG FUND FOR MONTH	\$2,136.55
TRANSFER TO DRUG FUND	\$0.00
	\$0.00

<b>DONATIONS YEAR TO DATE</b>	<b>\$6,865.17</b>
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DONATION TO CAMERA FUND FOR MONTH	\$0.00
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<b>DONATIONS YEAR TO DATE</b>	<b>\$250.00</b>
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CITY COURT CLERK

  
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***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:

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

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

**18-302. Fees and Charges**

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

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

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

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

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

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

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

(5) **Commitment Fee** – A non-refundable fee in the amount of \$300.00 per lot or 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 Aldermen  
**From:** Jeremy Sisk, Fire Marshal  
**Date:** 12/11/2008  
**Re:** Code Changes

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After speaking with Mr. Fred Garbler at the Tennessee State Fire Marshal's Office (TSFMO), we have received verbal confirmation that as an exempt jurisdiction with the TSFMO, we can in fact choose not to adopt the 2006 Edition of NFPA 101 Life Safety Code. This was included in the ordinance change approved by the BMA last month, but now can be removed. The needed changes to the ordinance are attached. Thank you for your assistance with these changes. If you need any additional information please feel free to contact me or Chief Palmer.

Respectfully,

Jeremy Sisk

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

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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 ~~is~~ 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                                      PASSED

Second Reading:                                      December 18, 2008

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John Decker, Mayor

ATTEST:

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Christie M. Odenwald, City Recorder



## City of White House Memorandum

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Date: 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 4<sup>th</sup> 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 25<sup>th</sup> 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:

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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: December 10, 2008

RE: Wilkinson Lane Apartment Estimated Revenue and Service Costs

Mayor Decker requested information regarding revenue and service costs associated with the proposed Wilkinson Lane Apartments Development. The information was provided by City Departments and based on discussion with Robertson County School and Emergency Services Offices. The project is a 204 Unit Multi-Family Apartment Complex with an estimated population 300-350 People. Costs referenced are typically based on current costs and should be considered to increase over time but could be offset with increases in sales and property taxes. The fees are based on full development construction that is when revenue and services costs will be a full rates. Developer provided the estimated value of land at \$ 800,000 and buildings at \$ 12,000,000 to equal a total value of \$ 12,800,000 for completed project.

### **Police Department:**

Every area of our operations will be impacted by this size of apartment complex. Specifically personnel affected include police, animal control, dispatching and records.

Using the industry standard for southern states including my own analysis of cities our size across the State of Tennessee police officers equal 2.7 officers per 1,000 people. Using a figure of 350 new residents we would need to add one additional police officer at a cost of wages and benefits approximately \$40,000 a year. I am also figuring a cost of services for dispatching, animal control and records to be around \$10,000 a year. We presently have 6 dispatchers servicing approximately 10,000 people. An additional 350 people would require an additional 0.2 dispatchers at a cost of nearly \$7,000 a year. The other \$3,000 would be to cover service costs of records and animal control.

Grand total per year is approximately \$50,000 for personnel costs.

City Impact Fee Police Department: \$ 174 per unit x 204= \$ 35,496

### **Fire Department:**

Based on 2007 stats and our response to the Belmont Lodge Apt. complex, the estimated responses to the new development would be 40 responses annually

for a total estimated cost of \$32,000 based on the 2007 per Capita cost of \$800.00 per response.

City Impact Fee Fire Department: \$ 115 per unit X 204 = \$ 23,460

**Robertson County EMS:**

Per conversation with representative, the number of calls each month determines cost per call and that some calls require transporting patients to hospital which is an estimated cost of \$ 678 per transport. Levels of service are different for multi-family residential apartment developments depending on tenant's age and income levels.

**Engineering Department:**

Construction Plan Review Fee	\$250
Grading Permit	\$100
Site Inspection Fee	\$100
<hr/>	
Total Revenue (Engineering) -	\$450

Revenue should cover cost of services for reviews and inspections. As Wilkinson Lane is built-out, additional roadway infrastructure will be needed beyond what the individual sites will be required to install. Costs for these improvements will be determined as the developments occur.

City Impact Fee Roads: Roads \$ 258 per unit x 204=\$ 52,632. Based on preliminary master plan, off-site roadway improvements on Wilkinson Lane will be required which will off-set City Road Impact Fee.

**Public Works Department:**

Due to project being a private development the sanitation and roadway maintenance would be completed by project owner. Dumping fees at Public Works facility would be paid by tenants.

**Planning/Codes Department:**

City Impact Fees:

Roads \$ 258 per unit x 204=\$ 52,632. (Subject to offsets for roadway improvements)

Police \$ 174 per unit x 204= \$ 35,496

Fire\$ 115 per unit X 204 = \$ 23,460

Parks \$ 245 per unit x 204= \$ 49,980

Robertson County Facilities Tax: 216,524 sq ft @ \$ 2.00 per sq ft= \$ 433,084.

Building Permit Fee: \$ 45,000 estimate for all phases.

175 inspections at an average of 30 minutes per inspection = 5,250 or about 88 hours.

88 inspector hours at \$ 22 per hour= \$ 1,936 inspector hours/time.

Planning Commission Review Fee: \$ 900.

**Property Maintenance Inspections:**

Based on needs regarding exterior materials, interior conditions of apartments, and site items. Estimated 5-10 inspections a year when apartments have been in place for years. Property maintenance is typically limited on new projects. 10 inspections/administration = 6 hours at \$ 22 per hour cost of inspectors= \$ 132.

**Finance/Robertson County Tax Assessor's Office**

Sales Tax:

Based on pre-Wal-Mart Sales Tax the sales tax received v/s population would be \$125.92 per person @ 300 people = \$37,776 in local sales tax. The pre-Wal-Mart rate was used to provide a conservative estimate since the total sales tax includes interstate sales.

Property Tax:

Apartments are assessed at a commercial rate, so the calculation would be as follows:

$$\begin{array}{r} \$12,800,000 \\ \underline{\quad \quad \quad \times 40\%} \\ \$5,120,000 \\ \underline{\quad \quad \quad /100} \\ \$51,200 \\ \underline{\quad \quad \quad \times 1.02 \text{ Current Prop Tax Rate City / } \times \$ 2.61 \text{ County}} \\ \$52,224 \text{ City Property Tax Yield / } \$ 133,632 \text{ County} \end{array}$$

Using the current rate for State Shared Revenue at \$112.46 per person based on projected population gain of 300 people, we could potentially recognize a total of \$33,738 However, we should keep in mind that all indications are that state shared revenues will decrease over the next few years.

**Robertson County Schools**

Per conversation with Robertson County Superintendent, estimated 1 student per unit= 204 students. The County uses a figure of \$ 7,000 cost per student. (\$ 2,500 of \$ 7,000 is responsibility of County the other amount is from state). 204 units x \$ 2,500 = \$ 510,000 per year. The debt service for county facilities and improvements including schools building is from wheel tax.

**Waste Water:**

The developments estimated demand on the system is 68,400 gallons per day or 8% of unused plant capacity.

Sewer Fees:

Commitment Fee \$300.00 per unit x 204= \$61,200.00

Capacity Fee \$2,500.00 per unit x 204= \$510,000.00

Connection Fee \$150.00 per unit X 204 = \$30,600.00

Total \$601,800.00

(These fees recoup expenditures the City has already incurred for the capacity this development requires. Any future cost for this development to obtain sewer service is responsibility of development.)

Monthly Bill: \$5,712.00 plus \$6.65 for each thousand over 204,000 gallons.

**Parks/Library:**

\$66.02 per person x 300/350 people equals an impact of \$19,806/ \$ 23,107

City Impact Fee Parks Department: \$ 245 per unit x 204= \$ 49,980

The development will add service needs to Parks and Library System but these services would be consistent with increased needs from a single family residential development.

## **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

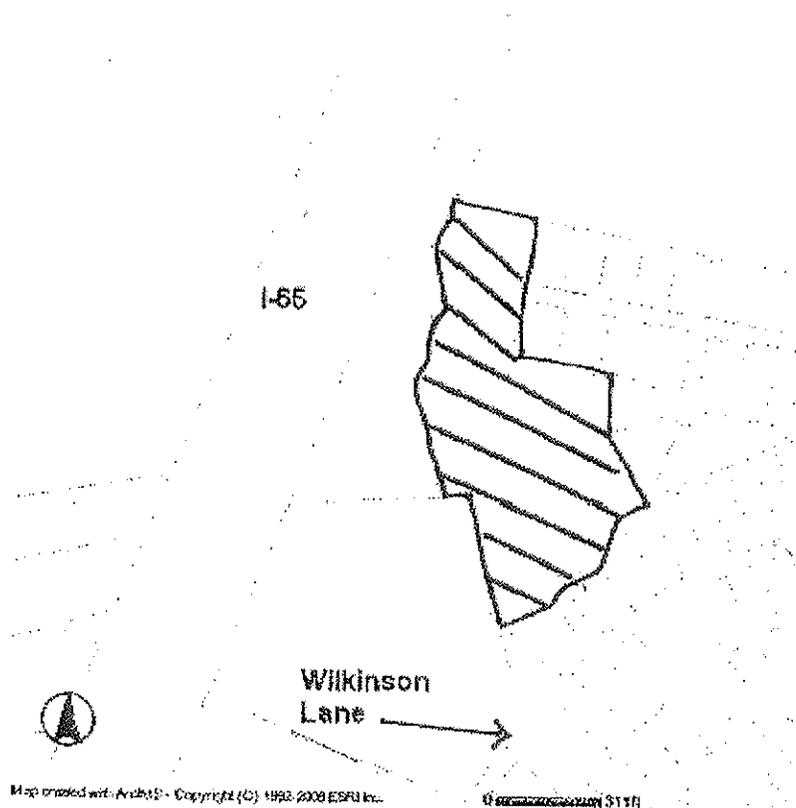
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John Decker, Mayor

ATTEST:

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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

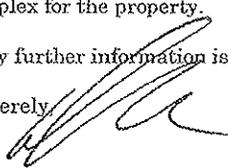
RE: Property of White House Healthcare, Inc. Map 95 Parcel 6500

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 Detention .....	.20 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>
<b>TOTAL SQUARE FOOTAGE UNDER ROOF</b>	<b>244,328 SF</b>

**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 black ink, appearing to read "Ben R. Simerl". The signature is written in a cursive style with a large initial "B" and "S".

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

**MEMORANDUM**

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

FROM: Addam McCormick, Planning/Codes Department

DATE: December 8, 2008

RE: Rezoning Request

The White House Municipal/Regional Planning Commission on December 8, 2008 recommended to approve the request to rezone 3.04 acres on Hwy 31W from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan for 40 unit multi-family apartment complex. The project is referenced as Deer Crossing Trails Phase 1. If approved, the final master plan will include utility installation requirements, drainage, and site improvements.

**ORDINANCE 08-26**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE  
AMENDING THE ZONING MAP RELATIVE TO ROBERTSON COUNTY TAX  
MAP 117 D, GROUP B, PARCEL 5.00 FOR 3.04 ACRES FROM C-2, GENERAL  
COMMERCIAL TO NEIGHBORHOOD CENTER RESIDENTIAL PLANNED  
UNIT DEVELOPMENT AND PRELIMINARY MASTER PLAN APPROVAL  
FOR A 40 UNIT MULTI-FAMILY PROJECT.**

**WHEREAS**, application has been received from the owner to rezone 3.04 acres referenced on Robertson County Tax Map 117 D, Group B, Parcel 5.00 from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan approval for Deer Crossings Trails Phase 1 a 40 unit multi-family apartment project on Hwy 31W.

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

Robertson County Tax Map 117 D Group B, Parcel 5.00 containing approximately 3.04 acres, more or less.

**BE IT FURTHER ORDAINED** that this rezoning and preliminary master plan was approved by the Planning Commission on December 8, 2008; and

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

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

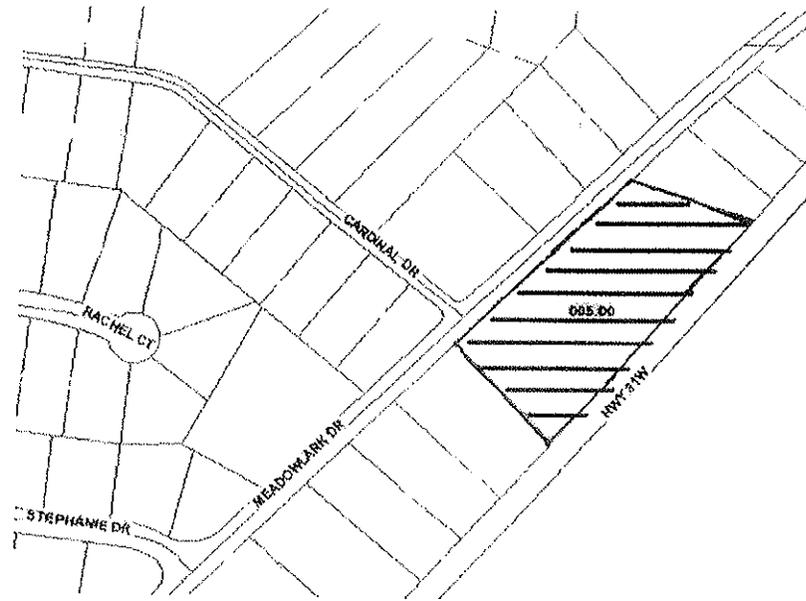
First Reading: December 18, 2008

Second Reading: January 15, 2009

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

ATTEST:

\_\_\_\_\_  
Christie Odenwald, City Recorder



# *Five Tees Construction, LLC*

November, 11 2008

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

Re: Zone Change Request, for phase I, AKA Deer Crossings Parkside

Dear Addam,

This letter is in regards to a request for a zone change on the current property known as Deer Crossings Center; located on Highway 31W, specifically with regards on lots 1, 2, 3, and 4, also known as Phase I, as referenced in Deer Crossings Center Plat Map.

The above mentioned parcels are currently zoned C-2, General Commercial, and we would like to request the zoning to be changed to a minimum of R-3 or multiple/ mixed use with a bonus density option if available; in order to allow a minimum of 14.5 units per acre.

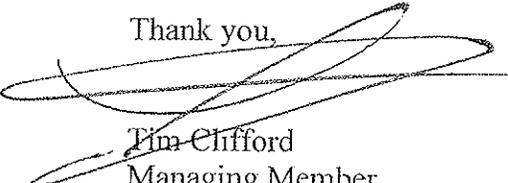
Please add this to the December 8, 2008 Planning Commission Agenda to propose this request for zone change. If you need any additional information, please don't hesitate to contact me.

The Specs, Elevations, Floor plans, Exterior finish's, are all the same, you should use the first 48 units as the guideline to the standard of which we are requesting approval for the only difference would be the site plan itself.

*Five Tees Construction, LLC*

Our proposed schedule is as follows, Assuming we gain approval, a joint venture partner/investor, or known as in the industry a lender, we would hope to break ground between the fourth quarter 2009 and first quarter 2010. We are still working on completing the working drawings on Phase III, that has taken about 6 months over all to get approved. NOTE: This schedule assumes that the market will get turned around soon, yet it is critical to be gaining all approvals and entitlements now while we are unable to obtain a solid lender and a solid appraisal. Over \$450,000 has been spent as of today's date on Phase III , 48 units WE ARE SERIOUS, We are just finding ourselves in a very fluid market that has stopped us to move forward. on Phase III

Thank you,



Tim Clifford  
Managing Member,  
Five Tees Construction, LLC

C.c. James Massie, Project Manager Consultant. (615)-394-1935, or 672-7401,  
E-mail, JamesEMassie@ComCast.net

Attached:        One of each rendering for Phase I in 24x36 color.  
                     14 sets of 11x17 of the,  
                     Entire site, showing Phase III, II and now with Ph I all together  
                     Site specific showing open space,  
                     Site specific showing building layout and parking  
                     Site specific showing elevations, materials, and products  
                     Entire site showing Easements, Driveways, and PL's  
                     Entire site showing Phase III layout and the new detention pond and  
                     drainage inlet,  
                     Building type one as example for housing units,  
                     CD of the product for your use and additional copies if needed.  
                     One Full set of working drawings for phase III, for reference to apply to  
                     Phase I, in reference!  
                     A check for \$200.00 per your request for submittal.

12-01-2008

City of White House, TN.

Attn: Addam McCormick

Deer Crossing Trail Phase 2 Preliminary Master Plan/Neighborhood Residential Planned Unit Development Rezoning Request for December 8, 2008 Planning Commission Meeting.

Plan Review Comments:

Provide 23 Copies of Revised Master Plan

14 Copies of Architectural Renderings

1 Copy of Requested Drainage Calculation Information

Provide revised plan submittal by December 3, 2008 by 4pm for Monday December 8, 2008 Meeting. Plans can be submitted in 11x17 format.

Plan Review Comments:

**White House Utility District:**

No comments received.

No Response provided.

**Sewer Department**

Wastewater plans have been returned for corrections.

See letter dated 11-03-2008 from Stanley Consultants

**Planning/Codes:**

1. Provide written response to comments. Completed and returned by 12-03-2008
2. Planning Commission to discuss location of proposed development, rezoning additional property from commercial to multi-family, and size of multi-family project (48+40) for this area. Due to be discussed on 12-08-2008
3. Fire Department will need information on design of access gate per new State of TN law regarding access gates. Including width, emergency opening, and radio controlled opening device. See drawings from Humphreys dated 12-02-2008 revised site plan per the City request.
4. Request moving entrance south to space out entrance on Hwy 31W at 300 from existing entrance for Deer Crossings Center and north soccer complex drive location across street Completed. We moved the entrance as far North from the existing Driveway of Deer Crossing center as possible to meet this request as you will see we had to relocate building types. from front to back and push allot of stuff around to accommodate this request.

5. Request carport/dumpster be removed on north side of property due to blocking of visibility of adjacent commercial building. Completed. This has been relocated to the south end of the complex.
6. Provide sight distance study on Hwy 31W south bound for proposed access point referenced in review comment #1 above. (looking north from entrance) Completed. See study from Stanley Consultants dated 12-03-2008.
7. Provide deceleration lane for proposed access point. Completed. see Site plan from Humphreys showing deceleration lane.
8. Landscape berm to be constructed along Meadowlark Drive to be consistent with Deer Crossings Berm design regarding height and landscaping. Completed in fact we have extended the bear along the west PL and deleted the exit to meadow lark st to eliminate the flow of traffic, and even access of emergency vehicles.
9. Provide information about voltage of overhead utility easement if over 69 KV then buildings to be 50ft from center of line, if 106 KV then setback to be 75ft from center of line, per subdivision regulations. Completed. Relocated buildings 75 feet from easement even though we were unable to qualify the KV strength. If down the course of discovery with the utility Departments we find that in fact it is only 69KV we reserve the right to push back to the 50 foot requirement.
10. Contacted surveyor about width of TVA easement since easement shown on city property across street as 100ft ROW v/s 80 ft ROW as shown on plat and Plans. All plans show 80 ft ROW on our plans from original conception of design, with deer Crossings and all maps provided throughout the last six years. It is our belief that it is 80 foot per the surveyor findings
11. Show and label access points across street at soccer complex and gravel drive and Cardinal Drive. Completed. See site plan for these details added.
12. Provide enough area to allow vehicle to turn around at Meadowlark Drive access when not able to enter complex also provide signage altering no access to complex from entrance. Completed. We deleted the emergency gate "exit only" and bermed it to match the existing berm, thus allowing only the traffic to flow as it currently does for the secondary access point to Deer Crossing Commercial center. Therefore eliminating any need for the visual and physical requirement to have a turn around.
13. City Engineer request drainage calculations and proposed design to prove that detention is not necessary for this portion of project. Completed. See Stanley Consultant report. Note this was provided in the early stages of Phase III report and we have up dated it this application.
14. Request moving playground and amenity area out of 25ft setback, instead widen areas to incorporate same area but preserve open 25ft buffer. Completed. Yet to add this area once we started to drill down onto to actual size was way to large therefore pulling back the size to not encroach into the set back in addition to reducing the actual amenities to scale, yet not reducing the open space area at all.
15. Two parking spaces at end of small aisle between bldgs 5/6 to be removed will limit ability to back out of spaces. Completed. Note we are still over parked by many spaces to help the tenant flow if need be.
16. How will trash dumpster be accessed on south property line? We have relocated the trash dumpster to a easier location to access. Yet the answer will be the trucks

will have to pull forward to grab the dumpster and then back up into the Driveway as a three point turn around and then exit the site through the main entrance.

17. All buildings and amenities to be connected with walkways. Completed. This was always our intent once we got into the working drawings.

Open space maintenance is it combined with 48 unit complex with phase 3? No.

18. Provide subdivision plat combining 4 lots into one lot to Planning Commission for approval. If approved we would create a new parcel just as phase III did . yet I would ask that this is not a requirement at this point due to the unnecessary need at this time

Dear Addam. It is with great care and concern we have made all of these changes in the rezoning phase. We understand why you are requesting them and have applied them to the best of our ability with the understanding that once we get into actual working drawings we may need to tweak this or that. just as phase III did to make things work or make them better i.e. open space amenities, ect. I hope you understand and agree that this is a site plan concept and may need massaging a little to ultimately obtain the best flow and use once the Consultants get involved and need to push and pull for utilities, side walks, carports, ect. ect.

Thank you

Sincerely



Tim Clifford

Managing Member for Five Tees Construction LLC

## MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: December 10, 2008

RE: Commercial Design Standards Amendment

The White House Municipal/Regional Planning Commission at November 10, 2008 meeting recommend approval of amendment to Commercial Design Standards, Lighting and Utilities Section to expand upon standards for architectural decorative lighting. The amendment expands upon limitation of decorative lighting. The Planning Commission discussed to further expand upon ordinance but decided to keep proposed ordinance to permit interpretation and individual review of proposal since the issue is an architectural design matter. The amendment was determined to be necessary by Planning Commission after review of request of architectural lighting proposal for new Holiday Inn Express building.

ORDINANCE 08-27

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE  
AMENDING THE COMMERCIAL DESIGN STANDARDS, LIGHTING AND  
UTILITIES STANDARDS REGARDING ARCHITECTURAL DECORATIVE  
LIGHTING.**

**WHEREAS**, upon a request for a decorative architectural lighting fixtures at a local business the Lighting and Utilities Standard section of the Commercial Design Standards is being amended to expand regulations for decorative architectural lighting to provide Planning Commission review criteria to prevent lighting that is not within character and scale of project and area.

**NOW, THEREFORE, BE IT ORAINED** by the Board of Mayor and Aldermen that the following amendment is indicated below:

**Design Standards Section:**

9. Fixtures used for architectural lighting, such as façade, feature and landscape lighting, shall be shielded and aimed or directed so as to preclude light projection beyond immediate objects intended to be illuminated and shall not extend beyond structure and property line. The scale and color of architectural lighting shall be determined by Planning Commission based on the area of city and architectural feature or landscaping that is proposed to be illuminated. Bright colors and exposed bulbs shall be prohibited. Lighting fixture shall be a low wattage fixture. Planning Commission may require photo samples and lighting fixture information with plan submittals.

BE IT FURTHER ORDANIED that this amendment was approved by the Planning Commission at November 10, 2008 Meeting.

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: December 18, 2008

Second Reading: January 15, 2009

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John Decker, Mayor

ATTEST:

\_\_\_\_\_  
Christie Odenwald, City Recorder

*December 12, 2008*

# MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier  
City Administrator



Re: Ordinance 08-28

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Ordinance 08-28 reflects discussions from the previous work session. The City Attorney and I have reviewed and drafted per our interpretation of the work session. This ordinance may be amended if anything has been misinterpreted. If you have any questions, please call to discuss. I want to point out that the resolution to exempt the City from having a petition from a business within the City to extend the hours of sale will be presented at the January meeting to allow a public hearing on both the ordinance and resolution simultaneously.

ORDINANCE 08-28

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, REPEALING THE PROHIBITION OF INTOXICATING LIQUOR SALES ON PREMISE AND ADOPTING A PRIVILEGE TAX ON RETAIL SALE OF ALCOHOLIC BEVERAGES FOR CONSUMPTION ON THE PREMISE.

BE IT ORDAINED by the Board of Mayor and Alderman of the City of White House, Tennessee that Title 8, Chapter 1, Section 8-101 of the Municipal Code is hereby repealed in its entirety and a new Chapter 1 is substituted as follows:

CHAPTER 1 INTOXICATING LIQUORS

Section 8-101. Definition of Alcoholic Beverages.

Section 8-102. Consumption of Alcoholic Beverages on Premises.

Section 8-103. Privilege Tax on Retail Sale of Alcoholic Beverages for Consumption on the premises.

Section 8-104. Annual Privilege Tax to be Paid to the City Recorder.

Section 8-105. Concurrent Sales of Liquor by the Drink and Beer.

Section 8-106. Advertisement of Alcoholic Beverages.

Section 8-107. Certificate of Good Moral Character Required-Contents-Consent to Investigation.

Section 8-108. Grounds for Denial of Certificate of Good Moral Character.

Section 8-109. Certificate of Compliance Required - Contents.

Section 8-110. Hours of Sale.

- 8-101. Definition of Alcoholic Beverages. As used in this chapter, unless the context indicates otherwise: Alcoholic beverages means and includes alcohol, spirits, liquor, wine, and every liquid containing alcohol, spirits, wine and capable of being consumed by a human being, other than patented medicine or beer, where the latter contains an alcoholic content of five percent (5%) by weight, or less.
- 8-102. Consumption of Alcoholic Beverages on Premises. Tennessee Code Annotated, Title 57, Chapter 4, inclusive, is hereby adopted so as to be applicable to all sales of alcoholic beverages for on premises consumption which are regulated by the said code when such sales are conducted within the corporate limits of the City of White House, Tennessee. It is the intent of the Board of Mayor and Aldermen that the said Tennessee Code Annotated, Title 47, Chapter 4, inclusive, shall be effective in the City of White House, Tennessee, the same as if said code sections were copied herein verbatim.
- 8-103. Privilege Tax on Retail Sale of Alcoholic Beverages for Consumption on the Premises. Pursuant to the authority contained in Tennessee Code Annotated, 57-4-301, there is hereby levied a privilege tax (in the same amounts levied by T.C.A., Title 47, Chapter 4 Section 301, for the City of White House General Fund to be paid annually as provided in this chapter) upon any person, firm,

corporation, joint stock company, syndicate, or association engaging in the business of selling at retail in the City of White House on alcoholic beverages for consumption on the premises where sold.

8-104. Annual Privilege Tax to be Paid to the Finance Director. Any person, firm, corporation, joint stock company, syndicate or association exercising the privilege of selling alcoholic beverages for consumption on the premises in the City of White House shall remit annually the Finance Director the appropriate tax described in 8-103. Such payments shall be remitted not less than thirty (30) days following the end of each twelve (12) month period from the original date of the license. All permit holders shall submit quarterly reports, certified by an accountant, on forms provided by the City within twenty (20) days of the end of the calendar quarter to the Finance Director of the City of White House setting out in detail the monthly gross receipts of alcoholic beverages. The City will maintain these reports in the permit holder's individual file to meet the confidentiality requirements of State Law. Upon the transfer of ownership of such business or the discontinuance of such business, said tax shall be filed within thirty (30) days following such event. Any person, firm, corporation, joint stock company, syndicate, or association failing to make payment of the appropriate tax when due shall be subject to the penalty provided by law.

For the exercise of such privilege, the following taxes are levied for city purposes to be paid annually, to wit:

- (1) Private Club.....\$300.00
- (2) Hotel/Motel.....\$1,000.00
- (3) Restaurant, according to seating capacity on licensed premises:
  - a. 75-125 seats.....\$600.00
  - b. 126-175 seats.....\$750.00
  - c. 176-225 seats.....\$800.00
  - d. 226-275 seats.....\$900.00
  - e. 276 seats and over.....\$1,000.00
  - f. 'Wine Only' Restaurant with 50 or more seats  
\$120.00

The quarterly reports shall comply with the following schedule:

PERIOD	REPORT DUE DATE
January – March	April 20
April – June	July 20
July- September	October 20
October - December	January 20

- 8-105 Concurrent Sales of Liquor by the Drink and Beer. Any person, firm, corporation, joint stock company, syndicate or association which has received a license to sell alcoholic beverages in the City of White House, pursuant to Tennessee Code Annotated, Title 57, Chapter 4, shall, notwithstanding the provisions of 8-212(3) of the Ordinance of the City of White House, qualify to receive a beer permit from the City.
- 8-106 Advertisement of Alcoholic Beverages. All advertisement of the availability of liquor for sale by those licensed pursuant to Tennessee Code Annotated, Title 57, Chapter 4, shall be in accordance with the Rules and Regulations of the Tennessee Alcoholic Beverage Commission.
- (a) Sign Restrictions. It shall be unlawful for any person authorized to sell beer, for either on the premises consumption or off the premises use, to erect or maintain more than one advertising or display sign upon the outside of the building or in a window. Said sign may use the word "beer" or the name of any brand of beer. Said advertising or display sign shall not exceed four (4) inches in height and eighteen (18) inches in length, and the sign shall be placed parallel with and on the building or in a window.
- 8-107 Certificate of Good Moral Character Required-Contents-Consent to Investigation. Each applicant for a license to sell alcoholic beverages for consumption on the premises of any hotel, restaurant or club must first obtain a certificate of good moral character, on a form provided by the City Administrator and signed by the Mayor of the City of White House. The certificate shall state:
- (1) That the applicant is personally known to the Mayor and the Board of Alderman, and is a person of good moral character; or
  - (2) That the applicant is not personally known to the Mayor and the Board of Alderman, but that the City has made careful investigation of the applicant's general character and from such investigation, has determined it to be good.
  - (3) Consideration of each application for a certificate shall be undertaken at a regular or specially called meeting of the Board of Mayor and Alderman and approved by a majority of the members thereof.
  - (4) Each applicant for a certificate of good moral character is deemed to consent, by virtue of his application, to an investigation of his general character including, but not limited to, the determination of any record of convictions.
- 8-108 Grounds for Denial of Certificate of Good Moral Character. It shall be grounds for denial of the certificate of good moral character that:

- (1) The applicant has been convicted of a felony or, if a corporation, that the executive officers or those in control have been convicted of a felony; or
- (2) The applicant has been convicted of a crime involving moral turpitude.

8-109 Certificate of Compliance Required – Contents. Each applicant for a license to sell alcoholic beverages for consumption on the premises of any hotel, restaurant or club must obtain, in addition to the certificate of good moral character, a certificate of compliance signed by the building official in the Planning and Codes Department of the City of White House. The certificate shall state:

- (1) That the proposed use is a permitted use or is existing legally and is allowable in the zone in which it is located; and
- (2) That the establishment for which the certificate is sought provides separate sanitary facilities, for men and women, conforming to the building code, located within the area where business is conducted; and
- (3) That all seating on the ground level is covered by a permanent roof; except that hotels (as defined in Tennessee Code Annotated, § 57-4-102(e) are exempted from the requirements of this subsection; and
- (4) That the establishment for which the certificate is sought has a seating capacity meeting those requirements set out in Tennessee Code Annotated, § 57-4-102; and
- (5) That the establishment for which the certificate is sought is separated from the closest church or school by a minimum separation of 275 feet, the distance being determined by the length of a straight line between the closest corner of the church building or school building and the closest corner of the building for which the certificate is sought.

8-110 Hours of Sale. No alcoholic beverage within the scope hereof shall be sold between the hours of three o'clock a.m. (3:00 a.m.) and eight o'clock a.m. (8:00 a.m.) on weekdays, or between the hours of three o'clock (3:00 a.m.) and noon (12:00 p.m.) on Sundays.

This Ordinance shall take effect upon its passage, the public welfare requiring it.

First Reading: December 18, 2008

Second Reading: January 15, 2009

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John Decker, Mayor

ATTEST:

\_\_\_\_\_  
Christie Odenwald, City Recorder

December 12, 2008

# MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier  
City Administrator 

Re: Ordinance No. 08-29

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Ordinance 08-29 changes the hours of sale for on-premise holders to that of state law for those selling intoxicating liquors on the premise. This ordinance will allow all those with an off-premise permit to continue selling beer 24 hours/day and 7 days/week. If you have any questions regarding these changes, feel free to contact me anytime.

**ORDINANCE 08-29**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE  
AMENDING THE MUNICIPAL CODE TITLE 8, CHAPTER 2 BEER.**

WHEREAS, the Board of Mayor and Aldermen desires to update the Municipal Code regarding beer; and

WHEREAS, the current ordinance must be amended in order to comply with the liquor-by-the-drink restrictions of the State of Tennessee;

**NOW THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 2 Beer is amended as follows:

8-208. **Classes of permits**. For classes of permits may be issued by the Beer Board as follows.

- (1) **A manufacturer's or distributor's permit** to a manufacturer of beer for the manufacture, possession, storage, sale, distribution and transportation of the product of such manufacture, not to be consumed by the purchaser upon or near the premises of such manufacturer. A manufacturer of beer is defined as one who employs a minimum of twenty-five (25) full-time employees in the manufacture of beer.
- (2) **An "off-premises" permit** to any person or legal organization engaged in the sale of such beverages where they are not to be consumed by the purchaser or other persons upon or near the premises of such seller. Drive in beer sales are authorized for off-site permit holders only. "Off-premises" permit holders shall be permitted to sell beer on a twenty-four (24) hour basis, seven (7) days a week.
- (3) **An "on-premises" permit** to any person or legal organization engaged in the operation of a restaurant wherein the sale of beer is for consumption on the premises. A restaurant is defined as a business establishment whose primary business is the sale of prepared food to be consumed on the premises and less than forty percent (40%) of its income is from the sale of beer. For the purposes of this chapter, the term "on-premises consumption" shall mean consumption within the building or on any decks, patios and other outdoor serving areas that are contiguous to the exterior of the building for which the license is issued, except if this license is held by the proprietor of a golf course. For proprietors of golf courses, on-premises shall mean within the building or on any decks, patios and other outdoor serving areas that are contiguous to the exterior of the building and/or on the course. However, no consumption shall be permitted on any parking lot. Where on-premises consumption is permitted on a golf course, beer may be purchased wither at the restaurant or from a beverage cart. Any "on-premises" permit holder shall follow the hours of sale for intoxicating liquors. No "on-premises" beer

permit holder shall sell or give away beer between the hours of three o'clock a.m. (3:00 a.m.) and eight o'clock a.m. (8:00 a.m.) on weekdays, or between the hours of three o'clock (3:00 a.m.) and twelve o'clock noon (12:00 p.m.) on Sundays.

- (4) **A special event permit** may be issued by the Beer Board on a case by case basis for a specific date and time. No more than two (2) special events permits will be granted during a calendar year.

~~The sale of beer shall be permitted on a twenty-four (24) hour basis, seven (7) days a week.~~

It is unlawful for any beer permit holder to engage in any type or phase of the beer business not expressly authorized by his permit. It is likewise unlawful for him not to comply with any and all express restrictions or conditions which may be written into his permit by the Beer Board.

This Ordinance shall take effect upon its passage, the public welfare requiring it.

First Reading: December 18, 2008

Second Reading: January 15, 2009

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

ATTEST:

\_\_\_\_\_  
Christie Odenwald, City Recorder



*FINANCE AND  
OTHER BUSINESS . . .*



# Memo

**To:** Board of Mayor and Alderman  
**From:** Ed Hickman – Director of Public Works  
**CC:** Christie Odenwald  
**Date:** 12/9/2008  
**Re:** Recommended Vendor for Facility Maintenance Service Truck @ Public Works

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On this date, December 5, 2008 I recommend that the Board accept the Seal Bid for Facility Maintenance service truck as quoted by Alexander Ford Mercury of 1550 NW Broad Street, Murfreesboro, Tn. , Bid# 08-1012PW.

2009 Dodge Ram 2500, 4 wheel drive, extended cab, with Utility Box, Led Strobe Light.

Cost \$23,950.00 Fund Account Number 110-41800-902 (\$ 25,000.00) Delivery 90 days ARO.

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

BID#	08-1012PW	VIC JENKINS CHEVROLET	MID-TENN FORD	TOWN & COUNTRY FORD	ALEXANDER FORD	ALEXANDER FORD
3/4 TON TRUCK FACILITY MAINTENANCE	400 E. BROADWAY	1319 FOSTER AVE	101 ANDERSON LANE	1550 NW BROAD ST	1550 NW BROAD ST	
OPENING: December 3rd, 2008	GALLATIN, TN 37066	NASHVILLE, TN 37210	MADISON, TN 37115	MURFREESBORO, TN 37129	MURFREESBORO, TN 37129	
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
3/4 TON PICK-UP, GAS 5.4 OR EQUIV. ENGINE, 4X4, 8' UTILITY BED, EXT. CAB, REAR BUMPER HITCH, STROBE LIGHT LED ROOF MOUNT, WHITE, SHADED FRONT WINDOW, TINTED REAR AND SIDES	\$31,667.90	\$26,263.95	\$26,700.00	\$23,950.00	\$24,829.00	
				SCUDDE 504W/2500	FORD	
Delivery	60-100 DAYS ARO	90-120 DAYS ARO	90-120 DAYS ARO	90 DAYS ARO	90 DAYS ARO	
Totals	\$31,667.90	\$26,263.95	\$26,700.00	\$23,950.00	\$24,829.00	

GOLDEN CIRCLE FORD

1432 HWY 46 BYPASS

JACKSON, TN 38305

Unit Cost

\$26,323.00

90-126 DAYS ARO

\$26,323.00

# Memo

**To:** Board of Mayor and Alderman  
**From:** Ed Hickman – Director of Public Works  
**CC:** Christie Odenwald  
**Date:** 12/9/2008  
**Re:** Recommended Vendor for Streets & Roads Service Truck @ Public Works

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On this date, December 5, 2008 I recommend that the Board accept the Seal Bid for Streets & Roads service truck as quoted by Alexander Ford Mercury 1550 NW Broad Street, Murfreesboro, Tn., Bid# 08-1012PW.

2009 Dodge Ram 2500, 4 wheel drive, extended cab, with Utility Box, Tow Package, and rear bumper.

Cost \$30,062.00 Fund Account Number 110-43100-900 (\$ 28,000.00) the balance of \$2062.00 will be made up in other line item savings for the year and through surplus truck sale. Delivery 90 days ARO.

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

BID#	08-1011PW	VIC	JENKINS CHEVROLET	MID-TENN FORD	TOWN & COUNTRY FORD	ALEXANDER FORD	ALEXANDER FORD
3/4 TON TRUCK STREET/ROAD	400 E. BROADWAY	1319 FOSTER AVE	101 ANDERSON LANE	1550 NW BROAD ST	1550 NW BROAD ST		
OPENING: December 3rd, 2008	GALLATIN, TN 37086	NASHVILLE, TN 37210	MADISON, TN 37115	MURFREESBORO, TN 37129	MURFREESBORO, TN 37129		
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
3/4 TON PICK-UP, DIESEL 6.4 OR EQUIV. ENGINE, 4X4, 8' UTILITY BED, EXT. CAB, REAR BUMPER HITCH, STROBE LIGHT LED ROOF MOUNT, WHITE, SHADED FRONT WINDOW, TINTED REAR AND SIDES	\$37,883.00	\$31,821.92	\$31,050.00	\$30,062.00 DODGE RAM 2500	\$30,335.00 FORD		
Delivery	60-100 DAYS ARO	90-120 DAYS ARO	90-120 DAYS ARO	90 DAYS ARO	90 DAYS ARO		
Totals	\$37,883.00	\$31,821.92	\$31,050.00	\$30,062.00	\$30,335.00		

GOLDEN CIRCLE FORD

1432 HWY 45 BYPASS

JACKSON, TN 38305

Unit Cost

Unit Cost

Unit Cost

\$32,109.00

90-120 DAYS ARO

\$32,109.00

# Memo

**To:** Board of Mayor and Alderman  
**From:** Ed Hickman – Director of Public Works  
**CC:** Christie Odenwald  
**Date:** 12/9/2008  
**Re:** Recommended Vendor for Decorative Lighting within the City Limits

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On November 19, 2008 seal bids for Decorative Street Light Maintenance were conducted by Purchasing Coordinator and Public Works Director of the City of White House. A total of Six (6) bids were received, reviewed and the results tabulated on the attached chart. During the first twelve months the successful bidder will be mainly performing maintenance on existing fixtures and the following items have been identified as having the highest probability of being replaced: LAMPS, BALLAST, HOURLY RATE, and EMERGENCY HOURLY RATE. Therefore with recommendations from Purchasing and Public Works we request that the contract for 1 year (Jan. 1, 2009 to Dec. 31, 2009) be awarded to Southeast Electric.

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

	SOUTHEAST	RAINS ELEC.	MARK VAUGHN	STANSELL ELEC	RLG ELEC.	BRATTEN ELEC.
LAMP	lowest \$80.00	\$191.17	\$110.00	\$162.37	\$96.50	\$91.46
BALLAST	\$364.00	lowest \$266.24	\$365.00	\$458.13	\$380.00	\$323.50
HOURLY	lowest \$60.00	\$85.00	\$69.00	\$72.12	\$80.00	\$72.50
EMG. HOURLY	lowest \$75.00	\$127.50	\$100.00	\$94.95	\$80.00	(2-hour min.) * \$125.00
FIXTURE HEAD	\$1,314.00	\$1,175.98	lowest \$1,078.00	\$1,271.49	\$1,212.20	no bid
TOTAL POLE	\$2,519.00	\$2,264.56	\$2,146.00	\$2,379.84	\$2,423.10	lowest \$1,859.74

Lamps, Ballast, Hourly Rate, Emergency Hourly Rate; have the highest probability impacting the City on the first contract.

BID# 08-1008PW DECORATIVE STREET LIGHTS MAINTENANCE	BRATTEN ELECTRIC, INC 3900 EMPSON ROAD	RLG ELECTRICAL LLC 421 BRINKLEY LANE	STANSELL ELECTRIC 1630 CHURCH ST	MARK VAUGHN ELECTRIC 1000 NORTHCHASE RD	SOUTHEAST ELECTRIC P.O. BOX 1504	RAINS ELECTRIC 212 WILLIAMS AVE
OPENING: November 19, 2008	WHITE HOUSE, TN 37188	WHITE HOUSE, TN	NASHVILLE, TN 37203	GOODLETTSVILLE, TN 37072	WHITE HOUSE, TN 37184	MADISON, TN 37115
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
BIDS FOR DECORATIVE LIGHT MAINTENANCE BY A STATE LICENSED ELECTRICIAN TO MAINTAIN ON DECORATIVE STREET						
COMPLETE FIXTURE TO BE KEPT IN STOCK COMPLETE GROUND UP REPLACEMENT OF ENTIRE POLE	\$1,709.75	\$2,423.10	\$2,379.84	\$2,146.00	\$2,519.00	\$2,264.56
LAMP REPLACEMENT	\$91.46	\$6.50 min 1hr	\$162.37	\$110.00	\$80.00	\$191.17
BALLAST REPLACEMENT	\$323.50	\$80.00 min 2 hr	\$458.13	\$385.00	\$364.00	\$338.29
HOURLY REPAIR	72.50 NO MINIMUM	\$80.00	\$72.12	\$69.00	\$60.00	\$65.00
EMERGENCY RATE	125.00 MIN. 2 HOURS	80.00 per hour	\$94.95	\$100.00	\$75.00	\$127.00
FIXTURE REPLACEMENT		\$1,212.20	\$1,380.77	\$1,078.00	\$1,314.00	\$1,175.98
POLE REPLACEMENT		\$1,159.30	\$1,271.49	\$1,068.00	\$1,205.00	\$1,088.58
Delivery						
Totals						



## City of White House Memorandum

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Date: December 10, 2008

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

From: Ashley Smith, Director  
Parks and Recreation Department

Re: Basketball Court Replacement at Municipal Park

Included in the Capital Improvements Plan for the Parks Department this year is \$20,000 to replace the outdoor basketball court at the Municipal Park with a new concrete court surface. Sealed bids have been received and the lowest bid is from Dotson Concrete for \$16,959. This project will be funded with Park Sales Tax money. I am requesting your consideration and approval of this contract.

Thank you.

BID#	08-1009PK	PRITCHARD COMPANIES LLC	DANNY CAMPBELL CONCRETE DOTSON CONCRETE INC						
BASKETBALL COURT REPLACEMENT	P.O. BOX 1201	1132 SWAMP RD	P.O. BOX 425						
OPENING: December 2nd, 2008	WHITE HOUSE, TN 37188	PORTLAND, TN 37148	WHITE HOUSE, TN 37188						
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
52' x 92' pad dimensions. Remove asphalt surface and dispose, install new 4" thick concrete surface, light broom finish, backfill concrete sides flush to the surface with soil and compact lightly	\$17,750.00	\$17,525.00	\$16,959.00						
Delivery									
Totals	\$17,750.00	\$17,525.00	\$16,959.00						

*December 1, 2008*

# MEMORANDUM

To: Board of Mayor and Aldermen  
From: Christie Odenwald, City Recorder  
Re: Approval of board appointments

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The following is a list of appointments for City Boards. These vacancies have occurred as a result of resignations and the expiration of terms. As a result, please review the following appointees:

#### Beer Board

Mayor Decker is planning to step down as a member of the Beer Board. He would like to appoint Ald. Farris Bibb to replace him.

#### Board of Zoning Appeals

Ald. Mike Arnold's appointment expired with his term. As a result, the Mayor would like to re-appoint Ald. Arnold to the Board of Zoning appeals.

#### Planning Commission

Ald. Darrell Leftwich's appointment to the Planning Commission expires with his term. The Mayor would like to appoint Clif Hutson to that vacant seat.

December 4, 2008

# MEMORANDUM

To: Board of Mayor & Aldermen  
From: John Grubbs – HR Director  
Re: Employee Recognition – Parks Maintenance

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## **Features of work:**

The positions within our Parks Maintenance Department, specifically our Parks Groundskeepers, Maintenance Workers and Equipment Operators, perform a varied group of responsibilities.

*Employees in this class perform varied maintenance and repair of parks, greenways and related facilities; operate a wide variety of park trucks and equipment in the repair and maintenance of parks, greenways and related facilities.*

Within the City of White House, we have approximately 150 acres of land and 3.5 miles of Greenway in our Parks System, along with a total of 14 athletic fields and support facilities. Our Parks Maintenance staff is tasked with maintaining these, and the city Cemetary along with the landscaping of City locations amongst a myriad of other seasonal and special responsibilities.

In order for our citizens to properly enjoy one of the best Parks Systems in our area, our Maintenance Workers have a constant and never ending job of making the facilities and open spaces not only beautiful, but safe for all. These dedicated persons undertake this great responsibility in all sorts of weather conditions and on many days that aren't part of a typical work week for most.

We would like to recognize and thank those persons who perform these duties diligently and without fanfare each day to make our City a clean and pleasant place to compete, relax and enjoy nature.

## **Our Parks Maintenance Personel are:**

Steven Russell	Parks Maintenance Supervisor
Mark Bagwell	Parks Equipment Operator
John Pentecost	Parks Maintenance Worker
Josh Kelton	Groundskeeper – Part Time
Keith Futch	Groundskeeper – Seasonal



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*OTHER INFORMATION . . .*



# Memo

**To:** Board of Mayor and Aldermen  
**From:** Chief Palmer  
**CC:**  
**Date:** December 10, 2008  
**Re:** New Fire Station Project

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We are nearing the end of the construction of the new fire station and thought it would be beneficial to provide an update on the financial portion of the project. At this point project costs are within the original contract amount of \$2,637,583.00 and this has been accomplished due to the fact of two credits we were able to build into the project. One of the credits was \$15,000.00 for the installation of the wastewater pump tank and service line that our Waste Water Department installed. The other credit was for \$9,670.00 that was saved on excavation of the site with the use of fill dirt from across the street from the project. During the 2007-2008 budget year a total of \$ 1,067,615.80 was paid on the project and at this time there is a balance of \$165,686.58 remaining in the contract to complete the project. There have been some change orders throughout the project some to adjust the contract time (rain days), adjustments by the architect and engineers, and one we initiated (change order #8) to upgrade the type of grout to be used in the bathrooms. At this time we maintain a credit of \$12,325.53 on the contract with an outstanding change order on the electrical service to the building that has not been resolved at this time. Depending on the outcome of this change order, completion of the project, and some costs associated with installation of internet and cable services it is likely this project will be completed within the original contract amount.

Thanks,



Chief Palmer

