

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
April 16, 2009
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 the March 19, 2009 Meeting
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 09-03** – An ordinance amending the Municipal Code, Title 18, Chapter 3, Sewer Rates, Fees and Charges, Section 18-301. **Second Reading.**
8. Communications from Mayor, Aldermen and City Administrator
 - a. Mayor recognizes Public Safety Dispatcher.
9. Acknowledge Reports

A. General Government	E. Wastewater	I. Engineering
B. Police	F. Planning and Codes	J. Court Clerk
C. Fire	G. Parks	K. Monthly Financial Summary
D. Public Works	H. Library	
10. New Business
 - A. Consideration of the following resolutions:
 1. **Resolution 09-07** – A resolution ratifying the revised Robertson County Growth Plan as adopted by the Robertson County Coordinating Committee on January 29, 2009.
 2. **Resolution 09-08** – A resolution authorizing the City of White House to enter into an Interlocal Cooperation Act to become a participant in the TML Risk Management Pool along with other participating municipalities in order to obtain risk management, insurance, self-insurance or any combination thereof for any and all areas of liability or insurability.

3. **Resolution 09-09** – A resolution recognizing the University of Tennessee Municipal Technical Advisory Service (MTAS) for 60 years of assistance to local governments.

B. Consideration of the following ordinances:

1. **Ordinance 09-03** – An ordinance amending the Municipal Code, Title 18, Chapter 3, Sewer Rates, Fees and Charges, Section 18-301. **Second Reading.**
2. **Ordinance 09-04** – An ordinance deleting the Municipal Code, Title 1, Chapter 3, Section 1-302 and Chapter 7, Section 1-702 regarding the bonding requirements for the City Recorder and Municipal Treasurer. **First Reading.**

B. Finance

1. Presentation and acceptance of FY08 audit by Work and Greer.
2. Board review of deferred vehicles from the January 15, 2009 meeting.
3. Board approval of the extension of the Tennessee Housing Development Agency's Home Grant Program.

C. Other Business

1. Board approval of annexation agreement with the Kelley Family.
2. Board review of annexation agreement with Burris Ridge.
3. Board approval of street acceptance for Madeline Way, located in the TN Medical Subdivision.

11. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
March 19, 2009
7:00 p.m.

1. Call to Order by the Mayor
Mayor Decker called the meeting to order at 7:00 pm.
2. Prayer/Pledge
Prayer and Pledge to the American Flag by Ald. Bibb.
3. Roll Call
Ald. Arnold – Present; Ald. Bibb – Present; Ald. Bracey – Present; Ald. Hutson – Present, Mayor Decker – Present. **Quorum Present.**
4. Adoption of the Agenda
Motion was made by Ald. Arnold second by Ald. Bracey to adopt the agenda. A voice vote was called for with all members voting aye. **Agenda adopted.**
5. Approval of Minutes of February 19, 2009 Meeting
Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **February 19, 2009 minutes approved.**
6. Welcome Visitors
The Mayor welcomed everyone in attendance.
7. Public Hearing
 - a. **Ordinance 09-02** – An ordinance deleting the Municipal Code, Title 6, Chapter 1, Police and Arrest, Section 6-110. **Second Reading. No one spoke for or against.**
8. Communications from Mayor, Aldermen and City Administrator
 - Mayor Decker recognized the Planning and Codes Building Inspectors.
 - Ald. Bibb commented on the great turnout at the Soccer Complex for the soccer tournament this weekend. Ms. Carrier added that there were 66 away teams and 9 home teams that played over the weekend.
 - Ms. Carrier also stated that the agenda was amended due to the stimulus package. The fiber optics project and Calista Road project have been offered funding through the stimulus package. The Tyree Springs/ South Palmers Chapel project has a small chance of being funded if other projects are not approved.

9. Acknowledge Reports

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

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

10. New Business

A. Consideration of the following resolutions:

1. **Resolution 09-06** – A resolution endorsing local project for funding under the American Recovery and Reinvestment Act (ARRA) of Surface Transportation Funds. **AMENDED.**

Motion was made by Ald. Arnold, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **Resolution 09-06 approved.**

B. Consideration of the following ordinances:

1. **Ordinance 09-02** – An ordinance deleting the Municipal Code, Title 6, Chapter 1, Police and Arrest, Section 6-110. **Second Reading.**

Motion was made by Ald. Bibb, second by Ald. Arnold to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Hutson - aye; Mayor Decker – aye. **Ordinance 09-02 approved on second and final reading.**

2. **Ordinance 09-03** – An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees and Charges, Section 10-302(11). **First Reading.**

Motion was made by Ald. Bibb, second by Ald. Arnold to approve. A voice vote was called for with all members voting aye, except for Ald. Bracey who voted nay. **Ordinance 09-03 approved on first reading.**

C. Finance

1. Board approval of the request by the Police Department to surplus a 2002 BMW Motorcycle, a 1999 Ford Crown Victoria, a 2000 Ford Crown Victoria and 27 NEC desktop telephones.

Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The request to surplus the 2002 BMW Motorcycle, 1999 Ford Crown Victoria, 2000 Ford Crown Victoria and 27 NEC desktop telephones was approved.**

2. Board approval of a contract with Pepsi Bottling Group to provide beverages for the City Park.

Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Contract with Pepsi Bottling Group was approved.**

3. Board approval of Hwy 76 sidewalk design, Alternative #2.
Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **Hwy 76 sidewalk design, Alternative #2 was approved for an estimate of \$481,840.**
4. Board approval of CEMC Pole Attachment License Agreement for fiber optic lines.
Motion was made by Ald. Arnold, second by Ald. Bracey to approve. A voice vote was called for with all members voting aye. **The CEMC Pole Attachment Agreement was approved with a one time application fee of \$1,305 and an annual attachment rental rate of \$2,044.50.**

D. Other Business

1. Board approval of Good Moral Character Certificate for Clementina Zavala of De La Paz Restaurant, located at 3017 Hwy 31W.
Motion was made by Ald. Bibb, second by Ald Bracey approve. A voice vote was called for with all members voting aye. **Good Moral Character Certificate for Clementina Zavala of De La Paz Restaurant approved.**

11. Adjournment

Motion was made by Ald. Bibb to adjourn at 7:27 p.m.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

March 30, 2009

MEMORANDUM

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

Summary of features of work:

Performs intermediate technical work receiving public complaints and dispatching police and fire equipment and personnel sometimes in response to emergency situations; does related work as required. Obtains pertinent information regarding complaints and relays information to patrol officers answering the complaint. Monitors patrol units and remains familiar with the location of each unit handling a complaint, a criminal offense or a traffic violation. Assists in the coordination of services as requested by field officer (i.e., wreckers, utility crews, other departmental personnel, etc.).

As the week of April 12 through 18, 2009 is National Public Safety Telecommunications Week, it is very appropriate that we recognize the dispatchers who serve our City. These persons must be prepared daily for an environment that changes without notice from calm to hectic. These are the first points of contact when a citizen calls 911 from our local area seeking assistance. Our dispatchers are the voices that assure the citizen in need that ‘help is on the way’, whether it be Fire, Police or Ambulance; as well as the first face a citizen sees when visiting our Police Department. By nature, the function is a critical link in the process of serving and protecting the citizen. By virtue, those that serve in this capacity are dedicated to their roles in serving our citizens.

Dispatch Personnel

Charles Groves	Dispatcher
Misty Ranney	Dispatcher
Gayle Craig	Dispatcher
Michelle Wooden	Dispatcher
Cheryl Bennett	Part Time Dispatcher

REPORTS . . .

**City of White House
General Government Department
Monthly Report of March 2009**

Administration

The City Administrator, along with Mayor Decker, met with the Library Focus Group, to engage them with a developer to discuss options for the fundraising campaign in building the new and improved library. Many meetings will follow to develop strategies in raising monies and determining strategies to develop the plan for the library.

Much focus was on the budget and incoming revenues for the City. Many hours were spent by the Finance Director, HR Director and the City Administrator to make appropriate cuts and forecast the condition of this year's fiscal budget. Gary Jaeckel, MTAS Municipal Consultant, met with the City Administrator to develop an agenda for the Board of Mayor and Alderman Budget/Strategic Planning Retreat. The Board of Mayor and Alderman held this retreat at Fire Station #2 to save monies for the City. The two-day retreat was productive in covering strategies and priorities for the upcoming budget year, in team development, and in reviewing and responding to the National Citizen Survey.

The City Administrator attended a Special Called Session of the Metropolitan Planning Organization to approve an option for dividing the transportation funds of the stimulus package. An option was voted and decided upon and the BMA approved the projects at the March meeting.

The City Administrator attended the Forward Sumner Annual Business Meeting as well as the Sumner County Joint Economic Community Development Board Meeting. Gina Brown with the State of Tennessee Department of Economic and Community Development visited the City Administrator to discuss White House and network to determine the needs of White House and how the State can assist. Rod Kirk, Robertson County Economic Development Director, met with the City Administrator to proceed with the action plan developed at the Consumer Connections meetings with local businesses and developers. Mr. Kirk is assisting White House in the developing some of the marketing strategies for White House.

The City Administrator attended the Tennessee Municipal League Legislative Conference. Mayor Wilbur and the City Administrator met with Representative Mike McDonald as well as Senator Black during the conference. Policies and state shared funding were discussed. Cities have been encouraged that the State will not disrupt the state shared revenues.

Website Management		
	February 2009	FY 2008-2009
Number of Internal requests for website updates	10	111
Users	*	*

In addition to the requests for website updates, many updates were made by the City Recorder to adjust schedules and hours of operation on several pages.

The City Recorder worked with the department heads, the City Administrator and Gary Jaekel of MTAS to prepare for the Board of Mayor and Aldermen Budget Retreat. The retreat was held at the Fire Department, Station 2 to help reduce the costs to the City. The City Recorder also continues to work with department heads regarding CIP portion of the 2009-2010 Budget Draft.

The City Recorder continued to work with department heads on the submittal of their performance measures to the ICMA Center for Performance Measures. The City Recorder attended a webinar to brush up on any areas or ask any questions regarding the submittal of performance measures to the ICMA Center for Performance Measures. Our performance measures were submitted on March 16th with a great deal of much appreciated assistance from the Finance staff.

*In addition, I am working with our website provider, Civics Plus to generate reports on what pages are most interesting to users and to gather information on the number of users each month.

City of White House
Capital Improvement Program
Fiscal Year 2008-2009

Fund	Department	Project	Funding Source	Completed	In-Progress	Postponed or Cancelled	New/Repl	Fiscal Year 2008-2009
General Fund	Administration	Admin Vehicle	1	X			Repl	\$20,000
General Fund	Building Maintenance	Mun. Center security sys. upgrade	1			X	Repl	\$4,150
General Fund	Building Maintenance	Bldg Maint. Supervisor truck	1			X	Repl	\$25,000
General Fund	Building Maintenance	Marquee Sign	1			X	New	\$10,000
General Fund	Engineer	Street resurfacing	1			X	Repl	\$100,000
General Fund	Engineer	GPS System	1			X	New	\$5,000
General Fund	Engineer	Road Repair Prior to Paving	1	X			Repl	\$200,000
General Fund	Engineer	Sidewalks upgrade to ADA specs., phase I	1	X			Repl	\$20,000
General Fund	Engineer	Fiber Optics	1		X		New	\$232,400
General Fund	Engineer	SR 76 sidewalk grant	1		X		New	\$10,000
General Fund	Engineer	Meadowlark box culvert	1	X			Repl	\$50,000
General Fund	Finance	Court Software/Local Govt.	1	X			Repl	\$7,700
General Fund	Finance	Copier/fax for Finance Dir. Office	1			X	New	\$3,000
General Fund	Fire	A/C Unit at Station #1	1	X			Repl	\$3,500
General Fund	Fire	Furnishings and Office Equipment	1	X			New	\$63,000
General Fund	Parks	Jr. Pro Concession Stand	1	X			New	\$50,000
General Fund	Planning & Codes	Comprehensive Plan Update (Carry-over)	1	X			Repl	\$6,600
General Fund	Planning & Codes	Subdivision Plat Storage Cabinet	1	X			New	\$7,000
General Fund	Planning & Codes	Office remodel for IT position	1	X			New	\$2,000
General Fund	Planning & Codes	IT Position computer	1	X			New	\$5,000
General Fund	Public Works	Computer upgrade - Secretary	1	X			Repl	\$2,100
General Fund	Streets and Roads	1 ton pick-up (Streets)	1			X	Repl	\$28,000
Sanitation	Public Works	Fiber Optics	1		X		New	\$33,800
Wastewater	Wastewater	Fiber Optics	1		X		New	\$33,800
Wastewater	Wastewater	South Palmers Chapel LP Pump Conv.	1		X		Repl	\$52,050
Wastewater	Wastewater	SCADA System	1	X			New	\$95,000
Wastewater	Wastewater	Low Pressure Pump Replacement	1			X	Repl	\$94,000
Wastewater	Wastewater	Vacuum Collection System Rehabilitation	1			X	Repl	\$99,000
Wastewater	Wastewater	3/4 ton ext. cab pick-up w/ utility bed	1			X	Repl	\$27,000
Wastewater	Wastewater	GIS Mapping System	1			X	New	\$22,000
Wastewater	Wastewater	Sage Rd. LP Pump Conversion	1			X	Repl	\$77,200
Wastewater	Wastewater	WWTP Discharge Alternatives Study	1		X		New	\$50,000

Impact Fee Fund	Engineer	Fern Valley/N Palmers intersection imprv	3						Repl	\$50,000
Impact Fee Fund	Parks	Topdresser for athletic fields	3						New	\$14,000
Impact Fee Fund	Parks	Truck loader	3						New	\$2,700
General Fund	Fire	Fire Station on Hwy 31W (Carry-over)	4				X		New	\$1,366,188
General Fund	Parks	Match funds for LPRF grant Phase I	4				X		Repl	\$1,204,289
Wastewater	Wastewater	Copes Crossing Lift Station	4					X	New	\$889,185
State Street Aid	Engineer	Street resurfacing	5				X		Repl	\$200,000
Drug Fund	Police	Upgrade Records Management Syst.	6			X			Repl	\$20,000
Drug Fund	Police	Camera for new K-9 Vehicle	6			X			New	\$4,300
Drug Fund	Police	Audio/Visual Equipment for Training Rm	6			X			Repl	\$4,500
Grants	Engineer	Tyree/S Palmers intersection	7				X		Repl	\$90,000
Grants	Engineer	SR 76 sidewalk grant	7				X		Repl	\$585,000
Grants	Parks	Match funds for LPRF grant Phase I	7				X		Repl	\$500,000
Parks Sales Tax	Parks	1/2 ton ext. cab pick-up	8			X			Repl	\$20,000
Parks Sales Tax	Parks	Greenway Bridge Repairs	8			X			Repl	\$10,000
Parks Sales Tax	Parks	Concrete Basketball Courts	8			X			Repl	\$20,000
Parks Sales Tax	Parks	Rebuild Small Pavilion	8					X	Repl	\$5,000

Funding Source Key:

1 Oper. Budget 3 Impact Fees

2 Capital Project 4 New Bond Issue

5 State Street Aid

6 Drug Fund

7 Grant

8 Parks Sales Tax

**City of White House
Finance Department
Monthly Report of March 2009**

Finance Section

At the close of March, 91% of the Robertson County taxes had been paid, and 95% of the Sumner County taxes were paid. March property tax collections have been enough to bring the delinquency rate down to 7%. This is still 4% higher than usual, but we have picked up a 1% improvement over last months projected numbers. Delinquent property tax notices were mailed out with the following special notice: Due to the downturn in the economy, the City of White House is offering payment arrangements on delinquent property taxes. Please contact the Tax Clerk for details.

The Finance Director has worked closely with the City Administrator and Human Resources Manager during March to ensure that we will close out this fiscal year with balanced expenditures and revenues. Additionally, the projections as they were prepared and presented at the budget study session indicate that we will be able to sustain through next year without significant damage to the General Fund balance should we not see any improvements in our revenue streams.

During the month of March a draft internal control letter was provided by our audit firm, Work & Greer, and the Finance Director completed a management response to the findings and returned the draft for inclusion in the audit document. As of the date of this report, a full draft audit document has not been received but has been promised to be delivered in time for presentation at the April Board of Mayor and Aldermen meeting.

The Finance Director assisted the Fire Department, Public Works Departments, and the City Recorder with completion of several sections of the ICMA performance measurement survey during the past month in order to meet the deadline. Additionally, the Finance Director prepared information for the most recent SAFER grant reimbursement request for the Fire Department; prepared the Sumner County application package for the senior nutrition grant for the Parks Department; and assisted the Police Department with information necessary for several grant applications. Finance staff performance evaluations for last year were delivered during the month of March as well.

The State of Tennessee's Certified Municipal Finance Officer program continued in March with the Finance Director attending a study session in Gallatin in preparation for the second exam which will take place in April in Spring Hill. The second class and exam topic is Part I Governmental Accounting. The Finance Director is the recipient of the 2009 Tennessee Government Finance Officers Association (TGFOA) Scholarship to attend the Government Finance Officers Association Annual Conference in Seattle, Washington in June. Attendance to this conference was budgeted this year, but would not have been possible without the scholarship due to revenue shortfalls. The City will be reimbursed for the full amount of all expenses related to attendance at this conference by TGFOA.

As we discussed at the budget retreat, a member of the Finance staff has been making phone calls to businesses with a delinquent business license and business taxes. We have had some positive result and a few people have actually come in to either close out their license or pay past due amounts resulting in a 3% reduction in the delinquency rate since last month.

The Court Clerk and other Finance staff continue to train on the new court software. While the software is capable of much more reporting it does take staff longer to dispose cases after court, and staff is still working to learn the most efficient way to operate with the new software and its capabilities.

Performance Measures

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular	*6 paper checks 213 direct deposit	0 retroactive rate adj.	None

*We have finally achieved 100% participation in Direct Deposit, and in the future will only have paper checks related to first time pay for new-hires, or account changes for existing employees.

Accounts Payable

March FY

Total Invoices Processed 257 2,847

Call and Counter Logs

	Finance	Admin.	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	380	33	59	47	109	13	10	25	25	17	26	744
Customers	102	0	4	0	0	0	0	3	1	1	10	121

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	4	40	99	196	26	15	380
Customers	0	6	12	84	0	0	102

Purchase Orders

Codes	2	\$122.36
Fire	6	\$694.83
Police	22	\$7,049.37
Human Resources	0	\$0.00
Engineering	1	\$1,305.00
Administration	3	\$195.12
Finance	1	\$472.40
Court	0	\$0.00
Library	6	\$2,144.16
Waste Water	20	\$30,169.82
Public Works	10	\$2,136.43
Sanitation	6	\$570.85
Parks	22	\$80,065.25
Bldg. Maintenance	0	\$0.00
Cemetery	1	\$22.05
Total	100	\$124,947.64
Void	10	

	NUMBER OF PO'S	Value of PO's
PURCHASE ORDERS \$0-\$999	91	\$14,913.39
PURCHASE ORDERS \$1000-\$9999	7	\$12,189.25
PURCHASE ORDERS OVER \$10,000	2	\$97,845.00
Total	100	\$124,947.64

Emergency Purchase Orders – None in March

Number	Vendor	Items	Amount	Nature of Emergency	Department

Business License Activity

Opened	Closed	
4	2	
Cumulative Information		
Class	Total Licenses	Delinquencies
1	38	18
2	125	44
3	242	104
4	177	77
Total	582	243
Delinquency Rate		42%

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15 (1 st Offense)	5
Driving Unregistered Vehicle	0
Failure to Stop at Stop Sign	15
Failure to Yield Right of Way	2
Financial Responsibility Law	27
Following Too Closely	3
Improper Equipment/Headlight Out	0
Improper Passing	2
Leash Law (Running At Large)	0
Light Law – Motor Vehicle	3
No Drivers License on Person	8
No Tags (Animal Control)	0
Open Container Law	3
Overtaking on the Right	2
Vehicle Registration Law	21
Seat Belt Violation – 18 and Older	33
Speeding	171
Stopping, Standing, Parking in Specific Places	2
Disobedience to Traffic Control Device	1
Total	298

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	118
Guilty as Charged	7
Dismissal	13
Dismissed upon presentation of insurance	22
Failure to Appear	50
Dismissed to Traffic School	15
Dismissed with Costs and Fines	64
Dismissed with Costs	8
Dismissed with Fines	1
Case Transferred to County	0
Total	298

March 09 Monthly Report

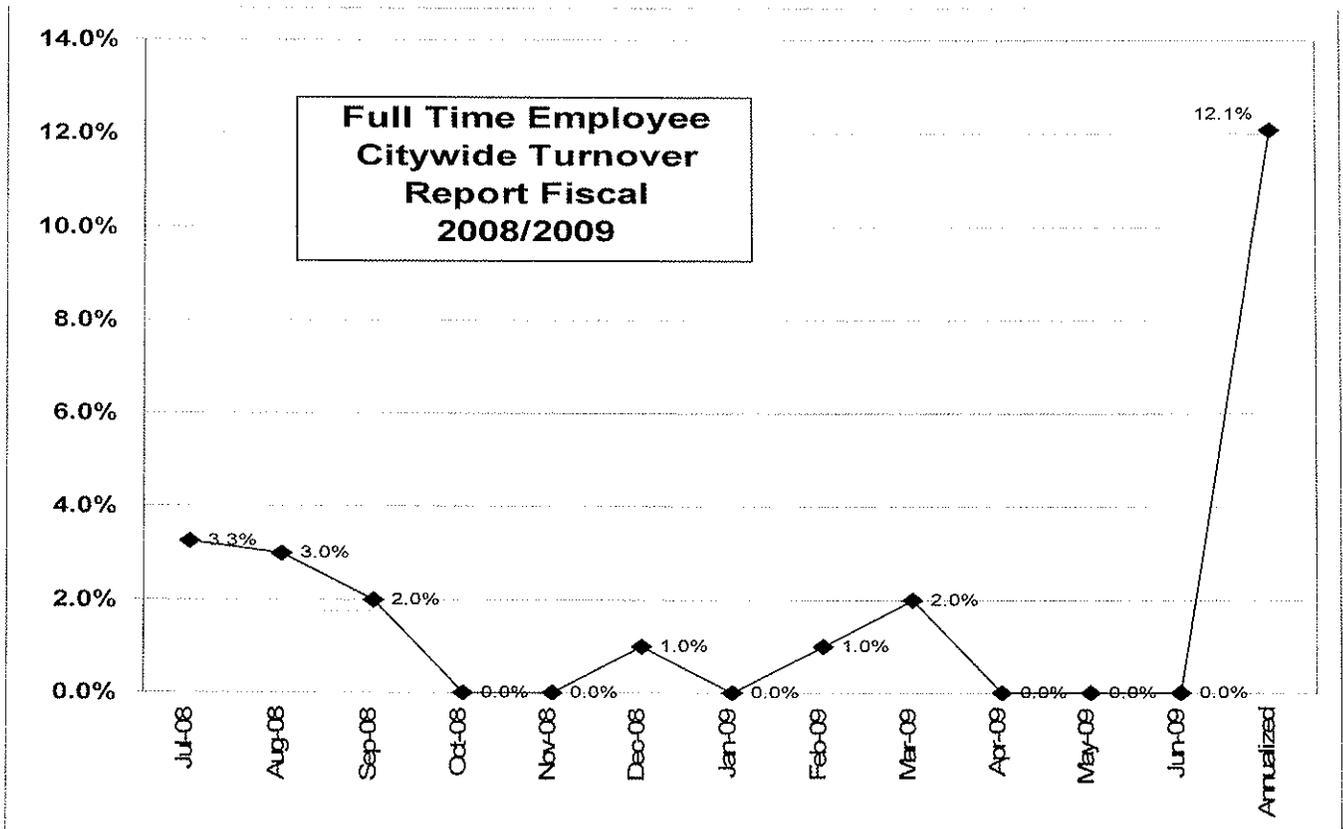
Human Resources:

- Continued communication with third party administration of partially self-funded health plan
- Participated in budget assessment and planning
- Facilitated Health Plan open enrollment period
- Facilitated employee Health Plan communications meetings
- Participated in monthly safety committee meeting
- Continued file auditing for compliance

Key Performance Indicators (Performance Measurements)

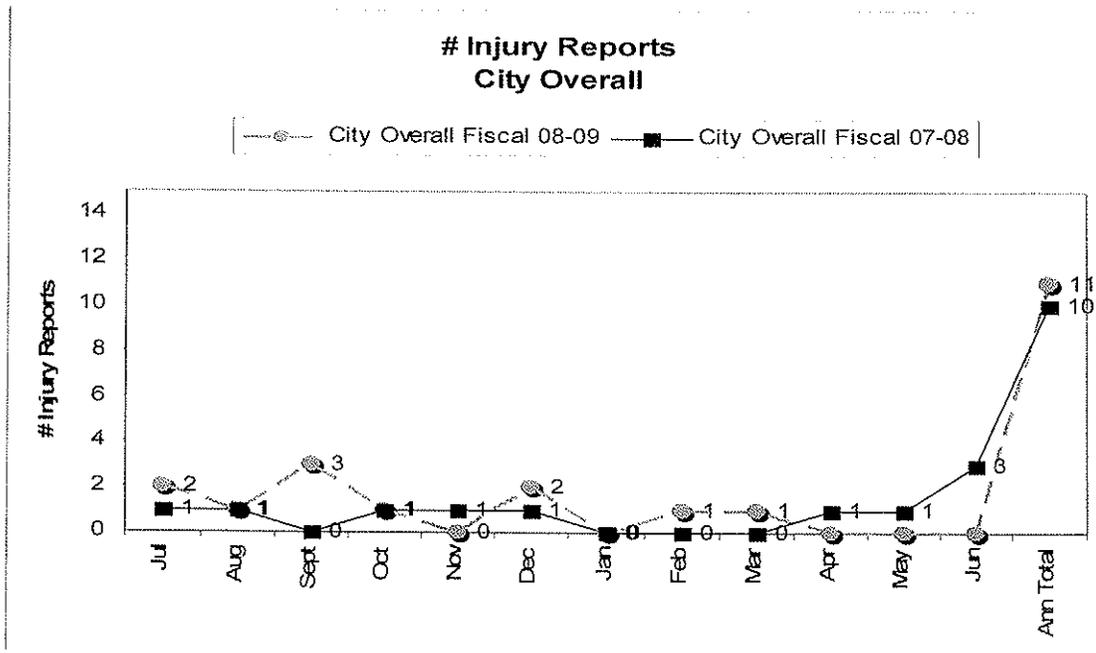
Citywide Turnover

- Turnover overall for month of March 2009 for Full Time Employees was 2%
- Year to Date Turnover for Full Time Employees is annualized at 12.1% for Fiscal 08-09
- Highest Turnover departments YTD:
 - Police: 25% Annualized YTD (58.33% of overall City turnover)
 - Wastewater: 18.2% Annualized YTD (16.67% of overall City turnover)

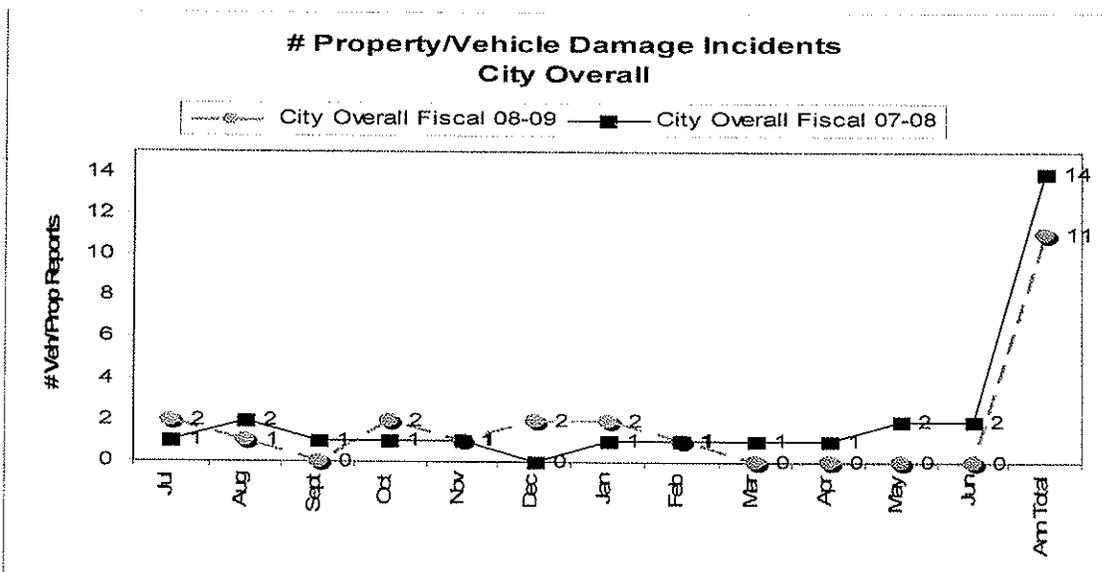


Safety

- Accidents resulting in injury in March 2009 were **1**, up from **0** 2008
- Total accidents resulting in injury YTD are **11**, up from **5** 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 (6), resulting in 54.55% of overall injury accidents
 - Parks (2), resulting in 18.18% of overall accidents



- Vehicle/Property damage claims for the Month of March 2009 are **0**, down from 2008 (**1**)
- Vehicle/Property damage claims resulting in damage to City or Other Vehicle or Property total **11** YTD, up from **10** 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 (6), resulting in 54.55% of overall claims
 - Police (3), resulting in 27.27% of overall claims



City of White House
Police Department
Monthly Report
MARCH 2009

Departmental Highlights

- Cpl. Curtis Carney attended the Basic Clandestine Lab Course on March 9th – 13th at the Paris Landing State Park in Buchanan, Tennessee. The class was of no cost to the City of White House and was sponsored by the Tennessee Methamphetamine Task Force.
- The Police Explorers continued their bi-monthly meetings in the month of March on the 5th and the 19th.
- Sgt. Eric Enck instructed Traffic School on March 12th in the Police Department Training Room.
- Chief Herman attended the 18th Judicial Drug Task Force meeting at the Gallatin Police Department on March 18th.
- The White House Police Department hosted the Governor's Highway Safety Office Meeting in the Police Department training room on March 19th.
- Sgt. Jim Ring attended the Tennessee Law Enforcement Officer's Training Association meeting in Donelson.
- Sgt. Jim Ring attended the Safety Meeting on March 25th held at the Fire Department Station #2.
- Sgt. Eric Enck had a training meeting with the Reserves on March 30th at the Police Department.
- Three new policies were effective on March 30th: Use of Force; Firearms, Ammunition, Weapons and Issuance, Usage & Care; and Awards and Recognition Program.

Community Relations

- Captain Jeff Mingledorff and Sgt. Jim Ring read to students at H. B. Williams Elementary on March 2nd in honor of Read Across America.
- Captain Jeff Mingledorff was made and recognized as an honorary member of the White House Rotary Club on Thursday, March 26th.
- Captain Jeff Mingledorff attended the White House Chamber of Commerce Annual Banquet on Thursday, March 26th.
- Ofc. Jeff Frazier taught a School Safety In-service class to teachers at White House Christian Academy.

D.A.R.E (Drug Abuse Resistance Education)

- D.A.R.E. Instructor, Captain Mingledorff, began 10 weeks of classroom instruction with 7 classes of 176 fifth grade students at White House Middle School.

Citizens Police Academy

- The 9th Annual Citizen's Police Academy completed weeks 2-6 with 27 citizens enrolled. They meet each Tuesday from 6:00 pm to 9:00 pm in the Police Department Training Room.

Wheels in Motion

- One student from each school (Robert F. Woodall Elementary and H.B. Williams Elementary) was presented a bike (donated by the Rotary Club) and a helmet (donated by the White House Police Department). The rewards are in recognition of individual accomplishments, and the student is nominated by a teacher.

Captain Street Smart

- Four classes were taught in March on Bike Safety and Seat Belts to 50 K-4th grade students at Robert F. Woodall Elementary.

Crime in the City

	March 2008	March 2009	Percent Change	Total 2008	Total 2009	Percent Change
<i>Serious Crime Reported</i>	*					
Crimes Against Persons		14			27	
Crimes Against Property		31			105	
Crimes Against Society		23			71	
<i>Minor Crime Reported</i>		38			103	
<i>Traffic Crashes Reported</i>		22			62	

* New data collected starting January 2009

Protecting Persons and Property

	March 2008	March 2009	Percent Change	Total 2008	Total 2009	Percent Change
Arrest Criminals	33	54	+39%	211	153	-27%
Enforce Traffic Laws:						
Written Citations	209	314	+34%	857	848	-1%
Written Warnings	50	85	+41%	156	200	+22%
Residential Patrols	1,029	1,013	-2%	3,038	2,824	-7%
Business Checks	1,652	1,897	+13%	3,298	5,838	+44%
Extra Patrols	321	261	-19%	985	824	-16%
Property Watches	24	70	+66%	90	208	+57%
Assist Motorists	21	16	-24%	66	50	-24%

Communications Section

	March 2008	March 2009	Percent Change	Total 2008	Total 2009	Percent Change
Calls for Service	1,088	1,269	+14%	3,424	3,368	-2%
911 Calls	52	29	-44%	112	84	-25%
Alarm Calls	42	34	-19%	88	92	+4%

*Not accurately recorded until July 2007

Animal Control

	March 2008	March 2009	Percent Change	Total 2008	Total 2009	Percent Change
Complaint Calls	*	44			115	
Animal Contacts		38			93	
Returned to Owner		16			44	
Sent to County Impound		10			32	
Adopted		3			5	
Animal Bite Incidents		0			0	
Traps Set		7			16	

*New data collected starting January 2009

K-9

Sgt. Jim Ring (Rascal) and Cpl. Jason Ghee (Nike) attended their monthly K9 training on March 12th held at the White House Police Department.

Staffing

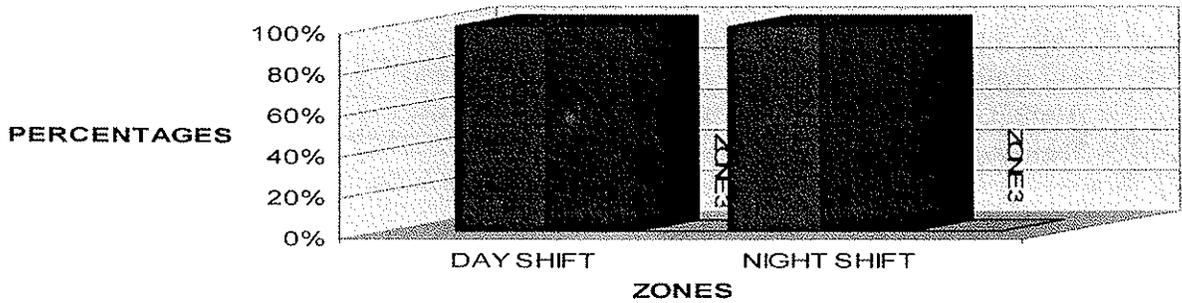
The police department is authorized 28 full-time and two part-time employees. Currently we are down one full-time Police Officer position, one Dispatcher Supervisor position, and a part-time records clerk position. Interviews for the Police Officer and Dispatch Supervisor positions were conducted in the month of February. Due to the hiring freeze, these positions will remain open at this time.

Kim Premer, Dispatcher, resigned her position to be effective April 10, 2009.

Zone Patrol

The City has been divided into three Zones. Zone 1 is our northern section of State Route 76, east and west to the northern border. Zone 2 is our southern section of State Route 76, east and west to our southern border. Zone 3 is our City property to include government buildings, City parks, the greenway, and cemetery. The goal is to have one officer from each of the four road patrol squads assigned to each of the three zones with a supervisor as backup for all three zones. We are going to use Reserve Officers to assist us with Zone 3 coverage. This will be difficult with staffing shortages, training, vacations, etc. but we will do our best.

MARCH 2009 ZONE COVERAGE

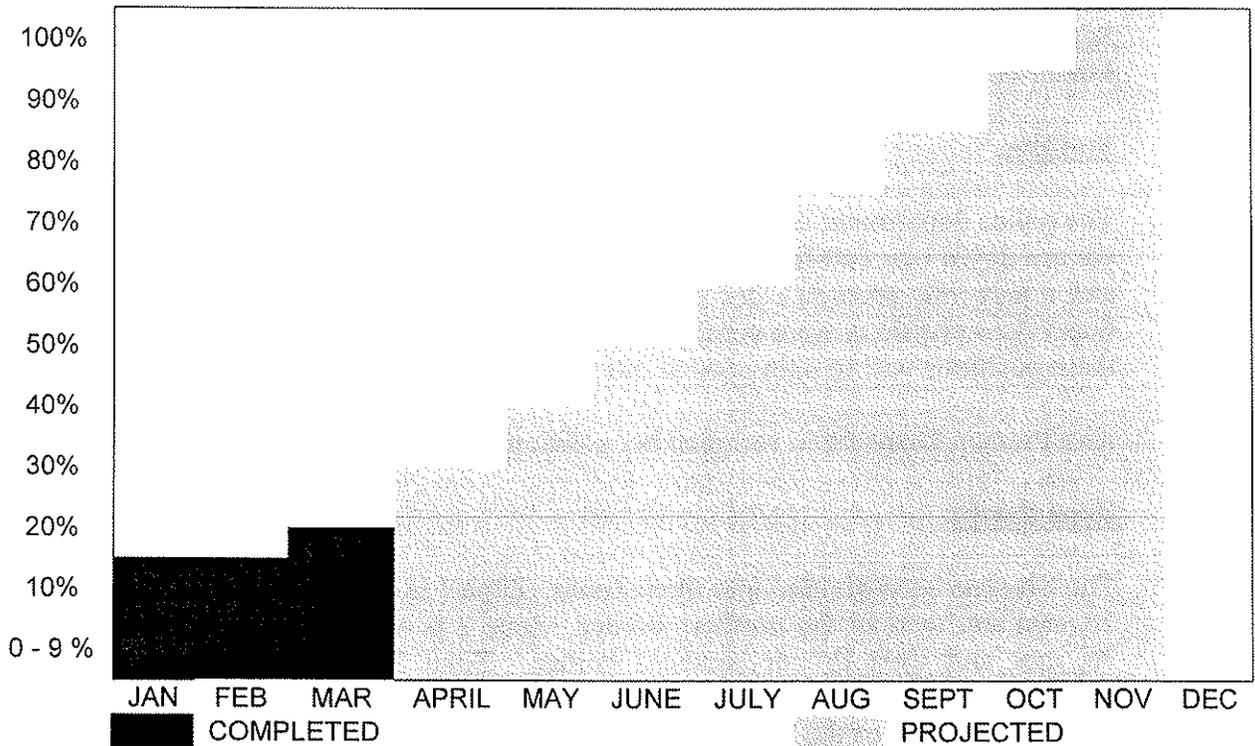


Training

The Tennessee Peace Officer Standards and Training Commission requires under rule 1110-4.01 and rule 1110-8.04 that all full-time and Reserve Officers participate in a P.O.S.T. approved forty (40) hour in-service training sessions each calendar year.

Looking at the graph, you can see how well we are doing at meeting this mandate.

2009 MANDATORY TRAINING GRAPH



Cpl. Carney attended a 40 hours class on Clandestine Labs.
 Reserve officers received 4 hours of Emergency Vehicle Operations.
 Sgt. Ring with K9 Rascal and Cpl Ghee with K9 Nike attended their monthly 8 hour training.
 Sgt. Ring attended the TN. Law Enforcement Training Officers Assoc. meeting at TLETA.

Cost Savings

- Wal-Mart presented the White House Police Department with a Community Grant of \$1,000.00 on March 9th. This grant will be used for the Crime Prevention Programs sponsored by the Police Department.
- The Integrated Criminal Justice Program obtained a one year grant through the Governor's Highway Safety Office (GHSO) to pay the annual access fee during the current fiscal year (10/1/08 thru 09/30/09) for local and state agencies. This will allow all of our officers' access to the Criminal Justice Portal, saving the City an annual fee of \$150.00.
- Listed below are the March items listed on Govdeals that sold:

Computer Mouse (Assorted)	\$1.00
11p 6553 Pavillion Desktop PC	\$7.00
AOC 9GLRS Monitor	\$6.00
Compaq Desktop Tower	\$6.00
Gateway E Series Tower	\$70.00
<u>BMW Motorcycle</u>	<u>\$4,400.00</u>
Total Savings	\$4,490.00

Projected Cost-Savings

Nothing to report at this time.

Capital Projects

Nothing to report at this time.

Completed Projects:

Digital Recording Device for one of the K-9 vehicles
Police Records System Software
Audio/Visual Equipment for Training Room

City of White House Fire Department Monthly Report for March 2009

Summary of Month's Activities

The Department responded to 75 requests for service during the month, with 46 responses being medical emergencies. The department also responded to five vehicle accidents with injuries reported. Of those accidents, two patients were transported to area hospitals. Fire units responded to a dumpster fire on Industrial Drive. Upon arrival a large roll-off type dumpster was fully involved with fire near a structure. Fire personnel began extinguishing the fire but found it difficult because the dumpster was full of wood products. A backhoe was requested from the Wastewater Department to assist, the only damage reported was minor damage to the dumpster. As fire units cleared the dumpster fire scene they were dispatched to a car fire in front of the soccer complex. The vehicle was a total loss no injuries were reported. On March 25th fire units responded to a semi truck fire on the off ramp at I-65. The semi tractor was fully involved when fire units arrived on scene. The fire was extinguished. Although the tractor was heavily damaged, there wasn't any diesel fuel spilled or damage to the trailer during the incident.

Fire Station 2 Update:

The contractor still has work to complete on the training tower, pump test pit, and site work. There are also still some items on the punch lists inside the building to be completed.

Update on the Department's Goals and Objectives

- Organize a Fire Corps Program by February 1st, 2008 **(This project is currently being worked on)**
- Update our Emergency Operations Plan to include changes in contact information and utilize the FIRE Corps Program to assist in the compiling of local resources to add to the EOP by November 30th, 2008 **(This project is currently being worked on)**
- Complete the annual apparatus fire pump testing by December 1st, 2008 **(This project is currently being worked on)**

Departmental Highlight

We were in contact with the Tennessee Department of Forestry soon after we acquired the station 2 property in an effort to plant trees in areas of the property that were to remain open space. On Saturday March 28th a group of area Boy Scouts and Cub Scouts planted approximately 285 pine trees on the Station 2 property. The event was a success. The Boy Scouts, Cub Scouts and Captain Holman who helped coordinate day of activity did a great job.

Department Cost Saving Report

There was not any significant cost savings associated with purchasing supplies or any project this month although all fire personnel are taking measures to reduce energy usage and fuel costs.

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Emergency Medical Responses	46
Cooking/Electrical Fires	0	Vehicle Accidents(general cleanup)	2
Vehicle Fires	2	Rescue	6
Grass, Brush, Trash, Fires	2	False Alarms/Calls	7
Hazmat	1	Assist other Governmental Agency	1
Other Calls	8	Total Responses for the Month	75
		Total Responses Year to Date	216

Fire Fighter Training

Total Training Man-hours for the Month	271	Total Training Man-hours Year to Date	765
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Fire Inspection

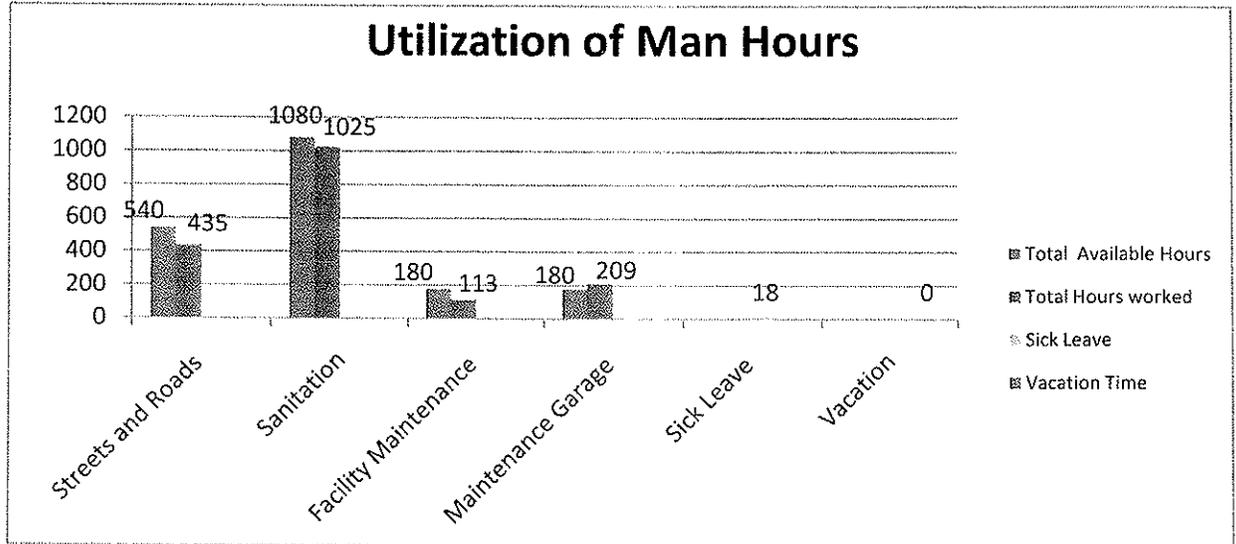
Fire Inspections	12	Plat / Plan Reviews	0
Fire Investigations	1	Fire Preplans	10

Public Fire Education

Participants	29	Education Hours	9
Participants Year to Date	49	Education Hours Year to Date	13.75
Number of Occurrences	8	Number of Occurrences Year to Date	11

**City of White House
Public Works
March 2009**

Monthly Performance Indicators

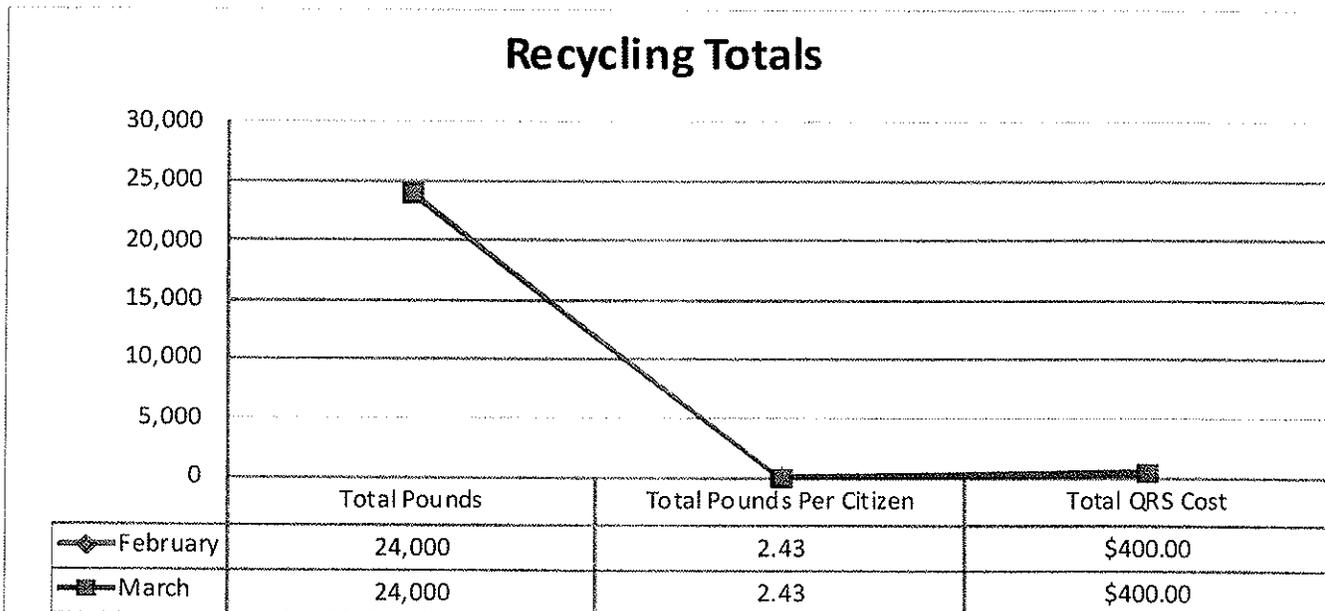


The above chart represents the number of man hours vs. the total number of hours worked for the month of March. It also represents the number of sick and vacation days used by each department. Maintenance Garage had help from additional departments this month, As a result, the total hours worked is greater than the total available hours.

Convenience Center

There were a total of 12 citizens that utilized our Convenience Center for the month of March total revenue received \$550.20. Total operating cost- to be determined billing information has not been received from Allied Waste for the month of March.

Recycling



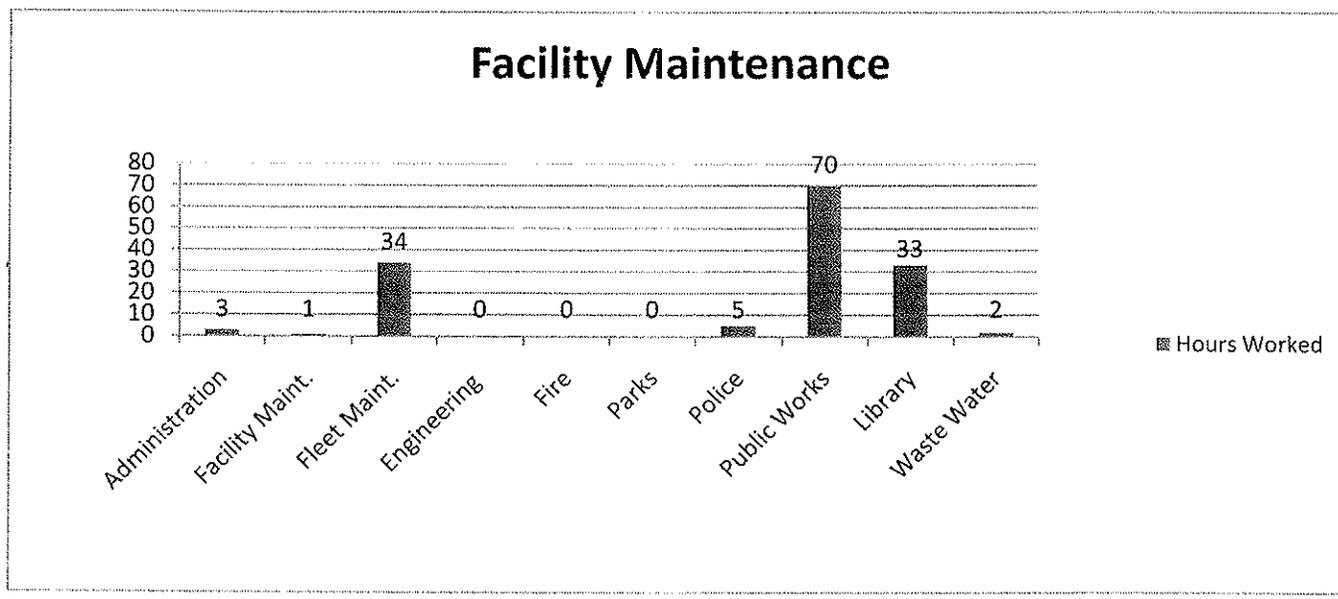
Sanitation Enterprise Fund Totals

Monthly Performance Indicators

Number of customers billed	Total Billed	Total Billed Year to Date	Revenue Received	Revenue Received Year to Date
3574	Net Amount Billed \$54,960.00	\$490,680.00	\$55,821.78	\$492,704.94

Facility Maintenance

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

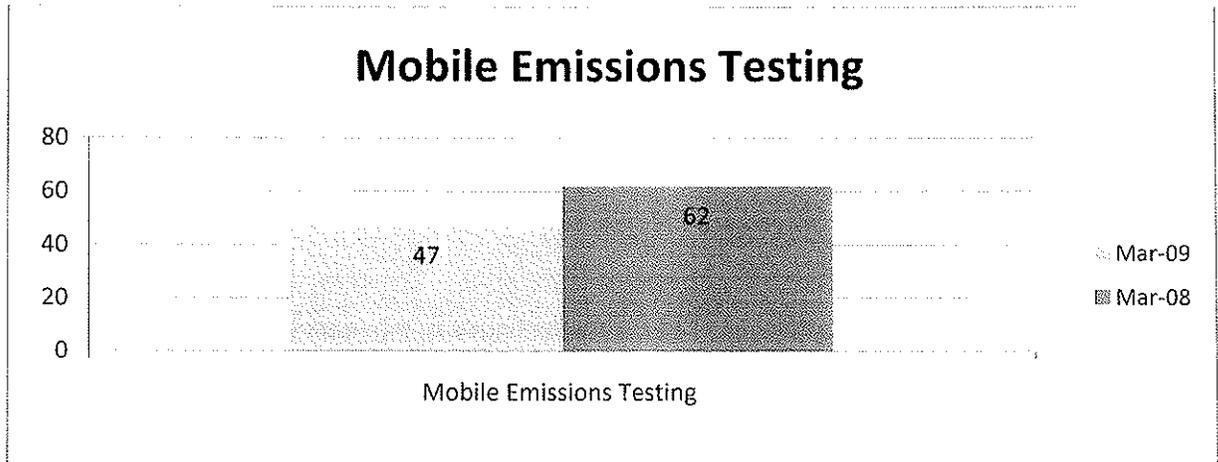


Fleet Maintenance

The fleet maintenance service provided by the City for vehicles is no longer available at Public Works. Each department is utilizing the temporary services negotiated by our Purchasing Clerk until further notice.

Mobile Emissions Testing for Sumner County

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2009. For the month of March, we had a total of 47 citizens utilized the mobile emissions testing station located at the Public Works Facility.



Departmental On-Site Safety Training March 2009

- Preventable Accidents
- Excavations 1 & 2

MARCH 2009 TRUCK POUNDAGE AND FUEL COSTS

- 15.80 average tons per day 571,460 pounds for the month of March.
- Total tonnage for the month of March was 285.73
- Total cost of fuel used for truck # 319 \$169.26
- Total cost of fuel used for truck # 320 \$887.03
- Total cost of fuel used for truck # 323 \$595.90
- Total cost of fuel used for #324 \$142.12
- Total cost of fuel for March = \$1,794.31

Fuel decreased \$209.30 from the month of February.

July 2008 – June 2009	Year to Date Totals
Tons per day	17.87
Pounds for 9 months	5,400,200.00
Tonnage for 9 months	2,747.45
Fuel used Truck #319	\$3,326.58
Fuel used Truck #320	\$10,848.97
Fuel used Truck # 323	\$9,496.09
Fuel used #324	\$3,737.64
Total Fuel cost for 9 months	\$27,329.28

MARCH B.M.A. REPORT 2009

MONTHLY INDICATORS

STREETS AND ROADS/SANITATION/BUILDING MAINTENANCE

<i>SERVICES PROVIDED</i>	<i>TOTAL</i>	<i>YTD</i>
BRUSH PICK UP	293	2,512
	Stops	Stops
BRUSH TRUCK LOAD	45	327
EMERGENCY CALL OUTS	0	0
DAMAGED CARTS REPLACED	12	110
NEW CARTS FOR NEW HOME CONSTRUCTION	6	75
ADDITIONAL CART REQUEST	2	19
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	0	11,123
		feet
DRAINAGE REQUESTS	5	20
DRAINAGE WORK	720 feet	1,695 feet
LITTER PICK UP (50 GALLON BAGS)	71 = 5 bags per day	550 bags
LITTER PICK UP PER DAY (MILES)	6.00 Miles Avg. per day	465 Miles
POTHoles REPAIRED	30	135
SALT	0	0
SIGNS INSTALLED	1	48
HANDICAPPED PICK UP	77 Homes	693
		Homes
MOVE IN SPECIAL PICK UP	1	32
MOVE OUT SPECIAL PICK UP	1	16
DEAD ANIMAL REMOVALS	0	14
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED	0	59

**City of White House
Wastewater Department
Monthly Report for March 2009**

Summary of Month's Activities:

Collection system:

Over the past month staff has retro fitted thirty-seven hydromatic simplex systems to E-one and installed seventeen new vacuum valves and controllers within the vacuum systems. The department has also provided inspections to thirteen 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.

Goals and Objectives Progress:

- Installation of the Mission Communications equipment for a Supervisory Control and Data Acquisition (SCADA) system has been completed at Wilkinson Lane, North Palmers, Calista Road and Tyree Springs lift stations.
- Johnson Construction Company continued the rehabilitation work on both vacuum collection systems this past month repairing main breaks and installing isolation valves.

Monthly Performance Indicators

Service Provided	Month	Totals for 2008-2009	Amount Billed	Revenue Received	Revenue Totals 08-09
New service connections (Capacity fees)	5	38	\$7,500.00	\$7,500.00	\$57,330.00
Customers billed	3,761	N/A	Net amount billed \$175,551.51	*\$188,036.87	\$1,201,155.27
Applications or transfers for service	30	314	\$1,250.00	\$1,250.00	\$13,776.00
Late penalties applied	1,043	8,241	Amount Applied \$5,092.94		
Wastewater Adjustments	28	280	N/A	(\$1,883.50)	(\$25,884.37)
Administrative Fees	7	140	\$600.00	\$600.00	\$12,150.00
Service availability Requests	0	0	\$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	5	36	\$750.00	\$750.00	\$5,400.00
Field inspection fee	0	0	\$0	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment Commitments for service	22	22	\$300.00	Included in Admin Fees	Included in Admin Fees
Bulk disposal	0	0	\$0	\$0	\$300.00
Work Orders	74	447		\$0	\$0

Billing related service requests	53	712		Months Total \$198,136.87	Total \$1,290,111.27
Mainline repairs	0	23			
Service lines repaired	11	62			
L.P. service requests	54	599			
Gravity service requests	0	0			
Vacuum service requests	0	74			
All service requests	118	1,503			
Major Lift Station Repairs	0	12			
Major Lift Station Responses to SCADA Alarms					
North Palmers	200	674			
Calista	134	134			
Wilkinson	0	0			
Tyree	0	0			
	Flow MGD	Plant Capacity		% of Capacity	
Average Daily Flow (effluent)	.527	1.4 MGD		38%	

*** Revenue is from previous month's service**

The tracking of development has been removed from our monthly report until the economy changes and development increases.

**City of White House
Planning and Codes Department
March 2009 Monthly Report**

Summary of Month's Activities:

Staff attended meetings for new proposed developments, building additions and permitting process for approved projects not under construction. Staff attended initial Parks Grant Steering Committee meeting. Staff attended special called Nashville Metropolitan Organization meetings for the City's proposed federal stimulus roadway projects.

Update on Department Objectives:

Comprehensive Land Use Plan Update Project: Planning Commission adopted the plan at March 9, 2009 meeting. Staff will present plan to Board of Mayor and Aldermen and Robertson and Sumner County Commissions. Adoption is not requested by the Board of Mayor and Aldermen or County Commissions.

Robertson County Growth Boundary Meeting:

In coordination with Portland Staff, the review and approval packet has been sent to all City Boards and the County Commission for review. The Boards have 120 days to approve or deny request. (See memo or approval resolution for further information)

Department Highlight:

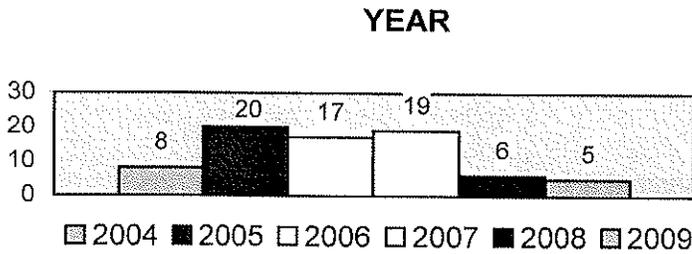
Staff receives multiple calls about enforcement of private subdivision restrictions, including fence restrictions, number of animals, and vehicles parked on streets. City's Municipal Code permits on-street parking with restrictions but some private subdivision restrictions prohibit all on-street parking. Staff explains that the City does not enforcement private subdivision restrictions but works with Robertson and Sumner County Register's office to answer questions about the private restrictions.

Cost Savings:

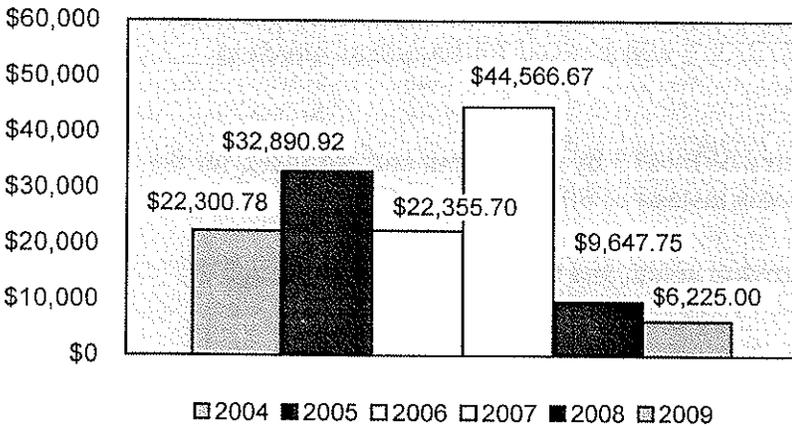
Staff coordinated with City of Portland staff to get copies of 66 maps for the Robertson County Growth Boundary Amendment Project. Due to the size and number of maps, staff contacted printing companies and got prices ranging from \$750- \$1,200. The City of Portland printed maps at a cost to the City of White House of \$150. White House and Portland staff delivered the packets to save postage costs.

Monthly Report March 2009

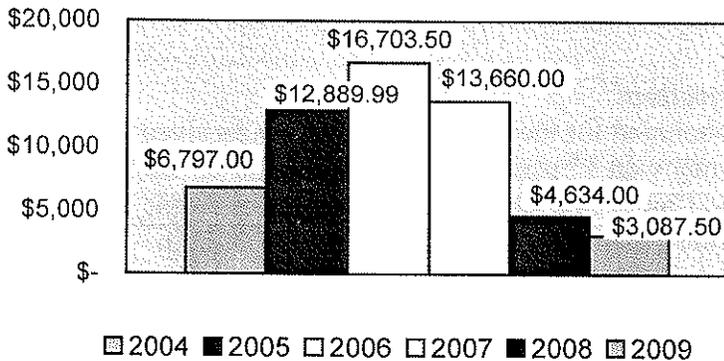
Single Family Permits (March)



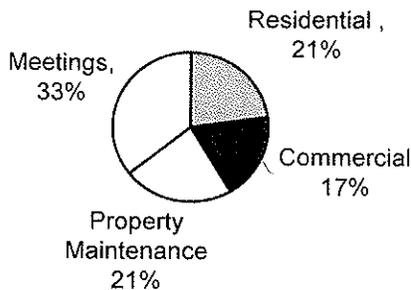
Impact Fees (March)



Permit Fees (March)



Inspections / Meetings (March)



	Month	FY 08-09
MEETING AGENDA ITEMS#		
Planning Commission	6	61
Construction Appeals	0	1
Zoning Appeals	0	5
Training/Study Session	0	2
Property Maintenance	0	0
PERMITS		
Single Family Residential	5	24
Multi-Family Residential	0	10
Other Residential	20	115
New Commercial	0	2
New Industrial	0	0
Other Com/Ind	1	10
State Electrical	26	390
Sign	2	19
Occupancy Permits	4	183
Other	0	5
BUILDING INSPECTIONS		
Residential	53	524
Hours	21	81.49
Commercial /Industrial	34	326
Hours	17	95.84
CODE ENFORCEMENT		
Total Cases	65	453
Hours	21	75.1
Complaints Received	10	101
MEETINGS		
Administration	8	42
Hours	12	47
Planning	16	91
Hours	19	93.41
Codes	3	32
Hours	2	31.5
FEES		
Permit Fees	\$ 3,087.50	\$ 31,421.50
Board Review Fees	\$ 250.00	\$ 3,042.00
City Impact Fee	\$ 6,225.00	\$ 53,872.00
Roads	\$ 1,905.00	\$ 23,509.36
Parks	\$ 1,980.00	\$ 11,954.00
Police	\$ 1,410.00	\$ 11,079.53
Fire	\$ 930.00	\$ 7,312.28
PLANNING COMMISSION APPROVAL		
Subdivision Lots	N/A	86
Commercial/Industrial Sq ft	N/A	4,980 sq ft office
Multi-Family Units	N/A	332
Other	N/A	N/A
OTHER ITEMS		
Subdivision Bonds	32 @ \$ 1,653,800	
Builders Bonds	\$	52,950.00
Workings Days in Month		18

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report March 2009**

Summary of Month's Activities

Park maintenance employees are working a staggered 4 x 10 work schedule now. We have at least 1 employee here every day of the week. Hopefully this will allow maintenance employees to keep up as well as possible during the hiring freeze.

All of the landscaped beds at the trailheads have been sprayed with a pre-emergent herbicide to help keep broadleaf weeds under control. The product we used is called Gallery, and it is especially useful at preventing dandelion growth which is so prevalent this time of year. The grass on Fields #1, 2, 3, 5 was sprayed for broadleaf weeds to remove clover, plantains, and dandelion.

Parks employees enlarged the skinned area of Field 3 by cutting out sod, allowing for the 11 + 12 yr olds to play using 70' base paths instead of 60'.

Maintenance employees have started mowing again, and they have made it through 2 cycles already.

Circuit Blast Aerobics replaced Boot Camp Aerobics in March. Instructor Sara Hope is attempting to revive the aerobics program. Sara took over the program March 17th.

Zumba and Zumba Gold fitness continues to grow in attendance. Tina Bishop instructs both Zumba fitness programs.

Update on Department Goals and Objectives

The department's Shutterbug Contest concluded for the Fall/Winter and we received some quality photo entries. Rebecca Franey won 1st place in the 12 and under division for her photo of the White House Greenway. Carolyn Foshee won 1st place in the Adult Landscape category and the Adult Creature Feature category. Donated prizes from Cracker Barrel and White House Florist were given away to the winners.

Department Highlight

The Spring Classic Soccer Tournament was held on March 14th and 15th. Sixty-six (66) out of town teams competed in the tournament, and nine (9) White House teams. Proceeds from the tournament are used to pay for the lights that were installed at the soccer complex last spring.

Department Cost Savings Report

Several cost saving measures have been recently implemented to reduce costs. For instance, Heritage School uses the park athletic facilities at no charge for practicing and for games, and in previous years the City has furnished chalk and paint necessary to prepare baseball and softball fields for games. The teams are now supplying this instead

of the City. This is the case for Dixie Youth Baseball and Softball also. The approximate savings is \$600.

After the Spring Classic tournament, the soccer fields needed to be repaired in order for play to resume on them. Park employees used drag mats and rollers to get the fields leveled out and smooth after the ground started drying. The WHYS league willingly agreed to pay for whatever seed and fertilizer was necessary to get them repaired. The total cost was \$2,870. The park maintenance employees did a tremendous job of getting the fields back in shape!

PARKS AND RECREATION DEPARTMENT

March 2009

Division	Activity	Prior Years				Year End	Year End	Year End	Jan-09	Feb-09	Mar-09	YTD
		FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009							
Maintenance	Mowing Hours	1176	1020	1044				0	12	95	1108	
	Pounds of Grass Seed Sown	1990	4350	3670				25	60	1900	4675	
	Pounds of Fertilizer Applied	11885	16795	6150				0	75	1375	5950	
	Number of Trees/Shrubs Planted	22	69	57				14	0	0	100	
Recreation	Number of Youth Program Participants	358	326	377				0	0	0	353	
	Number of Adult Program Participants	409	291	857				270	202	383	2055	
	Number of Theatre Production Attendees	651	271	102				0	0	0	0	
	Number of Special Event Attendees	2881	3453	2865				0	0	0	2654	
	Total Number of Special Events Offered	5	6	8				0	0	0	8	
	Total Number of Programs Offered	16	13	23				4	1	2	33	
	Youth Program Revenue	\$32,137.06	\$31,045.38	\$22,095.25				\$40.00	\$45.00	\$105.00	\$21,415.98	
	Adult Program Revenue	\$19,080.40	\$14,713.00	\$15,246.25				\$923.00	\$4,185.00	\$1,610.75	\$18,538.75	
	Theatre Production Revenue	\$3,005.00	\$1,195.00	\$485.00				\$0.00	\$0.00	\$0.00	\$0.00	
	Special Event Revenue	\$1,492.15	\$7,557.50	\$6,476.00				\$0.00	\$0.00	\$0.00	\$2,768.25	
Administration												
	Number of Shelter Reservations	114	115	112				0	0	5	69	
	Hours of Shelter Reservations											
	Shelter Reservation Revenue	\$3,445.00	\$3,612.50	\$3,732.00				\$80.00	\$90.00	\$972.00	\$2,679.00	
	Number of Facilities Reservations	242	257	305				17	18	6	245	
	Hours of Facility Reservations											
	Facility Reservation Revenue	\$16,928.31	\$19,601.34	\$28,514.05				\$3,437.60	\$1,381.28	\$1,856.29	\$20,126.21	
	Misc. Revenue	\$25,914.38	\$36,238.58	\$39,729.53				\$1,316.38	\$22,535.11	\$5,487.13	\$107,668.57	
Senior Center												
	Senior Center Participants	1812	2619	3993				104	376	294	1710	
	Number of Trip Participants	418	274	366				27	23	0	208	
	Number of Meals Participants	3757	3433	3430				201	272	309	2598	
	Number of Program Participants							104	135	183	1144	
	Number of Trips Offered	48	45	43				2	1	0	22	
	Number of Meals Served	49	50	48				3	4	4	35	
	Number of Programs Offered	7	4	5				4	4	4	33	

Library Monthly Report

March 2009

-Judy Speight, Director

Summary of March's Activities

Library circulation increased again this month by another 13%, and computer usage increased by slightly more than 11%. Children's attendance at storytimes increased by more than 37%! This definitely shows a growing demand, linked to the economy, for free entertainment. The staff and I are grateful for this increase, and at the same time acknowledge the stress of trying to help so many people. We have had people come in anxious and worried, out of work and needing help. One lady wanted to know if there was a community garden in the community. She and her family want a place where they may raise vegetables for their family and there may be others. I spoke with Angie about it, and she suggested that I call Ashley Smith. He said it might be possible to set aside an area of park property for the community and he would look into it.

The Library Board met on the 12th. There was discussion on increased usage of the library; the need to close the library on the 20th and 21st while the TLC servers were being moved from TLC headquarters in West Virginia to the permanent location in the new Hendersonville Library; the library budget through the rest of this fiscal year; telephone equipment from Fire Hall #1 to be moved to the library; Maintenance of Effort; update on E-rate application; installing emergency lighting in the library; possibility of adding one more hour to library hours of operation; possibility of placing a telephone in the museum; the need to review and make necessary revisions in the Library By-Laws at the May meeting; having a library study session facilitated by MTAS; career readiness seminar to be held in the library; developing a teen book discussion club; providing computer classes in the library; Friends of the Library book sale; AARP Tax assistance in the library through April 14th; and Arbor Day tree give-away sponsored by the TN Division of Forestry and the Robertson County Farm Bureau Women. Ashley Parchman, daughter of library assistant Janet Parchman, was honored by the board for her work in promoting TEL (Tennessee Electronic Library).

Dr. Phil Vickery came to the library to help with the toddler storytime on the 24th. He told the children how to take good care of their teeth and gave each child a toothbrush. March is dental health month.

Southern Pride Flag Poles replaced the rope and clips on the flag pole, and the flag is proudly flying again. The back flow devise sprung a leak and was repaired by the WW Dept. Overgrown shrubs were removed to make room for new ones to be planted.

Training for this month included an In-service. Jennifer Cruse, who began working as a library assistant on 9-11-08 went with me. This was her first trip to the regional library center.

The Tennessee Library Association convention is April the 11th through the 14th at the Nashville Airport Marriott. Sherry Tackett, Janet Parchman, and I have registered for some of the sessions.

Departmental Highlight

The departmental highlight for March was Jim Bracey, Sherry Tackett and I having lunch with State Senator Diane Black and State Representatives Mike McDonald and Josh Evans at the Doubletree Hotel dining room during Tennessee Library Legislative Day. We discussed the needs of Tennessee libraries, and afterward met with them in their offices where we explained our need for a new library, our building plans and vision of the new town center.

Department Cost Saving Report

Lonnie Goode has helped with problems in the library telephone system and suggested a permanent fix by securing our own equipment. He contacted ISTT for a quote. It was \$4,600. He also spoke with Chief Palmer about the equipment in the Fire Hall next door. Lonnie understood that the equipment was no longer going to be used, and asked if the library could have it. Chief Palmer said that would be fine. The cost of moving that equipment to the library is \$990, a savings of \$3,610.00.

WHITE HOUSE INN LIBRARY & MUSEUM
PERFORMANCE MEASURES

<u>Official Service Area Population:</u>	12,667
<u>Total Memberships:</u>	9,305
<u>Percent of the Population with Membership:</u>	73.5

<u>Programs:</u>	<u>Sessions:</u>	<u>Attendance:</u>
Toddlers	5	215
Preschool	4	81
Homeschoolers	0	0
Adult	<u>1</u>	<u>4</u>
Totals:	10	300

<u>Total Materials Available for Checkout:</u>	24,395
<u>Estimated Value of Total Materials:</u>	\$609,875
<u>Last Month:</u>	\$604,900
<u>Total Materials Available Per Capita:</u>	1.925
<u>Last Month:</u>	1.91
<u>State Minimum Standard:</u>	2.00

<u>Wireless Internet Users:</u>	45
<u>Computer Internet Users:</u>	709
<u>Volunteers:</u>	7
<u>Total Hours:</u>	54

<u>Materials Added:</u>	
Adult Fiction:	103
Adult Non-Fiction:	103
Child/Juvenile/Young Adult:	53
Juvenile/Young Adult Non-Fiction:	15
Audios:	12
Movies:	21
Music CD	<u>1</u>
Total:	308

Services Provided by Contracting With State:

<u>Interlibrary Loan Service:</u>	
Items Borrowed:	38
Items Loaned:	5
<u>TN Electronic Library (TEL) Sessions:</u>	
Inside Users:	0
Remote Users:	26

<u>R.E.A.D.S. (1st Qtr. Statistics):</u>	
eBooks Downloaded:	5
Audiobooks Downloaded:	20
<u>R.E.A.D.S. (2nd Qtr. Statistics):</u>	
eBooks Downloaded:	14
Audiobooks Downloaded:	188
<u>R.E.A.D.S. (3rd Qtr. Statistics):</u>	
eBooks Downloaded:	7
Audiobooks Downloaded:	273

<u>Library Circulation:</u>	
Total # of Checkouts:	6,096
Last Month:	5,400
Total # of active patrons:	2,615
Average Items Per Patron:	2.33
State Minimum Standard:	2.5

<u>New Memberships:</u>	
Adult:	64
Senior Adult:	4
Child:	6
Student:	13
Young Adult:	<u>6</u>
Total:	93

We will work on finding a way to measure the average number of library visitors each month.

Engineering Department Monthly Report March 2009

Engineering worked diligently with the Planning Director and the City Administrator to develop, submit, amend, and hopefully secure funding from the Federal Stimulus package for the City's Fiber Optic Project and improvements to Calista Road. Plans and preparation for the Fiber Optic Project are suspended until the stimulus funding is verified since there will be different requirements with the federal funding. Engineering provided inspections and technical help for the Parks outdoor basketball court.

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>FY 08-09 YTD # inspections</u>	<u>FY 07-08 Total # inspections</u>
Erosion & Sediment Control	11	5	64	91
Detention / Retention Pond	7	6	51	71
Storm Drainage	1	0	46	73
Proof-roll (sub-grade & stone)	2	6	3	20
Binder	1	1	6	15
Sidewalks	5	6	53	104
Asphalt topping	1	0	4	21
Bond	5	7	67	74
Existing roads for repair	36	22	49	95
Surveying	1	3	8	18

	<u>This month</u>	<u>This month last Year</u>	<u>FY 08-09 YTD</u>	<u>FY 07-08 Total</u>
Total # hours on inspections:	55	40	344	624

► Citizen Calls:

	<u>This month</u>			<u>This month last Year # calls</u>	<u>Total Calls</u>	
	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>		<u>FY08-09 YTD</u>	<u>FY07-08 Last Year</u>
Drainage	13	10	3	7	69	97
Sidewalk	0	0	0	0	8	3
Roadway	4	3	1	0	28	36
Signs & Signals	5	5	0	10	64	52

Engineering Department Monthly Report March 2009

▶ Projects:	<u>Funding</u>	<u>Status</u>
Tyree / Palmers Intersection	\$200,000 / City, State	State permitting (ROW & QA)
Paving Contract	\$300,000 / City, State	suspended
Roadway Repair Contract	\$200,000 / City	suspended
Fiber Optics	\$300,000 / City (3-Depts)	on-hold
Hwy 76 Sidewalks	\$585,000 / State, Fed	Engineering design
Meadowlark Drainage	\$50,000 / City	suspended
Sidewalks and Ramps	\$20,000 / City	Completed for fiscal year

*** Paving, Roadway Repair and Meadowlark Drainage projects have been suspended for the remainder of the year. The Fiber Optics Project is "on-hold" based on possible requirement changes associated with federal funding.

- ▶ Training seminars / conferences:
 Pavement Technologies – Engineering office
 BMA Budget Retreat – Fire Hall #2

110 GENERAL FUND

DRAFT

Account	Description	-----Year-To-Date-----			-----MARCH-----		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
31100	PROPERTY TAXES (SUMMER TO DISTRIBUTE)	0.00	65,165.33-	0.0	0.00	41,783.33-	0.0
31110	REAL & PERSONAL PROPERTY TAX(CURRENT)	1,406,574.00	1,322,379.31-	94.0	117,214.50	216,934.00-	185.1
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	42,000.00	38,244.00-	91.1	3,500.00	28,338.00-	809.7
31211	PROPERTY TAX DELINQUENT 1ST YEAR	40,231.00	38,044.55-	94.6	3,352.58	3,562.17-	106.3
31212	PROPERTY TAX DELINQUENT 2ND YEAR	10,636.00	6,134.78-	57.7	886.33	1,414.00-	159.5
31213	PROPERTY TAX DELINQUENT 3RD YEAR	9,427.00	4,197.00-	44.5	785.58	1,245.00-	158.5
31214	PROPERTY TAX DELINQUENT 4TH YEAR	3,327.00	2,123.00-	63.8	277.25	1,257.00-	453.4
31215	PROPERTY TAX DELINQUENT 5TH YEAR	3,151.00	2,132.00-	67.7	262.58	1,266.00-	482.1
31216	PROPERTY TAX DELINQUENT 6TH YEAR	3,033.00	1,842.00-	60.7	252.75	1,110.00-	439.2
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	0.00	3,456.00-	0.0	0.00	1,992.00-	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	16,500.00	18,468.49-	111.9	1,375.00	8,125.24-	590.9
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	89,932.00	52,460.31-	58.3	7,494.33	0.00	0.0
31610	LOCAL SALES TAX - CO. TRUSTEE	2,462,805.00	1,479,973.89-	60.1	205,233.75	162,296.83-	79.1
31700	WHOLESALE BEER TAX	175,000.00	144,845.86-	82.8	14,583.33	11,696.35-	80.2
31800	BUSINESS TAXES	98,000.00	110,140.64-	112.4	8,166.67	41,720.60-	510.9
31911	NATURAL GAS FRANCHISE TAX	135,000.00	153,813.91-	113.9	11,250.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	77,000.00	68,722.66-	89.3	6,416.67	23,262.61-	362.5
31960	SPECIAL ASSESSMENT - LIENS	400.00	0.00	0.0	33.33	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	3,000.00	3,233.30-	107.8	250.00	300.00-	120.0
32610	BUILDING PERMITS	90,000.00	30,742.50-	34.2	7,500.00	2,875.50-	38.3
32690	OTHER PERMITS	400.00	75.00-	18.8	33.33	25.00-	75.0
32710	SIGN PERMITS	1,500.00	1,450.00-	96.7	125.00	150.00-	120.0
33100	FEDERAL GRANTS	727,700.00	66,780.06-	9.2	60,641.67	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	66,500.00	47,425.60-	71.3	5,541.67	0.00	0.0
33400	STATE GRANTS	1,085,000.00	4,230.00-	0.4	90,416.67	3,560.00-	4.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	11,400.00	7,800.00-	68.4	950.00	7,800.00-	821.1
33450	LOCAL GRANT-LIBRARY TECHNOLOGY	35,500.00	23,666.00-	66.7	2,958.33	0.00	0.0
33510	STATE SALES TAX	2,400.00	0.00	0.0	200.00	0.00	0.0
33520	STATE INCOME TAX	693,880.00	497,504.23-	71.7	57,823.33	47,163.81-	81.6
33530	STATE BEER TAX	32,306.00	26,098.26-	80.8	2,692.17	278.96-	10.4
33530	STATE BEER TAX	5,130.00	2,753.22-	53.7	427.50	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	20,710.00	15,718.47-	75.9	1,725.83	1,770.95-	102.6
33593	CORPORATE EXCISE TAX	29,389.00	25,458.76-	86.6	2,449.08	25,458.76-	1039.5
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	8,500.00-	100.0	708.33	0.00	0.0
34120	FEES AND COMMISSIONS	11,500.00	2,382.00-	20.7	958.33	325.00-	33.9
34740	PARKS AND REC LEAGUE FEES	60,000.00	45,106.54-	75.2	5,000.00	6,012.00-	120.2
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,500.00	4,947.31-	66.0	625.00	554.39-	88.7
34793	COMMUNITY CENTER FEES	26,000.00	29,428.46-	113.2	2,166.67	3,781.04-	174.5
34794	THEATRE FEES	1,300.00	0.00	0.0	108.33	0.00	0.0
34900	OTHER CHARGES FOR SERVICES	9,000.00	6,696.50-	74.4	750.00	627.50-	83.7
35110	CITY COURT FINES AND COSTS	260,000.00	125,221.26-	48.2	21,666.67	22,646.03-	104.5
35130	IMPOUNDMENT CHARGES	350.00	270.00-	77.1	29.17	0.00	0.0
36000	OTHER REVENUES	17,000.00	4,993.65-	29.4	1,416.67	420.95-	29.7
36100	INTEREST EARNINGS	8,000.00	7,149.50-	89.4	666.67	558.38-	83.8
36210	RENT	13,500.00	12,093.72-	89.6	1,125.00	2,700.60-	240.1
36330	SALE OF EQUIPMENT	0.00	8,790.62-	0.0	0.00	89.00-	0.0

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

110 GENERAL FUND

Account	Description	Year-To-Date			-MARCH-		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36350	INSURANCE RECOVERIES	0.00	5,475.40-	0.0	0.00	0.00	0.0
36420	STADIUM RECEIPTS	7,500.00	8,274.34-	110.3	625.00	0.00	0.0
36423	CAMERA RECEIPTS	0.00	250.00-	0.0	0.00	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	658.33-	0.0	0.00	1.29-	0.0
36450	PARKS CONCESSIONS	7,000.00	5,387.38-	77.0	583.33	178.03-	30.5
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	61,000.00	62,462.00-	102.4	5,083.33	0.00	0.0
36920	SALE OF BONDS	2,554,289.00	1,304,266.35-	51.1	212,857.42	0.00	0.0
Total REVENUES		10,430,270.00	5,907,432.49-	56.6	869,189.15	673,380.32-	77.5
EXPENDITURES							
41000	GENERAL GOVERNMENT	855,677.00-	323,528.87	37.8	71,306.43-	18,151.58	25.5
41210	CITY COURT	64,849.00-	44,187.88	68.1	5,404.08-	4,164.10	77.1
41500	FINANCIAL ADMINISTRATION	336,951.00-	239,993.37	71.2	28,079.25-	17,063.82	60.8
41650	HUMAN RESOURCES	116,564.00-	80,073.08	68.7	9,713.65-	7,496.90	77.2
41670	ENGINEERING	1,312,529.00-	533,603.76	40.7	109,377.42-	35,995.05	32.9
41700	PLANNING AND ZONING	309,448.00-	212,323.02	68.6	25,787.32-	17,871.60	69.3
41800	GENERAL GOVERNMENT BUILDINGS	104,609.00-	43,531.78	41.6	8,717.42-	3,059.11	35.1
41921	SPECIAL EVENTS	4,500.00-	2,360.01	52.4	375.00-	0.00	0.0
42100	POLICE PATROL	886,158.00-	593,764.37	67.0	73,846.50-	59,696.74	80.8
42120	POLICE SPECIAL SERVICES	59,419.00-	40,432.11	68.0	4,951.57-	3,807.99	76.9
42150	POLICE ADMINISTRATION	295,214.00-	206,498.65	69.9	24,601.18-	15,532.66	63.1
42151	COMMUNICATIONS SERVICES	230,163.00-	156,060.75	67.8	19,180.26-	13,316.19	69.4
42200	FIRE PROTECTION AND CONTROL	2,135,426.00-	1,642,306.21	76.9	177,952.19-	54,290.07	30.5
42210	FIRE ADMINISTRATION AND INSPECTION	297,943.00-	159,876.78	53.7	24,828.58-	13,251.53	53.4
43000	PUBLIC WORKS	131,059.00-	78,181.64	59.7	10,921.59-	3,985.79	36.5
43100	HIGHWAYS AND STREETS	229,807.00-	128,329.48	55.8	19,150.56-	11,919.21	62.2
43170	CITY GARAGE	53,915.00-	34,740.45	64.4	4,492.92-	3,371.51	75.0
44310	SENIOR CITIZEN ACTIVITIES	66,051.00-	46,556.69	70.5	5,504.26-	4,808.02	87.4
44700	PARKS	243,584.00-	176,612.40	72.5	20,298.65-	9,314.10	45.9
44740	PARK MAINTENANCE	2,124,075.00-	392,379.85	18.5	177,006.26-	92,469.52	52.2
44800	LIBRARIES	150,250.00-	109,919.94	73.2	12,520.83-	9,044.51	72.2
44880	CHILDREN'S LIBRARY SERVICES	33,548.00-	24,213.93	72.2	2,795.67-	2,451.35	87.7
51000	MISC EXP	215,519.00-	4,000.00-	1.9	17,959.92-	0.00	0.0
Total EXPENDITURES		10,257,258.00-	5,265,475.02	51.3	854,771.51-	401,061.35	46.9
Total GENERAL FUND		173,012.00	641,957.47-	371.0	14,417.64	272,318.97-	1888.8

Summary Financial Statement
 MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		MARCH			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
33800	LOCAL REVENUE ALLOCATIONS	37,000.00	37,855.06	102.3	3,083.33	3,132.98	101.6
36100	INTEREST EARNINGS	300.00	183.59	61.2	25.00	10.05	40.2
	Total REVENUES	37,300.00	38,038.65	102.0	3,108.33	3,143.03	101.1
EXPENDITURES							
48000	ECONOMIC OPPORTUNITY	65,500.00	32,809.49	50.1	5,458.34	0.00	0.0
	Total EXPENDITURES	65,500.00	32,809.49	50.1	5,458.34	0.00	0.0
	Total INDUSTRIAL DEVELOPMENT FUND	28,200.00	5,229.16	18.5	2,350.01	3,143.03	133.7

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

121 STATE STREET AID FUND

Account	Description	Year-To-Date		MARCH		Percent Of Budget	Actual	Estimate Avg/Mth	Percent Of Avg
		Budget Estimate	Actual	Budget	Estimate				
REVENUES									
33551	STATE GASOLINE AND MOTOR FUEL TAX	242,593.00	151,614.80	62.5	20,216.08	0.00	0.00	0.00	0.0
36100	INTEREST EARNINGS	400.00	216.97	54.2	33.33	0.00	0.00	0.00	0.0
	Total REVENUES	242,993.00	151,831.77	62.5	20,249.41	0.00	0.00	0.00	0.0
EXPENDITURES									
43100	HIGHWAYS AND STREETS	328,750.00	284,759.73	86.6	27,395.84	3,232.42	3,232.42	11.8	11.8
	Total EXPENDITURES	328,750.00	284,759.73	86.6	27,395.84	3,232.42	3,232.42	11.8	11.8
	Total STATE STREET AID FUND	85,757.00	132,927.96	155.0	7,146.43	3,232.42	3,232.42	45.2	45.2

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		MARCH			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36100	INTEREST EARNINGS	11,000.00	5,034.11-	45.8	916.67	323.22-	35.3
36425	PARKS SALES TAX RECEIPTS	132,914.00	123,372.39-	92.8	11,076.17	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	20,520.00-	0.0	0.00	0.00	0.0
	Total REVENUES	143,914.00	148,926.50-	103.5	11,992.84	323.22-	2.7
EXPENDITURES							
49000	DEBT SERVICE	513,733.00-	333,301.21	64.9	42,811.10-	1,295.00	3.0
	Total EXPENDITURES	513,733.00-	333,301.21	64.9	42,811.10-	1,295.00	3.0
	Total PARKS SALES TAX FUND	369,819.00-	184,374.71	49.9	30,818.26-	971.78	3.2

Summary Financial Statement
 MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

123 SOLID WASTE FUND

Account	Description	Year-To-Date		MARCH		Percent Of Budget	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual		
REVENUES							
34400	SANITATION - USER FEES	580,000.00	490,200.00	48,333.33	55,050.00	84.5	113.9
36100	INTEREST EARNINGS	300.00	297.63	25.00	0.00	99.2	0.0
36330	SALE OF EQUIPMENT	0.00	17,713.75	0.00	0.00	0.0	0.0
36920	SALE OF BONDS	0.00	71,504.00	0.00	0.00	0.0	0.0
37794	SALE OF MATERIALS	22,000.00	6,515.31	1,833.33	692.95	29.6	37.8
Total REVENUES		602,300.00	586,230.69	50,191.66	55,742.95	97.3	111.1
EXPENDITURES							
43200	SANITATION	488,167.00	358,431.60	40,680.59	20,345.17	73.4	50.0
49000	DEBT SERVICE	83,018.00	65,301.69	6,918.16	56,745.05	78.7	820.2
Total EXPENDITURES		571,185.00	423,733.29	47,598.75	77,090.22	74.2	162.0
Total SOLID WASTE FUND		31,115.00	162,497.40	2,592.91	21,347.27	522.2	823.3

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Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	MARCH		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
33400	STATE GRANTS	90,000.00	0.00	0.0	7,500.00	0.00	0.0
36100	INTEREST EARNINGS	10,000.00	8,197.76	82.0	833.33	497.04	59.6
36421	ROADS IMPACT FEES	45,000.00	23,506.36	52.2	3,750.00	1,905.00	50.8
36422	PARKS IMPACT FEES	24,000.00	11,966.00	49.9	2,000.00	2,106.00	105.3
36423	POLICE IMPACT FEES	50,000.00	10,797.86	21.6	4,166.67	1,410.00	33.8
36424	FIRE IMPACT FEES	35,000.00	7,311.95	20.9	2,916.67	930.00	31.9
Total REVENUES		254,000.00	61,779.93	24.3	21,166.67	6,848.04	32.4
EXPENDITURES							
51010	ROADS IMPACT FEES	286,857.00	43,385.50	15.1	23,904.75	7,094.20	29.7
51020	PARKS IMPACT FEES	84,323.00	67,582.67	80.1	7,026.92	0.00	0.0
51030	POLICE IMPACT FEES	81,500.00	45,778.43	56.2	6,791.67	0.00	0.0
51040	FIRE IMPACT FEES	40,044.00	43,535.83	108.7	3,337.00	21,282.60	637.8
Total EXPENDITURES		492,724.00	200,282.43	40.6	41,060.34	28,376.80	69.1
Total IMPACT FEES		238,724.00	138,502.50	58.0	19,893.67	21,528.76	108.2

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

140 POLICE DRUG FUND

Account	Description	Year-To-Date		Percent Of Budget	MARCH	
		Budget Estimate	Actual		Estimate Avg/Mth	Actual
REVENUES						
31610	LOCAL SALES TAX - CO. TRUSTEE	1,400.00	1,320.73-	94.3	116.67	37.50-
33100	FEDERAL GRANTS	0.00	2,733.50-	0.0	0.00	0.00
35130	IMPOUNDMENT CHARGES	0.00	150.00-	0.0	0.00	0.00
35140	DRUG RELATED FINES	68,000.00	9,451.92-	13.9	5,666.67	0.00
36100	INTEREST EARNINGS	200.00	157.04-	78.5	16.67	2.03-
36330	SALE OF EQUIPMENT	11,000.00	18.37	0.2	916.67	0.00
	Total REVENUES	80,600.00	13,794.82-	17.1	6,716.68	39.53-
EXPENDITURES						
42129	DRUG INVESTIGATION AND CONTROL	58,318.00-	53,629.16	92.0	4,859.84-	375.00
	Total EXPENDITURES	58,318.00-	53,629.16	92.0	4,859.84-	375.00
	Total POLICE DRUG FUND	22,282.00	39,834.34	178.8	1,856.84	335.47

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	MARCH	
		Budget Estimate	Actual			Actual	Percent Of Avg
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	660,000.00	550,000.00	83.3	55,000.00	0.00	0.0
36100	INTEREST EARNINGS	4,000.00	717.98	17.9	333.33	3.03	0.9
	Total REVENUES	664,000.00	550,717.98	82.9	55,333.33	3.03	0.0
EXPENDITURES							
49000	DEBT SERVICE	639,385.00	385,457.42	60.3	53,282.08	112,747.39	211.6
	Total EXPENDITURES	639,385.00	385,457.42	60.3	53,282.08	112,747.39	211.6
	Total DEBT SERVICE FUND (GENERAL)	24,615.00	165,260.56	671.4	2,051.25	112,744.36	5496.4

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

310 CAPITAL PROJECTS FUND

Account	Description	Year-To-Date		MARCH			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
36100	INTEREST EARNINGS	500.00	214.87-	43.0	41.67	2.25-	5.4
	Total REVENUES	500.00	214.87-	43.0	41.67	2.25-	5.4
	Total CAPITAL PROJECTS FUND	500.00	214.87-	43.0	41.67	2.25-	5.4

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

412 SEWER FUND

Account	Description	Year-To-Date		Percent Of Budget	--MARCH--		Actual Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
33100	FEDERAL GRANTS	0.00	600.00-	0.0	0.00	0.00	0.0
34900	BULK DISPOSAL FEE	2,000.00	0.00	0.0	166.67	0.00	0.0
36000	OTHER REVENUES	5,250.00	665.00-	12.7	437.50	0.00	0.0
36100	INTEREST EARNINGS	25,000.00	10,243.21-	41.0	2,083.33	559.93-	26.9
36330	SALE OF EQUIPMENT	14,500.00	0.00	0.0	1,208.33	0.00	0.0
36920	SALE OF BONDS	600,000.00	0.00	0.0	50,000.00	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	24,250.00	14,051.00-	57.9	2,020.83	1,275.00-	63.1
37220	ADMINISTRATIVE FEES	17,520.00	12,025.00-	68.6	1,450.00	450.00-	30.8
37230	SEWER USER FEES	2,025,600.00	1,505,286.14-	74.3	168,800.00	162,611.16-	96.3
37298	CAPACITY FEES	375,440.00	55,980.00-	14.9	31,286.67	7,500.00-	24.0
37310	CONTRIBUTED CAPITAL	470,250.00	561.89-	0.1	39,187.50	0.00	0.0
37499	COMMITMENT FEES	265,200.00	300.00-	0.1	22,100.00	0.00	0.0
37995	CONNECTION FEES	33,600.00	6,750.00-	20.1	2,800.00	750.00-	26.8
Total REVENUES		3,858,610.00	1,606,462.24-	41.6	321,550.83	173,146.09-	53.8
EXPENDITURES							
49000	DEBT SERVICE	716,640.00-	542,988.27	75.8	59,720.00-	20,560.00	34.4
52117	ADMINISTRATION AND GENERAL EXPENSES	1,392,491.00-	247,945.05	17.8	116,040.91-	12,436.49	10.7
52210	COLLECTION	1,317,647.00-	1,106,991.55	84.0	109,803.92-	46,993.02	42.8
52213	SEWER TREATMENT AND DISPOSAL	381,702.00-	293,948.59	77.0	31,808.47-	8,608.53	27.1
52223	DEPRECIATION	537,513.00-	313,549.25	58.3	44,792.75-	0.00	0.0
Total EXPENDITURES		4,345,993.00-	2,505,422.71	57.6	362,166.05-	88,598.04	24.5
Total SEWER FUND		487,383.00-	898,960.47	184.4	40,615.22-	84,548.05-	208.2

Summary Financial Statement
MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

416 HEALTHCARE FUND

Account	Description	Year-To-Date		MARCH		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual	
REVENUES						
36000	OTHER REVENUES	0.00	90.00-	0.00	0.00	0.0
36100	INTEREST EARNINGS	0.00	93.88-	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	220,064.23-	0.00	5,653.17-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	654,332.00	565,948.35-	54,527.67	67,534.15-	123.9
	Total REVENUES	654,332.00	786,196.46-	54,527.67	73,187.32-	134.2
EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	654,332.00-	835,750.65	54,527.67-	72,727.83	133.4
	Total EXPENDITURES	654,332.00-	835,750.65	54,527.67-	72,727.83	133.4
	Total HEALTHCARE FUND	0.00	49,554.19	0.00	459.49-	0.0

Summary Financial Statement
 MARCH 31, 2009

Fiscal Year Time Lapse: 75.00

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		Percent Of Budget	MARCH		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
34110	GENERAL SERVICES	300.00	275.00-	91.7	25.00	75.00-	300.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	800.00	3200.0
34323	GRAVE - OPENING AND CLOSING FEES	16,700.00	14,025.00-	84.0	1,391.67	4,200.00-	301.8
36100	INTEREST EARNINGS	2,150.00	1,110.74-	51.7	179.17	75.49-	42.1
36340	SALE OF CEMETERY LOTS	12,750.00	5,250.00-	41.2	1,062.50	750.00-	70.6
Total REVENUES		32,200.00	20,660.74-	64.2	2,683.34	4,300.49-	160.3
EXPENDITURES							
43400	CEMETERIES	21,278.00-	16,688.34	78.4	1,773.17-	22.05	1.2
Total EXPENDITURES		21,278.00-	16,688.34	78.4	1,773.17-	22.05	1.2
Total HILLCREST CITY CEMETERY		10,922.00	3,972.40-	36.4	910.17	4,278.44-	470.1

G/L Month: 03 MARCH
 Beginning Fund: 110 Beginning Function: ZZZZZ
 Ending Fund: 433 Ending Function: ZZZZZ
 * End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS . . .

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: Wednesday April 1, 2009

RE: Robertson County Growth Boundary Amendment Approval Process

The Robertson County Coordinating Committee on January 29, 2009 approved amendments to the urban growth boundary for the Cities of White House, Portland, and Orlinda. The approval was contingent upon revised maps be completed showing existing boundaries, existing with proposed boundaries, and proposed growth boundaries. The three maps, model approval resolution, and memo regarding the agreement with City of White House and Jack Jones were included in packets sent to county and city boards in Robertson County. Per state law, the cities and county have one hundred twenty (120) days to approve or reject the resolution. If all boards adopt the resolution, then the Local Government Planning Advisory Committee (LGPAC) is required to confirm approval for formal approval. If any board rejects the resolution, the entire Coordinating Committee will review objections for reconsideration. The Coordinating Committee may submit a revised plan for review and approval by county and all cities. If the revised plan is rejected, then the next step will require the TN Secretary of State to appoint a dispute resolution panel.

RESOLUTION 09-07

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF WHITE HOUSE, TENNESSEE, RATIFYING THE REVISED ROBERTSON COUNTY GROWTH PLAN AS ADOPTED BY THE ROBERTSON COUNTY COORDINATING COMMITTEE ON JANUARY 29, 2009.

WHEREAS, the Robertson County Coordinating Committee has developed and recommended, to the County and Municipal Legislative bodies of Robertson County, a Revised Growth Plan which complies with T.C.A. 6-58-101, et. Seq.; and

WHEREAS, Robertson County Coordinating Committee and the Cities of Portland, White House and Orlinda have held the requisite public hearings pursuant to T.C.A. 6-58-104 and 6-58-106; and

WHEREAS, the White House, Tennessee Board of Mayor and Aldermen has reviewed the plan and finds it compliant with the requirements for a growth plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of White House, Tennessee, that the Robertson County Growth Plan, as recommended by the Robertson County Coordinating Committee on January 29, 2009 is hereby ratified.

This resolution will become effective upon its passage, the public welfare requiring it.

Adopted this 16th day of April 2009.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

**ROBERTSON COUNTY COORDINATING COMMITTEE
ROBERTSON COUNTY PLANNING AND ZONING OFFICE
527 S. BROWN STREET, SPRINGFIELD, TN 37172**

March 27, 2009

Cities of Robertson County
Robertson County

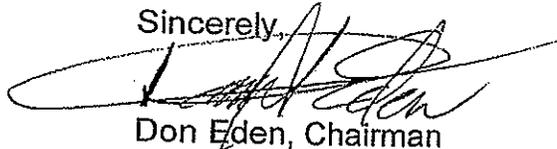
Dear Mayor Bradley and City Mayors of Robertson County:

Attached are three maps which depict the existing and proposed Growth Plan for Robertson County and its cities. This plan was approved by the County Coordinating Committee on January 29, 2009 and complies with TCA 6-58-101 et. seq. The Robertson County Coordinating Committee and the Cities of Portland, White House and Orinda have held the requisite public hearings pursuant to TCA 6-58-104 and 6-58-106.

The plan needs to be ratified by your Governing Body within 120 days of receipt of the plan. After Robertson County and all the cities in Robertson County have passed resolutions endorsing the plan, it can be sent to the State Local Government Planning Advisory Committee for finalization.

Please review the plan, and if you are in agreement with the new plan, please pass the enclosed model resolution and return it to the Robertson County Planning Office. If you have questions, don't hesitate to give Martha Wilkinson, Bob Hoge (384-3666) or George James (382-2200) a call.

Sincerely,



Don Eden, Chairman
Robertson County Coordinating Committee

DE/gj



City of White House, Tennessee

Planning & Codes Department

105 College Street • White House, TN 37188

www.cityofwhitehouse.com

Phone (615) 672-4350 • Fax (615) 672-2939

"Valuing our Heritage while Protecting our Future"

MEMORANDUM

TO: Robertson County Coordinating Committee Members
AM

FROM: Addam McCormick, Planning/Codes Department

DATE: March 26, 2009

RE: Jack Jones Local Annexation Agreement

The City of White House Board of Mayor and Aldermen at February 19, 2009 meeting approved a local annexation agreement with Jack Jones. Mr. Jones owns large acreage properties on SR 76, New Hall Road, and North Mt. Pleasant Road. Two hundred and eighty (280) acres is included within the proposed City of White House Urban Growth Boundary extension. The agreement has been signed and notarized by Jack Jones and the City of White House. If you have any questions about the agreement you can contact the White House Planning/Codes Department at (615) 672-4350 Ext 2120.



RISK • MANAGEMENT • POOL

March 23, 2009

TO: All TML Pool Members

FROM: The TML Pool

SUBJECT: **New Interlocal Cooperation Agreement Relative to Participation in the Tennessee Municipal League Risk Management Pool**

Please find attached a copy of the amended and updated Resolution Form, Interlocal Cooperation Agreement Relative to Participation in the Tennessee Municipal League Risk Management Pool (TML Pool), and Corporate Charter. The attached updated agreement and resolution amends the previous agreement and resolution by accomplishing the following:

- Removing the assessment clause and wording;
- Adding Addendum 1 – Ethics Policy;
- Housekeeping regarding Board structure as per the TML Pool Charter.

The TML Pool Board of directors voted unanimously a number of years ago not to assess members should funds become insufficient to meet the obligations of the TML Pool. At that time the assessment clause was formally removed from all insurance policies. With the amendment of these documents, the policies and the Interlocal agreement will now be consistent.

On June 8, 2007 the TML Pool Board of Directors unanimously passed the Addendum 1 – Ethics Policy in accordance with the Comprehensive Governmental Ethics Reform Act of 2006 (Public Chapter 1 of the Extraordinary Session of the 2006 Tennessee General Assembly). The TML Pool Ethics Policy now becomes a part of the updated Interlocal Cooperation Agreement as required by the Tennessee Ethics Reform Act of 2006.

Please have your Governing Body adopt the updated Resolution and the designated official sign the new Interlocal Cooperation Agreement. Please return a copy of the executed documents to the TML Pool as soon as possible at 5100 Maryland Way, Attn: Dawn Crawford, Brentwood, TN 37027.

If you have any questions or need assistance please call Randy Williams at 800-624-9698. Thank you in advance for your assistance.

RESOLUTION 09-08

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF WHITE HOUSE, TENNESSEE, AUTHORIZING THE CITY OF WHITE HOUSE TO ENTER INTO AN INTERLOCAL COOPERATION ACT TO BECOME A PARTICIPANT IN THE TML RISK MANAGEMENT POOL ALONG WITH OTHER PARTICIPATING MUNICIPALITIES IN ORDER TO OBTAIN RISK MANAGEMENT, INSURANCE, SELF-INSURANCE OR ANY COMBINATION THEREOF FOR ANY AND ALL AREAS OF LIABILITY OR INSURABILITY.

WHEREAS, Chapter 282 of the Tennessee Public Acts of 1979 grants governmental entities the specific power to secure risk management, insurance, or self-insurance for themselves and their employees in different areas of liability and insurability through joint and cooperative action with other municipalities under Section 12-801 et seq. Tennessee Code Annotated, as amended, known as the Interlocal Cooperation Act; and

WHEREAS, the Cities of Athens and Hendersonville have heretofore entered into an agreement under said Interlocal Cooperation Act to create and establish the TML Risk Management Pool, a not-for-profit corporation, for the purpose of organizing and operating an insurance pool offering risk management and other related services in addition to basic insurance coverages; and

WHEREAS, said agreement authorized any political subdivision of the State of Tennessee to become a participant in said agreement by adoption of an appropriate ordinance or resolution; and

WHEREAS, the Board of Mayor and Aldermen of the City of White House has determined that said municipality will benefit from its participation in said agreement with the City of Athens and Hendersonville and such other municipalities as may participate therein; and

WHEREAS, it has been proposed that the City of White House enter into a contract with the TML Risk Management Pool, a copy of said contract being attached hereto as Exhibit A and incorporated herein as fully as though copies; and

WHEREAS, the Board of Mayor and Aldermen of the City of White House has reviewed the provisions of said contract and has determined it to be in the best interests of said municipality and its citizens that appropriate steps be taken to enter into said contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of White House, Tennessee, as follows:

1. The City of White House shall participate in the agreement between the Cities of Athens and Hendersonville and such other municipalities as participate therein, said agreement being to cooperate in creating, establishing and contracting with the TML Risk Management Pool, a not-for-profit Tennessee corporation organized to provide a method for political subdivisions of the State of Tennessee to obtain risk management, insurance, self-insurance or any combination thereof for any and all areas of liability or insurability.

2. The form, content and provisions of the contract, a copy of which is attached hereto as Exhibit A and incorporated herein as fully as though copied, are hereby approved.
3. The City Administrator is empowered and directed on behalf of the Board of Mayor and Aldermen to enter into said contract with the TML Risk Management Pool for certain services of risk management and insurance in accordance with Chapter 282 of the Tennessee Public Acts of 1979, and to take such steps as may be necessary to implement and carry out the intent of the Resolution.

This resolution will become effective upon its passage, the public welfare requiring it.

Adopted this 16th day of April 2009.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

**INTERLOCAL COOPERATION AGREEMENT
RELATIVE TO PARTICIPATION IN THE
TENNESSEE MUNICIPAL LEAGUE RISK MANAGEMENT POOL**

INTERLOCAL COOPERATION AGREEMENT
RELATIVE TO PARTICIPATION IN THE
TENNESSEE MUNICIPAL LEAGUE RISK MANAGEMENT POOL

This agreement is entered into by the undersigned political subdivision of the State of Tennessee pursuant to the Interlocal Cooperation Act, Tennessee Code Annotated, Section 12-9-101, et seq., and the Tennessee Governmental Tort Liability Act, Tennessee Code Annotated, Section 29-20-101, et seq.

Each political subdivision entering into this Interlocal Cooperation Agreement agrees to exercise its powers, privileges, authority, and financial and administrative resources jointly with other political subdivisions to provide a method for obtaining risk management, self insurance, insurance and reinsurance, or any combinations thereof, for any and all areas of their liability or insurability, including, but not limited to, property insurance, the liabilities created by the Tennessee Governmental Tort Liability Act, liabilities under the Workers' Compensation Law, and any other areas of liability or insurability authorized by Tennessee Code Annotated, Section 29-20-401. The Agreement to establish the TML Insurance Pool, an Interlocal Cooperation Agreement between the Tennessee cities of Athens and Hendersonville, became effective in 1979 and the corporation was created. The name of the corporation was changed to Tennessee Municipal League Risk Management Pool in 1984. The Corporations political subdivisions who have participated in the Tennessee Municipal League Risk Management Pool (TML Pool) pursuant to the 1979 Agreement ratify that Agreement, and amend it by substituting this Agreement. The power and authority conferred by the 1979 Agreement are carried forward and continued in this Agreement.

Any other political subdivision of the State of Tennessee may become a participant in this Agreement by passage of an ordinance or resolution as may be legally appropriate. This Agreement shall be completely terminated only upon the action of all but one participating political subdivision to repeal, revoke, or rescind that action authorizing and effectuating their participation unless otherwise terminated by the board of directors. If the Agreement is completely terminated, the property of the Corporation shall be disposed of as provided in the Charter.

In order for this political subdivision to increase the advantages of exercising its powers, privileges, authority, and financial and administrative resources jointly with other political subdivisions and to effectuate this Agreement, it approves the creation, establishment, and operation of the not-for-profit Tennessee corporation known as the Tennessee Municipal League Risk Management Pool, whose charter and amendments are in Exhibit A, attached to and incorporated in this agreement, with the powers, purposes, and attributes set forth in them.

After joining the Interlocal Cooperation Agreement, each political subdivision may enter in to plans, agreements, or contracts with the TML Pool for the provision of any or all of the services the TML Pool is created to provide upon terms agreed to by the political subdivision and the TML Pool. Terms shall include the nature and scope of services to be provided; the method by which contributions or premiums shall be levied and paid, and any other necessary terms.

The TML Pool shall be financed from the contributions or premiums paid by participating political subdivisions, to the TML Pool, in accordance with the terms of their plans, agreements, or contracts with the TML Pool.

Establishment and maintenance of a budget for the Corporation shall be the responsibility of the Board of Directors.

The powers of the corporation shall be exercised by the Board of Directors in accordance with its charter.

The Corporation may do all acts authorized by the Tennessee Governmental Tort Liability Act, Tennessee Code Annotated, Section 29-20-101, et seq., and as it may be amended, and as authorized by the Tennessee Non-profit Corporation Act, Tennessee Code Annotated, Section 48-51-101, et seq., and as it may be amended.

INTERLOCAL COOPERATION AGREEMENT

SIGNATURE SECTION

Signed By: _____
Name

Title

Entity

Attest: _____
Name

Title

Date: _____

Addendum #1 to the TML Pool Interlocal Agreement - Ethics Policy

RESOLUTION NO. 2007- 01

A RESOLUTION OF THE TML RISK MANAGEMENT POOL BOARD ESTABLISHING A CODE OF ETHICS

WHEREAS, the Comprehensive Governmental Ethics Reform Act of 2006 (Public Chapter No. 1 of the Extraordinary Session of the 2006 General Assembly), requires governmental entities to adopt a Code of Ethics, and

WHEREAS, the Act provides that such Code of Ethics shall apply to all boards, commissions, authorities, corporations, and other entities created or appointed by such governmental entities, as well as their employees.

NOW THEREFORE, BE IT RESOLVED BY THE TML POOL BOARD OF DIRECTORS, THAT THE TML POOL CODE OF ETHICS SHALL READ AS FOLLOWS:

TML RISK MANAGEMENT POOL CODE OF ETHICS

SECTION 1: Applicability and interpretation.

(a) This article establishes the code of ethics for the TML Risk Management Pool (the Pool) and applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation or other instrumentality appointed or created by the Pool. When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel provisions. In any situation in which a personal interest is also a conflict of interest under state law, the more restrictive provision shall apply.

(b) The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.

SECTION 2. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Censure means an expression of severe criticism or reproach.

Credible, for the purposes of complaints alleging that any official or employee has violated any provision of this article, means that the complaint is not:

- (1) Submitted anonymously.
- (2) Clearly unbelievable.
- (3) From a source not considered to be trustworthy under the circumstances.

Employment interest includes a situation in which an official or employee or a designated family member is employed with or negotiating possible employment with a person or organization that is the subject of a vote or that is to be regulated or supervised.

Gift means the transfer of anything of economic value, regardless of form, without reasonable consideration. "Gift" may include a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred. "Gift" does not include political campaign contributions which are solicited or accepted in accordance with applicable laws and regulations.

Official(s) means the members of the board of directors, or other person(s) in a position of authority, as well as members appointed thereby to committees, task forces, etc.

Personal interest means:

- (1) Any financial, ownership or employment interest in the subject of a vote by the Pool board not otherwise regulated by state statutes on conflicts of interests; or
- (2) Any financial, ownership or employment interest in a matter to be regulated or supervised; or
- (3) Any such financial, ownership or employment interest of the official's or employee's immediate family. For the purposes of this article, "immediate family" includes spouse, children (including natural, step and adoptive), parents (including natural, step and adoptive), siblings, parents-in-law, siblings-in-law, grandparents and grandchildren, and any other individual residing within the employee's household who is a legal dependent of the employee for income tax purposes.

Pool means The TML Risk Management Pool.

SECTION 3. Disclosure of personal interest by official with vote.

An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself from voting on the measure.

SECTION 4. Disclosure of personal interest in nonvoting matters.

An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of discretion shall disclose the interest, before the exercise of the discretion when possible, on a form provided by and filed with the personnel director. Copies of such forms filed with the personnel director shall be provided to the President and, in the case of an employee, filed in the employee's personnel file. In addition, the official or employee may, to the extent allowed by law, charter, or policy, recuse himself from the exercise of discretion in the matter.

SECTION 5. Acceptance of gifts, gratuities, etc.

(a) An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the Pool:

- (1) For the performance of an act, or refraining from performance of an act, that the individual would be expected to perform, or refrain from performing, in the regular course of the individual's duties; or
- (2) That might reasonably be interpreted as an attempt to influence the individual's action, or reward the individual for past action, in executing Pool business.

(b) Unless impartiality and independent judgment of an official or employee would be compromised, this section shall not apply to meals provided to officials or employees or gifts of food, candy or other items of de minimis value.

SECTION 6. Use of information.

(a) An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.

(b) An official or employee may not use or disclose information obtained in his official capacity or position of employment and not available to the general public with the intent to result in financial gain for himself or any other person or entity.

(c) Confidential information will remain the exclusive property of the employer and will only be used by an employee for permitted purposes. Employees will not use confidential information for any purpose which might be directly or indirectly detrimental to the employer or any of its affiliates.

SECTION 7. Use of Pool time, facilities, etc.

An official or employee may not use or authorize the use of Pool time, facilities, equipment, supplies or other resources for private gain or advantage to himself or to any private person or entity, except as authorized by legitimate contract or lease that is determined by the board of directors to be in the best interests of the Pool. This prohibition shall not apply when the board of directors or the President has authorized the use of such resources and established policies governing such use.

SECTION 8. Use of position or authority.

(a) An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the Pool; provided, however, that this section shall not apply to reasonable amounts paid for:

- (1) Food, transportation, lodging and other travel expenses incurred in accordance with the Pool's adopted travel policy.
- (2) Dues, registrations, meals and similar expenses incurred in conjunction with membership or participation in a professional or community organization to which the official or employee belongs in his official capacity.
- (3) Meals purchased in the course of an official business meeting conducted on the Pool's behalf.

(b) An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized in this article or by law, the charter, or policy of the Pool.

(c) No official or employee shall provide commercial or advertising endorsements in such a manner as to convey the Pool's approval of any private for-profit enterprise; provided, however, that an official or employee may respond to inquiries seeking information as to the Pool's experience with a vendor or other private enterprise.

SECTION 9. Ethics opinions; complaints; investigations.

(a) *Ethics officer.* The general counsel is designated as the ethics officer of the Pool. The general counsel, in his discretion, may request that the President or board of directors appoint another attorney, individual or entity to act as ethics officer for the purposes of any specific investigation. For complaints considered by the board of directors under the provisions of this section, the board of directors may choose an individual or entity other than the general counsel to act as the ethics officer for the purposes of investigating the complaint.

(b) *Ethics opinions.* Upon the written request of an official or employee potentially affected by a provision of this article, the ethics officer may render an oral or written advisory ethics opinion based upon this article and other applicable law.

(c) *Ethics complaints and investigations.* Allegations that any official or employee has violated any provision of this article will be processed and handled as follows:

- (1) A complaint will be acted upon only if the complaint is in writing, signed by the person making the complaint and submitted to:
 - a. The ethics officer, if the complaint is against any employee other than the President or the ethics officer.
 - b. The President, if the complaint is against the ethics officer or any official.
 - c. The chairman of the board, if the complaint is against the President.
- (2) The ethics officer shall investigate any credible written complaint against an employee, other than the President or the ethics officer.
- (3) When a complaint is filed against the President, the ethics officer, an appointed official or a member of the board of directors, the complaint shall be referred to the board of directors. For any such complaint, other than a complaint against the President, the President may gather information and present pertinent facts to assist the board of directors in its determination. The board of directors, by majority vote of its entire membership, shall determine that the complaint is credible and that a violation of this article has occurred, that the complaint is not credible or does not have merit, or that the complaint has sufficient merit to warrant further investigation; except that if the complaint is filed against a member of the board of directors, the disposition of the complaint shall be determined by a majority vote of the remaining members of the board of directors. If the board of directors determines that a complaint warrants further investigation, it shall authorize an investigation by the ethics officer, provided that the board of directors may choose an individual or entity other than the general counsel to act as the ethics officer for the purposes of the investigation.
- (4) The ethics officer may also undertake an investigation on his own initiative when he acquires information indicating reasonable suspicion of a violation.

- (5) Any person who is the subject of an investigation by the ethics officer shall be notified in writing at the beginning of the investigation and allowed the opportunity to respond to all allegations in person and/or in writing during the course of the investigation.
- (6) In the course of an investigation, the ethics officer, at his discretion, may hold meetings and conduct interviews in person or by telephone, involving officials and employees of the Pool, as well as other individuals. The ethics officer may also request any information that he believes may be pertinent to the investigation. An employee's failure to cooperate in any investigation by the ethics officer shall be considered an act of insubordination and treated as such under the Pool's personnel rules and regulations.
- (7) At the conclusion of an investigation, the ethics officer may issue written findings and make recommendations for action to end or seek remedies for any activity that, in the ethics officer's judgment, constitutes a violation of this code of ethics. For an investigation of any employee other than the President, copies of such findings and recommendations shall be provided to the employee, the President, the personnel director and the employee's department head. For an investigation of any other individual, copies of such findings and recommendations shall be provided to the President, the board of directors and the individual who is the subject of the investigation.

SECTION 10. Violations.

(a) A member of the board of directors who violates any provision of this article is subject to punishment as provided by the Pool's charter, bylaws and/or other applicable law, and in addition is subject to censure by the board of directors. Any action taken by the board of directors against a member of the board of directors shall be determined by a majority vote of the remaining members of the board of directors.

(b) An official other than a member of the board of directors who violates any provision of this article is subject to punishment as provided by the Pool's charter, bylaws, and/or other applicable law. In addition, the board of directors may, by majority vote of its entire membership, censure the official or remove the official from office in such manner as may be permitted by law.

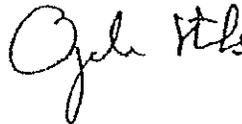
(c) In addition to any other remedy provided by law, an employee who violates any provision of this article is subject to disciplinary action, in accordance with the Pool's personnel rules and regulations, including but not limited to dismissal.

SECTION 11. In case of conflict between this policy or any part hereof, and the whole or part of any existing policy of the Pool, the provision that establishes the higher standard shall prevail.

SECTION 12. If any section, subsection, clause, provision or portion of this policy is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this policy.

THIS RESOLUTION SHALL TAKE EFFECT FROM AND AFTER ITS FINAL PASSAGE IN ACCORDANCE WITH THE COMPREHENSIVE GOVERNMENTAL ETHICS REFORM ACT OF 2006 (Public Chapter 1 of the Extraordinary Session of the 2006 General Assembly).

DATE APPROVED BY BOARD: June 8, 2007

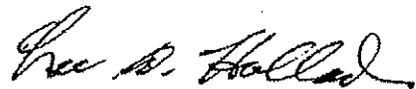


General Counsel

APPROVED FOR LEGAL FORM:



CHAIRMAN



PRESIDENT

CORPORATE CHARTER
OF
TENNESSEE MUNICIPAL LEAGUE RISK MANAGEMENT POOL

**CORPORATE CHARTER
OF
TML RISK MANAGEMENT POOL**

The undersigned natural persons, having capacity to contract and acting as the incorporators of a corporation under the Tennessee General Cooperation Act, adopt the following charter for such corporation:

- 1. The name of the corporation is Tennessee Municipal League Risk Management Pool.**
- 2. The duration of the corporation is perpetual.**
- 3. The address of the principal office of the corporation in the State of Tennessee is 5100 Maryland Way, Brentwood, Tennessee 37027.**
- 4. The corporation is not for profit. It shall not have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall inure to the benefit of any trustee, officer, or individual.**
- 5. The purpose or purposes for which the corporation is organized are:
 - (a) to provide to governmental entities of the State of Tennessee including but not limited to, any municipality, metropolitan government, county, utility district, school district, human resource agency, and development district, duly created and existing pursuant to the constitution and laws of Tennessee, or any instrumentality of government created by any one or more of the herein named local government entities, or any instrumentality of government created by an act of the general assembly, such financial, administrative, and other services in the areas of risk management, insurance, and self-insurance in all areas of liability and insurability for such governmental entities, and to provide means for joint and cooperative action by such governmental entities, including a means for the pooling of their financial and administrative resources.****

(b) to have and exercise all the powers necessary or convenient to effect any or all of the purposes mentioned in subsection (a) for which the corporation is organized, including but not limited to, the power to:

(1) prepare specifications, request bids, and enter into any contract for the purpose of underwriting, administering, or providing any part or all of the plans, policies, or services which may be provided by the corporation on behalf of and with participating governmental entities;

(2) determine the rates, risks, benefits and terms of any plans, policies, or services offered by the corporation; adjust the rates and benefits based on claim experience after proper notice to affected participating governmental entities;

(3) provide for individual or collective underwriting or other agreements for participating governmental entities in any plan, policy, or service offered by the corporation; serve as the policy-holder of any group policies or plans; determine the methods of claim administration and payment; provide for claim experience for participating governmental entities, collectively or separately; provide for risk management and loss prevention services for participating governmental entities;

(4) determine the amount of contributions, premiums or assessments required from participating governmental entities for the purpose of participating in any part or all of the plans, policies, or services established by the corporation;

(5) establish standards for eligibility of participating governmental entities or their employees in any plan, policy, or service; establish procedures for enrollment and withdrawal in any plan, policy, or service; and to establish effective dates of coverage;

(6) provide for the administration of all corporate funds, for the method of payments to such funds and for payment of all expenses in connection with the plans, policies, or services which may be established which shall include the power to provide for the partial for

complete pooling of such funds and to establish procedures for safekeeping, handling, and investing such fund or funds and any monies received or paid;

(7) to establish procedures for grievances of governmental entities and employees regarding allowance and payment of claims, eligibility, and other matters;

(8) employ such administrative, actuarial, legal, technical, clerical, or other employees or consultants as may be necessary to effectuate the purposes of the programs of the corporation;

(9) incur expenses, acquire and hold property, and enter into contracts necessary to accomplish the purposes of the corporation;

(10) to compromise and settle any action for damages or relief brought under the Tennessee Governmental Tort Liability Act, including specifically the provisions of T.C.A. 23-3321;

(11) act as the self-insuror for each governmental entity contracting with the corporation as to its liabilities under the Tennessee Governmental Tort Liability Act for purposes of the statutory limits on such liabilities, as they are now codified at T.C.A. 23-3327, or as the same may be modified;

(12) hire any individual, partnership, or corporation to provide any or all of the services, or to perform any or all of the acts which the corporation is authorized to provide; and,

(13) exercise the powers granted by Tennessee Code Annotated 48-402.

(c) to reinsure, in whole or in part, any of the areas of liability or insurability of governmental entities or governmental employees through the creation, operation, or ownership, in whole or in part, of reinsuring entities, by entering into contract or treaties or reinsurance with reinsuring entities, or by any combination thereof, provided that the reinsuring entity is lawfully created under the laws of its jurisdiction, or

otherwise as permitted by law. This power to create, operate, or own shall include the power to invest the assets of the corporation in such reinsuring entities or to guarantee any loans or letters of credit in favor of such reinsuring entities.

6. The corporation is not to have members.
7. These articles may be amended in the manner provided by statute at the time of amendment.
8. In the event of any dissolution or liquidation of the corporation, the assets of the corporation shall be distributed in accordance with the vote of five-sevenths of the Board of Trustees provided that none of the assets of the corporation shall be distributed to any individual. In the event of the dissolution of this corporation, or in the event it shall cease to carry out the objects and purposes herein set forth, all the business, property, and assets of the corporation shall be distributed to such municipal corporation, or corporations, or governmental entities as may be selected by the Board of Trustees of this corporation. In no event shall any of the assets or property of this corporation, or the proceeds of any of the assets or property, be distributed to any individual, it being the intent in the event of dissolution of this corporation, or upon its ceasing to carry out the object and purposes herein set forth, that the property and assets then owned by the corporation shall be devoted to the selected governmental entities for the purpose of benefiting such entities and the public.

April 7, 2009

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Resolution 09-09

In recognition of the Municipal Technical Advisory Services' 60th Birthday, the organization has requested that the City approve this Resolution for its appreciation and congratulations.

RESOLUTION 09-09

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF WHITE HOUSE, TENNESSEE, RECOGNIZING THE UNIVERSITY OF TENNESSEE MUNICIPAL ADVISORY SERVICE (MTAS) FOR 60 YEARS OF ASSISTANCE TO LOCAL GOVERNMENTS.

WHEREAS, the City of White wishes to congratulate the Municipal Technical Advisory Service for its sixty years of assistance to local municipalities; and

WHEREAS, the Municipal Technical Advisory Service was established in 1949, with a mission to provide timely, valuable information and assistance to Tennessee cities in order to build better communities; and

WHEREAS, the City of White House is grateful that it has this valuable resource to consult for sound advice in its many different service areas.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of White House, Tennessee, that the City wishes to express its congratulations and appreciation to the Municipal Technical Advisory Service in partnership with the University of Tennessee for its sixty years of assistance to local communities.

This resolution will become effective upon its passage, the public welfare requiring it.

Adopted this 16th day of April 2009.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

ORDINANCES . . .

Memo

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

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: March 9, 2009

SUBJECT: Changes to the Sewer Use Ordinance Chapter 3 Rates, Fees,
And Charges **18-302.(11)**

I request approval of the following changes to the Sewer Use Ordinance, Chapter 3, Rates, Fees, and Charges. This modification is proposed for better clarification of this charge and to allow flexibility to address issues related to automated clearing house (ACH) and internet payments which are not due to insufficient funds.

18-302.

(11) **Returned ~~Check~~ Payment Charge** – A charge of twenty dollars (\$20.00) or the amount of the ~~check payment~~, 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~~. If a payment is returned for any other reason charging of this fee will be determined by the City's Wastewater Director on a case by case basis.

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

Thank you

ORDINANCE 09-03

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE MUNICIPAL CODE, TITLE 18, CHAPTER 3, SEWER
RATES, FEES AND CHARGES, SECTION 18-301.**

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, Section 18-301 is amended to reflect changes.

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

(11) **Returned Check Payment Charge** – A charge of twenty dollars (\$20.00) or the amount of the ~~check payment~~, 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. If a payment is returned for any other reason~~ charging of this fee will be determined by the City's Wastewater Director on a case by case basis.

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

First Reading:	March 19, 2009	PASSED
Second Reading:	April 16, 2009	

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

April 7, 2009

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator 

Re: Ordinance 09-04

Recommendation: Approval

In preparing the renewal application for the City's insurance, I have run across bonding requirements for City Treasurer and City Recorder in the code that need to be deleted. The requirements in the code require these positions to be covered in excess of \$25,000 of the city's blanket coverage which is \$100,000. This causes an increase in premiums and is not necessary in talking with the Risk Management Pool. The Finance Director and the City Recorder rarely even handle money. The only reason the City holds these policies is that it is required in the code, so it is my recommendation that we delete this section of the code and allow all positions to be covered equally under the blanket policy. If you have any questions, feel free to contact me.

ORDINANCE 09-04

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE DELETING THE MUNICIPAL CODE TITLE 1, CHAPTER 3 SECTION 1-302 AND CHAPTER 7, SECTION 1-702 REGARDING BONDING REQUIREMENTS FOR THE CITY RECORDER AND MUNICIPAL TREASURER.

WHEREAS, the Board of Mayor and Aldermen desires to delete the bonding requirements for the City Recorder and Municipal Treasurer; and

WHEREAS, the Board of Mayor and Aldermen recognizes that neither of these positions require the physical handling of funds, reducing liability and each employee is already covered through the City's insurance policy; and

WHEREAS, the Board of Mayor and Aldermen also recognizes the need for fiscal responsibility at all time, but especially during more challenging economic times.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 1, Chapter 3, Section 1-302 and Chapter 7, Section 1-702 is deleted and reserved for future use as follows:

Title 1 – General Administration
Chapter 3 City Recorder

~~**1-302. To be bonded.** The recorder shall be specifically covered for an in excess amount of \$25,000 on the city's blanket crime coverage policy upon assuming the duties of office.~~
[Reserved for future use.]

Chapter 7 Treasurer

~~**1-702. To be bonded.** The treasurer shall be specifically covered for an in excess amount of \$25,000 on the city's blanket crime coverage policy upon assuming the duties of office.~~
[Reserved for future use.]

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: April 16, 2009

Second Reading: May 21, 2009

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

*FINANCE AND
OTHER BUSINESS . . .*

April 7, 2009

MEMORANDUM

To: Board of Mayor and Aldermen
cc: Angie Carrier, City Administrator
From: Charlotte Soporowski, Finance Director *CRS*
Re: Audit for the Year Ended June 30, 2008

The CPA Firm of Work & Greer recently completed their independent audit of the City of White House financials for the year ended June 30, 2008. Representatives from the firm will be at the April 16 Board of Mayor and Alderman meeting to present the audit results.

The hard copies of the final audit document have not yet been made available, but are to be delivered to City staff on Monday, April 13 by Work & Greer. Copies will be distributed to the Board of Mayor and Alderman just as soon as they are available, so that they may be reviewed before the presentation at Thursday's meeting.

If you have any questions about the audit report, please feel free to give me a call.

Thanks!

April 7, 2009

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: PW Equipment Purchase Deferrals

The BMA voted at the December meeting to defer the purchase of the Public Works equipment for 90days. (See bid documents and memo from Mr. Hickman attached) The general fund is not prepared due to revenue shortfalls to purchase this equipment. Due to the fact that the motion was to defer, the Board has to re-visit to either approve or deny.
Thanks!

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

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	1318 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
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	\$30,335.00
				DOODGE RAM 2000	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

CITY OF WHITE HOUSE
12/03/2006 10:00am
3/4 TON TRUCK STREET/ROAD

	Unit Cost	Unit Cost	Unit Cost
GOLDEN CIRCLE FORD			
1432 HWY 45 BYPASS			
JACKSON, TN 38305			
	\$32,109.00		
90-120 DAYS ARO			
	\$32,109.00		

April 7, 2009

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator 

Re: Extension of Home Grant Application

The City's Home Grant has a total of \$315,000 out of \$500,000 not spent for rehabilitation of homes. These grants require certain code violations in homes as well as income requirements. The Board has to agree to apply for an extension if it would like to make another attempt of accepting application due to the expiration of the timeline in June. Due to the economy, there may be more applications that meet the requirements. If the City does not apply for the extension, the \$315,000 will be returned to the Tennessee Housing and Development Agency. If you have any questions, feel free to contact me.



City of White House, Tennessee

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

April 16, 2009

Ms. Coralee Holloway
Tennessee Housing Development Agency
404 James Robertson Parkway, Suite 1114
Nashville, Tennessee 37243-0900

RE: City of White House 2006 HOME Contract

Dear Ms. Holloway:

The City of White House is requesting a contract extension to spend the remaining funds granted to the City in the 2006 HOME Contract.

When the grant was awarded, a public meeting was held and six (6) applications for assistance were received. Of those six (6), three (3) have been served. The other three applications were not served for different reasons ranging from refusing assistance, house hold is over income and the house is not in the city limits.

While the application process has been slow, there is still a need in White House. We are requesting a one (1) year extension to address these needs, and successfully complete the grant.

Thank you for your consideration. If you have any questions, or need additional information please contact Vangela J. Gooch with Community Development Partners, LLC at 615-386-0222.

Sincerely,

John Decker
Mayor

Kelley Farms
7905 Hwy 76 East
White House, TN 37188

Members of the Board of Mayor and Alderman and the Planning Commission,

Over the past year or more we have been attending meetings of the White House city comprehensive plan for the future proposed growth. A large part of the meetings have centered around preserving historic landmarks, open space, and farm land for future generations to enjoy. Our family farm has one of the oldest homes left in this area complete with a brick lined hand dug well and spring house that date back to the 1800's.

While working on this growth plan, the city of White House has entered into an agreement with Jack Jones. This agreement stipulated to only annex Mr. Jones' family farm into the city if it was at the request of Mr. Jones. We feel that this is a wonderful agreement for both the city and Mr. Jones to preserve both farm land and open space. We would like to see other cities to take the initiative to plan their cities and green spaces while preserving these valuable parts of our past and future.

Our family is requesting that the city also enter into a similar agreement to preserve our farm for green space and farm land. We have approximately 445 acres of active farm. A small portion of our farm is already within the city limits. The entirety of our farm is in an Agricultural District as designated by the state in 2001. The purpose of the Ag District is solely farm land preservation. We have no desire to sell or develop this property now or in the future. In the times that we live in, there is not a place in the city for an active farm to thrive. We would like for our farm to be a working thriving farm for generations to come.

We would sincerely appreciate your careful consideration in our request.

Thank you for your time,

The Kelley Family

John Kelley
Phillip Kelley

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: April 6, 2009

RE: Kelley Property Local Annexation Agreement

The White House Regional Planning Commission at the March 9, 2009 meeting adopted the Comprehensive Land Use Plan and recommended to the Board of Mayor and Aldermen to approve an inter-local annexation agreement for the Kelley Family farm properties. The Kelley's farm includes two properties within the city limits on east side of Industrial Drive (27.4 acres) and west side of Union Road (17.86 acres) and 361.52 acres outside of the city limits on SR 76, Industrial Drive, Union Road, and Pleasant Grove Road. The difference with Mr. Jones' property and Kelley's property is the location of the property in relation to city limits and growth boundaries. The Kelley's property is not at the perimeter of the growth boundary like the Jones Property. The Kelley property is currently surrounded by city limits on Pleasant Grove Road, Industrial Drive, and on SR 76 with the new high school property.

DATE: 4-6- 2009

Property Owner Annexation Agreement between City of White House, Tennessee and Philip Kelley and John Kelley, Property Owners. Robertson County Tax Map 106, Parcels 126, 127, 168, 15, 17, 29 and Robertson County Tax Map 95, Parcel 107. Property Information was determined per Robertson County On-Line GIS property maps dated April 6, 2009. (See attached map Attachment # A)

BACKGROUND:

The City of White House in 2008 started the Comprehensive Land Use Review and Update Project. Farm land preservation was a common theme at all the community meetings and was determined to be a key method in the protection of White House's small town character and preserved the historical character of the area. The Kelley family participated in the review and update process and discussed the importance of farm land preservation. The adopted Comprehensive Land Use Plan includes a preservation component. The methods to preserve farm land included transfer of development rights programs, conservation cluster subdivision design, and local preservation agreements with the City of White House. The Kelley farm is a multi generation family farm. The Kelleys have expressed interest in protecting the farm land from annexation and development for future generations.

Agreement is based on Tennessee Code Section: Comprehensive Growth Plan 6-58-104 (a) (8)

(8) No provision of this chapter shall prohibit written contracts between municipalities and property owners relative to the exercise of a municipality's rights of annexation or operate to invalidate an annexation ordinance done pursuant to a written contract between a municipality and a property owner in existence on May 19, 1998.

PURPOSE AND CRITERIA:

In an effort to promote and protect farm land and open space preservation and due to the size of property over 350 acres, the City of White House and Philip and John Kelley, and subsequent property owners of the above referenced property, agree to the following:

PROPERTY OWNER ANNEXATION AGREEMENT:

The City of White House would only annex by ordinance or referendum the property or a portion of the properties referenced above with the submittal of a written request and application fees from the property owners.

EXPIRATION OF AGREEMENT:

The agreement would expire with the property owner's request to annex property, subdivision of property by plat or deed to create properties not suitable for agricultural use of less than 25 acres, (not including the creation of family owned lots), renegotiation or deletion of agreement by both parties, removal of property from urban growth

boundary, rezoning of property for residential (except for creation of family owned lots), commercial, or industrial development. The agreement would not apply to land owners of new properties created by either subdivision plat or deed. Requested annexation of a portion of the property would not invalidate the agreement for remaining property unless the agreement would expire under the other provisions of this section of the agreement.

The properties owned by the Kelley Family are:

Robertson County Tax Map 106 Parcel 168 61.62 Acres
Robertson County Tax Map 106 Parcel 126 37.48 Acres
Robertson County Tax Map 106 Parcel 127 41.55 Acres
Robertson County Tax Map 106 Parcel 15 57.78 Acres
Robertson County Tax Map 106 Parcel 17 67.78 Acres
Robertson County Tax Map 106 Parcel 29 80.48 Acres
Robertson County Tax Map 95 Parcel 107 14.83 Acres

Approved by White House Board of Mayor and Aldermen on April 16, 2009.

City of White House, Tennessee

Property Owner

By: _____

By: _____

Title: _____

Title: _____

[SEAL]

[SEAL]

Attest: _____
My commission exp: _____

Attest: _____
My commission exp: _____

KELLEY PROPERTY



April 7, 2009

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Annexation Agreement with Burrus Ridge

The City of White House entered into an annexation agreement with the Burrus Ridge Golf Community, LLC in September of 2006. The agreement is attached for your review. This agreement pertains to the development of the property and not the annexation of the property. So in no way, if a breach of the contract occurs, does the annexation become invalid. The annexation of the property itself occurred by ordinance and not a contractual agreement.

Per the agreement many conditions of the property were agreed to including roads, sewer, construction of facilities and fees that obtain to those structures. This agreement discussed the development of the sewer line to the development and the costs associated to the development for the construction of the said sewer line. This agreement also holds the City's Wastewater department to a fee not to exceed \$37,500 if the lift station for the development exceeds \$45,000. The development was supposed to pay upfront for may of the sewer costs which would have been credited to the commitment fees for the development. Attached is a payment schedule agreed to after the approval of an addendum to the agreement to become effective June of 2007. Per the schedule, the last payment received was September 18th, 2007.

The Wastewater department would have never agreed to construct the line if payments were not going to be received per the agreement. The department needs to write this off as bad debt and relinquish any obligations that it may have per breach of contract by Burrus Ridge. When the development gets back on track, the City may be able to recover some of the losses through commitment fees.

In no way, do we want to be negative towards this development or anyone involved. It is in the City's best interest to break from the obligations due to the financial constraints that it has faced with the lack of payment. If you have any questions, please feel free to call.

ANNEXATION AGREEMENT

THIS AGREEMENT is made this 21st day of ~~August~~^{SEPTEMBER}, 2006 by and between THE CITY OF WHITE HOUSE, TENNESSEE, a municipality incorporated under the laws of the State of Tennessee with it's principle office located in Sumner County, Tennessee (hereinafter referred to as "City") and BURRUS RIDGE GOLF COMMUNITY, LLC, a Tennessee Limited Liability Company, (hereinafter referred to as "Developer").

WHEREAS, the Developer is in the process of developing a planned community known as Burrus Ridge Golf Course, consisting of approximately 435 acres located in Robertson County, Tennessee, and

WHEREAS, the Developer is desirous of this community being annexed within the municipal corporate limits of the City and being provided with sewer and other municipal services to the area and the planned 627 dwelling units to be constructed within the planned community, and

WHEREAS, the City agrees to provide said services and to the annexation of the area upon the Developer agreeing to the stipulations and obligations hereinafter set forth, and

WHEREAS, the Developer and the City hereby agree to all obligations herein specified:

NOW THEREFORE the Parties agree as follows:

1. The Developer requests and agrees that the area consisting of 434.87 acres owned by the Developer, known as Burrus Ridge Golf Community, be annexed within the municipal boundaries of the City.
2. The Developer requests and agrees that the City exclusively provide sewer services and other municipal services to the area to be annexed.
3. The City agrees to the requested annexation and the providing of requested municipal services subject to the conditions herein set forth being completed and finalized as determined by the City in its sole discretion.
4. The Developer agrees and understands that the annexation and the providing of municipal services must be approved by the governing body of the City after the necessary public hearings and the adoption of all necessary ordinances.
5. The Developer agrees and understands that the annexation is dependant upon sewer services being provided by the City to the proposed annexed area. At the present time sewer services are not available and it will be necessary to extend an eight (8") inch sewer line from a connection point within the City. It is understood by the parties that the cost to extend the sewer line to the development is estimated to be \$220,000.00. The

City and the Developer agree to share this cost equally but the construction of the sewer extension line will be the responsibility of the City and construction will not begin until all approvals have been obtained by the City.

Upon the commencement of construction the Developer will deposit with the City the sum of \$25,000.00 which amount will be applied to the construction costs and will be billed monthly for its remaining share of the costs of construction. Such billings will be paid within thirty (30) days of the mailing of the invoice.

6. Prior to commencement of the construction of the sewer line extension the Developer will provide to the City a full release of any and all claims against the development and the Developer by Sheaffer International, Inc. Further the Developer shall provide the City with the written approval by the Department of Conservation and Environment of the State of Tennessee of all necessary utility plans.

7. The Developer represents to the City that the development has received approval of a master development plan for a portion of the area to be annexed, known as Phase I, from the Robertson County Planning Commission and the governing body of Robertson County, Tennessee. Those approvals were made according to the rules, regulations and resolutions of the County of Robertson, Tennessee. The Developer understands and agrees that the requested annexation of the area, upon final approval of the governing body of the City, will be subject to the provisions all ordinances of the City and the subdivision regulations adopted by the Municipal Planning Commission of the City. The Developer agrees to abide by those ordinances and regulations in future planning.

8. The Developer agrees it is responsible to pay for all material and labor necessary to install and complete the roads, sewer, storm water management system and other facilities within the Development other than sewer facilities as herein set forth and roadway improvements as required by the Planning Commission of the City of White House and the Planning Commission of Robertson County. The Developer agrees and understands that a sewer pumping station will be required for the Development and all costs of construction of the pumping station will be the sole responsibility of the Developer.

9. The Developer understands that the City will accept the dedication of roads and streets within Phase I according to the approval given by the County of Robertson but there will be required revisions to the master development plan that all alley ways will be modified to be public rights of way. The revisions will be made according to the subdivision regulations of the City and dedication of all streets, utilities and other improvements is subject to the Developer's compliance with all provisions of this Agreement and the existing laws of the City and the State of Tennessee. All approvals of the remaining area of the development and revisions to the master development plan will be subject to the approval of the City and its planning commission.

10. The City agrees to give the Developer a credit toward future sewer commitment fees in an amount paid by the Developer for its share of the costs of the sewer line extension and the amount paid by it for the construction of a sewer lift station to serve the development. The City of White House estimates the cost of the lift station to be \$45,000. Should lift station equipment and installation costs exceed \$45,000, the City and Developer will share equally in costs above that amount, with the City's portion not to exceed \$37,500.

11. The Developer agrees and understands that Final Plat approval for any part of the Development for recording with the Register of Deeds of Robertson County has not yet been obtained. Prior to the recording of any final plat for any phase or part of the development the Developer shall give the City an irrevocable Letter-of-Credit for an amount determined by the City for improvements, including roads, sidewalks, drainages, and other improvements specified by the plans and plats of the development approved by the City and its planning commission. The Letters-of Credit shall meet all requirements of the subdivision regulations of the City.

12. The Developer will not be required to pay an impact fee to the City on the golf course, the club house, and the maintenance building if construction on these facilities have been commenced by the time the annexation ordinances have been adopted on final reading but this exemption shall not apply to any other facilities within the development.

13. The Developer understands and agrees that the Club House to be built in the development will be sprinkled and fire hydrants will be placed within one hundred (100) feet of the facility and another hydrant within five hundred (500) feet of the maintenance storage facility. The Developer also agrees that other fire hydrants will be required for the development at specific locations within the development as specified by the Fire Code of the City.

14. The Agreement may not be orally amended and supersedes all prior negotiations, commitments or understandings. Any written modification to this agreement must be approved by the governing body of the City.

15. No third party shall obtain any benefits or rights under this Agreement nor shall the rights or duties be assigned by either party.

16. This Agreement shall bind Developer and the City once executed by all Parties and after approval by the Mayor and Board of Alderman of the City. This Agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee and Tennessee appellate courts.

17. The Developer and/or Owner agrees that it will not transfer the property on which this proposed subdivision is to be located without first providing the City with notice of when the transfer is to occur and who the proposed transferee is, along with an

appropriate address and telephone numbers. If it is the transferee's intention to develop this subdivision in accordance with the Agreement, the Developer agrees to provide the City an Assumption Agreement whereby the transferee agrees to perform the improvements required under this Agreement and to provide the security needed to assure such performance.

18. All currently existing City ordinances, rules and regulations and the Subdivision Regulations adopted by the Planning Commission are made a part of this Agreement. In the event of a conflict between the terms of this Agreement and a City ordinance, the ordinance shall prevail. In the event of a conflict between the terms of this Agreement and the Subdivision Regulations of the City, the Subdivision Regulations shall prevail. All work done under this Agreement is to be performed in accordance with plans, and specifications approved by the city and made a part, hereof.

19. The Developer shall indemnify and hold the City harmless from all loss, costs, expenses, liability, money damages, penalties or claims arising out of any work covered by this Agreement, except that this indemnity shall not apply when the obligation is solely that of the City including any attorney fees incurred by the City in connection therewith. Inspection of the improvements by an authorized representative of the City shall not constitute a waiver by the City of any of the Developer's obligations hereunder nor shall such inspection constitute acceptance of any defect in material or workmanship.

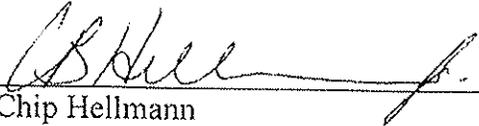
20. In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction. In the event that either party shall bring legal proceedings against the other due to the alleged failure to perform any of the obligations set forth herein, the prevailing party may recover all costs and expenses, including attorney fees, from the other party

21. Any notice or other communication required to be given hereunder shall in writing and delivered personally or sent by United States Certified Mail, return receipt requested, or sent by Federal Express Delivery Service, addressed to the City at City Hall and addressed to the Developer at the address of P. O. Box 1099, White House 37188-1099 or such other address as either party may hereafter give the other.

22. This document contains the entire agreement between the parties, and there are no variations or alterations of the terms of this Agreement shall be binding upon either of the parties, unless the same be reduced to writing and made an amendment to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in multiple originals by persons properly authorized as to do on the day, month and year first given.

Burrus Ridge Golf Community, LLC,
A Tennessee Limited Liability Company

By: 
Chip Hellmann
Chief Manager

City of White House

By: 
Angie Carrier
City Administrator

AMENDMENT TO ANNEXATION AGREEMENT

THIS AGREEMENT is made this 14th day of AUGUST, 2007 to be effective as of June 21, 2007 by and between the CITY OF WHITE HOUSE, TENNESSEE (hereafter referred to as "City") and BURRUS RIDGE GOLF COMMUNITY, LLC (hereafter referred to as "Developer").

WHEREAS, the City and the Developer entered into an agreement dated September 21, 2006 wherein the Developer agreed to pay to the City an amount equal to one half (1/2) of the cost of the installation of a sewer line which amount has now been determined to be \$158,950.00; and

WHEREAS, the City and the Developer desire to establish a payment schedule for the amount owed which is \$148,950.00 after an initial payment by the Developer of the amount of \$10,000.00;

NOW THEREFORE, the parties agree as follows:

1. The Developer agrees that it owes the City the sum of \$148,950.00 and that it will pay the unpaid amount owed in bi-weekly payments of \$10,000.00 commencing ~~June 13, 2007~~ in accordance with the attached amortization schedule which is made a part hereof by reference.
2. In the event payments are not made as set out in said schedule the Developer agrees that from the date of the initial default by it in making the payments according to said schedule that interest will thereafter accrue on the remaining unpaid amount at the rate of ten percent (10%) per annum and the unpaid bi-weekly payments will thereafter be modified to reflect the change in the interest rate.
3. Notwithstanding the provisions set out in paragraph 2 above, the City reserves the right to declare the entire unpaid amount due if a default occurs in the payment schedule and it is not cured within ten (10) days of the scheduled payment date.
4. All other provisions of the Annexation Agreement shall remain in full force and effect including the remedies set forth in the Annexation Agreement as it pertains to the remedies available to the City.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by persons properly authorized to do so on the day, month and year first give.

BURRUS RIDGE GOLF COMMUNITY, LLC
A TENNESSEE LIMITED LIABILITY COMPANY

BY: 
CHIP HELLMANN,
CHIEF MANAGER

CITY OF WHITE HOUSE

BY: 
ANGIE CARRIER,
CITY ADMINISTRATOR

AMORTIZATION SCHEDULE
BEAR CREEK AT BURRIS RIDGE
TOTAL AMOUNT OWED: \$158,950

TOTAL OWED AFTER PAYMENT	DATE OF PAYMENT	RECEIPT NUMBER	PRINCIPAL PAYMENT	INTEREST
\$ 148,950.00	13-Jun	114	10,000.00	no interest accrued
\$ 138,950.00	21-Jun	135	10,000.00	interest begins June 22, 2007 on unpaid amount @5%
\$ 129,220.20	6-Jul	170	10,000.00	\$ 270.20
\$ 119,471.46	20-Jul	182	10,000.00	\$ 251.26
\$ 119,703.77	3-Aug	No payment made	-	\$ 232.31
\$ 120,169.28	17-Aug	No payment made	-	\$ 465.51
\$ 120,636.61	31-Aug	No payment made	-	\$ 467.32
\$ 111,239.79	18-Sep	302	10,000.00	\$ 603.18 last payment received 9-18-07
\$ 111,672.39	28-Sep	No payment made	-	\$ 432.60
\$ 112,106.67	12-Oct	No payment made	-	\$ 434.28
\$ 112,542.64	26-Oct	No payment made	-	\$ 435.97
\$ 112,980.31	9-Nov	No payment made	-	\$ 437.67
\$ 113,419.67	23-Nov	No payment made	-	\$ 439.37
\$ 113,860.75	7-Dec	No payment made	-	\$ 441.08
\$ 114,303.54	21-Dec	No payment made	-	\$ 442.79
\$ 114,748.06	4-Jan	No payment made	-	\$ 444.51
\$ 115,194.30	18-Jan	No payment made	-	\$ 446.24
\$ 115,642.28	1-Feb	No payment made	-	\$ 447.98
\$ 116,092.00	15-Feb	No payment made	-	\$ 449.72
\$ 116,543.47	29-Feb	No payment made	-	\$ 451.47
\$ 116,996.69	14-Mar	No payment made	-	\$ 453.22
\$ 117,451.68	28-Mar	No payment made	-	\$ 454.99
\$ 117,908.43	11-Apr	No payment made	-	\$ 456.76
\$ 118,366.97	25-Apr	No payment made	-	\$ 458.53
\$ 118,827.28	9-May	No payment made	-	\$ 460.32
\$ 119,289.39	23-May	No payment made	-	\$ 462.11
\$ 119,753.29	6-Jun	No payment made	-	\$ 463.90
\$ 120,219.00	20-Jun	No payment made	-	\$ 465.71
\$ 120,686.52	4-Jul	No payment made	-	\$ 467.52
\$ 121,155.85	18-Jul	No payment made	-	\$ 469.34
\$ 121,627.02	1-Aug	No payment made	-	\$ 471.16
\$ 122,100.01	15-Aug			\$ 472.99
\$ 122,574.84	29-Aug			\$ 474.83
\$ 123,051.52	12-Sep			\$ 476.68
\$ 123,530.06	26-Sep			\$ 478.53
\$ 124,010.45	10-Oct			\$ 480.39
\$ 124,492.71	24-Oct			\$ 482.26
\$ 124,976.85	7-Nov			\$ 484.14

2008

MEMO

TO: Board of Mayor and Aldermen
FROM: Ron Bailey, City Engineer
DATE: April 16, 2009
SUBJECT: Street Acceptance

The Engineering Department has conducted a formal inspection of the roadway and drainage improvements associated with:

TN Medical Subdivision – Phase 1

All roadway and drainage improvements in this phase are installed and in an acceptable condition. Any off-site roadway and drainage improvement requirements associated with this phase are also installed and in an acceptable condition. The Engineering Department recommends acceptance of the subdivision phase listed above with the following conditions:

1. Provide a **Maintenance Bond** for one year in the amount of **\$ 9,610**.
2. Correct all issues before the Maintenance Bond expires.

Street Name: **Madeline Way**

Beginning at: ROW line on Sage Road
Ending at: Station 1+00

<u>Length (ft)</u>	<u>Width (ft)</u>	<u>ROW width (ft)</u>	<u>Curb (lf)</u>	<u>Sidewalk (lf)</u>
75	45	70	340	110

Costs:	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
Land	Acre	5,250	\$2.50	\$13,125
Roadbed:				
Sub-grade	SY	583	\$5.00	\$2,917
Stone Base	Ton	123	\$14.28	\$1,749
Binder	Ton	124	\$72.91	\$9,023
Surface:				
Tack Coat	Gallon	19	\$3.00	\$56
Final Overlay	Ton	31	\$78.35	\$2,424
Storm Drainage	LS	0	-	\$0
Sidewalks	LF	110	\$17.50	\$1,925
Curb or curb and gutter	LF	340	\$16.60	\$5,644
Signals	LS	0	-	\$0

MEMO

Signage / Pavement Markings LS 1 \$550.00 \$550

TOTAL: \$37,413

Street Name: **Madeline Way**

Beginning at: Station 1+00

Ending at: Station 3+71

<u>Length (ft)</u>	<u>Width (ft)</u>	<u>ROW width (ft)</u>	<u>Curb (lf)</u>	<u>Sidewalk (lf)</u>
271	30	50	500	490

Costs:	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
Land	Acre	13,550	\$2.50	\$33,875
Roadbed:				
Sub-grade	SY	1,506	\$5.00	\$7,528
Stone Base	Ton	295	\$14.28	\$4,214
Binder	Ton	298	\$72.91	\$21,734
Surface:				
Tack Coat	Gallon	45	\$3.00	\$136
Final Overlay	Ton	75	\$78.35	\$5,839
Storm Drainage	LS	1	-	\$7,250
Sidewalks	LF	490	\$17.50	\$8,575
Curb or curb and gutter	LF	500	\$16.60	\$8,300
Signals	LS	0	-	\$0
Signage / Pavement Markings	LS	1	\$250.00	<u>\$250</u>

TOTAL: \$97,701

Street Name: **Sage Road**

Beginning at: deceleration lane

Ending at: acceleration lane

<u>Length (ft)</u>	<u>Width (ft)</u>	<u>ROW width (ft)</u>	<u>Curb (lf)</u>	<u>Sidewalk (lf)</u>
400	14	n/a	0	0

Costs:	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
Land	Acre	5,600	\$2.50	\$14,000
Roadbed:				
Sub-grade	SY	622	\$5.00	\$3,111
Stone Base	Ton	203	\$14.28	\$2,903
Binder	Ton	205	\$72.91	\$14,971
Surface:				

MEMO

Tack Coat	Gallon	31	\$3.00	\$93
Final Overlay	Ton	51	\$78.35	\$4,022
Storm Drainage	LS	0	-	\$0
Sidewalks	LF	0	\$17.50	\$0
Curb or curb and gutter	LF	0	\$16.60	\$0
Signals	LS	0	-	\$0
Signage / Pavement Markings	LS	1	\$1,150.00	<u>\$1,150</u>
TOTAL:				\$40,250
<hr/>				
TOTAL COST:				\$175,363

OTHER INFORMATION . . .

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes

DATE: April 6, 2009

RE: 2008 Comprehensive Land Use Plan Review and Update Project

The White House Regional Planning Commission at March 9, 2009 meeting adopted the 2008 Comprehensive Land Use Plan. The Planning Commission advertised prior to the March 9, 2009 Meeting a thirty (30) day public review period. The Planning Commission discussed the purpose of the plan was for a planning document and did not request formal adoption of the updated plan by the Board of Mayor and Aldermen. The Board of Mayor and Aldermen per TCA 13-4-202 Adoption of Plan may formally adopt the plan by ordinance. If the Board of Mayor and Aldermen votes to formally adopt the plan by ordinance, then a thirty-day (30) public hearing will be required prior to review and any rezoning and policies not in compliance with plan will require formal review and adoption of all changes to the plan. Since the White House Planning Commission is a regional commission then the Planning Commission approval notice and copies of plan will be sent to both Robertson and Sumner County Commissions.

The Historical Preservation Component of plan will be added at a later date. Paula Eller, Planning Commissioner Member is currently working on the component of the plan with multiple local historians. If the Robertson County Growth Boundary Map amendment is approved, then the revised boundary will be added to plan at a later date.

At the March 9, 2009 Meeting, the Planning Commission recommended to Board of Mayor and Aldermen to approve a local annexation agreements with the Kelly Family. The Kelly's properties include over 400 acres of farm land on SR 76 west of I-65. A portion of their property on Union Road is currently in the city limits.

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The-Dispatch.com

Davidson County's News Source

Commissioners mull ideas to grow local businesses

*By Seth Stratton
The Dispatch*

Published: Thursday, April 2, 2009 at 5:57 p.m.

Davidson County government doesn't have the resources or money to craft its own stimulus package, but that doesn't mean the county can't do other things to help grow area businesses in the current economic recession.

Commissioner Sam Watford, at a Davidson County Board of Commissioners informational meeting Thursday morning, presented his colleagues with a one-page list titled: "What can our local government do to improve Davidson County's business environment?" The goal of the list is to expand existing or land new businesses in the county, Watford said. And the ideas range from expediting the planning and zoning process to waiving or reducing different fees to cutting or eliminating property taxes.

"I've never seen you this enthused on anything," Commissioner Billy Joe Kepley said. "It would be a great step forward for the people who have been forgotten who are actually the backbone in our economy in the county ... I think you'd be surprised by how many would be on board with this. In the long run, it would be great progress in our tax base. Full speed ahead."

Watford proposed the county work with municipalities, utilities and other agencies to lessen the financial impact on businesses looking to start up or expand and make the process more "user friendly."

"I tried not to use the word 'stimulus' or 'reinvestment act' or 'recovery' or anything like that," Watford said. "We can actually help the businessman. And I'm not just talking about the big business with fancy employees — the man who mows yards is a businessman, fixing hair, we're all business people. And that's what it takes at this time. We all have to work on it together."

The commissioner said he has read through part of the American Recovery and Reinvestment Act stimulus bill and identified money that potentially could be used to help re-open factories.

"We got plants in Thomasville, that, when they shut the doors down, not the Thomasville Furniture (Industries) plants, the smaller ones, all the machinery is still there, they just shut the doors," Watford said. He said the county could partner to bring together the owners of the facilities with displaced skilled workers who know how to operate the equipment.

He also suggested the county prioritize business over residential construction projects and have the county planning and zoning department approve permits and other necessary documents as fast as they can. County Planning Director Guy Cornman said his staff has to work within certain statutory guidelines that often require the county to advertise for and hold public hearings for zoning and construction issues.

Watford also suggested the board could hold public hearings at its regular meetings on the second and fourth Tuesdays of every month instead of the first Monday of each month to expedite business growth. He also suggested the county board hold special meetings or meet in July, a month the board typically takes off, to make sure business projects are not held up in procedural processes.

"It's a long, drawn-out process to get anything built in this county," Watford said. "It takes at least two months. If somebody comes in and wants to do something, I'm saying let's prioritize it."

The commissioner also said he would consider a one-year moratorium on property taxes for any new machinery or equipment purchases and a 50 percent reduction in property taxes for five years for any new nonresidential or institutional construction, regardless of job creation.

"Our economic development efforts have always been tied to job creation," he said. "Everything's tied to how many, number of jobs, how long. If you got a building in this county or any kind of business and are fixing to buy equipment or add on to that building, it's going to help the county. You may not hire anybody that day but somebody's going to get helped, no question about it."

Steve Googe, executive director of the Davidson County Economic Development Corporation, who recently returned from a business trip to Europe, said the German government has provided land and half the cost to build machines at several new plants in eastern Germany, and companies are flocking there. Googe suggested commissioners explore tying any new or extra incentives package plans to the unemployment rate.

Watford said the board would need to receive information from the county tax and legal departments to find out what kind of impact that would have on county revenues before it made a decision to implement tax cuts. Commissioner Cathy Dunn commended Watford on his ideas and said a pro-business attitude can do nothing but help the county.

"It doesn't cost you anything to have nice people that will say, 'Here, we'll help you,'" Dunn said.

Watford encouraged municipalities and utilities to waive or cut their impact or tap fees and suggested the county offer a type of extra incentive to anyone who refurbishes an existing empty building to put back on the tax books, even if it is as simple as using the facility as a warehouse. He used the example of Greensboro-based DDC Investments' purchase of the former Stanley Furniture plant on West Center Street in March as an example. DDC Investments is a division of D.H. Griffin Companies.

"We can't get involved in trying to keep businesses alive like they're doing in Washington right now," Watford said. "In my opinion, I'm free enterprise all the way. But there's little things we can do as a government. If you can make it through this mess right now, then I feel like we ought to be able to help you expand."

Commissioner Dr. Max Walser was excused from the meeting.

In other news, the board:

- Received an update from county Human Resources Director Jim Tysinger who explained to commissioners that employee health care costs for the 2009-10 fiscal year would be rising close to 6 percent from \$5.9 million to \$6.1 million next year. Tysinger said the county would pay for approximately \$5.1 million of those costs while employees chipped in the remaining \$1 million through premiums, co-payments and other user fees.
- Was asked to partner with the U.S. Census Bureau for the 2010 census that will take place next year. Kathy Murphy, a partnership specialist with the bureau, said next year's census will be shorter — about 10 questions — than previous surveys. Census workers ask how many people live in a household, the first and last name, gender, date of birth, race and relationship to the head of household of each person. Murphy encouraged county residents to mail in their surveys for more accurate results.

Census data determines congressional districting, federal distributions for schools, hospitals and roads and other pertinent information. Murphy said her office was flooded with job requests for census workers and they have enough people at this time. However, Murphy said there may be some new jobs available in the fall. Job openings will be posted on the www.2010census.gov Web site.

- Scheduled a public hearing on a Justice Assistance Grant application by the Davidson County Sheriff's Office. DCSO Maj. Brian Grubb said the office is applying for \$104,000 in federal stimulus funds. The office would use the money to pay for 10 laptop computers in patrol cars, 10 software packages for those computers, canine tracking software, 10 computer stands for the mobile laptops, four digital

camcorders, 2,000-feet of 8-foot-tall barbed-wire fence to surround the firing range and training facility and eight digital cameras for patrol lieutenants and sergeants.

- Removed two items from the agenda. One was an issue about tax discounts and the other was a personnel matter that was originally scheduled to be heard in closed session.

The commissioners' next regular meeting is set for April 14 at 7 p.m. on the fourth floor of the Davidson County Governmental Center.

Seth Stratton can be reached at 249-3981, ext. 226, or seth.stratton@the-dispatch.com.

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April 2009 · Volume 91 · Number 3



Cover Story

Managing Your Budget: Making Tough Decisions in Tough Times

by Robert Bland



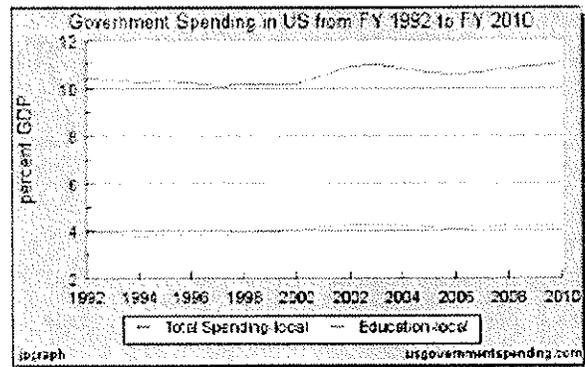
Local governments around the world find their budgets in the throes of a major recession, one that began as a crisis in the subprime mortgage market but has now morphed into a full-blown economic crisis of frightening proportions. Tough economic times require making tough decisions in order to preserve a balanced budget. What can local managers do to minimize the spreading impact of this crisis on their operating and capital budgets?

Leaders in local government know that a balanced budget is a moving target. Sometimes budget plans go awry, even when a local government has vigilantly pursued all the right financial management practices. Economies go through cycles brought on by recessions, inflation, or in recent years by overexpansion in a sector of the economy.

They also go through sectoral shifts brought on by changes in technology, economic development, and competition from domestic and international sources. Then there are the Imponderables: natural disasters, epidemics, weather events, and terrorism. The current recession has pressed managers to the limit in mustering the skills needed to navigate the hardest-hit communities through these turbulent economic waters.

In 2008, the U.S. gross domestic product (GDP) was approximately \$14.8 trillion, of which 10.9 percent was produced by local governments.¹ In other words, one in 10 dollars produced by the U.S. economy last year was generated by the nation's local governments.

Figure 1. Local Government Expenditures as a Percentage of GDP, 1992–2010.



Source: www.usgovernmentpending.com

When locally generated spending for education is netted out, local expenditures represent 6.7 percent of GDP (see Figure 1). Local government outputs have continued their gradual upward trend, paralleling the relative growth in combined government activity in the U.S. economy, which has grown to 36.6 percent of GDP.

Unlike spending by the federal and even state governments, local budgets are driven by personnel costs—salaries, wages, and benefits. And unlike the federal budget, managers in local governments must balance their budgets, meaning current expenditures for operations must not exceed current revenues, including draws from reserves. As a result, budget contractions inevitably impact the salaries and wages of local government employees.

Even more agonizing, the close connection between a local government's budget and its economic base means that prescriptions for dealing with budget imbalances must be tailored to each city or county. No two local revenue and expenditure streams have the same economic and political characteristics. Ultimately, the task of navigating through turbulent economic times falls squarely on the manager's shoulders. Success in maintaining a balanced budget depends on a manager's savvy at understanding the times and their effect on the community's revenues and expenditures, and then taking measured steps to mitigate the short- and long-term effects on the budget.

TOP PRIORITY: BASE DECISIONS ON TIMELY AND CREDIBLE INFORMATION

In this age where information is the coin of the realm, good budget information—credible historical data, reliable budget forecasts, and informed interpretation of the findings—becomes the anchor for all other budget-related actions taken by the manager. Timely and credible budget forecasts can happen only in a budget office staffed by knowledgeable analysts with proven experience in forecasting and who understand the interplay between the economy and the local government's operating and capital budgets.

Good decision making requires credible and timely information. A commanding officer depends on credible intelligence about enemy strength, positions, and movements to formulate a successful defense. A manager must have reliable budget forecasts to navigate a local government through turbulent economic times. Cutting corners by not recruiting qualified analysts or acquiring the databases and technology to provide good budget numbers dooms the management team to relying on speculative forecasts to guide their actions.

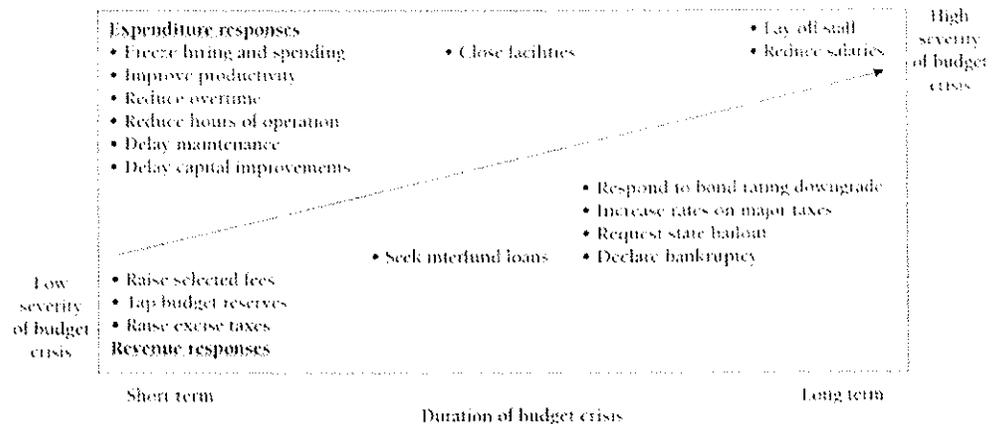
All governments eventually encounter difficult budget conditions brought on by economic instability. Having timely and credible information on the budgetary impact of these developments gives the manager the leverage needed to take preemptive action to mitigate the adverse effects from economic turbulence. Good budget information involves:

- Year-end projections of actual revenues and expenditures, updated monthly, with an explanation of items that deviate from budget projections.
- At least monthly updates of projections for the subsequent fiscal year's budgeted revenues and expenditures.
- At least quarterly reports and analyses of the local economy, including economic trends of major indicators (unemployment, inflation, GDP, and interest rates) for the region, state, and nation that may affect the local economy, and projections for the next quarter of those major indicators for the state and region, if available.
- At least quarterly reports on performance indicators for key departments or activities that have an impact on the budget.
- Annually preparing a long-term forecast for up to five years of revenues and expenditures for all governmental and enterprise funds, with an analysis of how the local government should address any imbalance. This rolling forecast, updated annually, provides an early warning of impending gaps and gives managers an opportunity to take corrective action to mitigate adverse trends.

In the fall of 2008, the Dallas Independent School District discovered an operating budget shortfall of \$85 million caused by poor budget controls and the lack of timely and credible budget information. For the two previous years, the district's leadership had worked successfully to move the academic performance of its students steadily upward.

But the basics of good management were ignored. During the spring and summer of 2008, the district hired 500 more teachers than its fiscal year 2009 budget was capable of supporting. The fall was spent reducing the workforce in a desperate measure to restore budget balance. The best management team cannot perform above the quality of data that it uses in decision making.

Figure 2. Strategies for Responding to Budget Crises.



Source: Robert E. Blund, *A Budgeting Guide for Local Governments*, 2nd ed. (Washington, D.C.: ICMA, 2007), 97.

SECOND PRIORITY: MAKE DIFFICULT DECISIONS WITHOUT DELAY

Budget crises seldom materialize suddenly and without advance warning. Failure on the part of the leadership team to take corrective action, regardless of the pain, only delays the inevitable and narrows the range of actions available in the future. Sometimes political stalemate precludes the manager from taking corrective action.

Other times, a strained relationship with the council may have chilled a manager's ability to communicate difficult information to the council. And at other times, the manager may become the sacrificial lamb and persuade the council to take preemptive action only to then bear the blame for the controversial decision.

When commenting to the media on his city's growing budget woes in 2004, Pittsburgh Mayor Tom Murphy acknowledged that he had erred in not initiating a discussion sooner on modernizing the city's antiquated revenue

policies. Although a top-notch budget team might not be able to anticipate all crises, it will have the expertise to propose a range of responses that fit with the community's economic and political characteristics.

When the budget office identifies a cloud on the financial horizon, transparency from the management team is advisable:

- Notify the council or other legislative body of the nature of the problem and its gravity in terms that they can understand.
- Explain the source of the problem to the best of your knowledge, if those sources can be identified without pointing fingers or implicating past leaders (if the problem is due to past negligence that will become apparent to all without having to drag their reputations into the dirt).
- Recommend a progressive series of steps to correct the problem, with a benchmark at each step to indicate progress and when additional corrective measures may be delayed or avoided.

The more quickly a local government responds to the crisis, the more likely that a serious budget gap can be averted, at least in the short term.

THIRD PRIORITY: DETERMINE THE TYPE OF FISCAL CRISIS YOUR GOVERNMENT FACES

The late Charles Levine, a noted public administration scholar, developed one of the more useful typologies for how local governments deal with fiscal crises.² He segmented budget crises by their duration (short-term versus long-term) and intensity (low versus high) to formulate four types of budget crises in which local governments can find themselves: a fiscal crunch (short-term but low intensity), a fiscal crisis (short-term but highly intense), a fiscal squeeze (long-term but low intensity), and the worst scenario—a fiscal crush (a combined long-term and highly intense crisis).

Building on Levine's typology, Figure 2 displays the progression of actions a local government can take as it rides out the crisis. This figure provides a dynamic profile of the strategies—reducing expenditures and increasing revenues—that local governments use to deal with budget crises. Initially, managers look to expenditure reductions to realign revenues with expenditures. Here are actions that reduce spending:

- Reducing or eliminating overtime; the crisis may provide an opportunity to offer incentives for cross-training of personnel, then shifting those personnel to meet peak periods of demand.
- Making productivity improvements.
- Imposing a hiring or spending freeze.
- Delaying maintenance or capital expenditures.
- Seeking a voluntary reduction in salaries in order to avoid layoffs.

Revenue initiatives may include raising fees, particularly for activities in the general fund, such as recreation, that receive a tax subsidy; tapping budget reserves; or, more proactively, increasing selected excise taxes. Other measures include:

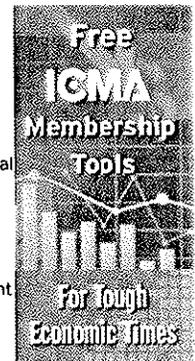
- Aggressively pursuing delinquent taxes, fines, and fees (one frequently used strategy is to introduce an amnesty program for delinquent parking fines, followed by aggressive enforcement of warrants for scofflaws).
- Review of partial and full tax exemptions granted under local law to determine whether any should be modified or eliminated.
- Adjusting fees for enterprise activities to ensure they recover both direct and indirect costs.
- Increasing broad-based taxes, such as property or sales taxes (this is usually a last resort).

If the crisis continues or worsens, the options for closing the budget gap become fewer and more painful:

- Increasing taxes.
- Reducing salaries.
- Reducing the workforce.
- Closing facilities.
- Selling fixed assets.

Inevitably, during periods of economic decline, calls will be made to sell selected fixed assets of the local government, such as vacant land or parking garages it owns. The best time to sell such assets is during expansionary periods when market values have peaked.

The current housing market collapse has left local governments in some areas of the country holding foreclosed homes. Sale of these sorts of fixed assets, especially those that return property to the tax rolls, should proceed quickly. The sale of other assets, particularly property that may be part of a longer-term economic development plan, should proceed only after careful consideration and clear support from the leadership team. Consideration should be given to placing part of the proceeds from such sales in a rainy-day fund.



The ultimate recourse for a local government is to file for bankruptcy. Although rarely used, Chapter 9 of the U.S. Bankruptcy Code provides the statutory basis for local governments to petition the federal bankruptcy court to reschedule payment of their debts, including municipal bonds, accounts payable, and even salaries payable. Chapter 9 does not allow liquidation of a local government's assets or the dissolution of the local government although these options might be possible under state law.

BEGIN NOW TO BUILD A FOUNDATION FOR A MORE ROBUST ECONOMIC FUTURE

During periods of budgetary stress, the manager's attention is understandably riveted on getting through the crisis with as little damage to the organization or community as possible. But attention should also be given to laying a foundation for implementing financial and tax policies that can lead to a more robust economic future.

Recent experiences of local governments in the United States suggest that those with weakened economic bases experience progressively greater budgetary stress with each successive wave of economic contraction. The budget contractions have left these local governments fiscally emaciated with few options to reverse their economic fate.

One of the more common measures managers take to mitigate unforeseen events is the creation of rainy-day (or contingency) funds. Every local government should have at least one rainy-day fund. The more unstable the local or regional economy, the larger that fund should be.

The more stability a local government can bring to its annual operating budget, the more control it can exert over its economic future and indirectly over the community. A stable budget conveys to business leaders a favorable investment environment. Unstable budgets bring the greater potential for less predictable tax and fee rates and thus a less predictable environment in which to conduct business.

Another element of long-term financial viability is the development of a strategic plan to guide economic development initiatives. What are the local or regional economy's strengths and weaknesses? Are there clusters of related businesses or is there the potential to build clusters of related businesses (agglomeration economies)?

What threats exist to undermine the local economy? How do current tax and fee policies affect the economy? On the basis of this analysis, local leaders can develop a multiphase plan for building on the community's economic strengths and ameliorating its weaknesses, and for capitalizing on opportunities while mitigating the threats.

INTERPLAY IS KEY

The local budget represents the confluence of two independent resource streams—revenues and expenditures. Managing the local budget boils down to managing the interplay between these two streams. The rate at which budget problems develop depends on the differences in the sensitivity of these two streams to changes in the economy.

For managers, the challenge is to estimate accurately the relationship between these two streams for their city, town, or county. Understanding the revenue-expenditure interplay and having tools available for mitigating the gap are keys to effectively managing budgets in tough economic times.

¹Christopher Chantrell, compiler, "United States Federal, State, and Local Spending, Fiscal Year 2008," www.usgovernmentspending.com.

²Charles H. Levine, "Police Management in the 1980s: From Incrementalism to Strategic Thinking," *Public Administration Review* 45 (November 1985): 691-699.

Robert Bland, Ph.D., is professor and chair, University of North Texas, Department of Public Administration, Denton, Texas (rbland@unt.edu). Bland is author of two ICMA finance books: *A Budgeting Guide for Local Government*, 2nd edition, and *A Revenue Guide for Local Government*, 2nd edition.

Portions of this article have been adapted from *A Budgeting Guide for Local Government*, 2nd edition, and *A Revenue Guide for Local Government*, 2nd edition, both published by ICMA. The author gratefully acknowledges the comments of former manager Mike Conduff, The Eilm Group; and Jon Fortune, assistant city manager, Denton, Texas.

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April 7, 2009

MEMORANDUM

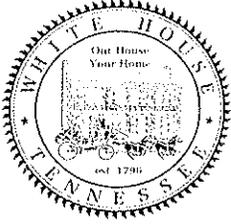
To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: Electrical Inspector

The City has had some requests in having one electrical inspector for the entire city limits. The State of Tennessee determines territories for inspectors and the territory for Mark Kirk, the inspector that operates from the municipal center, ends at the interstate. These territories are determined by the Nashville office. I have attached a draft letter addressed to the Director from Mayor Decker for your review to request that the lines be re-drawn and Mark Kirk be given the city limits and more for inspections. Let me know if you have any questions concerning this request. If not, we will send soon.



City of White House, Tennessee

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

April 7, 2009

Marcus Pitkin, Director
State of Tennessee - Department of Commerce and Insurance
Division of Fire Prevention » Electrical Section
Third Floor - 500 James Robertson Parkway
Nashville, Tennessee 37243

RE: Electrical Inspections

Dear Marcus Pitkin,

The City of White House is requesting that the State allow Mark Kirk, electrical inspector, to encompass the entire city limits of White House, along with the urban growth boundary, in his inspections. This would allow consistency within our community for inspections. The City currently allows the State to house Mr. Kirk within the Municipal Center for office space to provide better customer service to its citizens. I would respectfully request consistency of inspections for our community, by utilizing one inspector, would be a great asset to the citizens and streamline services in contacting the State for inspections. In dividing the City with two inspectors creates confusion for its residents that I respectfully request we change.

Sincerely,

John Decker
Mayor

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: April 7, 2009

RE: Property Maintenance Ordinance

Staff receives complaints from citizens that it takes too long for city to get property maintenance issues resolved. The memorandum is to explain the property maintenance enforcement process and areas where improvements can be made. If the Board of Mayor and Aldermen agree with proposed changes, then staff will submit proposed amendments for approval. Property maintenance items include inoperable and unlicensed vehicles, high grass, trash and debris, and building conditions. The city enforces property maintenance cases thru Title 13 of Municipal Code, and 2006 International Property Maintenance Code.

Inoperable/Unlicensed Vehicles: These items are regulated under Municipal Code. Staff sends notice to remove vehicles within thirty (30) days. Failure to comply with notices requires owners to be cited into City court and subjects owner to fines and court costs. Staff has multiple issues with vehicle complaints and cases since some vehicles are hard to determine if operable or licensed. Some vehicles appear to be in excellent condition but have an expired registration tag. These types of vehicles are typically backed in site or at rear of property. The City has had cases regarding boats. The City recently set up a Property Maintenance Appeals Board to handle issues with hobby vehicles being restored that are covered or behind a fence. (Examples: Inoperable, unlicensed vehicles).

Building Conditions: These items are regulated under 2006 International Property Maintenance Code and time lines for completion depending on severity of issues and range from 30-90 days. Failure to comply with notices requires the property owners to be cited into City court and subjects owner to fines and court costs. Staff has had cases that required immediate evacuation of building until items are completed. Staff has the ability to secure structures and swimming pools that are unsafe and demolish buildings that are dangerous. Staff has the ability to post buildings unsafe or condemn buildings. Staff receives complaints from renters regarding conditions of apartments. (Examples: Holes in exterior wall and roof materials, structural problems, sanitary conditions, no hot water or sewage, plumbing and roof leaks, damaged windows and doors, and barriers and conditions of swimming pools).

High grass/junk and debris: These items are regulated under City's Municipal Code which includes a ten (10) day time line for completing items. Failure to comply requires city to clean up property by removing junk and debris or mowing property. The City

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uses contractor to mow and clean up properties. The City places a local tax lien on property since values do not typically exceed \$ 500 referenced in Tennessee Code. An issue with this case is the enforcement time line and what qualifies as trash and debris. In the case of high grass, the grass can be over two (2) feet in the time between sending and waiting for returned signed notices, ten (10) day time line, with exclusions for Saturdays and Sundays and time to get contractor set up to complete clean up of property.

The City regulates high grass to twelve (12") inches, except on properties over two (2) acres in size with limitations. Staff contacted other surrounding cities and the typical height is twelve (12") inches. Hendersonville is the exception with height of ten (10") inches. Staff contacted the City of Hendersonville and the height was lowered due to similar problems discussed above with time frames. Typically when the City discovers or receives a high grass complaint the grass is not yet at twelve (12") inches. Due to issues with time lines listed above, staffs proceeds with sending out notices to property owners.

Proposed Amendments:

Certified Mail Delivery:

The City is required to send notices by registered or certified mail. The problem is that on some cases the city does not receive the signed delivery forms for over two weeks. The specified time limit does not begin until the signed forms are received. This issue can add 2-3 weeks to the process. Staff's proposal would be to add a section in the Municipal Code that permits staff to post property if certified letters are not received within 7 days.

Saturdays and Sunday Exclusion:

The notice section of the City's Municipal Code for both high grass and debris and inoperable and junk vehicle excludes Saturdays, Sundays, and legal holidays from time period to complete improvements. The Saturday and Sunday exclusion on (10) day requirement could add up to 4 days and on thirty (30) day requirements could add up to 8-10 days. Proposed amendment is to remove Saturday and Sunday exclusion, except where required by Tennessee Code. The Tennessee Code Annotated Section **6-54-113 *Removal of Vegetation and Debris from Certain Lots*** includes a statement that Saturday, Sundays and Legal Holidays are excluded from time lines but only for a property owner that is a carrier that is involved in transportation of property or utility materials.

6-54-113. Removal of vegetation and debris from certain lots. —

(a) (1) “Municipality,” as used in this section, includes incorporated cities and towns and metropolitan governments.

(2) The authority provided in this section is permissive and not mandatory and may or may not be exercised by a municipality, as each municipality deems appropriate.

(b) If it is determined by the appropriate department or person as designated by the governing body of a municipality that any owner of record of real property has created, maintained or permitted to be maintained on such property the growth of trees, vines, grass, underbrush or the accumulation of debris, trash, litter, or garbage, or any combination of the preceding elements, so as to endanger the health, safety or welfare of other citizens or to encourage the infestation of rats and other harmful animals, the appropriate department or person shall provide notice to the owner of record to remedy the condition immediately. The notice shall be given by United States mail, addressed to the last known address of the owner of record. The notice shall state that the owner of the property is entitled to a hearing. The notice shall be written in plain language and shall also include, but not be limited to, the following elements:

(1) A brief statement of this section, which shall contain the consequences of failing to remedy the noted condition;

(2) The person, office, address and telephone number of the department or person giving notice;

(3) A cost estimate for remedying the noted condition, which shall be in conformity with the standards of cost in the community; and

(4) A place wherein the notified party may return a copy of the notice, indicating the desire for a hearing.

(c) (1) (A) If the person fails or refuses to remedy the condition within ten (10) days after receiving the notice, the appropriate department or person shall immediately cause the condition to be remedied or removed at a cost in conformity with reasonable standards and the cost thereof assessed against the owner of the property. The municipality may collect the costs assessed against the owner through an action for debt filed in any court of competent jurisdiction. The municipality may bring one (1) action for debt against more than one (1) or all of the owners of properties against whom such costs have been assessed, and the fact that multiple owners have been joined in one (1) action shall not be considered by the court as a misjoinder of parties. Upon the filing of the notice with the office of the register of deeds of the county in which the property lies, the costs shall be a lien on the property in favor of the municipality, second only to liens of the state, county and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right or interest in such property duly recorded or duly perfected by filing, prior to the filing of such notice. These costs shall be collected by the municipal tax collector or county trustee at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes.

(B) When the owner of an owner-occupied residential property fails or refuses to remedy the condition within ten (10) days after receiving the notice, the appropriate department or person shall immediately cause the condition to be remedied or removed at a cost in accordance with reasonable

standards in the community, with these costs to be assessed against the owner of the property. Subdivision (c)(1)(A) shall apply to the collection of costs against the owner of an owner-occupied residential property, except that the municipality shall wait until cumulative charges for remediation equal or exceed five hundred dollars (\$500) before filing the notice with the register of deeds and the charges becoming a lien on the property. After this threshold has been met and the lien attaches, charges for costs for which the lien attached are collectible as provided in subdivision (c)(1)(A) for these charges.

(2) If the person who is the owner of record is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewerage or other materials, the ten-day period specified in subdivision (a)(1) shall be twenty (20) days, excluding Saturdays, Sundays and legal holidays.

(d) (1) The municipal governing body or the appropriate department, or both, may make any rules and regulations necessary for the administration and enforcement of this section. The municipality shall provide for a hearing upon request of the person aggrieved by the determination made pursuant to subsection (b). A request for a hearing shall be made within ten (10) days following the receipt of the notice issued pursuant to subsection (b). Failure to make the request within this time shall without exception constitute a waiver of the right to a hearing.

(2) Any person aggrieved by an order or act of the board, agency or commission under the provisions of this subsection may seek judicial review of the order or act. The time period established in subsection (c) shall be stayed during the pendency of a hearing.

(e) [Deleted by 2007 amendment.]

(f) The provisions of this section are in addition and supplemental to, and not in substitution for, similar authority in any municipality's charter or other applicable law.

(g) In the event a privately owned cemetery would otherwise meet the requirements of this section, and if a Boy Scout troop or other organization were to remedy the conditions existing on such property, the municipality shall be prohibited from filing a lien against such property for the value of the work performed by such organization. Such organization shall be immune from any legal action for damages, and no cause of action for civil or criminal liability may be brought by the owner of record of the cemetery or descendants of those buried in the cemetery against such organization, so long as reasonable care is taken by such organization not to violate § 46-2-105, § 46-3-108, or any other provision of law, rule or regulation.

[Acts 1988, ch. 564, § 1; 1989, ch. 100, § 1; 1991, ch. 515, §§ 1, 3; 1993, ch. 210, § 1; 2007, ch. 382, §§ 1, 2.]