

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
January 20, 2011
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 November 18, 2010 meeting.
6. Welcome Visitors
7. Public Hearings
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Engineering
 - J. Court Clerk
 - K. Monthly Financial Summary
10. Consideration of the Following Resolutions:
 - a. **Resolution 11-01** - A resolution approving certain amendments and revisions to the Personnel Manual.
11. Consideration of the Following Ordinances:
 - a. **Ordinance 11-01** - An ordinance establishing the White House Planning Commission as the City's Design Review Commission.
 - b. **Ordinance 11-02** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts
 - c. **Ordinance 11-03** - An ordinance amending the Zoning Map for the rear portion of properties referenced as Robertson County Tax Map 107 G, Group A, Parcels 45 and 48 from R-20, Low Density Residential to C-1, Central Business District Commercial.

- d. **Ordinance 11-04** - An ordinance adopting a digital format Zoning Map.

12. Finance

- a. To approve or reject purchasing from the State wide contract a new Ford 250 4X4 for \$24,352.00. The Wastewater Director recommends approving the purchase.
- b. To approve or reject Mayer Electric's bid for Decorative Street Light Supplier. The Planning and Codes Director recommends approving.

13. Other Business

- a. Election of Vice-Mayor
- b. Planning Commission Board Appointment
 - i. Jerry Summers

14. Discussion Items

- a. 911 Consolidation with Robertson County

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
December 16, 2010
7:00 p.m.

1. Call to Order by the Mayor

Mayor Decker called the meeting to order at 7:02 pm.

2. Prayer/Pledge

Prayer and Pledge to the American Flag by Ald. Bibb.

3. Roll Call

Ald. Arnold – Absent; Ald. Bibb – Present; Ald. Bracey – Absent; Ald. Hutson – Present; Mayor Decker – Present; **Quorum – Present**

4. Adoption of the Agenda

Motion was made by Ald. Bibb, second by Ald. Hutson to adopt the amended agenda with two additions under Discussion Items: Alderman appointment and Vice Mayor election. A voice vote was called for with all members voting aye. **Amended agenda was adopted.**

5. Approval of Minutes of the November 18, 2010 meeting.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **November 18, 2010 minutes were adopted.**

6. Welcome Visitors

Mayor Decker welcomed all visitors.

7. Public Hearings

There were no Public Hearings.

8. Communications from Mayor, Aldermen and City Administrator

- a. Mayor Decker reminded the Board of Ed Hickman's retirement reception on January 3, 2011 from 3:00 p.m. until 4:00 p.m.
- b. Ald. Hutson praised the efforts for the Christmas Parade and Holiday Extravaganza.

- c. City Administrator Angie Carrier reminded the Board of the Holiday Luncheon on December 21, 2010 at 11:30 a.m.

9. Acknowledge Reports

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

Motion was made by Ald. Bibb, second by Ald. Hutson to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Reports were acknowledged and ordered to be filed.**

10. Consideration of the following resolutions:

- a. **Resolution 10-18** - A resolution approving certain amendments and revisions to the personnel manual.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Resolution 10-18 was approved.**

11. Consideration of the following ordinances:

There were no ordinances to be considered.

12. Finance

- a. To approve or reject the acceptance of roadway and drainage improvements associated with CPB Properties Subdivision. The City Engineer recommends approving these improvements.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Roadway and drainage improvements associated with CPB Properties Subdivision were approved.**

- b. To approve or reject CWA 2009-246 Cope's Crossing Lift Station Change Order #5. The Wastewater Director recommends approving Change Order #5.

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **CWA 2009-246 Cope's Crossing Lift Station Change Order #5 was approved.**

- c. To approve or reject Amendment #1 to Task Order #2 Cope's Crossing Lift Station. The Wastewater Director recommends approving Amendment #1.

Motion was made by Ald. Bibb, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Amendment #1 to Task Order #2**

Cope's Crossing Lift Station was approved.

- d. To approve or reject E-505 Task Order #10 - Wastewater System Master Plan Update. The Wastewater Director recommends approving Task Order #10.

Motion was made by Ald. Bibb, second by Mayor Decker to approve. A voice vote was called for with all members voting aye. **E-505 Task Order #10 - Wastewater System Master Plan Update was approved.**

- e. Approval of a not to exceed amount to restore records from water damage.

Motion was made by Ald. Hutson, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **A not to exceed amount to restore records from water damage was approved up to the amount the TML will reimburse for.**

13. Other Business

There was no other business to discuss.

14. Discussion Items

- a. City Attorney Contract = Expires January 24, 2011

Motion was made by Ald. Bibb, second by Ald. Hutson to extend the City Attorney's contract by one year. A voice vote was called for with all members voting aye. **City Attorney's contract was extended by one year.**

- b. Alderman Appointment

The Board discussed the alderman position that will become available on January 3, 2011. The Board decided to postpone appointing anyone and continue to recruit until more candidates can be identified and interviewed.

- c. Vice Mayor Election

The Board announced that the Vice Mayor will be appointed at the January 20, 2011 Board of Mayor and Alderman meeting. Mayor Decker made his intentions known that he plans to nominate Ald. Bibb.

15. Adjournment

Motion was made by Ald. Bibb to adjourn at 7:30 p.m.

John Decker, Mayor

Amanda Priest, City Recorder

REPORTS....

**City of White House
General Government
December 2010**

December was an especially busy month for the Administration Department. On December 2nd, the City Administrator met with Mayor John Decker and Mayor Elect Mike Arnold to discuss the upcoming mayoral transition. At the beginning of the month the City of White house hosted the 6th Annual Holiday Extravaganza on December 4th. We were very fortunate to have Mr. Danny Eldridge of Sky Mesa and Subway volunteer his time as Santa. Also, Mr. Michael Hollingsworth of Mahalo Photography was kind enough to volunteer his time and equipment to provide photos with Santa for the families who attended. Mr. Frank Tollet again volunteered to provide sound support for all of our activities including the performances of the Heritage Elementary Select Choir and the H.B. Williams Elementary Choir. Ms. Susan Stout of White House was the lucky winner of our Spend Christmas at Our House drawing this year. The evening was a great success with many participants that ended with our beautiful tree lighting ceremony.

On December 7th, the City Administrator attended the MPO and RTA meetings in Nashville to continue discussions on how to better serve our citizens in the upcoming years. December 8th had several notable meetings. The City Administrator, City Recorder, Department Heads, and Supervisors attended an Emergency Operations Plan meeting held at Fire Station 2 which was hosted by Chief Palmer. At this meeting, Chief Palmer conducted a training exercise and plans were made to implement the Emergency Operation Plan during the 2011 year. Also, the City Administrator worked with other local government officials on the submittal for the 2019 ICMA Conference with the hopes of having Nashville chosen to host the event. That evening, the Mayor John Decker and the City Administrator attended a MPO Community Conversation about Middle Tennessee's Transportation Future at the Sumner County Administration Building in Gallatin.

On December 9th the Board of Mayor and Aldermen, the City Administrator, and the City Recorder were present at the TML District 5 luncheon at Tricia's on the Square in Springfield. As the City Administrator is the appointed representative for District 5, the City Administrator and City Recorder arranged the luncheon with the help of Gina Holt from Springfield. TML staff was on hand to present updates on the latest events and news affecting municipalities at the state and national level as well as the legislative agenda approved by the TML Board for the upcoming session. Approximately 42 individuals from District 5 attended the luncheon.

The City Administrator provided aid in the Wastewater Superintendant interviews that were held on December 13th. On December 15th, the City Administrator treated all of the Department Heads and the City Recorder to lunch at 5 Chef's in Portland. The City Administrator attended the Sumner County Anti-Drug Coalition meeting on December 16th at the Police Department. Katie Brown discussed the Coalition's role in White House and how to better serve our community.

On December 21st, the annual Employee Holiday Luncheon was held at 11:30 a.m. The Purchasing Coordinator arranged with Chef Christopher's to provide lunch which included southern fried chicken, corn, scalloped potatoes, and various desserts. The City Administrator and City Recorder held the drawings to hand out all of the wonderful gifts that our various suppliers provided. Everyone seemed to have a wonderful time and enjoy themselves!

**City of White House
General Government
December 2010**

Website Management			
	October	FY 10 - 11	FY 09 - 10
Number of Internal Requests for Website Updates	12	53	73
Visits	6,502	43,507	89,307

Our city website has had 6,502 visits during the month of November, which was an increase of 98 visits from the number of last month's visits. Below are the top 10 places that have visited our website along with the number of visits per city.

City	Visits
Nashville, TN	3213
Gallatin, TN	344
Franklin, KY	314
Hendersonville, TN	264
White House, TN	211
Brentwood, TN	85
Clarksville, TN	71
Madison, TN	68
Springfield, TN	47
Williamson Co, TN	39

Did you know 32% of this month's visitors accessed the City's website directly and 45% of visitors accessed the website through the Google search engine? In addition, the percentage of returning visitors was 48% and 52% of visitors were new to the website. Our website was accessed by visitors in 50 different countries from around the world.

**City of White House
Finance Department
December 2010**

Finance Section

The Tax Clerk had a very busy month, and at the close of December 46% of the tax base has been paid. This leaves 54% outstanding which puts us 26% ahead of where we were at this point last year in terms of total collections. This is merely a gain on timing, and cannot be seen as a gain in overall collections at this point. A gain in overall collections would not be evident until near the end of March.

The Finance Director and Purchasing Coordinator participated with other Department Heads in a half-day Emergency Operations Exercise hosted at Fire Station #2 during the month of December. All members of the Finance Staff attended the Christmas Luncheon hosted by the City.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$1,138,891.97	\$1,434,979.19
Sanitation	\$213,880.14	\$270,457.11
Wastewater	\$521,155.94*	\$973,765.72

- All Fund Balances are bank balances reported as of January 11, 2011.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$115,757.81.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 1 special (Longevity)	0 paper checks 242 direct deposits	1 Retroactive Adjustment (Correction on TCRS withholding)	0 Voids

Accounts Payable

	December	FY	Last December	Last FY
Total Invoices Processed	284	1,824	269	1,748

**City of White House
Finance Department
December 2010**

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	257	26	42	22	56	5	11	15	14	4	21	473
Customers	165	4	7	7	21	1	0	10	1	3	17	236

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	12	18	82	91	46	8	257
Customers	0	14	98	42	11	0	165

Purchase Orders

Codes	4	\$491.47
Fire	10	\$4,108.18
Police	13	\$6,119.50
Human Resources	2	\$83.35
Engineering	0	\$0.00
Administration	7	\$27,393.25
Finance	3	\$1,242.54
Court	0	\$0.00
Library	6	\$932.36
Waste Water	40	\$97,569.30
Public Works	4	\$1,386.29
Sanitation	0	\$0.00
Parks	25	\$100,921.14
Bldg. Maintenance	4	\$626.00
Cemetery	1	\$25.16
Total	119	\$240,898.54
Void	3	

	NUMBER OF PO'S	Value of PO's
PURCHASE ORDERS \$0-\$999	100	\$28,837.41
PURCHASE ORDERS \$1000-\$9999	16	\$45,746.91
PURCHASE ORDERS OVER \$10,000	3	\$166,314.22
Total	119	\$240,898.54

**City of White House
Finance Department
December 2010**

Emergency Purchase Orders – December

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
15330E	AllGood	Pump 4 loads, pump ½ load	\$1,125.00	Union Rd./S. Palmers Chapel	Wastewater
15331E	Rogers Group	3 loads of gravel	\$792.00	Create new road to plant for dump trucks	Wastewater
15335E	Craig Johnson	Replace backflow preventer	\$2,550.00	Wilkinson Lane Station	Wastewater
15337E	Craig Johnson	Replace backflow preventer	\$2,600.00	Hwy 76 Station	Wastewater
15338E	Craig Johnson	Replace backflow preventer	\$2,600.00	Magnolia Village Station	Wastewater
15381E	Craig Johnson	Replace backflow preventer	\$2,500.00	Meadowlark Station	Wastewater
15382E	Craig Johnson	Replace backflow preventer	\$2,500.00	Cambria Station	Wastewater
15392E	Craig Johnson	Mobilization on sewer leak	\$5,875.00	Leak at North Palmers Chapel Station	Wastewater
15423E	ServPro	Pick up, dry out and re-box records	\$26,250.00	Pipe burst in records storage area	Administration

Business License Activity

<u>Opened</u>	<u>Closed</u>	
6	1	
<u>Cumulative Information</u>		
<u>Class</u>	<u>Total Licenses</u>	<u>Delinquencies</u>
1	48	31
2	137	70
3	277	173
4	205	135
Total	667	409
Delinquency Rate		62%

**City of White House
Finance Department
December 2010**

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15 (1 st Offense)	0
Child Restraint-under 4	1
Anti-Noise Regulations	0
Improper Backing	0
Failure to Yield Right of Way	0
Financial Responsibility Law	44
Following Too Closely	0
Motor Vehicle Requirements	0
Improper Passing	1
Drivers Exercise Due Care	8
Codes Violations/Animal Control	0
Drivers License Law	3
Stop Signs	4
Open Container Law	0
Parking Violation	1
Vehicle Registration Law	9
Seat Belt Violation – 18 and Older	11
Speeding	71
Careless Driving	0
Disobedience to Traffic Control Device	1
Enter Access Roadway	1
Total	155

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	35
Guilty as Charged	18
Dismissal	5
Dismissed upon presentation of insurance	29
Not Guilty	0
Dismissed to Traffic School	29
Dismissed with Costs and Fines	29
Dismissed with Costs	8
Dismissed with Fines	1
Case Transferred to County	0
Dismissed with Public Service	1
Total	155

**City of White House
Human Resources Department
December 2010**

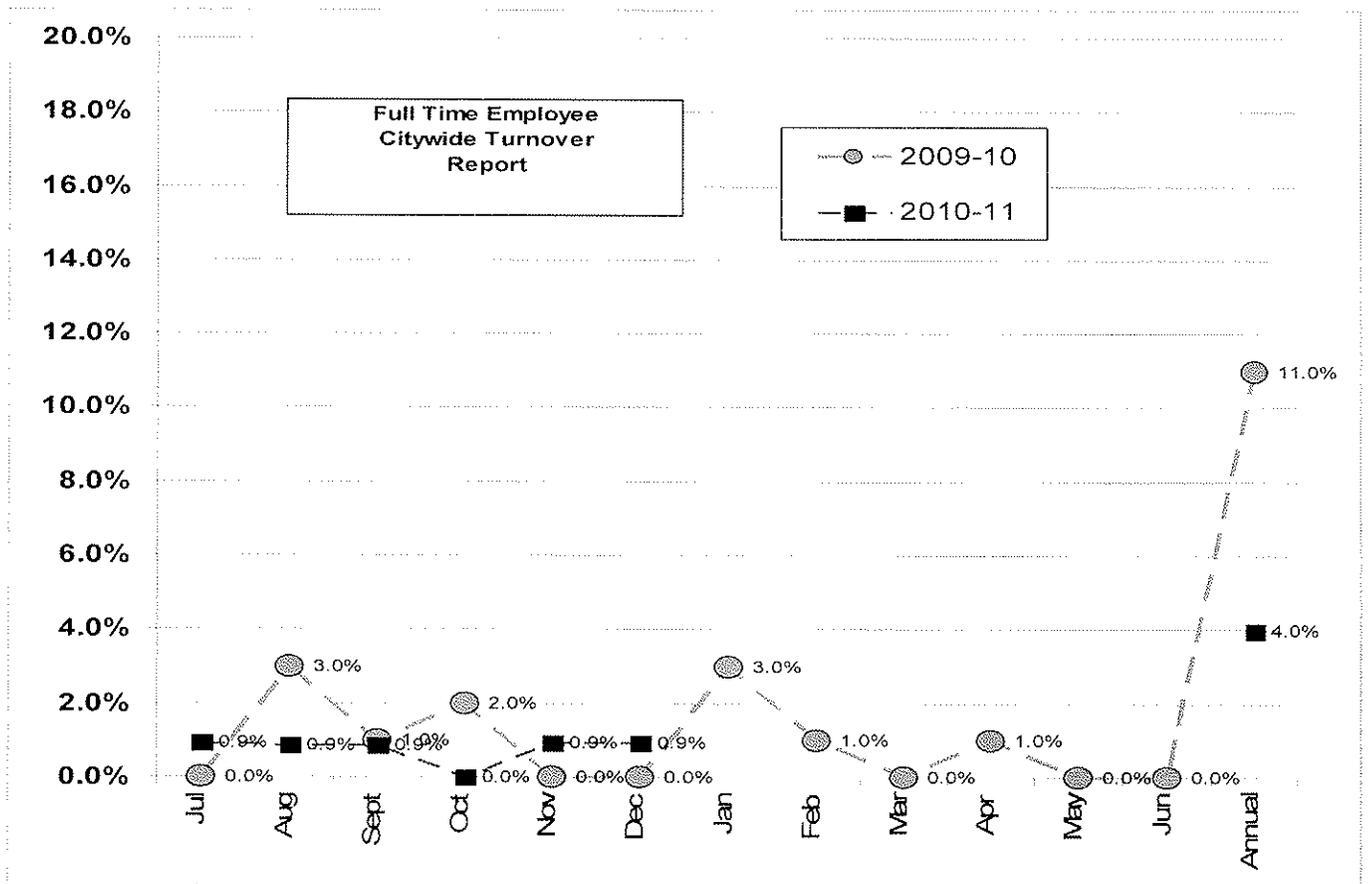
Human Resources:

- Conducted Wastewater Superintendent interviews; extended offer to Ray Johns
- Advertised and hired for a Civic Center Attendant position; extended offer to Joshua Swann
- Began search for a new Sanitation Worker; scheduled interviews for the beginning of January
- Continued revision of Personnel Manual
- Finalized performance appraisal policy; continued to make changes to appraisal forms; created a timeline for overall appraisal process
- Completed first quarter of graduate school with a 4.0 G.P.A.

Key Performance Indicators (Performance Measurements)

Citywide Turnover

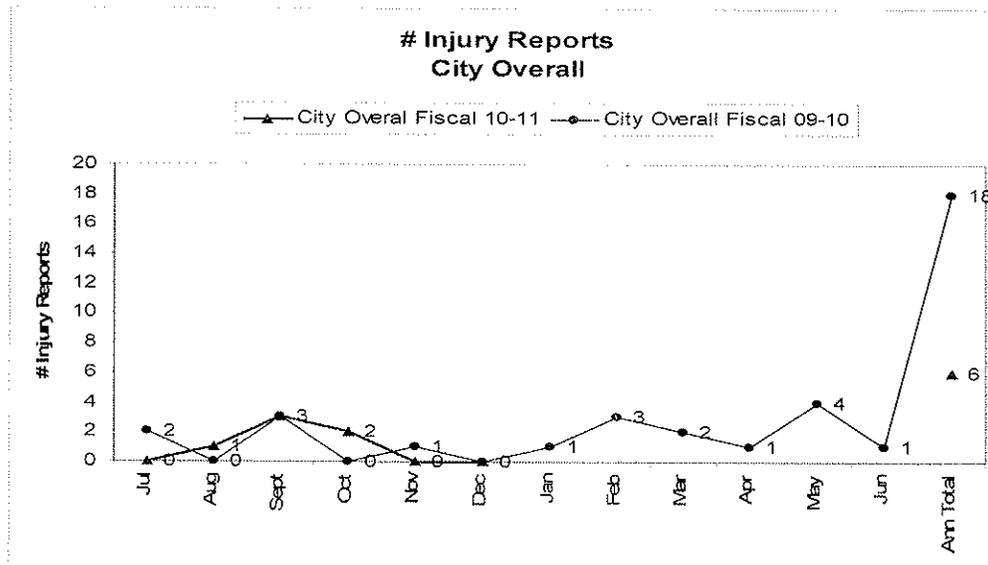
- Turnover overall for month of December 2010 was 1%, up from December 2009 (0%).



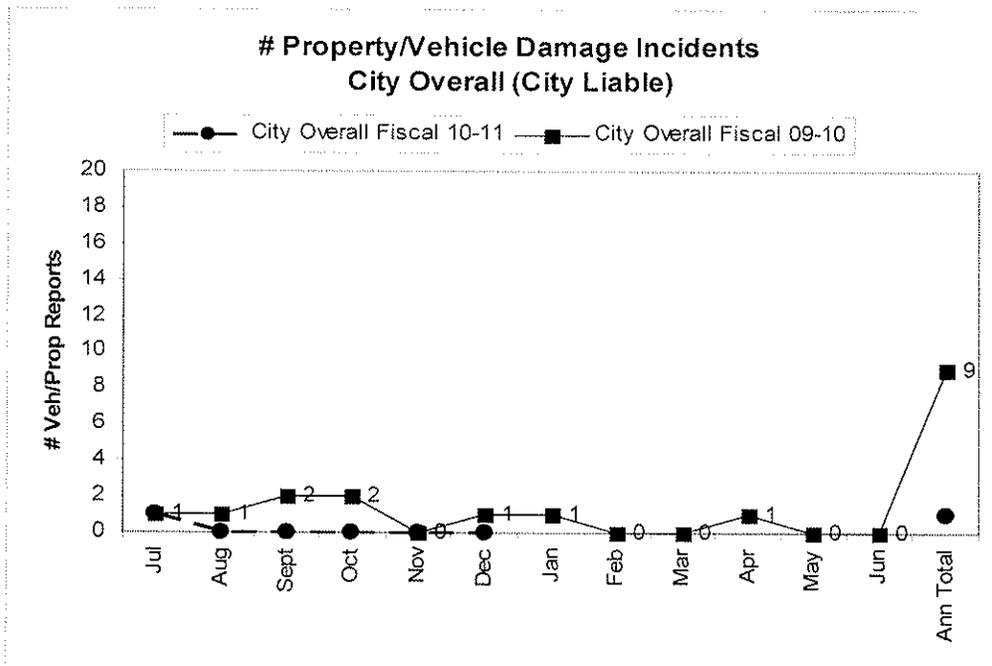
**City of White House
Human Resources Department
December 2010**

Safety

- Accidents resulting in injury in December 2010 were **0**, consistent with December 2009 (**0**).



- Vehicle/Property damage claims (City liability) for the Month of December 2010 were **0**, consistent with December 2009 (**0**).



**City of White House
Police Department
December 2010**

Departmental Highlights

- Chief Herman was elected as President of the Executive Board for the Tennessee Crime Prevention Coalition (TCPC) for a one year term.
- In the early morning hours of Tuesday, Dec. 7, Officer Jonathan Sams was on Highway 31W when he saw smoke from behind Deer Crossing. Officer Sams responded to Ruth Crabtree's house on Meadow Lark. He saw smoke coming from the roof vents, the eaves and from one back window. Officer Sams, along with Officer David Segerson who had arrived on scene, decided to clear the house. Ms. Crabtree was found awake in her bed. She was carried out of her house to safety. Her house is currently under repair. Officer Sams and Officer Segerson have been recognized in the local papers.

Meetings/Civic Organizations

- Chief Herman attended the following meetings in December: Tennessee Crime Prevention Coalition Executive Board Meeting, Tennessee Association of Chief's of Police, TDOT Executive Briefing, Beer Board, Sumner County Anti-Drug Coalition, Board of Mayor and Alderman, Child Protection Investigative Team Management, Emergency Response Plan for the City of White House (with Captain Ring) and Robertson County 911 Board.
- Captain Mingledorff attended the following meetings in December: Sumner County Anti-Drug Coalition (hosted at WHPD), Sumner County Anti-Drug Coalition/CADCAT Compliance Check Training (Volunteer State with Sergeant Eric Enck), and Rotary Club.

Police Department Administration Performance Measurements

1. ***Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.*** This is ongoing. Policies are being reviewed and standard files are beginning to be put together. We have met timeline reporting requirements.
2. ***Acquire grant funds to unfreeze the police patrol officer position.*** Unfortunately, we received notice that we would not receive The Department of Justice grant. The Department of Justice reported only 8% of the 4,423 eligible agencies received the grant.
3. ***Maintain or reduce TBI Group A offenses at the three-year average of 72 per 1,000 population during the calendar year of 2010.***

Group A Offenses	December 2010	Per 1,000 Pop.	Total 2010	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	11	1.1	160	16
Crimes Against Property	37	3.7	444	44
Crimes Against Society	14	1.4	262	26
<i>Total</i>	62	6.2	866	86
Arrests	57		498	

**TBI 2008 Population Estimate – 10,048.*

**City of White House
Police Department
December 2010**

4. *Maintain or exceed a Group A crime clearance rate at the three-year average of 33% during calendar year 2010.*

2010 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
December	69%	68%

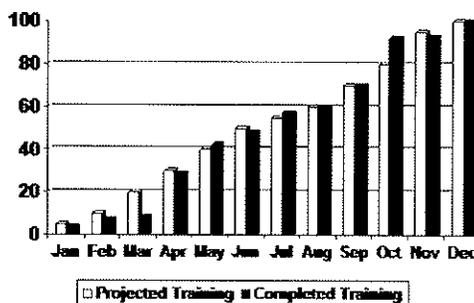
5. *Maintain a traffic collision rate at or below the three-year average of 258 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2010.*

	December 2010	TOTAL 2010
Traffic Crashes Reported	31	295
Enforce Traffic Laws:		
Written Citations	125	2,229
Written Warnings	40	912
Verbal Warnings	184	2,626

6. *Maintain an injury to collision ratio of not more than the three-year average of 21% by selective traffic enforcement and education during the calendar year 2010.*

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
December 2010	31	5	16%	16.5%

7. *Our department training goal is that each police employee receives 40 hours of in-service training each year.*



**City of White House
Police Department
December 2010**

December Training Hours

No Training this month to be reported.

Patrol Division Performance Measurements

1. ***Acquire and place into service one Police Patrol Vehicle by October 5, 2010.***
The 2011 Ford Crown Victoria Police Pursuit Vehicle from Alexander Automall in Murfreesboro has arrived. Truckers Lighthouse installed the accessory equipment. The vehicle is being shared by Sergeant Dan Hunter and Sergeant Eric Enck.
Complete.
2. ***Acquire and place into service an Animal Control vehicle by December 31, 2010.*** The 2010 Ford F150 from Alexander Automall in Murfreesboro has arrived. Deerskin Manufacturing installed the accessory equipment. The vehicle is now in service.
Complete.
3. ***Acquire and place into service three in-car digital cameras by February 28, 2011.***
Funding of \$4,992.20 allowed us to purchase one in-car digital camera and items of equipment for our advanced accident investigation to use at fatal and serious crashes. The camera has been installed in the new police vehicle and is now operational. The crash investigation tools have been distributed and our operational. Submission for reimbursed is forthcoming from the High Visibility Law Enforcement Campaign Grant.
4. ***Acquire and place into service three in-car radar units by February 28, 2011.*** We received notice that we fell short of receiving funding.
5. ***Conduct two underage alcohol compliance checks during the Fiscal Year 2010-2011.***
The first Compliance check of the Fiscal Year was completed on December 30th. There are nineteen establishments in the city that sell alcohol. Two establishments had closed for business for the day. One establishment, Pizza Hut, failed compliance.

Staffing

Volunteer Reserve Officers

- The Reserves received training this month on December 8th on Emergency Vehicle Operations.

K-9

- Officer Jason Ghee with K9, Nike, completed their 8 hours of monthly training.

Sumner County Emergency Response Team

- The Sumner County Emergency Response Team held their Annual Awards and Breakfast Banquet on December 17th. Along with Officer Segerson and Officer Brisson, Chief Herman attended the Banquet.

**City of White House
Police Department
December 2010**

Support Services Performance Measurements

1. *To work with the Robertson County Emergency Communications District E-911 to consolidate our Communication Center with theirs for use by June 30, 2011.*

We are currently waiting on getting the radio system operational with the Robertson County 911 Communications Center. We attended the 911 Board meeting to stay current with decisions being made in reference to the Center.

Communications Section

	December 2010	Total 2010
Calls for Service	749	11,065
911 Calls	46	600
Alarm Calls	28	345

Animal Control

	December 2010	Total 2010
Complaint Calls	27	384
Animal Contacts	16	187
Returned to Owner	7	93
Sent to County Impound	4	65
Adopted	0	8
Animal Bite Incidents	1	11
Traps Set	0	7

Request for Reports

	December 2010	FY 2010-2011
Requests for Reports	18	433
Amount taken in	\$12.75	\$494.15
Tow Bills		\$955.00
Emailed at no charge	15	*

*Collection of data began in May 2010.

Staffing

Volunteer Police Explorers

- An Explorer Recruitment 1st Nighter was held on Thursday December 16th. Ten members were present and seven new members signed up. Annual Post re-charter requirements were also completed during the event. Boy Scout/Explorer representative, Henry Ridenour, Captain Mingledorff, Officer Brisson, and Officer Martin were in attendance.

**City of White House
Police Department
December 2010**

Item(s) sold on Govdeals:

No items were sold in the month of December.

Crime Prevention/Community Relations Performance Measurements

1. ***Teach D.A.R.E Classes (10 Week Program) to three elementary schools, 2 public and 1 private, by the end of each school year.*** Captain Mingledorff completed the ten week course to six fifth grade classes (157 students) at White House Heritage elementary on December 14th. Graduation was rescheduled due to inclement weather. White House Middle School and Christian Community Schools are scheduled for Spring 2011.
2. ***Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.*** Eleventh Annual Safety Day was held on Labor Day September 6th. Sixteen public safety agencies were involved. One hundred eighty-six (186) bike riders rode through the bike safety course and an estimated 400 citizens attended the event.
Complete.
3. ***Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.*** The next class is scheduled for February 2011. Applications are currently being accepted. Eighteen applications have been collected as of December 29th.
4. ***Participate in a joint community event annually in order to promote the department's crime prevention efforts and community relations programs.***
 - ***Toys for Tots:*** The Annual toy drive commenced on November 10th. WHPD and WHFD were designated as toy collection sites for Sumner and Robertson Counties. Campaign ended on December 20th with over 1000 toys collected from all sites. Additional sponsors for this year's drive included Dollar General Market, R.F. Woodall Primary School, Heritage Elementary School, Jr. Beta club (White House Heritage High School), and Think Ink/Bargain Browser.
 - ***1st Annual 5k "Trot for Tots" Run/Walk:*** It was held on Saturday, December 11th to raise awareness for Toys for Tots as a community event. Approximately 500 toys were collected from the 90 participants.
 - ***Christmas Parade/Holiday Extravaganza:*** WHPD Officers assisted with traffic control/provided security for the annual parade and event at City Hall on Saturday, December 4th.
 - ***S.P.E.A.R.E.:*** Sergeant Eric Enck instructed a S.P.E.A.R.E. class on December 8th for approximately 50 Senior Citizens.

**City of White House
Fire Department
December 2010**

Summary of Month's Activities

Fire Operations

The department responded to 91 requests for service during the month. 61 responses were medical emergencies with two responses requiring CPR. The department responded to four motor vehicle accidents with injuries reported and two patients being transported to area hospitals. The department responded to two residential structure fires during the month. The first on Meadowlark Drive occurred 5:01 am. Fire and smoke was visible when fire units arrived on scene. The fire was contained to the second story with considerable damage to the two rooms upstairs. Approximately 75% of the contents were salvaged during fire operations and there was no injuries reported with this incident. The structure fire on North Palmers Chapel was dispatched at 1:38 a.m. When fire personnel arrived on scene the garage portion of the home was fully involved with fire. The structure and most of the contents were a total loss. Fortunately no injuries were reported with this incident.

Fire Administration

- On December 2nd Chief Palmer and Fire Marshal Sisk attended the White House Fire Corps membership meeting at Fire Station 2.
- On December 8th the Emergency Operations Plan training/exercise was held at Fire Station 2 with City Administrator Angie Carrier, various City Department Heads, and Supervisors attending. Chief Palmer conducted the training exercise and plans were made to exercise the Emergency Operations Plan during the 2011 year.

Update on the Department's Goals and Objectives

- Complete the annual apparatus fire pump testing by December 1, 2010. **(Completed.)**
- Send four firefighters to the Driver/Pump Operator course at the State Fire Academy and complete it by June 1, 2011. **(This project is currently 50% complete.)**
- 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 1, 2010. **(Completed.)**
- Complete pre-incident surveys of all commercial and industrial properties in the City by May 1, 2011. **(This project is currently in progress.)**
- Provide information to the ISO Community Outreach Program to assist in future ISO evaluations by March 1, 2011. **(This project is currently in progress.)**

Departmental Highlight

The second class of the Risk Watch Program began this month with Fire Safety being the subject. There were fourteen classrooms of first grade students from H.B. Williams and R.F. Woodall schools (approximately 280 students) who attended the class.

**City of White House
Fire Department
December 2010**

Department Cost Saving Report

The Refrigerator at Fire Station 2 needed to be replaced. The model to be purchased was \$798.00. Instead the same model (display model) was purchased for \$587.00 a savings of \$211.00.

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Vehicle Accidents(general cleanup)	2
Cooking/Electrical Fires	2	Vehicle Accidents(With injuries)	4
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	0	False Alarms/Calls	11
Hazmat	2	Assist other Governmental Agency	0
Other Calls	9	Total Responses for the Month	91
Emergency Medical Responses	61	Total Responses Year to Date	430

Fire Fighter Training

Total Training Man-hours for the Month	335.5	Total Training Man-hours Year to Date	2260.5
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Fire Inspection

Fire Inspections	9	Year to Date	59	Plat / Plan Reviews	0	Year to Date	5
Fire Investigations	2	Year to Date	6	Fire Preplans	0	Year to Date	3

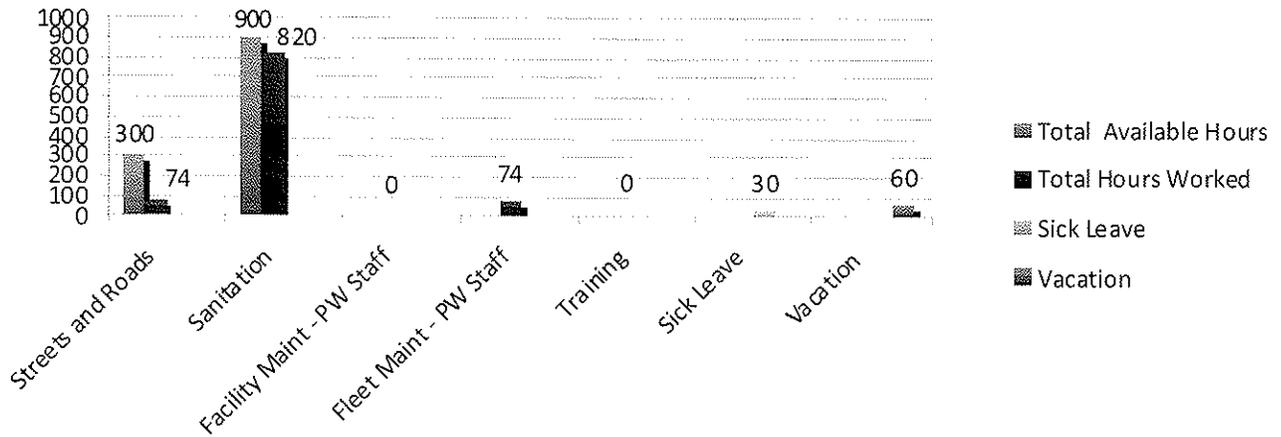
Public Fire Education

Participants	300	Education Hours	6
Participants Year to Date	4178	Education Hours Year to Date	68.5
Number of Occurrences	5	Number of Occurrences Year to Date	44

**City of White House
Public Works Department
December 2010**

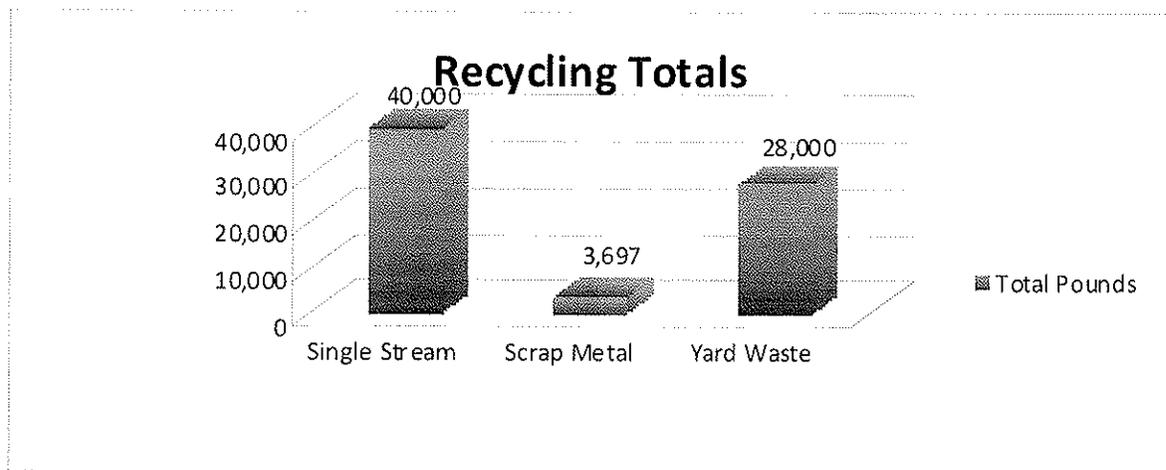
Monthly Performance Indicators

Utilization of Man Hours



The above chart represents the number of man hours vs. the total number of hours worked for the month of December by the department. It also represents the number of sick and vacation days used. There is no longer a vehicle maintenance mechanic; routine maintenance has been performed by the Public Works staff on vehicles as needed.

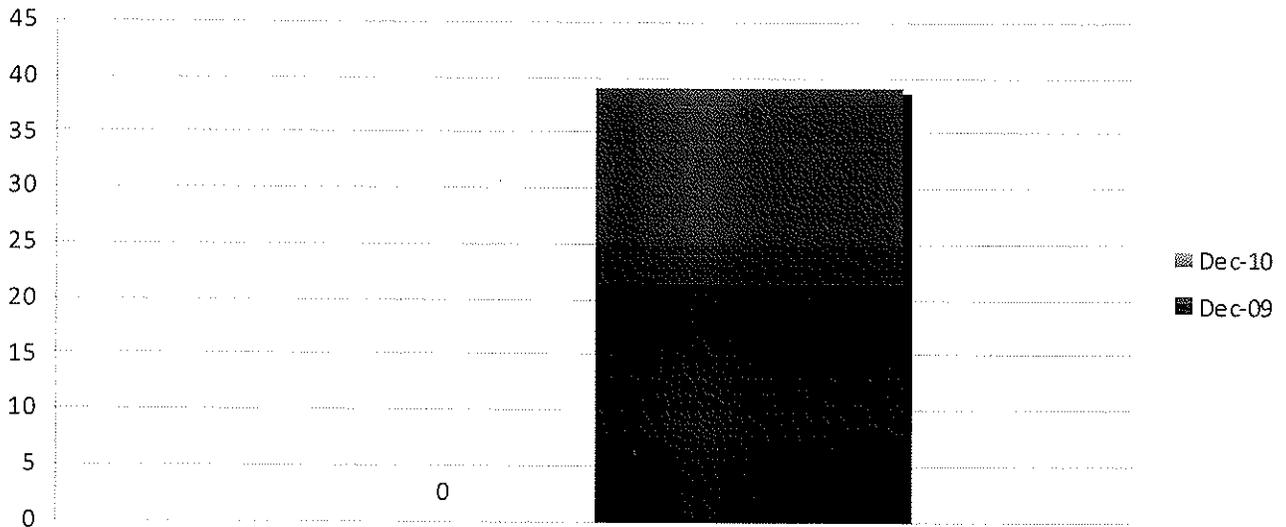
Recycling



The above chart shows estimates of single stream recycling and yard waste recycling.

**City of White House
Public Works Department
December 2010**

Mobile Emissions Testing



December 2010 Truck Poundage and Fuel Costs

- 19.60 average tons per day 589,120 pounds for the month of December.
- Total tonnage for the month of December was 294.56
- Total cost of fuel used for truck # 319 \$824.33
- Total cost of fuel used for truck # 320 \$1,138.20
- Total cost of fuel used for truck # 323 \$475.06
- Total cost of fuel used for #324 \$410.35
- Total cost of fuel for December = \$2,847.94

Fuel increased \$126.81 from the month of November

July 2010 – June 2011	Year to Date Totals
Tons per day	18.33
Pounds for 6 months	2,398,500.58
Tonnage for 6 months	1,498.24
Fuel used Truck #319	\$3,196.86
Fuel used Truck #320	\$5,267.46
Fuel used Truck # 323	\$2,398.31
Fuel used #324	\$1,822.83
Total Fuel cost for 6 months	\$12,885.46

City of White House
Public Works Department
December 2010

DECEMBER B.M.A. REPORT 2010		
MONTHLY INDICATORS		
STREETS AND ROADS/SANITATION		
<i>SERVICES PROVIDED</i>	<i>TOTAL</i>	<i>YTD</i>
BRUSH PICK UP	150 Stops	1317 Stops
BRUSH TRUCK LOAD	25	176
EMERGENCY CALL OUTS	0	2
DAMAGED CARTS REPLACED	7	45
NEW CARTS FOR NEW HOME CONSTRUCTION	7	43
ADDITIONAL CART REQUEST	1	6
CURBS REPAIRED	0	0
SHOULDERS REPAIRED	0	2
DRAINAGE REQUESTS	0	17
DRAINAGE WORK	0 feet	58 feet
POTHoles REPAIRED	23	64
SALT USAGE (TONS)	0	0
SIGNS INSTALLED	14	81
HANDICAPPED PICK UP	79 Homes	474 Homes
MOVE IN SPECIAL PICK UP	3	18
MOVE OUT SPECIAL PICK UP	0	3
DEAD ANIMAL REMOVALS	0	5
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED.	3	44

**City of White House
Wastewater Department
December 2010**

Summary of Month's Activities:

Administration:

Update on the SRF/ARRA funded Cope's Crossing project: The project is 73% completed. The Contractor has submitted and received payment on eight disbursement requests. We have submitted eight disbursement requests to SRF and received payment on seven.

The Director and Wastewater Billing Clerk attended TAUD's Administrative Professionals (TAP) Conference in Nashville and have now completed 2/3 of the certification requirements. This program is designed to promote and educate those striving for administrative excellence. The TAP program sets a higher standard for utility services office personnel. The certification requirements for the program are a series of topics relevant to the skills necessary to become a certified administrative professional in the utility industry. This program requires completion of 30 total hours of course work in the following areas:

- ✓ Office Management
- ✓ Financial Administration
- ✓ Legal and Personnel Issues
- ✓ Personal Development and On-site System evaluation applicable to our specific service

Goals and Objectives Progress:

- ❖ We have completed the loan package for the ARRA/SRF CG0 2011-278 Loan which includes principal forgiveness of 20% and we will receive approval in January. We have begun submitting the required documents to single source the E/one pumps and run a forced account to reimburse us the cost of labor to retro fit the low pressure grinder pumps. We should also be ready to begin the bid process on the remaining items before the end of February.
- ❖ GEO-Jobe is still creating the data base to contain all of the collection system and the treatment plant GPS asset tracking requirements. Communication between Geo-Jobe and Local Government has begun to create connectivity between the GIS/GPS and the current Wastewater billing system.
- ❖ The update of the Wastewater Master Plan of Service is scheduled to begin January 17th.

Collection system:

Over the past month staff has retro fitted twenty-four low pressure grinder systems, to E/one and installed six rebuilt vacuum valves and controllers within the vacuum systems. The department has also provided inspections to three 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 is done daily. The bi-weekly maintenance continues as scheduled.

Departmental Highlight:

- The department welcomes William (Ray) Johns Wastewater Superintendent as our newest member to the Wastewater team.

**City of White House
Wastewater Department
December 2010**

Monthly Performance Indicators and Year to Date Totals

Service Provided	Month	Totals for 2010-2011	Amount Billed	Revenue Received	Revenue Totals 2010-2011
New service connections (Capacity fees)	4	20	\$6,000.00	\$6,000.00	\$32,202.50
Customers billed	3,846	N/A	Net amount billed \$193,563.84	*\$200,092.18	\$840,416.58
Applications or transfers for service	28	228	\$2,200.00	\$2,200.00	\$15,955.00
Late penalties applied	1,240	6,411	Amount Applied \$3,770.11		
Wastewater Adjustments	20	83	N/A	(\$2,421.16)	(\$10,382.31)
Administrative Fees	23	103	\$1,150.00	\$1,150.00	\$5,575.00
Service availability Requests	0	0	\$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	4	120	\$600.00	\$600.00	\$3,000.00
Field inspection fee	0	0	\$0.00	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	0	109	\$0	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	0	\$0	\$0	\$0
Bulk disposal	0	1	\$0	\$0	\$150.00
Work Orders	0	585			
Billing related service requests	63	435		Months Total \$210,042.18	Total \$897,299.08
Mainline repairs	0	0	* Revenue from previous month's service		
Service lines repaired	4	39			
L.P. service requests	66	327	Responses to SCADA Alarms		
Gravity service requests	0	0	North Palmers	130	1,034
Vacuum service requests	0	33	Calista	185	1,970
All service requests	129	841	Wilkinson	19	59
Major Lift Station Repairs	3	8	Portland Road	13	19
			Tyree	36	103
			Union Road	0	0
			Meadowlark	3	49
			Hwy 76	0	24
			Cambria	12	24
			Treatment Plant	86	262
			Total Responses	484	3,538
			TN. One-call Request	111	916
	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity	
Average Daily Flow (effluent)	.353	1.4 MGD	1.24	25%	

**City of White House
Planning and Codes Department
December 2010**

Update on Department Objectives:

Staff completed plan review for TDOT's traffic signal plan for a light at the south bound I-65 ramp. Building Maintenance staff installed a heater for City's record storage room where the fire sprinkler system froze. Staff worked on the bid process for the City's decorative street light program. Staff worked with Engineering Department to complete new digital zoning map.

Department Highlight:

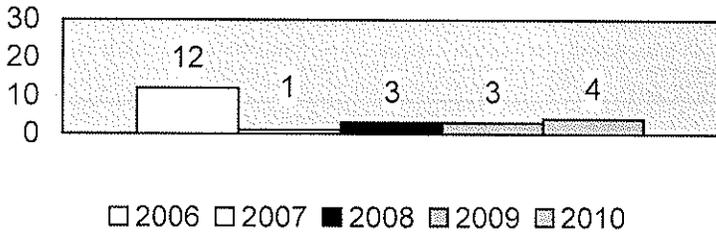
Staff completes preliminary inspection with new business prospects. The level of code requirements depends on the type of business, condition of the building, and the date of last handicap improvements. Staff inspection includes requirements to obtain business licenses and contact Sewer Department and Fire Department for their requirements.

Cost Savings:

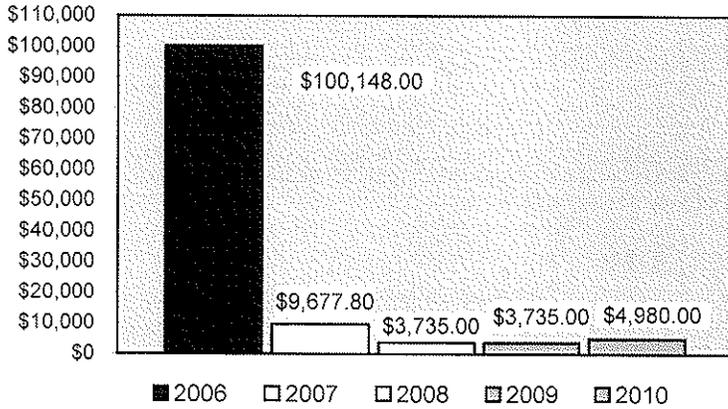
Building Maintenance staff recently completed a cafeteria remodeling project which included wall construction, installation of new kitchen equipment, and accessory electrical, plumbing, and mechanical work. The City saved money by not having to hire a contractor to complete the project.

**City of White House
Planning and Codes Department
December 2010**

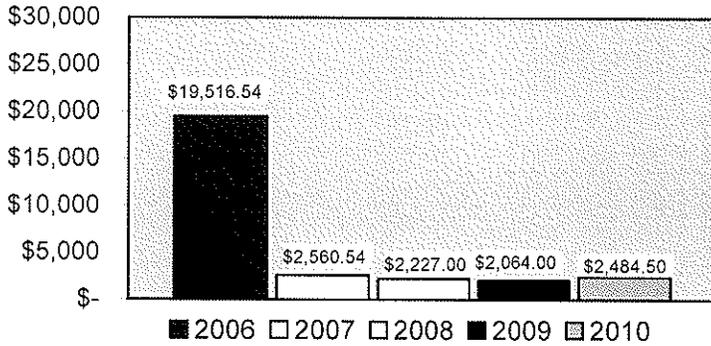
Single Family Permits



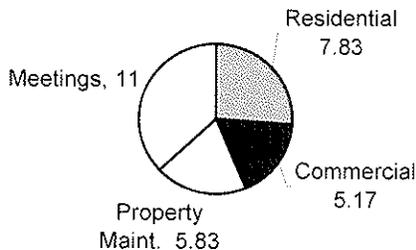
Impact Fees



Permit Fees



Inspections / Meetings Hours



	Month	FY 10-11
MEETING AGENDA ITEMS#		
Planning Commission	8	35
Construction Appeals	0	0
Zoning Appeals	0	3
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	4	15
Multi-Family Residential	0	2
Other Residential	12	69
New Commercial	0	0
New Industrial	0	2
Other Com/Ind	2	18
State Electrical	27	188
Sign	1	8
Occupancy Permits	10	88
Other	0	3
BUILDING INSPECTIONS		
Residential	24	178
Hours	7.83	49
Commercial /Industrial	16	109
Hours	5.17	38.33
CODE ENFORCEMENT		
Total Cases	25	340
Hours	5.83	55.07
Complaints Received	1	42
MEETINGS		
Administration	6	20
Hours	7.5	20.67
Planning	4	26
Hours	3.5	32.92
Codes	0	25
Hours	0	10
FEES		
Permit Fees	\$ 2,484.50	\$ 15,917.00
Board Review Fees	\$75.00	\$ 1,748.00
City Impact Fee	\$ 4,980.00	\$ 25,510.00
Roads	\$ 1,524.00	\$ 7,093.80
Parks	\$ 1,584.00	\$ 7,014.00
Police	\$ 1,128.00	\$ 2,954.00
Fire	\$ 744.00	\$ 3,972.30
PLANNING COMMISSION APPROVAL		
Subdivision Lots	3	3
Commercial/Industrial Sq ft	0	0
Multi-Family Units	N/A	0
Other	N/A	0
OTHER ITEMS		
Subdivision Bonds	32 @ \$ 1,653,800	
Builders Bonds	\$	51,450.00
Workings Days in Month		14

**City of White House
Parks, Recreation, & Cultural Arts Department
December 2010**

Summary of Month's Activities

We have agreed to partner with White House High School baseball coach Mark Mills in hosting up to 6 games of the NABF World Series (15 and under) on June 13th - 17th. We are very excited about this opportunity because it will utilize the new baseball field at the Municipal Park. Teams travel to this tournament from all over the country, so this is great exposure for the city and for the department. It is also a boost to the local economy.

The Municipal Park Renovation is 98% paid out, with \$30,178 being held as retainage currently. The new bases for the fields have been ordered and park maintenance employees will be working to install them before the spring season.

Recreation

Youth Basketball games began on December 4th. Games will continue through January and finish at the end of February.

Men's Adult Church League Basketball games continued this month. We have four teams in the league and they play every Tuesday night until the end of January.

The Christmas Parade went well on December 4th. We had 40 groups participate in the parade. The float winner's pictures along with pictures from the parade can be found on our website and on our Facebook page.

Church League Co-Ed Volleyball sign-ups will begin January 10th and end February 24th. Games will begin in March and will be played on Tuesday and Thursday nights. Registration fee is \$250 and churches may enter more than one team.

Adult Softball sign-ups will also begin soon once all details are in place.

Zumba classes are on the regular schedule.

Maintenance

Staff members have upgraded the PA system at the football field. The speakers were taken down and all new internal parts were installed. The speakers will be re-installed next summer prior to football season.

Staff members have been preparing for the restroom facility in the front of the park to be torn down. The electricity and water has been disconnected and anything salvageable has been removed. The structure should be torn down and hauled away in January.

We are currently looking into motion sensors for bathrooms to turn the lights on and off. This would pay for itself over the long term. Additional hand dryers are also being considered.

**City of White House
Parks, Recreation, & Cultural Arts Department
December 2010**

Update on Department Goals and Objectives

Parsons Engineering has completed the electrical drawings for the panel replacement between Fields 5/6 at the Municipal Park.

McGill and Associates is currently working with us to put together plans for the stadium lighting replacement. We are evaluating products from a couple of different manufacturers at the present time to see which manufacturer meets the needs with the better value.

Sumner County Schools is currently conducting a structural analysis of all stadiums owned by the county. The Dewey Whitson Stadium, owned by the City of White House, was not included in the project originally. However, the firm responsible for the project has agreed to analyze this city facility for \$500. Kaatz, Binkley, Jones & Morris Architects, Inc. is the name of the firm. Once the report is compiled, Structural Engineer David Cartwright will report on his findings to the city.

Department Highlight

Steven Russell will attend the 2nd year training of the Park and Recreation Maintenance Management School in Wheeling, West Virginia from Jan. 30th - Feb. 4th. This is a comprehensive two-year professional development program especially designed for park and recreation personnel. It is presented by NC State University and the National Recreation and Parks Association.

Department Cost Savings Report

On December 21st, the Parks and Recreation Department received the Below Budget Award for the fiscal year ending June 30th, 2010, coming in 18% under budget for operating expenses.

PARKS AND RECREATION DEPARTMENT
December 2010

		Year End FY 2008-2009	Year End FY 2009-2010
Division	Activity		
Maintenance			
	Mowing Hours	1853	1469
	Pounds of Grass Seed Sown	5130	1895
	Pounds of Fertilizer Applied	9200	4590
	Number of Trees/Shrubs Planted	259	11
Recreation			
	Number of Youth Program Participants	353	336
	Number of Adult Program Participants	2309	1343
	Number of Theatre Production Attendees	0	0
	Number of Special Event Attendees	2989	2505
	Total Number of Special Events Offered	11	17
	Total Number of Programs Offered	46	38
	Youth Program Revenue	\$25,414.98	\$27,728.00
	Adult Program Revenue	\$19,337.35	\$9,368.25
	Theatre Production Revenue	\$0.00	\$0.00
	Special Event Revenue	\$4,993.25	\$4,530.00
Administration			
	Number of Shelter Reservations	139	153
	Hours of Shelter Reservations		
	Shelter Reservation Revenue	\$4,183.00	\$4,083.00
	Number of Facilities Reservations	256	105
	Hours of Facility Reservations		
	Facility Reservation Revenue	\$20,813.71	\$6,345.82
	Misc. Revenue	\$115,858.99	\$52,032.78
Senior Center			
	Senior Center Participants	2326	2399
	Number of Trip Participants	293	316
	Number of Meals Participants	3555	3848
	Number of Program Participants	1407	587
	Number of Trips Offered	31	31
	Number of Meals Served	48	50
	Number of Programs Offered	45	54

	Current Year			YTD
	Oct-10	Nov.-10	Dec.-10	
				FY-2010-11
	108	82	0	863
	2190	150	50	2940
	0	0	0	5700
	0	0	0	0
	0	148	0	314
	155	178	124	1111
	0	0	0	0
	2544	0	500	3484
	2	1	1	16
	4	2	1	20
	\$9,091.00	\$150.00	\$0.00	\$21,345.00
	\$2,799.00	\$354.00	\$283.35	\$5,036.15
	\$0.00	\$0.00	\$0.00	\$0.00
	\$1,045.00	\$0.00	\$0.00	\$4,415.00
	18	1	0	66
	\$260.00	\$60.00	\$0.00	\$1,320.00
	2	3	11	24
	\$123.75	\$1,037.50	\$200.00	\$2,023.75
	\$2,578.25	\$7,137.50	\$871.16	\$13,963.99
	180	175	249	1175
	17	35	23	155
	209	202	271	1274
	48	30	33	229
	3	4	2	17
	4	3	3	22
	4	4	4	25

**City of White House
Library
December 2010**

Summary of December Activities

Library staff members were busy decorating the library for the holiday season. They created a beautiful book display in the juvenile room, decorated the Christmas tree, and placed poinsettias throughout the library. The museum bought new garland and wreaths for the exterior of the building and decorated outside.

The library received a generous contribution to split between the Lida Kirby Ragland Memorial Collection of Gardening and the W.A. Ragland Memorial Collection of Home Improvement/Renovation. With the contribution, the library director was able to order 34 gardening titles and 30 home improvement titles to add to the non-fiction collection. For a small library, this is a significant addition. The home improvement titles have been cataloged, processed, and are in circulation. The gardening titles will be ready for circulation in the next few weeks.

The Children's Librarian presented 4 storytimes during the month. On December 7th and 8th storytime participants created a special ornament to decorate the library bulletin board, as well as an ornament to take home. Holiday storytimes were held on December 14th and 15th. Children celebrated the season with holiday stories, songs, and cookies. On December 15th, the storytime participants were excited to see a special guest, Santa Claus. Santa shared a story with the children and gave each child a bell and a candy cane.

Departmental Highlight

The library held its annual Christmas Open House on Thursday, December 2nd. The event was cosponsored by the White House Area Chamber of Commerce and catered by Becki's Catering. Close to 100 attendees enjoyed refreshments and holiday music. The open house allowed the library to showcase its collections and services, and interact with the community. Also, the open house was a great way for the library to show appreciation to supporters and patrons.

Department Cost Saving Report

The library opted to change audiobook vendors to save close to \$200 on an annual audiobook lease.

**City of White House
Library
Performance Measures
December 2010**

<u>Official Service Area</u>				
<u>Population:</u>	13,316	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	4	62
<u>Memberships:</u>	9,219	Preschool	3	78
		Teen	1	16
<u>% of the Population with</u>		Adult	2	110
<u>Membership:</u>	69	Total	10	266
<u>Total Materials Available:</u>	24,684	<u>Wireless Internet Users:</u>		47
<u>Estimated Value of Total</u>	\$617,100	<u>Computer Internet</u>		740
<u>Materials:</u>				
<u>Last Month:</u>	\$635,475	<u>Volunteers:</u>		3
<u>Total Materials Available Per</u>	1.85	<u>Total Hours:</u>		28
<u>Capita:</u>				
<u>Last Month:</u>	1.91	<u>Services Provided by</u>		
<u>State Minimum Standard:</u>	2.00	<u>Interlibrary Loan Service</u>		
<u>Materials Added</u>		Borrowed:		28
Adult Fiction:	7	Items Loaned:		0
Adult Non-Fiction:	0			
Child/Juvenile/Young Adult		<u>TN Electronic Library</u>		
Fiction:	3	Total sessions:		1
Juvenile/Young Adult Non-		(min):		2
Fiction:	0			
Audiobooks:	37	<u>R.E.A.D.S. 1st Qtr. Statistics</u>		
Movies:	0	Downloaded:		175
Music CDs:	0	Downloaded:		413
Total:	47			
		<u>R.E.A.D.S. 2nd Qtr. Statistics</u>		
<u>Library Circulation</u>		Downloaded:		140
Total # of Check-outs:	4,412	Downloaded:		421
Last Month:	5,032			
Items per Patron:	2.67	<u>R.E.A.D.S. 3rd Qtr.</u>		
State Minimum Standard:	2.50	eBooks Downloaded:		
		Audiobooks		
<u>New Memberships</u>				
Adult:	33	<u>R.E.A.D.S. 4th Qtr.</u>		
Senior Adult:	3	eBooks Downloaded:		
Child:	1	Audiobooks		
Student:	12			
Young Adult:	6			
Total:	55			

**City of White House
Engineering Department
December 2010**

The ARRA Calista Road Project is still on hold until weather permits. We are still pending on whether FEMA will reimburse certain road and drainage projects created by the May flood. Engineering and Planning completed a digital Zoning Map for the City. Engineering also started a more structured Bond Inspection process that should help Developers by informing them about issues 180, 120, 90, and 30 days prior to the Bond expiring.

Performance Indicators:

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

► Inspections

	<u>This Month</u> <u># Inspections</u>	<u>This Month</u> <u>Last Year</u> <u># Inspections</u>	<u>FY 10-11</u> <u>YTD</u> <u># Inspections</u>	<u>FY 09-10</u> <u>Total</u> <u># Inspections</u>
Erosion & Sediment Control	5	4	55	103
Detention / Retention Pond	2	4	19	59
Grading / Storm Drainage	5	10	43	64
Proof-roll (sub-grade & stone)	1	0	8	17
Binder	0	2	8	15
Sidewalks	0	2	13	44
Asphalt topping	0	6	3	18
Bond	4	6	31	83
Existing roads for repair	2	0	26	213
Surveying	0	1	6	14

	<u>This Month</u>	<u>This Month</u> <u>Last Year</u>	<u>FY 10-11</u> <u>YTD</u>	<u>FY 09-10</u> <u>Total</u>
Total # Hours on Inspections	22	38	250	480

► Citizen Calls

	<u>This Month</u>			<u>This Month</u> <u>Last Year</u> <u># Calls</u>	<u>FY 10-11</u> <u>YTD</u>	<u>FY 09-10</u> <u>Total</u> <u>Calls</u>
	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>			
Drainage	2	1	1	6	37	87
Sidewalk	1	1	0	0	1	2
Roadway	2	2	0	4	8	58
Signs & Signals	6	5	1	10	53	70

**City of White House
Engineering Department
December 2010**

► Projects

	<u>Funding</u>	<u>Status</u>
ARRA – Calista Road	\$ 514,812 / Federal	Construction
ARRA – Fiber Optics	\$ 960,000 / City, Fed	Construction
Hwy 76 Sidewalks	\$ 585,000 / State, Fed	Right-of-way/easement approved
Tyree / Palmers Intersection	\$ 230,000 / City, State	Right-of-way acquisition
Paving & Roadway Repair	\$ 200,000 / City	Construction
LPRF Grant - Parks Renovation	\$ 1,726,289 / City, Fed	Final Punch List

► Training seminars / conferences:
None

CITY COURT REPORT DECEMBER 2010

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH	\$8,888.50
TOTAL MONIES COLLECTED YTD	\$54,243.75

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH	\$2,165.94
TOTAL MONIES COLLECTED YTD	\$14,608.81

TOTAL REVENUE FOR MONTH	\$11,054.44
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TOTAL REVENUE YTD	\$68,852.56
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DISBURSEMENTS

LITIGATION TAX	\$377.45
DOS/DOH FINES & FEES	\$456.00
TBI FINES & FEES	\$0.00
RESTITUTION/REFUNDS	\$0.00
WORTHLESS CHECKS	\$0.00
ADM. FEE FOR STATE	\$0.00

TOTAL DISBURSEMENTS FOR MONTH	\$833.45
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TOTAL DISBURSEMENTS YTD	\$6,596.26
--------------------------------	-------------------

ADJUSTED REVENUE FOR MONTH	\$10,220.99
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<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$62,256.30</u>
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DONATION TO DRUG FUND FOR MONTH	\$1,526.17
TRANSFER TO DRUG FUND	\$0.00

DONATIONS YEAR TO DATE	\$5,387.39
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DONATION TO CAMERA FUND FOR MONTH	\$0.00
	\$0.00

DONATIONS YEAR TO DATE	\$0.00
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CITY COURT CLERK



Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

DRAFT

110 GENERAL FUND

Account	Description	Year-To-Date		DECEMBER		Percent Of Budget	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual		
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,874,644.00	765,936.87-	156,220.33	615,825.60-	40.9	394.2
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	0.00	5,000.00	0.00	0.0	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	45,783.00	21,157.83-	3,815.25	3,701.00-	46.2	97.0
31212	PROPERTY TAX DELINQUENT 2ND YEAR	21,922.00	7,288.59-	1,826.83	5.59-	33.2	0.3
31213	PROPERTY TAX DELINQUENT 3RD YEAR	12,608.00	2,404.00-	1,050.67	0.00	19.1	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	12,298.00	1,239.00-	1,024.83	0.00	10.1	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	11,422.00	1,911.00-	951.83	568.00-	16.7	59.7
31216	PROPERTY TAX DELINQUENT 6TH YEAR	7,275.00	3,157.00-	606.25	568.00-	43.4	93.7
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,340.00	2,204.00-	611.67	668.00-	30.0	109.2
31300	INT, PENALTY, AND COURT COST ON PROP TAX	24,000.00	15,046.96-	2,000.00	2,325.48-	62.7	116.3
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	86,937.00	43,468.50-	7,244.75	7,244.75-	50.0	100.0
31610	LOCAL SALES TAX - CO. TRUSTEE	1,750,000.00	948,218.76-	145,833.33	144,507.39-	54.2	99.1
31709	BEER AND LIQUOR LOCAL PRIV TAX	5,000.00	2,378.33-	416.67	128.33-	47.6	30.8
31710	WHOLESALE BEER TAX	200,000.00	123,755.94-	16,666.67	19,245.98-	61.9	115.5
31800	BUSINESS TAXES	95,000.00	39,622.77-	7,916.67	2,695.35-	41.7	34.0
31911	NATURAL GAS FRANCHISE TAX	132,000.00	0.00	11,000.00	0.00	0.0	0.0
31912	CABLE TV FRANCHISE TAX	90,000.00	47,006.48-	7,500.00	0.00	52.2	0.0
31960	SPECIAL ASSESSMENT - LIENS	300.00	80.00-	25.00	0.00	26.7	0.0
31980	MIXED DRINK TAXES	5,690.00	3,810.88-	474.17	768.25-	67.0	162.0
32090	PEDDLER PERMIT	50.00	0.00	4.17	0.00	0.0	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	1,500.00	550.00-	125.00	0.00	36.7	0.0
32610	BUILDING PERMITS	30,000.00	14,948.50-	2,500.00	2,399.50-	49.8	96.0
32690	OTHER PERMITS	75.00	25.00-	6.25	0.00	33.3	0.0
32710	SIGN PERMITS	1,450.00	650.00-	120.83	100.00-	44.8	82.8
33142	FEDERAL GRANTS	1,020,688.00	244,327.71-	85,057.33	0.00	23.9	0.0
33143	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	655,000.00	0.00	54,583.33	0.00	0.0	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	179,000.00	52,887.26-	14,916.67	27,619.76-	29.5	185.2
33400	STATE GRANTS	97,822.00	27,827.92-	8,151.83	0.00	28.4	0.0
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	1,218,000.00	189,148.92-	101,500.00	0.00	15.5	0.0
33450	LOCAL GRANT-ROB.CO. SRO	18,600.00	0.00	1,550.00	0.00	0.0	0.0
33510	STATE SALES TAX	35,500.00	0.00	2,958.33	0.00	0.0	0.0
33520	STATE INCOME TAX	637,376.00	328,031.16-	53,114.67	52,842.37-	51.5	99.5
33530	STATE BEER TAX	16,000.00	35,038.48-	1,333.33	52.53-	219.0	3.9
33533	STATE GASOLINE INSPECTION FEE	5,143.00	2,587.06-	428.58	0.00	50.3	0.0
33593	CORPORATE EXCISE TAX	21,266.00	10,613.19-	1,772.17	1,769.10-	49.9	99.8
33710	COUNTY GRANT - SENIOR NUTRITION	16,000.00	0.00	1,333.33	0.00	0.0	0.0
34120	FEES AND COMMISSIONS	8,500.00	4,250.00-	708.33	0.00	50.0	0.0
34740	PARKS AND REC LEAGUE FEES	3,400.00	2,041.00-	283.33	75.00-	60.0	26.5
34741	FIELD MAINTENANCE FEES	48,000.00	31,399.40-	4,000.00	283.35-	65.4	7.1
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	7,000.00	3,511.50-	583.33	174.50-	50.2	29.9
34793	COMMUNITY CENTER FEES	8,000.00	3,295.60-	666.67	455.10-	41.2	68.3
34900	OTHER CHARGES FOR SERVICES	14,000.00	3,343.75-	1,166.67	200.00-	23.9	17.1
35110	CITY COURT FINES AND COSTS	10,000.00	4,815.00-	833.33	351.00-	48.2	42.1
35130	IMPOUNDMENT CHARGES	166,000.00	62,166.30-	13,833.33	10,135.99-	37.4	73.3
36000	OTHER REVENUES	350.00	0.00	29.17	0.00	0.0	0.0
		16,000.00	3,812.10-	1,333.33	1,707.05-	23.8	128.0

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

110 GENERAL FUND

Account	Description	Year-To-Date		DECEMBER		
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Budget
REVENUES						
36100	INTEREST EARNINGS	10,000.00	1,951.03-	833.33	280.25-	33.6
36210	RENT	15,015.00	8,336.63-	1,251.25	1,439.04-	115.0
36330	SALE OF EQUIPMENT	0.00	3,686.25-	0.00	0.00	0.0
36350	INSURANCE RECOVERIES	0.00	10,556.03-	0.00	0.00	0.0
36420	STADIUM RECEIPTS	7,800.00	6,706.50-	650.00	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	1.66-	0.00	0.00	0.0
36450	PARKS CONCESSIONS	7,000.00	1,453.99-	583.33	871.16-	149.3
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	3,091.53-	0.00	667.62-	0.0
36920	SALE OF BONDS	357,000.00	958,621.24-	29,750.00	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	50,000.00	0.00	4,166.67	0.00	0.0
Total REVENUES		9,123,754.00	4,048,361.62-	760,312.81	899,675.04-	118.3

EXPENDITURES

41000	GENERAL GOVERNMENT	329,510.00-	172,195.28	27,459.17-	19,813.05	72.2
41210	CITY COURT	75,554.00-	37,465.54	6,296.16-	6,846.81	108.7
41500	FINANCIAL ADMINISTRATION	385,365.00-	195,894.18	32,113.74-	24,198.20	75.4
41650	HUMAN RESOURCES	120,251.00-	58,806.66	10,020.90-	9,269.49	92.5
41670	ENGINEERING	670,947.00-	401,235.89	55,912.26-	14,023.39	25.1
41700	PLANNING AND ZONING	1,229,024.00-	127,770.73	102,418.65-	21,583.34	21.1
41800	GENERAL GOVERNMENT BUILDINGS	63,313.00-	27,785.48	5,276.06-	3,212.03	60.9
41921	SPECIAL EVENTS	3,500.00-	3,208.41	291.67-	1,436.39	492.5
42100	POLICE PATROL	813,463.00-	388,952.99	67,788.56-	57,196.24	84.4
42120	POLICE SUPPORT SERVICES	274,688.00-	146,934.86	22,890.65-	24,474.57	106.9
42150	POLICE ADMINISTRATION	191,702.00-	88,108.40	15,975.16-	15,000.74	93.9
42151	COMMUNICATIONS SERVICES	201,193.00-	93,028.23	16,766.07-	15,209.54	90.7
42200	FIRE PROTECTION AND CONTROL	2,017,419.00-	427,131.78	168,118.27-	67,649.74	40.2
42210	FIRE ADMINISTRATION AND INSPECTION	235,560.00-	92,198.47	19,630.00-	17,012.39	86.7
43000	PUBLIC WORKS	75,429.00-	31,677.22	6,285.77-	4,023.11	64.0
43100	HIGHWAYS AND STREETS	168,803.00-	75,558.60	14,066.95-	9,254.09	65.8
43170	CITY GARAGE	400.00-	0.00	33.33-	0.00	0.0
44310	SENIOR CITIZEN ACTIVITIES	90,693.00-	45,606.71	7,557.76-	5,871.78	77.7
44700	PARKS	239,954.00-	124,327.78	19,996.16-	19,163.23	95.8
44740	PARK MAINTENANCE	481,535.00-	676,813.29	40,127.91-	19,026.36	47.4
44800	LIBRARIES	149,661.00-	71,145.85	12,471.73-	10,116.65	81.1
44880	CHILDREN'S LIBRARY SERVICES	36,782.00-	18,417.10	3,065.17-	4,097.39	133.7
51000	MISC EXP	235,000.00-	2,983.00-	19,583.34-	0.00	0.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	855,000.00-	412,060.84	71,250.00-	879.44	1.2
58803	ARRA GRANT #2 - CALLISTA ROAD PROJECT	179,000.00-	482,824.15	14,916.67-	350.00	2.3
Total EXPENDITURES		9,123,746.00-	4,196,165.44	760,312.11-	369,707.97	48.6
Total GENERAL FUND		8.00	147,803.82	0.70	529,967.07-	9581.4

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		DECEMBER	
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual Of Avg
REVENUES					
33800	LOCAL REVENUE ALLOCATIONS	47,000.00	22,340.71-	3,916.67	3,100.42-
36100	INTEREST EARNINGS	200.00	0.00	16.67	0.00
	Total REVENUES	47,200.00	22,340.71-	3,933.34	3,100.42-
EXPENDITURES					
48000	ECONOMIC OPPORTUNITY	48,500.00-	35,492.66	4,041.67-	24,311.38
	Total EXPENDITURES	48,500.00-	35,492.66	4,041.67-	24,311.38
	Total INDUSTRIAL DEVELOPMENT FUND	1,300.00-	13,151.95	108.33-	21,210.96

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

121 STATE STREET AID FUND

Account	Description	Year-To-Date		Percent Of Budget	DECEMBER		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	251,924.00	142,635.00-	56.6	20,993.67	24,415.49-	116.3
36100	INTEREST EARNINGS	300.00	0.00	0.0	25.00	0.00	0.0
	Total REVENUES	252,224.00	142,635.00-	56.6	21,018.67	24,415.49-	116.2
EXPENDITURES							
43100	HIGHWAYS AND STREETS	253,127.00-	147,695.79	58.3	21,093.91-	486.72	2.3
	Total EXPENDITURES	253,127.00-	147,695.79	58.3	21,093.91-	486.72	2.3
	Total STATE STREET AID FUND	903.00-	5,060.79	560.4	75.24-	23,928.77-	1803.3

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		Percent Of Budget	DECEMBER		Percent Of Avg
		Budget Estimate	Actual Mth		Estimate Avg/Mth	Actual	
REVENUES							
36000	OTHER REVENUES	0.00	75,000.00-	0.0	0.00	0.00	0.0
36100	INTEREST EARNINGS	3,000.00	504.01-	16.8	250.00	71.21-	28.5
36425	PARKS SALES TAX RECEIPTS	84,000.00	38,482.65-	45.8	7,000.00	5,783.43-	82.6
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	0.00	0.0	1,666.67	0.00	0.0
Total REVENUES		107,000.00	113,986.66-	106.5	8,916.67	5,854.64-	65.7
EXPENDITURES							
49000	DEBT SERVICE	297,118.00-	30,059.88	10.1	24,759.83-	289.50	1.2
Total EXPENDITURES		297,118.00-	30,059.88	10.1	24,759.83-	289.50	1.2
Total PARKS SALES TAX FUND		190,118.00-	83,926.78-	44.1	15,843.16-	5,565.14-	35.1

Summary Financial Statement
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Fiscal Year Time Lapse: 50.00

123 SOLID WASTE FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
34400	SANITATION - USER FEES	665,000.00	279,945.00-	42.1	55,416.67	1,800.00	3.2
36000	OTHER REVENUES	25.00	0.00	0.0	2.08	0.00	0.0
36100	INTEREST EARNINGS	1,400.00	315.06-	22.5	116.67	52.82-	45.3
37794	SALE OF MATERIALS	5,500.00	2,636.55-	47.9	458.33	683.20-	149.1
Total REVENUES		671,925.00	282,896.61-	42.1	55,993.75	1,063.98	1.9
EXPENDITURES							
43200	SANITATION	660,656.00-	305,867.03	46.3	55,054.67-	40,366.66	73.3
49000	DEBT SERVICE	103,706.00-	6,265.62	6.0	8,642.17-	0.00	0.0
Total EXPENDITURES		764,362.00-	312,132.65	40.8	63,696.84-	40,366.66	63.4
Total SOLID WASTE FUND		92,437.00-	29,236.04	31.6	7,703.09-	41,430.64	537.8

Summary Financial Statement
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Fiscal Year Time Lapse: 50.00

124 IMPACT FEES

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33400	STATE GRANTS	90,000.00	0.00	0.0	7,500.00	0.00	0.0
36100	INTEREST EARNINGS	6,000.00	645.45	10.8	500.00	92.70	18.5
36421	ROADS IMPACT FEES	22,000.00	9,171.20	41.7	1,833.33	1,524.00	83.1
36422	PARKS IMPACT FEES	14,000.00	7,014.00	50.1	1,166.67	1,584.00	135.8
36423	POLICE IMPACT FEES	14,000.00	6,020.00	43.0	1,166.67	1,128.00	96.7
36424	FIRE IMPACT FEES	9,000.00	3,972.30	44.1	750.00	744.00	99.2
Total REVENUES		155,000.00	26,822.95	17.3	12,916.67	5,072.70	39.3
EXPENDITURES							
51010	ROADS IMPACT FEES	294,936.00	886.55	0.3	24,578.00	106.15	0.4
51020	PARKS IMPACT FEES	22,595.00	459.45	2.0	1,882.91	86.85	4.6
51030	POLICE IMPACT FEES	117,428.00	33,114.00	28.2	9,785.67	0.00	0.0
51040	FIRE IMPACT FEES	45,020.00	2,066.25	4.6	3,751.67	0.00	0.0
Total EXPENDITURES		479,979.00	36,526.25	7.6	39,998.25	193.00	0.5
Total IMPACT FEES		324,979.00	9,703.30	3.0	27,081.58	4,879.70	18.0

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

140 POLICE DRUG FUND

Account	Description	Year-To-Date		DECEMBER		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual	Budget	Actual				
REVENUES									
31610	LOCAL SALES TAX - CO. TRUSTEE	750.00	2,044.35-	272.6	125.00-	200.0	62.50	125.00-	200.0
35130	IMPOUNDMENT CHARGES	100.00	200.00-	200.0	0.00	0.0	8.33	0.00	0.0
35140	DRUG RELATED FINES	15,000.00	8,039.39-	53.6	3,642.17-	291.4	1,250.00	3,642.17-	291.4
36100	INTEREST EARNINGS	200.00	0.00	0.0	0.00	0.0	16.67	0.00	0.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	500.00-	0.0	0.00	0.0	0.00	0.00	0.0
Total REVENUES		16,050.00	10,783.74-	67.2	3,767.17-	281.7	1,337.50	3,767.17-	281.7
EXPENDITURES									
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	3,336.09	35.3	387.70	49.2	787.50-	387.70	49.2
Total EXPENDITURES		9,450.00-	3,336.09	35.3	387.70	49.2	787.50-	387.70	49.2
Total POLICE DRUG FUND		6,600.00	7,447.65-	112.8	3,379.47-	614.4	550.00	3,379.47-	614.4

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

200 DEBT SERVICE FUND (GENERAL)

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	228,538.00	313,460.13	137.2	19,044.83	251,534.40	1320.7
36100	INTEREST EARNINGS	43,806.00	403.66	0.9	3,650.50	57.17	1.6
	Total REVENUES	272,344.00	313,863.79	115.2	22,695.33	251,591.57	1108.6
EXPENDITURES							
49000	DEBT SERVICE	511,192.00	82,690.38	16.2	42,599.33	482.50	1.1
	Total EXPENDITURES	511,192.00	82,690.38	16.2	42,599.33	482.50	1.1
	Total DEBT SERVICE FUND (GENERAL)	238,848.00	231,173.41	96.8	19,904.00	251,109.07	1261.6

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Fiscal Year Time Lapse: 50.00

412 SEWER FUND

Account	Description	Year-To-Date		DECEMBER			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
33141	ARRA ASSISTANCE - COPEX CROSSING PROJECT	31,005.00	0.00	0.0	2,583.75	0.00	0.0
34900	BULK DISPOSAL FEE	400.00	150.00-	37.5	33.33	0.00	0.0
36000	OTHER REVENUES	11,500.00	0.00	0.0	958.33	0.00	0.0
36100	INTEREST EARNINGS	7,000.00	1,202.75-	17.2	583.33	190.18-	32.6
36350	INSURANCE RECOVERIES	0.00	64,637.54-	0.0	0.00	0.00	0.0
36920	SALE OF BONDS	1,844,687.00	886,349.00-	48.0	153,723.92	279,898.00-	182.1
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	17,000.00	15,430.00-	90.8	1,416.67	1,650.00-	116.5
37220	ADMINISTRATIVE FEES	12,000.00	5,475.00-	45.6	1,000.00	1,150.00-	115.0
37230	SEWER USER FEES	1,950,000.00	997,898.17-	51.2	162,500.00	607.23	0.4
37298	CAPACITY FEES	110,000.00	33,702.50-	30.6	9,166.67	6,000.00-	65.5
37499	COMMITMENT FEES	87,500.00	0.00	0.0	7,291.67	0.00	0.0
37995	CONNECTION FEES	7,000.00	3,150.00-	45.0	583.33	600.00-	102.9
Total REVENUES		4,078,092.00	2,007,994.96-	49.2	339,841.00	288,880.95-	85.0
EXPENDITURES							
49000	DEBT SERVICE	712,389.00-	148,063.42	20.8	59,365.75-	21,698.32	36.6
52117	ADMINISTRATION AND GENERAL EXPENSES	522,455.00-	225,117.05	43.1	43,537.90-	76,995.04	176.8
52210	COLLECTION	1,916,205.00-	496,392.46	25.9	159,683.77-	65,979.95	41.3
52213	SEWER TREATMENT AND DISPOSAL	763,760.00-	152,937.54	20.0	63,646.66-	19,671.23	30.9
52223	DEPRECIATION	609,590.00-	304,795.02	50.0	50,799.17-	50,799.17	100.0
58801	ARRA ASSISTANCE - COPEX CROSSING PROJECT	77,512.00-	799,083.93	1030.9	6,459.33-	53,500.00	828.3
Total EXPENDITURES		4,601,911.00-	2,126,389.42	46.2	383,492.58-	288,643.71	75.3
Total SEWER FUND		523,819.00-	118,394.46	22.6	43,651.58-	237.24-	0.5

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Fiscal Year Time Lapse: 50.00

416 HEALTHCARE FUND

Account	Description	--Year-To-Date--		Percent Of Budget	--DECEMBER--		Percent Of Avg
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	
REVENUES							
36000	OTHER REVENUES	0.00	2,112.71-	0.0	0.00	785.04-	0.0
36100	INTEREST EARNINGS	400.00	85.77-	21.4	33.33	33.22-	99.7
36350	INSURANCE RECOVERIES	0.00	83,955.23-	0.0	0.00	83,955.23-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	823,399.00	417,154.31-	50.7	68,616.58	22,948.49-	33.4
	Total REVENUES	823,799.00	503,308.02-	61.1	68,649.91	107,721.98-	156.9
EXPENDITURES							
51520	INSURANCE EMPLOYERS SHARE	1,117,010.00-	526,370.32	47.1	93,084.16-	79,815.45	85.7
	Total EXPENDITURES	1,117,010.00-	526,370.32	47.1	93,084.16-	79,815.45	85.7
	Total HEALTHCARE FUND	293,211.00-	23,062.30	7.9	24,434.25-	27,906.53-	114.2

433 HILLCREST CITY CEMETERY

Summary Financial Statement
DECEMBER 31, 2010

Fiscal Year Time Lapse: 50.00

Account	Description	--Year-To-Date--		-----DECEMBER-----		
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES						
34110	GENERAL SERVICES	300.00	150.00-	25.00	100.00-	400.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	14,850.00	9,125.00-	1,237.50	0.00	0.0
36100	INTEREST EARNINGS	500.00	113.11-	41.67	15.80-	37.9
36340	SALE OF CEMETERY LOTS	8,500.00	12,750.00-	708.33	0.00	0.0
Total REVENUES		24,450.00	22,138.11-	2,037.50	115.80-	5.7
EXPENDITURES						
43400	CEMETERIES	17,549.00-	12,804.44	1,462.42-	100.23	6.9
Total EXPENDITURES		17,549.00-	12,804.44	1,462.42-	100.23	6.9
Total HILLCREST CITY CEMETERY		6,901.00	9,333.67-	575.08	15.57-	2.7

G/L Month: 12 DECEMBER
Beginning Fund: 110 Beginning Function: ZZZZZ
Ending Fund: 433 Ending Function: ZZZZZ

* End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....

January 20, 2011

MEMORANDUM

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

From: Candyce Shelton, Human Resources Director *CS*

Re: Revisions to the City of White House Personnel Manual

I recommend to approve Resolution 11-01 to amend the revisions to the City of White House Personnel Manual. The suggested changes are consistent with MTAS and TML recommendations.

RESOLUTION 11-01

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

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

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

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

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

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 20th day of January 2011.

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

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SECTION 1 - PERSONNEL POLICIES

1.1. PURPOSE AND OBJECTIVES

The purpose of these policies is to establish a high degree of understanding and cooperation among the City of White House employees, which comes from the application of good procedures in personnel administration, and to provide uniform policies for all employees, with all the benefits such program ensures without regard to race, color, religion, national origin, ancestry, gender, age, political affiliation, or disability.

The City of White House is an at-will employer. This means that an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws. This Personnel Manual should not be construed as a contract or guarantee of continued employment.

The fundamental objectives of good personnel administration to be achieved by these policies are to:

1. ~~To~~ promote and increase efficiency and cooperation among employees of the City of White House;
2. ~~To~~ provide fair and equal employment opportunity to all qualified citizens on the basis of demonstrated merit and fitness, as ascertained through fair and practical methods of selection;
3. ~~To~~ develop a program of recruitment, advancement and retention; which will make the City attractive as an employer and encourage each employee to render their best service;
4. ~~To~~ establish and maintain a uniform plan of evaluation and compensation; and
5. ~~To~~ establish and promote high morale among the employees by providing good working relationships, uniform personnel policies, and opportunities for advancement

1.2. PERSONNEL POLICY STATEMENT

It is the policy of the City of White House to apply and foster a sound program of personnel management. The policies of the municipal government are ~~as follows~~ established to:

1.2.1. Employment and Placement

- a. ~~To~~ fill all positions, in accordance with job qualifications and requirements without discrimination as to race, color, religion, national origin, ancestry, gender, political affiliation, age or disability; and
- b. ~~To~~ establish programs for the promotion, transfer, demotion, dismissal, and reassignment of personnel

1.2.2. Position Classification and Pay Administration

- a. ~~To~~ establish and maintain job descriptions for every position, with the descriptions maintained on file with the ~~Human Resource Manager~~ Human Resources Department;
- b. ~~To~~ review position descriptions periodically and systematically to ensure currency and accuracy;

- c. To establish appropriate position standards and to group positions in classes with similar standards; and
- d. To conduct area wage and salary surveys periodically, in order to provide competitive wage and salary scales as the budget allows

1.2.3. Employee Relations and Services

- a. To develop a system of job performance standards and evaluation and inform each employee periodically and systematically of their performance status;
- b. To establish rules and standards governing employee conduct;
- c. To administer a uniform leave program;
- d. To provide an employee complaint process;
- e. To develop a handbook to inform employees of their responsibilities, rights, and privileges; and
- f. To provide and maintain a safe and healthful work environment

1.2.4. Employee Development and Training

- a. To establish training standards and requirements for all positions; and
- b. To motivate and stimulate employees to achieve their highest potential

1.2.5. Records

- a. To establish and maintain comprehensive and uniform personnel records; and
- b. maintain confidentiality and privacy of employees to the extent allowed by the law

1.3. COVERAGE

These rules and regulations ~~shall~~ will cover all employees in the City service unless specifically excluded by this document, the City charter and/or the ordinances of the City without regard to race, color, religion, national origin, ancestry, gender, age, political affiliation, or disability.

All excluded offices and positions of the City are as follows:

- all elected officials;
- City Administrator;
- members of appointed boards and commissions;
- consultants, advisers, and legal counsel rendering temporary professional service;
- City Attorney;
- independent contractors;
- persons employed by the City for not more than three months during a fiscal year; and
- City Judge.

1.4. ADMINISTRATION

These rules shall will be administered by the City Administrator under the direction of the Board of Mayor and Aldermen and in conformity with the ordinance establishing a personnel system.

Any modifications to these rules must be approved through resolution by the Board of Mayor and Aldermen upon recommendation from the City Administrator. Exceptions to anything contained in this handbook may only be granted by the Board of Mayor and Aldermen.

The City of White House is an at-will employer. This means that an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws. This Personnel Manual should not be construed as a contract or guarantee of continued employment.

SECTION 2 – DEFINITIONS

For the purposes of this manual, the following words and phrases shall have the meanings respectively ascribed to them by this chapter:

Actual Service – The time engaged in performance of the duties of a position or positions, including absences with pay and authorized leave without pay.

Applicant – An individual who has completed and submitted an application for employment with the City.

Appointing Authority – The City Administrator shall be responsible for the appointment of qualified applicants to ~~regular~~ full-time, ~~regular~~ part-time, temporary, or emergency positions in the City. The City Administrator shall be the appointing authority for all Department Head and certain other positions as specified in the Municipal Code and Charter for the City.

Appointment – The offer to and acceptance by a person of a position ~~either on a regular or temporary basis.~~

Break-in-Service – Any separation from the service of City of White House, whether by resignation, layoff, dismissal, disability, retirement or unauthorized absences without leave of three days or more. Authorized leaves and authorized leaves of absence without pay shall not be considered as constituting a "break-in-service."

Class – A group of positions that are sufficiently alike in general duties and responsibilities to warrant the use of the same title, specifications and pay range.

COBRA – The Consolidated Omnibus Budget Reconciliation Act that requires employers to offer extended health care benefits in the event of a qualifying event.

Compensation – The standard rates of pay that have been established for the prospective classes of work, as set forth in the compensation plan.

Compensation or Pay Plan – The official schedule of pay approved by the governing body assigning one or more rates of pay to each class title.

Compensatory Leave – ~~Time off from work in lieu of monetary payment for overtime worked. Exempt employees accrue compensatory time on an hour for hour basis.~~

Demotion – Assignment of an employee from one class to another which has a lower maximum rate of pay and/or rank.

Department – The primary organizational unit under the immediate charge of a Department Head who reports directly to the City Administrator.

Disability Leave – Paid leave that may be granted to an eligible employee who is unable to pursue the duties of his/her position because of physical or mental impairment.

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

Exempt Employee – ~~A salaried employee who, according to the FLSA regulations, is not eligible for overtime pay.~~ Employees not covered in the overtime provisions of the Fair Labor Standards Act (FLSA).

FLSA – Fair Labor Standards Act.

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

Immediate Family – Includes spouse, children, parents, siblings, grandparents, grandchildren; and current parents-in law, children-in law and siblings-in law. Proof of these relationships may be required.
Revised 08.20.09

Job Description – ~~A written explanation of one position or several very similar positions which includes a title, definition of responsibilities, examples of duties, and the minimum required qualifications.~~ Statement of the tasks, duties, and responsibilities of a job to be performed.

Key Employee – An employee whose salary is among the top 10 percent of salaries paid to employees of the City and works within 75 miles of his or her worksite.

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

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

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

Non-exempt Employee – ~~An hourly employee who, according to the FLSA regulations, is eligible for overtime pay for hours worked over 40 in a work week.~~ Employees covered by the overtime provisions of the Fair Labor Standards Act (FLSA).

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

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

Pay Range – ~~The written chart which places every position in a pay grade. Each pay grade consists of minimum and maximum levels of pay.~~ The range of pay rates, from minimum to maximum, established for a pay grade or class.

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

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

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

Probationary Trial Period – The designated period of time after an applicant is appointed or an employee is promoted in which the employee is required to demonstrate fitness for the position by actual performance.

Promotion – Assignment of an employee from one class to another which has a higher rate of pay and/or rank.

Qualifications – The minimum educational, experience and personal requirements which must be fulfilled by a person prior to an appointment or promotion.

Reclassification – The process of reviewing the duties and responsibilities of an existing position or positions in order to revise the job description to which the position or positions are assigned; or moving a job description from one pay grade to another pay grade.

Regular Full-time Employee – An individual who works the equivalent of forty hours or more per week.

Regular Part-time Employee – An employee appointed to fill a vacancy or a newly created position who works less than a forty hour week. Only employees who work more than thirty hours per week are eligible for benefits.

Reprimand – A type of disciplinary action, oral or written, denoting a violation of personnel or departmental regulations which becomes part of the employee's personnel record.

Resignation – The voluntary separation of employment from the City initiated by the employee.

Separation – The removal of an individual from a position either through resignation, termination, layoff, disability, retirement or death.

Suspension – An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

Termination – A type of disciplinary action resulting in the involuntary separation of employment from the City.

Transfer – The assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay grade, between positions of the same class or between positions of different classes or equal rank and pay.

Workday – The scheduled number of hours an employee is required to work per day.

SECTION 3 - JOB DESCRIPTIONS CLASSIFICATION PLAN

3.1. PURPOSE

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

The classification plan provides a complete inventory of all positions in the City's service and an accurate description and specifications for each employment class. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the City.

3.2. COMPOSITION OF THE JOB DESCRIPTION CLASSIFICATION PLAN

~~Each job description shall consist of:~~

~~The~~

- ~~• A brief statement of essential duties and responsibilities;~~
- ~~• required knowledge and abilities;~~
- ~~• qualifications;~~
- ~~• and physical demands of the position.~~

The classification plan may consist of:

- a. a grouping of classes of positions that are approximately equal in difficulty and responsibility that call for the same general qualifications and that can be equitably compensated within the same range of pay under similar working conditions;
- b. class titles descriptive of the work of the class;
- c. written specifications for each class of positions; and
- d. physical standards for performance of the duties of the position

3.3. USE OF JOB DESCRIPTIONS CLASSIFICATION PLAN

~~The job description is to be used:~~

- ~~• As a guide in recruiting and examining candidates for employment.~~
- ~~• In determining salaries to be paid for various types of work.~~
- ~~• In evaluating employees' performance.~~

The classification plan may be used:

- a. as a guide in recruiting and examining candidates for employment;
- b. in determining lines of promotion and developing employee training programs;
- c. in determining salaries to be paid for various types of work;
- d. in determining personal service items in departmental budgets, and/or
- e. in providing uniform job terminology understandable by all local government officers and employees and by the general public

3.4. ALLOCATION OF POSITIONS

Before a new position is established, Department Heads shall submit in writing 1) a job description describing in detail the duties of such a position and 2) justification of the need for an additional position. The City Administrator shall then approve or deny such recommendation. If the City Administrator agrees that the new position is necessary, then the recommendation is put before the Board of Mayor & Aldermen for approval or denial.

3.5. REQUEST FOR RECLASSIFICATION

Positions may be reclassified by the City Administrator based on a written request from the Department Head outlining justification for the change.

SECTION 4 - PAY PLAN AND COMPENSATION

4.1. PURPOSE OF THE PAY PLAN

The pay plan is intended to provide fair compensation for all classes of positions in consideration of ranges of pay for other positions, general rates of pay for similar employment in private establishments and other public agencies in the area, cost of living data, the financial condition of the City, and other factors as the budget allows.

4.2. COMPOSITION OF THE PAY PLAN

The pay plan for the City of White House shall consist of minimum and maximum rates of pay for each existing pay grade.

4.3. MAINTENANCE OF THE PAY PLAN

The City Administrator will from time to time make comparative studies of all factors affecting the level of salary ranges and may recommend to the Board of Mayor and Aldermen approval of appropriate changes in the salary ranges as the budget allows.

4.4. USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions and in providing incentives to employees.

The minimum rate established for a position is the normal hiring rate except, in those cases where unusual circumstances (such as inability to fill the position at the hiring rate or exceptional qualifications of an applicant) appear to warrant employment of an individual at a higher rate in the pay range. Any Department Head desiring to appoint an applicant to start at a salary above the minimum must submit a written justification to the City Administrator for approval. Such appointments shall be made only in exceptional cases as decided by the City Administrator.

4.5. PAY FOR PART-TIME WORK

When an employment decision is for a part-time position, the employee will only be paid for the actual hours worked.

4.6. HOURLY RATES MINIMUM WAGE

In accordance with FLSA, no employee whether full-time, part-time, or probationary within his/her trial period, shall be paid less than the Federal minimum wage unless they are expressly exempt from the minimum wage requirement by FLSA regulations. Employees paid on an hourly rate basis are paid for all time actually worked.

4.7. OVERTIME PAY

Overtime work will be compensated in accordance with the provisions of the FLSA at a rate of one-and-one half the non-exempt employee's regular rate after the employee has completed 40 hours actually worked in a workweek. Vacation, sick leave and holidays are not included in the computations for hours worked. Department Heads must authorize any employee overtime work in advance.

Firefighter Overtime: Per the FLSA regulations regarding overtime for Section 207(k) employees, firefighter overtime is calculated on any hours above 212 in the 28-consecutive-day work period.

Police Officer Overtime: Police officer overtime is calculated on any hours worked above 86 hours in a 14-day work period.

4.8. CALL BACK PAY

Non-exempt employees of the City with on-call responsibilities, excluding public safety employees, will be paid a once daily call back premium of \$35.00 per day for being called back to work outside of scheduled or normal working hours. The call back premium is to be paid only in the event that the on-call employee reports to perform work. All hours worked upon returning to work will be paid at the appropriate straight time or overtime rate as applicable per the Fair Labor Standards Act. The call back premium will apply to a 24 hour period of on call status beginning and ending at midnight.

4.9. DIRECT DEPOSIT

All employees hired on or after January 19, 2006 are required to have their payroll checks deposited via direct deposit into the financial institution of their choice. Current employees hired prior to January 19, 2006 may choose and are encouraged, but not required, to participate in the City's payroll direct deposit program.

4.10. PAYCHECKS

All employees of the City of White House will be paid on a bi-weekly basis.

If an employee is absent on payday and wishes to have someone, such as a relative, obtain his/her check, the employee may send his/her identification and a signed note authorizing the City to give the check to the bearer.

Final Paycheck. The final paycheck will be made available on an employee's regular payday.

Lost Paychecks. Employees are responsible for their paychecks after they have been issued. Checks lost or otherwise missing should be reported immediately to the payroll department so that a stop-order payment will be initiated. The Finance Director will determine if and when a new check should be issued to replace a lost or missing check.

Unclaimed Paychecks. Paychecks not claimed by employees must be returned by the supervisor to the payroll offices.

4.11. SALARY INCREASES OR BONUSES FOR DEGREES OR CERTIFICATION

As the budget allows, the City Administrator may award salary increases or bonuses for degrees or certification that are required for a position or deemed necessary and required by a Department Head. The bonus or increase must be anticipated by and budgeted for by the Department Head.

SECTION 5 - EMPLOYMENT

5.1. APPLICATIONS

The City of White House will make every effort to attract qualified applicants for all positions. Applications are only accepted for current position vacancies.

All applications for employment are received at City Hall in the Human Resources Department and reviewed by the Human Resources Director to ensure that ~~minimal~~ minimum employment qualifications are met. The City of White House exercises a policy of fairness for every person who applies for work, and strives for the proper placement of individuals in various departments based on their experience, and qualifications, and the needs of the City.

~~The following steps are to be taken relative to the securing and filling of all employment applications in the Human Resources:~~

Potential applicants may request an application from the Human Resources Department either in person, via email, or via the telephone, whereby an application will be mailed sent to the applicant. Applicants will file their application directly with the Human Resources Department.

Applicants may be removed from consideration if:

- The applicant declines an appointment when offered.
- The applicant cannot be located by the postal authorities. It will be deemed impossible to locate an applicant when a communication is mailed to the last known address and returned unclaimed.
- The applicant fails to pass a post offer pre-employment drug test or any other required job-related employment test.
- The applicant is found to have been convicted of a felony which precludes employment for the position for which they applied.
- The applicant has made false statements of material fact on the application.
- The application was not filed within the period specified in the vacancy announcement or was not completed correctly or thoroughly.
- The applicant does not possess the minimum qualifications as indicated by the vacancy announcement.

5.2. RECRUITMENT BY EXAMINATION

All appointments in the City shall be made according to merit and fitness and may be subject to competitive examination. All such examinations shall fairly and impartially test those matters relevant to the capacity and fitness of the applicant's ability to be able to perform the essential functions of the position.

5.3. TYPES OF EXAMINATIONS

The examinations held to establish eligibility and fitness for any position may consist of one or more of the following elements as determined by the City Administrator and/or Department Head. The City will make reasonable accommodations in the examination process to disabled applicants requesting such accommodations.

5.3.1. **Written Test.** This test, when required, shall will include a written demonstration designed to show the applicant's ~~ability to use the English language, and the range of their general education~~ familiarity with the knowledge involved in the class of positions to which he/she is seeking employment.

5.3.2. **Oral Test.** This test, when required, shall will include a personal interview where the ability to interact with others, to meet the public, and/or other personal qualifications are to be evaluated. An oral interview may also be used in examinations where a written test is unnecessary or impractical.

5.3.3. **Performance Test.** This test, when required, will determine the ability and manual skills of applicants to perform the work involved.

5.3.4. **Physical Test.** When required, this consists of tests of strength, agility, and physical fitness of job applicants. This test may be used to exclude from further consideration applicants who do not meet the minimum required standards.

5.3.5. **Psychological Mental Test.** When required, the mental test shall will include any test to determine mental alertness, general capacity of the applicant to adjust ~~their~~ his/her thinking to new problems or to ascertain special character traits and attitudes.

5.3.6. **Pre-employment Drug Test.** Pre-employment drug testing will be conducted on all positions. Positive results on the drug test can result in an applicant being denied employment.

5.4. NOTIFICATION AND INSPECTION OF EXAMINATION RESULTS

~~Each person who takes an examination shall be notified by first class mail or via the telephone of the results and of his/her standing on the eligibility list (if one is maintained) or of his/her passing or failing. Each person in an examination may inspect their individual examination papers within ten days of notification of the results. These inspections shall be permitted only during regular business hours and at the Human Resource office.~~

5.5. PHYSICAL EXAMINATIONS

Pre-employment. Every prospective employee for the Police and Fire Departments shall be given a physical examination by a licensed physician designated by the municipal government after a conditional offer of employment has been extended, to determine if the employee meets necessary physical fitness standards.

Employees in other departments may also be required to receive a physical after the conditional offer of employment based on the job description. A copy of the specific job description must be signed by the physician and returned to Human Resources. The cost of this physical examination shall be borne by the City.

The conditional offer of employment will be rescinded for applicants who are unable to meet the necessary physical fitness standards of the job description.

Post-Hire. All employees of the City may, during the period of their employment, be required by their Department Head and with the approval of the City Administrator, to undergo periodic medical examinations to determine their physical and mental fitness to perform the work of the position in which they are employed or appointed to. This periodic medical examination shall be at no expense to the employee. Determination of physical or mental fitness will be by a physician designated by the City.

An employee determined to be physically or mentally unfit to continue in the position in which he/she is employed may be demoted in accordance with these rules or separated from the City.

5.6. NEPOTISM

No person shall be employed by the City who is related as a member of the immediate family, including in-laws, of any publicly elected official of the City government or current employee, if appointment is within the same department.

5.7. RESIDENCY REQUIREMENTS - DEPARTMENT HEADS

~~All Department Heads employed after July 1, 1998, shall reside within five miles of the corporate limits of the City. A newly employed Department Head not residing within the corporate limits shall make every effort to reside within five miles of the corporate limits within six months from their date of hire. A Department Head residing within the corporate limits on or after July 1, 1998, or relocating within five miles of the corporate limits shall continue to reside within five miles of the corporate limits for the duration of their employment as a Department Head.~~

All Department Heads shall reside within Sumner or Robertson Counties. A newly employed Department Head not residing within the county limits shall make every effort to reside within the Sumner or Robertson County limits within six months from his/her date of hire. A Department Head currently residing within the Sumner or Robertson County limits shall continue to reside within those county limits for the duration of his/her employment as a Department Head.

5.8. MINIMUM AGE

The Fair Labor Standards Act requires that employees of State and local governments be at least 16 years of age for most jobs and at least 18 years of age to work jobs declared hazardous by the Secretary of Labor.

All Firefighters and Police Officers must be a minimum of 21 years of age.

5.9. TYPES OF EMPLOYEES

5.8.1. **Regular Full-Time Employee.** A regular full-time employee is an employee appointed to a Board-approved position and who is subject to all conditions of employment and receiving benefits. ~~Regular Employees serve a 90-day probationary period during which time they may be terminated without recourse. The length of probationary periods for public safety employees are defined in the respective Standard Operating Procedures (SOP). A full-time employee may be~~

terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

5.8.2. **Regular Part-Time Employee.** Regular Part-time employees work less than 40 hours per week on a regular basis. Employees working at least 30 hours a week are eligible for City leave benefits on a prorated basis according to the actual hours worked. Employees who work at least 30 hours a week are also eligible for additional benefits through the City. ~~Regular Part-time employees serve a 90-day probationary trial period, during which time they may be terminated without recourse. A part-time employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.~~

5.8.3. **Temporary Employee and/or Part-Time Employee.** A temporary employee is an employee who works full-time but not exceeding three months per term of employment. Temporary employees receive no benefits except insurance coverage under Workers' Compensation. Temporary and part-time employees may be terminated at any time during the course of their employment without recourse.

5.8.4. **Seasonal Employee.** A seasonal employee is one who performs the duties of a position for a period of less than six months in successive years of employment. Seasonal employees receive no benefits except insurance coverage under Workers' Compensation and may be terminated without recourse.

5.8.5. **Volunteer Firefighters.** Volunteer firefighters are appointed by the Fire Chief when necessary. ~~Volunteers are compensated per fire call with~~ are reimbursed based on the "Membership Points & Incentive Program" and receive no other compensation or benefits except coverage under the liability coverage of the City and Workers' Compensation.

5.10. APPOINTMENTS, PROMOTIONS, DEMOTIONS AND TRANSFERS

Pursuant to the City Charter, the City Administrator has the authority to appoint, promote, demote, transfer, suspend, and remove all officers and employees of the City of White House.

All vacancies of Board-approved positions in the City shall be filled by original appointment, re-employment, promotion, interim appointment, transfer or demotion. Whenever a Department Head wishes to fill a vacancy, an Employee Request Form must be completed and submitted to Human Resources for approval by the City Administrator.

Promotions. A promotion is an assignment of an employee from one position to another which has a higher maximum rate of pay, grade and responsibility. Vacancies in positions above the lowest rank in any category shall be posted and filled as far as practical by the promotion ~~of the most qualified internal applicant of the qualified applicant~~ the City feels is in its best interest. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation.

As the budget allows, when an employee in one position is promoted to another in a higher pay grade and the employee's current rate of pay is less than the minimum rate for the new position, the employee's salary shall be raised to that minimum rate. When the employee's salary falls above the new minimum rate, a percentage increase as determined by the City Administrator shall be given as the budget allows.

Transfers. When an employee desires to transfer from one department to another, it must be agreeable to both Department Heads involved and approved by the City Administrator. The transfer of an employee from one position to another without significant change in level may be effective:

- When the employee meets the requirements for the new position, and
- If it is in the best interest of the City.

An employee who transfers from one department to another will retain and carry forward all benefits accrued as of the date of transfer. Employees accepting a lateral transfer will not receive an increase in compensation.

Demotions. A demotion is an assignment of an employee from one position to another which has a lower maximum rate of pay, rank and responsibility. When an employee in one pay grade is demoted to a position in a lower grade, the employee's rate of pay shall be reduced as determined by the City Administrator.

Should an employee be demoted, promoted or transferred, a 90-day ~~probationary trial~~ period will apply. Written evaluations ~~must~~ may be completed by the employee's supervisor at 6-weeks and 12-weeks to document the employee's performance. Satisfactory performance in the new position is required before the ~~probationary trial~~ period is lifted.

5.11. PROBATIONARY TRIAL PERIOD

The ~~probationary or working test trial~~ period, is an integral part of the examination process, and shall may be utilized for the following:

- closely observing the employee's work;
- securing the most effective adjustment of a new, promoted, demoted or transferred employee to his/her position; and
- rejecting any employee whose performance does not meet work standards

The ~~probationary trial~~ period for all regular full- and part-time employees shall be 90-days. Department Heads may request an extension of any employee's ~~probationary trial~~ period with the prior approval of the City Administrator. In no event may a ~~probationary trial~~ period be extended beyond 6 months. Firefighter and Police Officer ~~probationary trial~~ periods are determined by the department's SOP.

~~During the probationary period, the supervisor will inform the employee when performance is unsatisfactory and not meeting requirements.~~

~~A written performance evaluation must be completed by the employee's supervisor at 6-week and 12-week intervals before an employee's probationary trial period is lifted. At any time during the probationary trial period, the Department Head may notify the City Administrator in writing of an employee's unsatisfactory performance and recommend whether or not employment should continue. The City of White House is an at-will employer, and an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.~~

5.12. PERFORMANCE APPRAISAL / EVALUATION

Each employee ~~will~~ may be given a performance evaluation at the midpoint and completion of their ~~his/her~~ respective ~~probationary trial~~ period by the immediate supervisor. Annually, each employee's performance ~~will~~ may be formally reviewed by ~~the~~ his/her immediate supervisor, once the employee has served in his/her position for a minimum of one (1) year at time of evaluation. The written evaluation will be discussed with the employee. By this means, it is intended that each employee will have adequate opportunity to correct any weaknesses that may hinder satisfactory job performance. Each written evaluation, once signed by the employee will be forwarded to Human Resources for inclusion in the employee's personnel file. Performance appraisals should not be construed to confer any right on the part of the employee to continued

employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised.

5.13. MERIT / PAY-FOR-PERFORMANCE PLAN

Purpose. The purpose of a pay-for performance system is to provide a mechanism that can:

- provide equal pay for equal performance so that, over time, resulting salaries correspond to performance level;
- recognize and reward quality performance by varying pay-for-performance pay adjustments;
- use performance appraisals as the basis for determining pay-for-performance adjustments;
- accomplish pay-for-performance within constraints of the salary structure and available funding; and
- provide training to improve objectivity and fairness in performance evaluations

Coverage. The pay-for-performance system covers all full-time employees of the City of White House. Determining coverage for other positions lies with the City Administrator.

Rating Period. The annual rating period for pay-for-performance begins July 1 of each year and ends June 30 of the following year. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

Assessment. The supervisor or Department Head and employee will review the job description together, and determine if the job description properly describes the duties and responsibilities of the position. Job descriptions will be amended or revised as necessary. The supervisor will also review and assess employee performance on each job element. Non-Department Heads will be assessed on (1) Basic Performance Standards, (2) Additional Performance Standards, and, if in a supervisory role, (3) Supervisor's Performance Standards. Department Heads will have a separate appraisal form, and may be assessed on goals and objectives and performance attributes. The tentative rating assigned to each section of the appraisal and the overall performance rating will be discussed with the employee.

The overall rating will be one of the following five levels:

<u>Rating</u>	<u>Definition of Rating</u>	<u>Guidelines</u>
<u>Outstanding</u>	<u>Exceptional, extraordinary, well above standard. Employee achieves all major objectives, most by a wide margin. Performance is consistently characterized by exceptionally high-quality work. Contributions to the City are repeatedly far above the requirements of the position.</u>	<u>Use when performance is exceptional.</u> <u>Far exceeds requirements.</u>
<u>Above Standard</u>	<u>Performance exceeds position requirements. Consistently meets all major objectives, producing high-quality work. Makes valuable</u>	<u>Use when performance consistently exceeds standards.</u>

	<u>contributions to the organization and contributes more than required share. Takes initiative beyond job responsibilities. Requires minimal supervision.</u>	<u>Exceeds requirements.</u>
<u>Solid Performer</u>	<u>Satisfactory and competent performance. Meets all performance requirements and produces quality work. Performance on some objectives exceeds requirements; may be deficient in a few, but overall performance is solid. Requires moderate supervision.</u>	<u>Use when all standards for successful performance are met.</u> <u>Meets all requirements.</u>
<u>Improvement Needed</u>	<u>In general, meets performance requirements and accomplishes objectives. Understands basic job responsibilities. Needs some growth and development. May be new in job. Requires supervision.</u>	<u>Use when performance standards are generally not met. Meets minimum requirements.</u>
<u>Unsatisfactory</u>	<u>Performance is clearly below the level of acceptability. Unable to perform essential functions. Deficiencies may be correctable. Requires frequent counsel, guidance, and close supervision.</u>	<u>Use when performance has been deteriorating.</u> <u>Fails to meet requirements.</u>

The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

Ineligibility. An employee is not eligible for a merit / pay-for-performance increase when the employee has:

- been suspended during the evaluation period; and/or
- completed less than one year of service

Employees who have worked beyond their trial period are eligible for a performance review, but not eligible for an increase until after one year of employment with the City.

Determination. Following the performance appraisal and assigning an overall performance rating, the supervisor or Department Head may make a merit / pay-for-performance recommendation based on the performance rating.

After the discussions are completed, the Department Head will forward his/her recommendations to the Human Resources Department and City Administrator for consideration, along with any written response to the rating by the employee. The Human Resources Director will examine the individual ratings, assess trends, and require further explanations or justifications on potential discrepancies where necessary. The City Administrator has the authority to approve or modify any tentative ratings or adjustments.

Effective date for merit / pay-for-performance increases. The award of pay for performance increases will become effective January 1 dependent upon the availability of pay-for-performance funds and as the budget allows.

5.14. OUTSIDE EMPLOYMENT

With the approval of one's Department Head, outside employment is permissible, provided that there is no conflict of interest or impairment of work performance for the City of White House. Before outside employment begins, employees must present a written request to the Department Head describing the work to be performed.

Required overtime of any employee of the City takes priority over an employee's "outside employment." Anyone who knowingly misses work or refuses mandatory overtime at his/her primary job to work a second job shall be terminated. Approval of a second job may be withdrawn for any of the above reasons.

5.15. WORKDAY / WORKWEEK

Pursuant to the Fair Labor Standards Act, a workweek is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. Except as is provided in special contracts of employment, the number of days that shall constitute a workweek for regular employment shall be ~~five~~ four days per week. Schedules will vary in departments as necessary for the smooth operation of the City, i.e. Parks and Recreation, the Library Department, and the Fire Department and Police Departments. A standard workweek is scheduled between 7:00 AM on Sunday through 7:00 AM on the Sunday following.

5.16. ATTENDANCE

Punctual and regular attendance is necessary for the efficient operation of the City. Employees unavoidably late or absent from work due to illness or other cause must notify their supervisor (or the supervisor's designee if unable to reach the supervisor) within 30 minutes of their regularly scheduled starting time. Employees should provide the reason for the absence and, if possible an anticipated return to work date. Failure to timely notify one's supervisor of absences may result in disciplinary action or dismissal.

~~5.15. OVERTIME PAY~~

~~Overtime work will be compensated in accordance with the provisions of the FLSA at a rate of one and one half the non-exempt employee's regular rate after the employee has completed 40 hours actually worked in a workweek. Vacation, sick leave and holidays are not included in the computations for hours worked. Department Heads must authorize any employee overtime work in advance.~~

~~Per the FLSA regulations regarding overtime for Section 207(k) employees, firefighter overtime is calculated on any hours above 212 in the 28 consecutive day work period. Police officer overtime is calculated on any hours worked above 86 hours in a 14 day work period.~~

SECTION 6 – BENEFITS AND LEAVE POLICIES

6.1. HOLIDAYS *revised 02.19.09*

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

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

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

6.2. HOLIDAY PAY *Revised 08.20.09*

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

Full-Time Employees. Regular, Full-time employees working 10 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Ten (10) hours of holiday pay will also be recorded at the employee's straight time rate of pay.

Regular, Full-time employees working 8 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Eight (8) hours of holiday pay will also be recorded at the employee's straight time rate of pay.

Fire Personnel. Fire Department personnel required to work a 24-hour shift on a holiday shall receive holiday pay at a rate of a straight ten (10) hour time period.

Police Personnel. Police officers who work a 12-hour shift on a holiday shall receive holiday pay at a rate of a straight ten (10) hour time period.

~~Regular, Full-time employees working 8 hour shifts who are required to work on a holiday shall receive straight time pay for the actual hours worked. Eight (8) hours of holiday pay will also be recorded at the employee's straight time rate of pay.~~

Part-Time Employees. Regular, Part-time employees working at least 30 hours per week who are required to work on a holiday shall receive straight time pay for actual hours worked and shall receive holiday pay at a straight time rate of pay for actual hours worked. ~~The average of their daily hours worked will be paid as holiday pay.~~ All holiday pay will be paid on day of City Hall observance.

6.3. ANNUAL VACATION WITH PAY *Revised 08.20.09*

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

Eligibility. Employees working at least 30 hours per week are eligible to accrue vacation leave. Temporary and seasonal employees are not eligible for leave.

Initial Accrual and Waiting Period. During the first twelve months of employment, an employee accrues 3.07 hours of vacation per pay period for a total of eighty hours; however, vacation leave may only be taken after the satisfactory completion of 90-days employment.

Vacation time will be calculated according to the following schedule for all personnel working 8, 10 and 12 hour shifts:

Years of Service	Pay Period
Less than 1 year	3.07 hours
Completion of 1 year through completion of 5 years	3.69 hours
Beginning of 6th year through completion of 10 years	4.62 hours
Beginning of 11th year through completion of 15 years	5.54 hours
Beginning of 16th year	6.46 hours

Vacation time will be calculated according to the following schedule for fire personnel working a 24 hour shift:

Years of Service	Pay Period
Completion of 1 year through completion of 5 years	5.54 hours
Beginning of 6th year through completion of 10 years	6.92 hours
Beginning of 11th year through completion of 15 years	8.31 hours
Beginning of 16th year	9.69 hours

For leave purposes, the service an individual has to his/her credit includes all time spent as an regular employee of the City.

Scheduling. Vacations should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing vacation schedules may give a choice of dates based on seniority of the personnel in his/her department, and no employee may begin his/her vacation leave until his/her request has been approved by the Department Head.

Leave request forms (see appendix) should not be forwarded to the payroll office until approved by the Supervisor.

Termination of Employment. An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee gives at least two weeks' written notification and works the entire notification period. For notification of less than two weeks, the vacation payout shall be forfeited. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. The termination date shall be the last date worked.

Legal Holidays. Legal holidays falling within a vacation period are not to be counted as vacation days. Payment in lieu of vacation is prohibited. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month, no vacation leave accumulates. Employees may not borrow against future annual vacation nor transfer earned leave to or from another employee.

Military. Service in the Tennessee National Guard, State Militia, Military Reserves, or any U.S. Military branch may be charged as annual vacation at the option of the employee when called to

active duty. Employees electing to coincide vacation time with military leave shall receive full pay for the amount of specified vacation leave.

Workers Compensation. Employees on Workers' Compensation will continue to accrue vacation during the period of absence.

6.4. SICK LEAVE

Eligibility and Waiting Period. Sick leave may only be taken after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no sick leave accumulates.

Accrual. Each regular full-time employee will accrue sick leave at the rate of 3.69 hours per pay period to a maximum of 1040 hours. Part-time employees will accrue benefits on a prorated basis according to the actual hours worked. Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of 5.54 per pay period to a maximum of 1400.

Maximum Accrual. Employees currently with an accrual balance more than the 1040 hour maximum will not accrue additional hours until the accrued balance falls below the 1040 hour maximum. ~~Sick leave may only be taken after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains. Once an employee exhausts sick leave, vacation leave will be substituted for the remaining absences or until the vacation leave is exhausted. If the illness is FMLA qualifying, once all accrued leave is exhausted, further absences shall be designated as leave without pay.~~

Sick Leave Notice. The employee is required to notify his/her supervisor as soon as practical, but no later than the start of the workday. The employee should make every effort to reach the supervisor directly to explain the reason for absence.

Health Care Statement. To prevent abuse of the sick leave privilege, any absence may require a doctor's certificate. Absences in excess of three days shall require a doctor's certification to return to work.

~~Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. Employees claiming sick leave while on annual leave must support their claim by a doctor's statement. When an employee is on "leave without pay" for 15 days or more during any calendar month no sick leave accumulates.~~

Fire Personnel. Members of the Fire Department working a 24 hour shift will be charged 24 hours of sick leave for each missed shift due to illness. Fire department employees who work a regular eight or ten hour shift shall be charged sick leave for the number of hours absent each day up to a maximum of eight or ten hours.

Police Personnel. Members of the Police Department working twelve hour shifts shall be charged twelve hours sick leave for each twelve hour shift absent from work due to illness. Police

~~According to Family Medical Leave Act (FMLA) regulations, after an employee is on extended sick or family medical leave for twelve weeks and is unable to return to work, the employee may request from the City Administrator an extended medical leave and be placed on leave without pay, or may be terminated. Should the employee be released at a later date by their physician to return to work, they may reapply for employment to a position for which the employee is qualified.~~

Workers' Compensation. Employees on Workers' Compensation will continue to accrue sick leave during his/her period of absence.

Retirement Credit. An employee who takes regular retirement may be paid for one-half of unused accrued sick leave allowance to a maximum of 520 hours at the employee's regular straight time rate of pay in effect as of the date of retirement.

Exhaustion of Leave. Once an employee exhausts sick leave, vacation leave will be substituted for the remaining absences or until the vacation leave is exhausted. If the illness is FMLA qualifying, once all accrued leave is exhausted, further absences shall be designated as leave without pay.

Department Head or Supervisor Requirements. Department Heads and/or supervisors are required to report to Human Resources any employee sick leave absences of three calendar days to ensure that the City complies with federal regulations regarding the Family and Medical Leave Act. Notification to Human Resources must occur on the fourth day after three consecutive days of absences.

6.5. LEAVE WITHOUT PAY

Leave without pay is defined as time off from regular work which may be granted without pay at the recommendation of the employee's Department Head. Leave without pay may only be authorized by the City Administrator.

Leave without pay may only be granted after an employee exhausts all applicable accrued leave for a period not to exceed ninety days for good and sufficient reasons which are considered uncontrollable. Such leave shall require prior Department Head recommendation and approval of the City Administrator. An employee on leave without pay for 15 calendar days or more during a calendar month shall not accrue sick or vacation leave while on leave status.

6.6. BEREAVEMENT LEAVE *Revised 08.20.09*

~~Bereavement leave will be granted to employees beginning the next calendar day following the death of a member of the immediate family as defined in this manual. Paid leave will only apply to days that are regularly scheduled work days. A maximum of three (3) consecutive calendar days shall be granted for bereavement leave. If additional time off is necessary beyond the three consecutive calendar days bereavement leave, the employee may request that vacation leave be granted. Bereavement leave shall not be counted against any other authorized leave. Example: If the death of a qualifying relative were to occur on Friday, the next calendar day would occur on Saturday, with subsequent calendar days falling on Sunday and Monday. If you were scheduled for work during any of the three calendar days following death, you would receive Bereavement Pay only for those days scheduled for work.~~

It is the policy of the City to provide all full-time and part-time employees working at least 30 hours per week time off without loss of pay due to the death of an immediate family member as defined below.

An employee who is absent during his/her regularly scheduled workweek due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three regularly scheduled work days.

Immediate family shall be deemed to include an employee's:

- Spouse
- Children
- Parents
- Siblings
- Grandparents
- Grandchildren
- Current parents-in-law
- Children-in-law
- Siblings-in-law

In addition to the three regularly scheduled work days, additional leave may be granted at the discretion of the City Administrator in the instance of death of one of the immediate family members listed above.

Employees will be granted this leave without deduction from their vacation or sick leave balances.

6.7. MILITARY LEAVE AND RESERVE DUTY LEAVE *Revised 08.20.09*

Any regular employee who is a member of the United States Army Reserve, Navy Reserve, Air Force Reserve, Marine Reserve or any of the Armed Forces of the United States, will be granted military leave for any field training or active duty required (excluding extended active duty). Such leave will be granted upon presentation of the employee's official order to his/her Department Head. Compensation for such leave will be paid pursuant to T.C.A., Section 8-33-109.

Full-Time Employees. All regular, full-time employees will be allowed up to 20 eight hour days per calendar year. Employees working shifts greater than eight hours per day will be allowed up to a total of 160 hours military leave.

Part-Time Employees. Regular, Part-time employees working at least 30 hours per week will be allowed military leave of up to 20 days at the average of their daily hours worked, not to exceed 8 hours per day.

The employee may choose to supplement military leave with vacation or comp time, if available, up to the amount of regularly scheduled pay.

Employees with less than two years of service with the City entering an extended active duty will be given two weeks pay when placed on active military leave.

Employees with at least two years of service with the City who are called to active military duty will be compensated by the City at a rate that supplements the difference in pay between their City salary and the military pay, until such a time that the military pay exceeds their City salary, but not for a period to exceed one year from the date the leave begins.

Benefits. These same employees who are covered under the City's health insurance policy will be allowed to continue the City's health insurance for the duration of active duty. It is the responsibility of the employee to pay their portion of the health insurance premium while on active military duty.

Employees eligible for re-employment will be covered under the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

Reinstatement. The process for reinstatement of employees returning from military leave begins when the employee requests reemployment. Said request must be submitted:

- on the first work day back for employees deployed 30 days or less;
- within 14 days of the end of service for employees deployed up to 180 days; and
- within 90 days of the end of service for employees deployed 181 days or longer

Extensions are available if employee can show that it was impossible or unreasonable, through no fault of the employee, to report or reapply.

The returning employee will be re-employed in the position he/she would have attained had they not been absent for military service, with the same seniority, status, and pay.

6.8. JURY DUTY LEAVE

Employees providing proper documentation as being selected for jury duty shall be excused from their assigned duties for the actual duration of the jury duty. In the event of release from jury duty during the employee's normal working hours, he/she shall be expected to return to his/her department. An employee shall receive full pay from the City during jury duty. Any monies received from jury duty may be kept by the employee.

6.9. FAMILY AND MEDICAL LEAVE

~~Employees may request up to 12 weeks of leave according to Family and Medical Leave Act (FMLA) regulations after completion of 12 months of service and working at least 1,250 hours within the previous year of employment. Employees requesting FMLA leave need to complete a Request for FMLA Leave Form available from Human Resources (see appendix). Eligible employees may request leave for the birth, adoption or placement of a foster child; caring for a spouse, child or parent (not in-law) with a "serious health condition"; and for the employee's own "serious health condition." Proper medical certifications will be required for leave authorization. Payment during FMLA will be in accordance with current leave policies. Once sick and/or vacation leave is exhausted and the employee is unable to return to work, the balance of the FMLA leave will be as leave without pay. If the employee is unable to return to work following 12 weeks of leave, the employee may be terminated. If, at a later date, the employee is released by their physician to return to work, they may reapply for employment with the City.~~

Eligibility. The Family and Medical leave policy is applicable to both male and female employees who have worked at least 12 months for the City and who have worked at least 1,250 hours during the preceding 12-month period. Such employees are eligible for a maximum of 12 to 26 weeks of leave under the act. Special rules apply for husbands and wives employed by the same employer and for highly compensated employees. People who are not covered include elected officials, volunteers, independent contractors, and legal advisors.

Employees may be eligible for Family and Medical Leave for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- medical leave when the employee is unable to work because of a serious health condition;

- to care for an immediate family member (spouse, son, daughter or parent) injured while on active duty if that injury renders the service member unfit for military duty; and/or
- to handle a "qualifying exigency" relating from an employee's spouse or child being called to active duty.

Paid / Unpaid Leave. Family and medical leave runs concurrently with paid time off (i.e. sick and vacation). Payment during FMLA will be in accordance with current leave policies. If the employee does not have the time available or he/she exhausts paid time while out on family and medical leave, the remainder of the approved leave will be unpaid. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no benefits accrue. The combination of sick leave, annual leave, and unpaid leave may not exceed the total allowable leave under the FMLA.

Guidelines. An eligible employee may take up to 12 weeks of family and medical leave in a 12-month period for the birth of a child or the placement of an adopted or foster care child. Leave may also be taken to care for one's self, a child, spouse, or parent who has a serious health condition. The right to take leave applies equally to male and female employees who are eligible. Eligible employees may take up to 12 weeks of unpaid leave to deal with family issues resulting from a spouse, son, daughter or parent being called to active duty (including being notified of an impending call to active duty).

Eligible family members of military personnel defined as the spouse, son, daughter, parent or next of kin of a covered service member may take a maximum of 26 weeks leave under FMLA to care for a wounded member of the armed forces. This includes family members of the National Guard or Reserves who are undergoing medical treatment, recuperation, therapy or other medical treatment for a "serious injury or illness".

Serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment.
2. A period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider or treatment which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Any period of incapacity due to pregnancy or for prenatal care.
4. A chronic condition that requires periodic treatments, continues over an extended period of time, and may cause episodic rather than a continuous period of incapacity.
5. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, requiring continuing supervision of a health care provider.
6. Multiple treatments either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatments, such as cancer, severe arthritis or kidney disease.

Serious Injury or Illness for an Injured Servicemember is defined as a covered servicemember's injury or illness incurred in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating. This could include medical treatment, recuperation, therapy, outpatient care and other treatments for a serious injury or illness.

Spouse / Same Employer. If spouses are employed by the same employer and eligible to take leave for the birth or adoption of a child, their aggregate leave under FMLA is limited to 12 weeks. For example, if the father takes four weeks leave to care for a child, the mother would be entitled

to eight weeks leave, for a total of 12 weeks. If, however, the spouse experiences her own serious health condition as a result of the pregnancy, both employees are entitled to the full 12 weeks.

Right to Return to Work. On return from family and medical leave, an employee is entitled to be returned to the same position that he/she held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to such reinstatement even if the employee has been replaced or his/her position has been restructured to accommodate the employee's absence.

If the employee is unable to perform the essential functions of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee has no right to restoration to another position under the FMLA. The City, however, may be required by the Americans with Disabilities Act (ADA) to offer the employee an accommodation.

Notification and Scheduling. An eligible employee must provide the City at least 30 days advance notice of the need for leave for birth, adoption, or planned medical treatment when it is foreseeable. This 30-day advance notice is not required in cases of medical emergency or other unforeseen events, such as premature birth or sudden changes in a patient's condition that require altering scheduled medical treatment.

Parents who are awaiting the adoption of a child and are given little notice of the availability of the child may also be exempt from this 30-day notice.

It is the City's responsibility to designate leave in writing as FMLA leave and to notify the employee. Employees may not retroactively claim that leave was for FMLA. Failure to provide notification will result in the leave not being designated as FMLA. The City will, if necessary, provide the FMLA leave notice in alternate formats.

Certification. The City reserves the right to verify an employee's request for family/medical leave. Failure to provide certification from a health care provider in a timely manner may result in delay or denial of FMLA. Medical certifications will be treated as confidential and privileged information under HIPAA and the State's Open Records laws as appropriate.

If the City has a reason to question the original certification, the City may, at the City's expense, require a second opinion from a different health care provider chosen by the employer. The health care provider may not be employed by the City on a regular basis. If a resolution of the conflict cannot be obtained by a second opinion, a third opinion may be obtained from another provider and that opinion will be final and binding. Payment for the second opinion shall be borne by the employee. Payment for the third shall be divided between the employee and the City.

An employee may be required to report periodically to the City the status and the intention of the employee to return to work. Before return is granted, employees are required to furnish the City with a medical certification from the employee's health care provider stating that the employee is able to resume work.

Reduced and Intermittent Leave. Family and medical leave may be taken intermittently or on a reduced schedule when medically necessary as certified by the health care provider. The schedule must be mutually agreed upon by the employee and the employer. Employees on intermittent or reduced leave schedules may be temporarily transferred by the City to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule. Intermittent or reduced leave may be spread over a period of time longer than 12 weeks, but it will not exceed the equivalent of 12 workweeks total leave in a 12-month period.

Restoration. Employees who are granted leave under the FMLA policy will be reinstated to an equivalent or the same position held prior to the commencement of their leave. Certain highly

compensated key employees, who are salaried and among the 10 percent highest paid workers, may be denied restoration.

Restoration may be denied if:

1. the employer shows that such denial is necessary to prevent substantial and grievous economic injury to the employer's operations;
2. the employer notifies the employee that it intends to deny restoration on such basis at the time the employer determines that such injury would occur; and
3. in any case in that the leave has commenced, the employee elects not to return to work within a reasonable period of time after receiving such notice

Employees voluntarily accepting a light duty assignment in lieu of continuing FMLA leave maintain their right to restoration to the original or an equivalent job until the twelve (12) weeks of FMLA leave has passed.

The 12-Month FMLA Period. The City follows a 12-months measured forward method. This means that the leave is measured from the date an employee's first FMLA leave begins.

Denial of FMLA Leave. If an employee fails to give timely, advance notice when the need for FMLA leave is foreseeable, the City may delay the taking of FMLA leave until 30 days after the date the employee provides notice to the employer of the need for FMLA leave.

If an employee fails to provide, in a timely manner, a requested medical certification to substantiate the need for FMLA leave, the City may delay continuation of FMLA leave until an employee submits the certificate. If the employee never produces the certification, the leave is not designated as FMLA.

If an employee fails to provide a requested fitness-for-duty certification to return to work, the City may delay restoration until the employee submits the certification.

Employee Benefits While on FMLA. During periods of FMLA, the City will continue to provide health insurance benefits at the employee rate. If premiums are current, the City will maintain health insurance benefits during periods of unpaid leave without interruption. Any payment for premiums or other payroll deductible insurance policies must be paid by the employee or the benefits may be terminated. The City is obligated to reinstate benefits upon an employee's return to work.

The City has the right to recover from the employee all health insurance premiums paid during the unpaid leave period if the employee fails to return to work after leave. Employees who fail to return to work because they are unable to perform the functions of their job because of their own serious health condition or because of the continued necessity of caring for a seriously ill family member may be exempt from this recapture provision at the City's discretion.

FMLA leave under this policy does not constitute a qualifying event that entitles an employee to Consolidated Omnibus Budget Reconstruction Act (COBRA) benefit; however, the qualifying event triggering COBRA coverage may occur when it becomes clearly known that an employee will not be returning to work. At that point, the employee ceases to be entitled to leave under this policy and may be offered COBRA.

Workers' Compensation While on FMLA. Workers' Compensation injury/illness meets the criteria for a serious health condition, therefore, the workers' compensation absence and the FMLA leave entitlement will run concurrently.

6.10. MEDICAL AND DENTAL INSURANCE HEALTH BENEFITS

Employees and those City officials specified in the Municipal Code are covered under the medical insurance carrier selected by the City. A dental plan is also provided for all qualified employees and their dependents.

Eligibility. Eligibility of the medical and dental insurance are per each plan document. Eligible employees must enroll for coverage within 30 days of employment or a qualifying event. See benefit chart in appendix for information on additional benefits.

Employees not covered under the City's medical plan must show proof of medical insurance if covered elsewhere.

Qualifying Events. Employees are responsible to notify the City if they experience any significant life event such as birth, marriage, divorce, legal separation, adoption, legal placement of a child, change of address, reduction in employee's regularly scheduled work hours, or a dependent change in status (i.e., school status). Some events will allow an employee to make changes to benefits including adding or dropping dependents or terminating or adding coverage. Employees should notify the City within 30 days of experiencing a qualifying event.

6.11. RETIREMENT BENEFITS

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

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

6.12. 457 DEFERRED COMPENSATION PLAN

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

6.13. WORKERS' COMPENSATION

All injuries and illnesses arising out of and in the course of one's employment shall be governed by the Tennessee Workers' Compensation Law and be designated as FMLA.

If the injury is such that it is a lost time injury, the employee shall receive full pay from the City at his/her base rate for the first 7 calendar days of workers' compensation leave. According to the workers' compensation regulations, after the 8th day of leave, employees on leave shall receive two-thirds (2/3) of their regular base pay from the workers' compensation carrier. Pay from workers' compensation will be supplemented by the City with the employee's accrued sick and vacation leave until such leave is exhausted. Vacation and sick leave will continue to accrue while receiving paid leave from the City.

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

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

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

The City has a transitional return to work policy that allows placement of an injured employee in a modified position or in an alternative temporary assignment during the period of recovery if work is available. Work may be assigned as needs of the City arise. A description of the work to be performed will be reviewed by the employee's panel physician for approval prior to assignment. Refusal of an employee to perform work that is approved by the physician and offered by the City may be considered voluntary resignation from employment. A letter of agreement between the employee and the City will be provided in the event that the alternate temporary assignment is offered.

SECTION 7 - MISCELLANEOUS POLICIES

7.1. SOLICITATION

The City believes that its employees should not be exposed to frequent solicitations for charitable purposes; therefore, solicitation shall be limited to before/after working hours or during an employee's lunch break.

7.2. PERSONAL USE OF CITY PROPERTY

The personal use of City-owned property is discouraged. City-owned property includes, but is not limited to, use of copiers, fax machines, telephones, cellular telephones, computers, business cards, work badges, uniforms, and logo attire, and vehicles. Personal usage of City-owned property may result in disciplinary action up to and including termination.

7.3. DRUG FREE WORKPLACE

7.3.1. GENERAL RULES

7.3.1.1. City employees shall not take or be under the influence of any drug unless prescribed by the employee's licensed physician. Employees who are required to take prescribed or over-the-counter medication shall notify the immediate supervisor should the medication produce any adverse effects which might limit the employee's ability to perform their job.

7.3.1.2. City employees are prohibited from the use, possession and sale of drugs, alcohol or any other controlled substance on City property or in City vehicles.

7.3.1.3. All property belonging to the City is subject to inspection at any time without notice, as there is no expectation of privacy.

Property includes, but is not limited to, vehicles, desks, containers, files and storage lockers.

Employees assigned lockers (that are locked by the employee) are also subject to inspection.

7.3.1.4. Employees who have reason to believe another employee is using alcohol or illegal drugs while on duty must report the facts and circumstances immediately to their supervisor or Human Resources. Failure to do so may result in disciplinary action.

7.3.1.5. Failure to comply with the intent or provisions of this general order may be used as grounds for disciplinary action.

7.3.2. EMPLOYEE TESTING

Current City employees will be required to undergo drug and alcohol testing after a work-related accident or incident; if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours; or if drawn during random selection. Only employees holding safety sensitive positions are subject to random alcohol and drug testing. Safety sensitive positions include police officers, firefighters, positions requiring a commercial driver's license, public works equipment operators, wastewater plant operations.

A minimum of 15 minutes and a maximum of two hours will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced with unpredictable frequency. Some may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable (i.e., vacation, sick day, out of town, work-related causes, etc.) to produce a specimen on the date random testing occurs, the City may omit that employee from that random testing or await the employee's return to work.

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

7.3.3. REFUSAL TO CONSENT

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

7.3.4. CONFIRMATION OF TEST RESULTS

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

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

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

7.3.6. CONSEQUENCES OF A CONFIRMING POSITIVE TEST RESULT: CURRENT EMPLOYEES

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

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

7.3.7. CONFIDENTIALITY OF TEST RESULTS

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

7.4. FIGHTING, HORSEPLAY, DISRUPTIVE BEHAVIOR, DAMAGING CITY PROPERTY

Fighting, horseplay, disruptive behavior, and intentionally defacing or damaging City property is not permitted. Employees engaging in these activities will be subject to disciplinary action up to and including termination.

7.5. PARKING

Parking is provided for employees. The City does not assume responsibility for loss or damage at any time to employees' vehicles or their contents.

7.6. LOCKERS

Locker rooms and lockers are provided as needed so employees may change their clothing before and after work, if desired. Employees are expected to furnish their own lock and key so they will have control over access to the locker. Liability for loss or damage to content of lockers cannot be assumed by the City. Employees may be requested to open their locker for periodic housekeeping, inspections or other occasions when it is appropriate and/or necessary. Those who use the locker rooms are expected to assist in keeping them clean and orderly. Any suspicious activity around lockers, as well as break-ins and theft, should be reported to a supervisor.

7.7. BULLETIN BOARDS

The City maintains bulletin boards at numerous locations on which important information connected with an employee's work is posted. Cooperation is needed in protecting the posted material. All material to be placed on the bulletin boards must be approved by the appropriate supervisor before it is posted.

7.8. LOST AND FOUND ARTICLES

The Parks Department acts as a clearinghouse for lost and found personal property. Lost articles should be turned in and/or reported to the Parks Department secretary as soon as possible.

7.9. TRAVEL POLICY

7.9.1. GENERAL RULES

The City Administrator or his/her designee shall be responsible for the enforcement of the following travel regulations.

7.9.1.1. In the interpretation and application of this policy, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this policy. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on City business, unless the person(s) otherwise qualifies as an authorized traveler under this policy.

7.9.1.2. Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the City. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the City Administrator. Under certain conditions, entertainment expenses may be eligible for reimbursement.

7.9.1.3. Authorized travelers can request either a travel advance for the projected cost of authorized travel, and/or advance billing directly to the City for registration fees, air fares, meals, lodging, conferences, and similar expenses. Travel advance requests are not considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the City. It will be the responsibility of the City Administrator to initiate action to recover any undocumented travel advances.

7.9.1.4. Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

7.9.1.5. The **Statement of Expense Claims Form** (see appendix) will be used to document all expense claims.

7.9.1.6. To qualify for reimbursement, travel expenses must be:

- Directly related to the conduct of the City business for which travel was authorized, and
- Actual, reasonable, and necessary under the circumstances. The City Administrator may make exceptions for unusual circumstances. Expenses considered excessive will not be allowed.

7.9.1.7. Claims of \$5 or more for travel expense reimbursement must be supported by the *original* paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.

7.9.1.8. Any person attempting to defraud the City or misuse City travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

7.9.1.9. Mileage and motel expenses incurred within the City are not ordinarily considered eligible expenses for reimbursement.

7.9.2. TRAVEL REIMBURSEMENT RATE SCHEDULE

Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates. The City's travel reimbursement rates will automatically change when the rates are adjusted. The City may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs.

7.9.3. TRAVEL REQUESTS

To ensure reimbursement for official travel, an approved travel authorization form is required. See Authorization for Travel Form in appendix. Lack of pre-approval does not prohibit reimbursement, but it does assure reimbursement within the limits of the City travel policy. All costs associated with the travel should be reasonably estimated and *shown* on the Authorization for Travel Form. An approved authorization form is needed before advanced expenses are paid or travel advances are authorized. A copy of the conference program, if applicable, should be attached to the authorization form. If the program is not available prior to the travel, you must attach it to your Statement of Expense Claims Form.

7.9.4. TRAVEL DOCUMENTATION

It is the responsibility of the authorized traveler to:

7.9.4.1. prepare and accurately describe the travel;

7.9.4.2. certify the accuracy of the reimbursement request;

7.9.4.3. note on the reimbursement form all direct payments and travel advances made by the City; and

7.9.4.4. file the expense form with the necessary supporting documents and original receipts. The expense form should be filed with the finance department within 10 days of return or at the end of the month, whichever is more practical

7.9.5. TRANSPORTATION

All potential costs should be considered when selecting the modes of transportation. For example, airline travel may be cheaper than automobile when time away from work and increased meal and lodging costs are considered. When time is important, or when the trip is so long that other modes of transportation are not cost-beneficial, air travel is encouraged. If the traveler goes outside the state by means other than air, the reimbursement will be limited to air fare at tourist or economy class, ordinary expenses during the meeting dates, and one day's meals and motel before and after the meeting. The traveler will be required to take annual leave for any additional time taken beyond the day before and the day after the meeting dates.

Exceptions: When the traveler extends the trip with personal time to take advantage of discount fares, the reimbursement will be limited to the lesser of the:

7.9.5.1. actual expenses incurred; or

7.9.5.2. the amount that would have been incurred for the business portion only. The calculations for the business portion of the trip must be made using the least expensive rates available. All expenses and savings associated with extending the trip must be submitted with the expense reimbursement form

7.9.5.2.1. AIR

When possible, the traveler should make full use of discounts for advance airline reservations and advance registration. The traveler should request conference, government, or weekend rates, whichever is cheaper, when making lodging or rental car reservations. The City will pay for tourist or economy class air travel. The traveler should get the cheapest reasonable fare and take advantage of discount fares. Airline travel can be paid by direct billing to the City. Mileage credits for frequent flyer programs accrue to the individual traveler. However, the City will not reimburse for additional expenses—such as circuitous routing, extended stays, layovers to schedule a particular carrier, upgrading from economy to first class—for travelers to accumulate additional mileage or for other personal reasons. The City will not reimburse travel by private aircraft unless authorized in advance by the City Administrator.

7.9.5.2.2. RAIL OR BUS

The City will pay for actual cost of ticket.

7.9.5.2.3. VEHICLES

Automobile transportation may be used when a common carrier cannot be scheduled, when it is more economical, when a common carrier is not practical, or when expenses can be reduced by two or more City employees traveling together.

Personal Vehicle. Employees should use City vehicles when possible. Use of a private vehicle must be approved in advance by the supervisor. The City will pay a mileage rate not to exceed the rate allowed by the state schedule. The miles for reimbursement shall be paid from origin to destination and back by the most direct route. Necessary vicinity travel related to official City business will be reimbursed. If an indirect route is taken, MapQuest mileage will be used to determine the mileage to be reimbursed. If a privately owned automobile is used by two or more travelers on the same trip, only the traveler who owns or has custody of the automobile will be reimbursed for mileage. It is the responsibility of the traveler to provide adequate insurance to hold harmless the City for any liability from the use of the private vehicle. In no event will mileage reimbursement, plus vicinity travel and associated automobile costs, exceed the lowest reasonable available air fare and associated air fare travel costs. Travelers will not be reimbursed for automotive repair or breakdowns when using their personal vehicle.

City Vehicle. The City may require the employee to drive a City vehicle. If a City vehicle is provided, the traveler is responsible for seeing that the vehicle is used properly and only for acceptable business. The employee will be reimbursed for expenses directly related to the actual and normal use of the City vehicle when proper documentation is provided. Out-of-town repair cost to the City vehicle in excess of \$100 must be cleared with the proper City official before the repair is authorized.

Rental Cars. Use of a rental car is not permitted unless it is less expensive or otherwise more practical than public transportation. Approval of car rental is generally required in advance by the City Administrator. Always request the government or weekend rate, whichever is cheaper. Anyone who uses a rental car for out-of-state travel must obtain liability coverage from the vendor.

- Fines for traffic or parking violations will not be reimbursed by the City.
- Reasonable tolls will be allowed when the most direct travel route requires them.

7.9.5.2.4. TAXI, LIMOUSINE, AND OTHER TRANSPORTATION FARES

When an individual travels by common carrier, reasonable fares will be allowed for necessary ground transportation. Bus or limousine service to and from airports should be used when available and practical. The City will reimburse mileage for travel to and from the local airport and parking fees, provided such costs do not exceed normal taxi/limousine fares to and from the airport. Receipts are required. For travel between lodging quarters and meetings, conferences, or meals, reasonable taxi fares will be allowed. Remember, *original* receipts are required for claims of \$5 or more. Transportation to and from shopping, entertainment, or other personal trips is the choice of the traveler and not reimbursable. Reimbursement claims for taxis, limousines, or other ground transportation must be listed separately on the expense form, claiming the destination and amount of each fare.

7.9.6. LODGING

The amount allocated for lodging shall not ordinarily exceed the maximum per diem rates authorized by the state rate schedule.

7.9.6.1 Tennessee's reimbursement rate varies according to location and does not include appropriate taxes. State rates for travel reimbursement can be found in the state regulations online at <http://www.state.tn.us/finance/act/policy8.pdf>.

7.9.6.2. Original lodging receipts must be submitted with the expense form. *Photocopies are not acceptable.*

7.9.6.3. If a traveler exceeds the maximum lodging per diem, excess costs are the responsibility of the traveler.

7.9.6.4. If the best rate is secured, and it still exceeds the maximum lodging per diem, the supervisor may authorize a higher reimbursement amount. Even if it costs more, travelers may be allowed to stay at the officially designated hotel of the meeting; however, more moderately priced accommodations must be requested whenever possible. It will be the traveler's responsibility to provide documentation of the "officially designated meeting site" room rates, if these rates are higher than the normal reimbursable amounts.

7.9.6.5. If two or more City employees travel together and share a room, the lodging reimbursement rate will be the maximum of two single rooms. If an employee shares a room with a non-employee, the actual cost will be allowed up to the maximum reimbursable amount. The receipt for the entire amount must be submitted with the expense form.

7.9.7. MEALS AND INCIDENTALS *Revised 08.20.09*

Receipts are not required for meals and incidentals. The authorized traveler may be reimbursed the daily amount based on the rate schedule and the authorized length of stay. The per diem meal amounts are expected to cover meals, tips, porters, and incidental expenses. The authorized traveler will not be reimbursed more than this. Whether meals may be claimed depends on when the traveler leaves and returns to the official station. The traveler's official station is home or work, whichever produces the least cost to the City. When partial day travel is involved, the current per diem allowance is determined as follows:

MEAL	IF DEPARTURE BEFORE	IF DEPARTURE AFTER
Breakfast	7:00 a.m.	8:00 a.m.
Lunch*	11:00 a.m.	1:30 p.m.
Dinner**	5:00 p.m.	6:30 p.m.

Departure time is determined by using the start time for the class or event less the estimated travel time from www.mapquest.com

Generally, lunch will not be reimbursed unless overnight travel is involved. Lunch may be reimbursed if departure is before 11 a.m. **and the employee is eligible to be reimbursed for dinner.*

*** When overnight travel is involved, dinner reimbursement is made regardless of departure time*

Regardless of which reimbursement rate the City uses, the amounts include tip, gratuity, etc. The hour and date of departure and return must be shown on the expense form.

The excess cost of an official banquet may be allowed provided proper documentation or explanation is submitted with the expense form. If a meal is included as part of a conference or seminar registration, or is included with the air fare, then the allowance for that meal should be subtracted from the total allowance for the day. For example, if a dinner is included as part of the conference fee, the maximum meal allowance for the day should be reduced by the allowed dinner amount.

7.9.8. MISCELLANEOUS EXPENSES

7.9.8.1. Registration fees for approved conferences, conventions, seminars, meetings, and other educational programs will be allowed and will generally include the cost of official banquets, meals, lodging, and registration fees. Registration fees should be specified on the original travel request form and can include a request for preregistration fee payment.

7.9.8.2. The traveler may be reimbursed for personal phone calls while on official travel, but the amount will be limited to \$5 per day.

7.9.8.3. A \$4 allowance will be reimbursable for hotel/motel check-in and baggage handling expenses.

7.9.8.4. Laundry, valet service, tips, and gratuities are considered personal expenses and are not reimbursable.

7.9.8.5. For travel outside the United States, all expenses claimed must be converted to U.S. dollars. The conversion rate and computation should be shown on each receipt.

7.9.9. ENTERTAINMENT

The City may pay for certain entertainment expenses provided that the

- entertainment is appropriate in the conduct of City business;
- entertainment is approved by the City Administrator;
- group or individuals involved are identified; and
- documentation is attached to the expense form to support the entertainment expense claims

To request reimbursement for authorized entertainment expenses, be sure to include with the expense form.

Required receipts. All requests must be supported by original receipts from the vendor (restaurant, caterer, ticket office, etc.) Reasonable tips and gratuities included on the receipt by the vendor are reimbursable.

A disclosure and explanation statement, explaining the purpose of the entertainment and identifying the group and the number of people entertained (or individual names listed if not a recognized group). If the City Administrator is the person filing the claim, then it must be approved by the governing board before the finance officer authorizes payment.

7.9.10. TRAVEL RECONCILIATION

7.9.10.1. Within 10 days of return from travel, or by the end of the month, the traveler is expected to complete and file the Statement of Expense Claims Form. It must be certified by the traveler that the amount due is true and accurate. Original lodging, if the City provided a travel advance or made advanced payment, the traveler should include that information on the expense form. In the case of advances, the form should have a reconciliation summary, reflecting total claimed expenses with advances and City pre-payments indicated. The balance due the traveler or the refund due the City should be clearly shown below the total claim on the form or in a cover memo attached to the front of the form.

7.9.10.2. If the traveler received a travel advance and spent less than the advance, the traveler should attach a check made payable to the City for that difference.

7.9.10.3. The City Administrator will address special circumstances and issues not covered in this policy on a case-by-case basis.

7.9.11. TRAVEL VIOLATIONS

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

7.10. USE OF CITY VEHICLES AND EQUIPMENT *Revised 08.20.09*

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. As City property, smoking is not allowed in any City owned vehicle. Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

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

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

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

7.10.1. City-owned vehicles are not assigned, nor shall they be used for the convenience of the employee with regard to personal transportation needs or other non-business activities. Vehicles shall be driven only for City business and not for personal business.

7.10.2. Reserved for Future Use

7.10.3. Reserved for Future Use

7.10.4. The City Administrator shall, at least annually, review the assignment of City vehicles to specific employees as well as the necessity for specific employees to take vehicles home overnight.

7.10.5.1 The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T(k), Reg. § 1.132-5(h):

- Animal Control Officer
- Police K9 Officer
- Police Patrol Division Supervisor
- Detective Sergeant
- Police Chief
- Fire Chief
- Fire Marshall
- Scheduled on-call utility worker
- Wastewater Collections Supervisor
- Emergency Response Team
- Wastewater Superintendent

7.10.5.2 As a general rule, the following are the only employees authorized assignment of a take home vehicle:

- City Administrator
- Public Works Director
- Parks Director
- Wastewater Director
- City Engineer

7.10.6. All accidents, whether at fault or not at fault of the employee, shall be reported to the employee's Department Head as soon as possible. Employees shall be accountable for the safety and care of the vehicles assigned to them. Employees are solely responsible for the following:

- All traffic laws while operating any City vehicle or equipment;
- Any violation of such laws which result in speeding, parking or other moving violations; and
- Tickets and/or citations shall be paid by the employee

7.10.7. No employee will operate a city vehicle while under the influence of alcohol, illegal substances, or medications (prescription or over the counter) which could affect the employee's ability to operate the vehicle safely.

7.10.8. Any employee who is assigned a take home vehicle is subject to all IRS, local, state and federal laws. All employees assigned take home city vehicles, who are not exempt from IRS filing regulations, must be informed of the IRS options available to them, choose an option, and give notification to the Finance Department to ensure IRS compliance. The employee is solely responsible and will be held accountable as to the use, safety and operation of the vehicle.

7.10.9. Employees on vacation leave (or other circumstances) for more than 2 consecutive working days will park their city vehicle at their designated facility.

7.10.10. **Care and Maintenance.** All city vehicles shall be kept clean and in orderly condition. Maintenance of city vehicles requires the cooperation of the employee using such vehicle. Employees shall notify their Department Head of all mechanical or other unsafe problems. The employee operating the vehicle is responsible for regularly checking the oil level, anti-freeze/coolant level, battery water level, fuel and tires. Employees assigned a take home vehicle shall additionally be responsible for keeping the vehicle clean and neat in appearance. Vehicle maintenance personnel may periodically request all city-owned vehicles and equipment to be brought to the maintenance shop for preventive maintenance scheduling. Preventive maintenance will be scheduled with the Department Head. The cost for maintaining city vehicles will be charged back to the department requesting maintenance.

Disciplinary action. Violation of this policy is considered a misuse of city property. Anyone misusing or abusing city vehicles shall be subject to appropriate disciplinary action, up to and including termination.

7.11. SEXUAL HARASSMENT

7.11.1. PURPOSE

The City may be held liable for the actions of all employees with regard to sexual harassment and will not tolerate sexual harassment of its employees. The City will take immediate, positive steps to stop such harassment when it occurs. The City is responsible for acts of sexual harassment in the workplace when the City (or its agents or supervisory employees) knows or should have known of the conduct, unless it can be shown that the City took immediate and appropriate corrective action. The City may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the City (or its agents or supervisory employees) knows or should have known of the conduct and failed to take immediate and appropriate corrective action.

This policy applies to all officers and employees of the City of White House, including but not limited to, full- and part-time employees, elected officials, regular and temporary employees, and employees working under contract for the City.

7.11.2. DEFINITIONS

~~Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature; making either explicit or implied job threats or promises in return for submission to sexual favors; telling inappropriate sexually-oriented jokes; displaying sexually explicit or pornographic material. When any of the foregoing unwelcome conduct affects employment decisions, makes the job environment hostile, distracting, or unreasonably interferes with work performance it is an unlawful employment practice and is absolutely prohibited by the city.~~

The following actions are absolutely prohibited by the City when they affect employment decisions, create a hostile job environment, cause distractions, or unreasonably interfere with work performance. They are:

- sexual harassment or unwelcome sexual advances;
- requests for sexual favors;
- verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, or propositioning;
- explicit or implied job threats or promises in return for submission to sexual favors;
- sex-oriented comments on appearance;
- sex-oriented stories;

- displaying sexually explicit or pornographic material, no matter how the material is displayed; and/or
- sexual assault on the job by supervisors, fellow employees, or, on occasion, non-employees

Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men, and conduct directed by women toward women.

7.11.3. MAKING SEXUAL HARASSMENT COMPLAINTS

~~By law, the city is responsible for acts of sexual harassment in the work place where the city (or its agents or supervisory employees) knows or should have known of the conduct, unless it can be shown that the city took immediate and appropriate corrective action. Additionally, supervisors who knew or should have known of the sexual harassment may also be held personally responsible. The city may also be responsible for the acts of non-employees, with respect to the sexual harassment of employees in the work place, where the city (or its agents or supervisory employees) knew or should have known of the conduct and failed to take immediate and appropriate corrective action.~~

Prevention is the best tool for the elimination of sexual harassment. An employee who feels subjected to sexual harassment should immediately contact one of the persons below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- the employee's immediate supervisor;
- the employee's Department Head;
- the City's human resources director; and/or
- the City Administrator

Employees have the right to circumvent the employee chain of command in selecting which person to whom to make a complaint of sexual harassment. Regardless of which of the above persons the employee makes a complaint of sexual harassment, the employee should be prepared to provide the following information:

- ~~Official's or employee's~~ his/her name, department and position title;
- the name of the person or persons committing the sexual harassment, including their title(s), if known;
- the specific nature of the sexual harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment;
- witnesses to the harassment; and
- whether the employee has previously reported the harassment and, if so, when and to whom

7.11.4. REPORTING AND INVESTIGATING SEXUAL HARASSMENT COMPLAINTS

The Human Resources Director is the person designated by the City to be the investigator of complaints of sexual harassment against employees.

When an allegation of sexual harassment is made by any employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the Human Resources Director.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of sexual harassment, witnesses interviewed during the investigation, the person against whom the complaint of sexual harassment was made, and any other person contacted by the investigator in connection with the investigation. The notes shall be made at the time the verbal interview is in progress.

Upon conclusion of the investigation, the investigator shall prepare a report of the findings and present it to the City Administrator. The report shall include the written statement of the person complaining of sexual harassment, the written statement of witnesses, the written statement of the person against whom the complaint of sexual harassment was made, and all the investigator's notes connected to the investigation.

7.11.5. ACTION ON COMPLAINTS OF SEXUAL HARASSMENT

If it is determined that the complaint of harassment is founded, immediate and appropriate disciplinary action against the employee guilty of sexual harassment will be taken by the City Administrator, consistent with this authority under the municipal charter, ordinances or rules governing the authority to discipline employees.

The disciplinary action shall be consistent with the nature and severity of the offense. The disciplinary action may include demotion, suspension, warning, reprimand, or termination. A determination of the level of disciplinary action shall be made on a case-by-case basis.

A written record of disciplinary actions taken shall be kept, including verbal reprimands. In all events, an employee named in a sexual harassment investigation shall be warned not to retaliate in any way against the person making the complaint of sexual harassment, witnesses or any other person connected with the investigation of the complaint of sexual harassment.

In cases where the sexual harassment is committed by a non-employee against a City employee in the work-place, the Human Resource Manager shall take whatever lawful action against the non-employee is necessary to bring the sexual harassment to an immediate end.

7.11.6. OBLIGATION OF EMPLOYEE

Employees are not only encouraged to report instances of sexual harassment, they are **obligated** to report them. Employees are also obligated to cooperate in every investigation of harassment.

Disciplinary action may also be taken against any employee who fails to report instances of sexual harassment, or who fails or refuses to cooperate in the investigation of a complaint of sexual harassment, or who files a complaint of sexual harassment in bad faith.

7.12. POLITICAL ACTIVITY

Nothing in this section is intended to prohibit any municipal government employee from privately expressing his/her political views or from casting his/her vote in all elections.

City employees are prohibited from participating in the following activities:

7.12.1. In elections for city and county offices - No City employee, whether on or off duty, whether in or out of uniform, and whether on or off City property, shall at any time or any place:

- Become a candidate for, or campaign for, an elected city or county office.
- Directly or indirectly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for a candidate for city or county office.
- Organize, sell tickets to promote or actively participate in a fund-raising activity of a candidate for city or county office.
- Take an active part in managing the political campaign for a candidate for city or county office.
- Solicit votes in support of or in opposition to a candidate for city or county office.
- Act as a recorder, watcher, challenger or similar officer at the polls on behalf of a candidate for city or county office.
- Drive voters to the polls on behalf of a candidate for city or county office.
- Endorse or oppose a candidate for city or county office in a political advertisement, broadcast, campaign literature or similar material.
- Address a rally or similar gathering of the supporters of opponents of a candidate for city or county office.
- Initiate, circulate, or sign a petition for referendum or candidate nomination for city or county office.
- Wear campaign buttons, pins, hats or other similar attachment, or distribute campaign literature in support or opposition to a candidate for city or county office.
- In all other elections for public office - No City employee, whether on or off duty, whether in or out of uniform, and whether on or off City property, shall at any time or place:
 - Become a candidate for, or campaign for, an elected public office.
 - Take an active part in managing the political campaign of a candidate for public office.
 - Directly or indirectly solicit, receive or collect contributions or other funds for a candidate for public office.
 - Sell tickets to a fund-raising activity of a candidate for public office.
 - Engage in any of the other political activities enumerated in the aforementioned section (1) except while they are either off duty or on their own time while they are not in a City uniform, and while they are in places other than on City-owned property.

A leave of absence will not be granted to a City employee to engage in any of the political activities enumerated above.

7.13. PERSONNEL RECORDS

Personnel records for each employee are kept on file and maintained in the Human Resources office Department. Employee changes (i.e., address, pay rate, title, etc.) should be submitted to the Human Resources Department.

The Human Resources office Department also maintains the benefit information for each employee. Employees will be advised of their eligibility so that they may take full advantage of all the benefits available.

It is the responsibility of the employee to update personal information in his/her personnel file by notifying the Human Resources Department of any information changes. The City shall not be held liable when incorrect withholding, wrong beneficiaries, or loss of employee benefits result from the failure of any employee to keep personnel records current.

7.14. FLOWERS

Departments desiring to send flowers for an employee's or their family members' death or illness may do so at the expense of each employee within the department.

7.15. INFORMATION SYSTEMS COMPUTER USE AND MONITORING

~~Any employee using a computer, the Internet or using E-mail for personal use shall be subject to disciplinary action up to and including termination. Periodically the City shall make a random check of all computers in order to ascertain any abuse.~~

It is every employee's duty to use the City's computer resources and communication devices responsibly, professionally, ethically and lawfully. These policies are not intended to, and do not grant users any contractual rights. The term "computer resources" refers to the City's computers, electronic equipment, and its entire computer network.

The computer resources are the property of the City and should be used for legitimate business purposes. While personal use of City computer resources including Internet and electronic mail is not forbidden, it is discouraged. Personal use shall be minimal and shall not interfere with the performance of job duties and responsibilities. Users are permitted access to the computer resources to assist them in performing their jobs. Use of the computer resources is a privilege that may be restricted or revoked at any time. All information contained in the computer resources and all documents generated there from are for the exclusive use of the City in connection with the conduct of its business and are the sole property of the City. Periodically, the City shall make a random check of all computers in order to ascertain any abuse.

7.15.1. General Computer Policies

- Only those persons currently employed (or given special permission) are permitted to use any computer resources owned, leased or in control of the City of White House.
- Use of the City of White House's computer resources or internet connections for gambling, obtaining or distributing pornographic materials and all other illegal activity is strictly forbidden. The City actively monitors incoming and outgoing internet traffic for this type of usage.
- Programs and/or downloads related to specialized icons, wallpaper, screensavers, instant messaging, chat rooms, and online gaming is strictly prohibited.
- Only information system personnel or agents contracted by them may install software or hardware on any City computer system. Information systems personnel may, at

their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

- Unless departmental arrangements have been made, always obtain permission from a co-worker before using his/her computer. Please be considerate, if you must use someone else's computer, do not change their colors or other settings.
- Do not log into your colleague's account(s). However, staff may authorize other staff members to use shared files and/or directories in cooperative projects.
- Where copyright laws apply, the City forbids unlawful copying of any software or manuals.

7.15.2. Internet Usage

- Access to the internet is for the exchange of information and research consistent with the vision, mission, goals and activities of the City of White House.
- Employees are expected to use the internet solely for job related research and City business communications during work hours.
- Employees shall not use the internet for inappropriate or unlawful purposes, including but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.
- Internet access records and records of downloaded files are not private and may be occasionally monitored as the City Administrator or Department Head deems necessary.
- Department Heads shall be responsible to ensure proper employee use of the internet.
- Inappropriate or unlawful use of the internet may result in the loss of access for the user and, depending on the seriousness of the infraction, can result in disciplinary action as deemed necessary.

7.15.3. E-Mail Usage

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

7.16. WORKPLACE VIOLENCE AND HARASSMENT

The City maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with

the City. The City recognizes that each employee is entitled to a safe and secure work environment that is free from intimidation, threats, or violent acts, and will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

Workplace violence includes, but is not limited to harassment, threats, physical attacks, or property damage. A threat is the expression of intent to cause physical and/or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat. Physical attack is intentional hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the City, employees, or others.

No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:

- **Verbal harassment.** Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slurs; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- **Physical Harassment.** Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.
- **Visual Harassment.** Displaying derogatory or offensive posters, cartoons, publications or drawings.

Charges of violence and harassment may be reported to any supervisory employee of the City, including, but not limited to, the Human Resources Director, the City Administrator, and the Mayor. Each incident of violent behavior, whether it is committed by an employee or external entity, must be reported to the next level supervisor. The supervisor then is to report it to the department head. The incident is to be reported immediately to Human Resources by the department heads, or highest level of supervision if the department head is not available. The Director of Human Resources is the party designated to investigate any claims of workplace violence.

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

Employees who have knowledge of an act of workplace violence or of another employee's intent to commit an act of violence against a co-worker, supervisor or citizen have an obligation to report such information to their supervisor. Failure to report or refusal to cooperate in an investigation regarding workplace violence or harassment may result in disciplinary action. Any employee who acts in good faith by reporting real or implied violent behavior or harassment will not be subject to any form of retaliation or harassment. Any action of this type resulting from a report of violent behavior must be reported to Human Resources for investigation.

Should an employee become a victim of an incident of workplace violence or harassment, Human Resources may offer contact through the Employee Assistance Program (EAP) to assist in coping with any effects of the incident.

The City must be informed of individuals who have been ordered legally to stay away from any City employee or City location. Any employee who applies for or obtains a protective or restraining order shall provide in confidence to Human Resources the appropriate information and/or documentation.

7.18. CALL BACK PAY

~~Non-exempt employees of the City with on-call responsibilities, excluding public safety employees, will be paid a once-daily call-back premium of \$35.00 per day for being called back to work outside of scheduled or normal working hours. The call-back premium is to be paid only in the event that the on-call employee reports to perform work. All hours worked upon returning to work will be paid at the appropriate straight time or overtime rate as applicable per the Fair Labor Standards Act. The call-back premium will apply to a 24-hour period of on-call status beginning and ending at midnight.~~

7.19. COMPENSATORY TIME

~~Exempt employees may be eligible for compensatory time, should their attendance be required at scheduled meetings or for emergency call-outs. Time earned will be one hour for each hour worked and will expire 12 months from accrual date. An employee's compensatory time balance is not paid out should the employee leave the City's employ.~~

7.17. CELLULAR PHONES

Employees issued a City-owned cellular phone due to the nature of their position shall be able to receive and initiate personal calls outside regular business hours. However, should personal minutes or data usage exceed the number of minutes allowed by the City's cellular phone plan, the employee is responsible for reimbursement to the City for the overage charges. Any employee habitually having a balance due for cellular phone charges may be subject to disciplinary action. Cellular phone etiquette shall be observed at all times. If employee loses or damages City-owned cellular telephone due to abuse or neglect, employee may be held responsible for replacement cost of equipment.

7.21. DIRECT DEPOSIT

~~All employees hired on or after January 19, 2006 are required to have their payroll checks deposited via direct deposit into the financial institution of their choice. Current employees hired prior to January 19, 2006 may choose and are encouraged, but not required, to participate in the City's payroll direct deposit program.~~

7.18. CODE OF ETHICS

The code of ethics 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 municipality. For more detailed information, see White House Municipal Code, Title 4, Chapter 6, Code of Ethics.

7.19. SOCIAL MEDIA

City of White House departments may utilize social media and social network sites in support of City goals and objectives. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City departments may consider participating in social media

formats to reach a broader audience. The City of White House encourages the use of social media to further the goals of the City and the missions of its departments where appropriate.

The City Administrator and Department Heads will approve which social media outlets may be suitable for use by the City and its departments.

The City of White House's website will remain the City's primary and predominant Internet presence.

All official City presences on social media sites or services are considered an extension of the City's information networks and are governed by the City of White House Information Systems Policy and Procedures.

The City Administrator and Department Heads will review department requests to use social media sites. In addition, the City Administrator and Department Heads may assist in the selecting of appropriate social media outlets, as well as defining a strategy for engagement using social media.

Departments that use social media are responsible for complying with applicable federal, state, and county laws, regulations, and policies, as well as all applicable City policies. This includes adherence to established laws and policies regarding copyright, records retention, the Freedom of Information Act (FOIA), the First Amendment, and privacy laws.

Wherever possible, links should direct users back to the City's official website for more information, forms, documents, or online services necessary to conduct business with the City of White House.

Employees representing the City government via social media outlets must conduct themselves at all times as representatives of the City. Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary action outlined in the City of White House Personnel Manual and the City of White House Information Systems Policy and Procedures. Violation may also result in the removal of department pages from social media outlets.

Departmental staff members are responsible for the content and upkeep of any social media pages or sites that a department might create. One contact will be designated by the department and approved by the City Administrator.

SECTION 8 – SEPARATIONS AND DISCIPLINARY ACTIONS

8.1. TYPES OF SEPARATIONS

8.1.1. RESIGNATION

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

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

8.1.2. LAY-OFF

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

8.1.3. TERMINATION

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

8.1.4. DISABILITY

An employee may be separated for disability when he/she cannot perform the essential functions of the job because of physical or mental impairment that cannot be accommodated without undue hardship or that poses a direct threat to the health and safety of others. Action may be initiated by the employee or the City, but in all cases it must be supported by medical evidence acceptable to the City Administrator. The City may require an examination by a licensed physician of its choice at the City's expense.

8.1.5. RETIREMENT

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

8.1.6. DEATH

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

8.2. TYPES OF DISCIPLINARY ACTIONS

Whenever an employee's performance, behavior, work habits or personal conduct falls below an acceptable level as defined in current job description, personnel manual, City of White House Municipal Code, or applicable reference, supervisors may discipline an employee as appropriate up to and including termination. ~~shall inform employees promptly either verbally through coaching and counseling, or in writing using the City of White House performance correction notice, as appropriate.~~ In some instances, a specific incident, in and of itself, may justify severe initial disciplinary action up to, and including, termination.

Copies of all disciplinary action shall be forwarded to Human Resources for inclusion in the employee's personnel folder.

8.2.1. ORAL REPRIMAND

In situations where an oral warning is deemed sufficient, a written record of the warning will be given to the employee, and a copy shall be placed in the employee's personnel folder.

8.2.2. WRITTEN REPRIMAND

In situations where an oral warning has not resulted in the expected improvement, or when more severe initial action is warranted, a written reprimand will be given to the employee, and a copy shall be placed in the employee's personnel folder.

8.2.3. SUSPENSION

An employee may be suspended with or without pay by his/her Department Head with the approval of the City Administrator.

A written statement of the reason for suspension shall be given to the employee affected prior to the time the suspension becomes effective. Employees may be suspended with or without pay pending an investigation of any charges against them. An employee determined to be innocent of the charges shall be returned to duty with full pay for the period of suspension.

8.2.4. TERMINATION

The City Administrator may terminate any employee. The City of White House is an at-will employer. This means that an employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws. ~~Reasons for termination may include, but shall not be limited to: misconduct, negligence, incompetence, insubordination, unauthorized absences, falsification of records, violation of any of the provisions of the Charter, ordinances or this personnel manual.~~ The City Administrator's decision will be final and binding on all parties involved.

8.3. COMPLAINT PROCEDURES

A complaint is defined as an expression of dissatisfaction; disagreement or dispute arising between a current employee and his/her supervisor and/or employer with some aspect of his/her employment, application or interpretation of regulations and policies, or some management decision affecting him/her. A complaint may be something real, alleged, or a misunderstanding concerning only administrative orders involving the employee's health, safety, physical facilities, equipment or materials used. Such misunderstandings, points of view, and opinions will be considered a complaint, except in cases where they relate to personnel actions arising out of pay, suspension, and dismissal.

It is the City's desire to address complaints informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be occasional situations that will be resolved only after a formal appeal and review.

Employee(s) who have a complaint should first discuss it with their immediate supervisor, a higher-level supervisor, and/or the Department Head. Every employee may present a complaint under the provisions of the complaint procedure free from fear of retaliation of any kind concerning employment.

STEPS OF THE COMPLAINT PROCEDURE ARE AS FOLLOWS:

Step 1. The employee files an oral or written complaint with the immediate supervisor. It is the responsibility of the immediate supervisor to promptly consider the complaint and take action. The supervisor shall inform the employee of his/her decision in writing within three business days. The supervisor shall provide a copy of his/her decision to the Department Head. Any supervisor in the chain of command shall attach a copy of his/her recommendation regarding the unresolved complaint if it proceeds to a higher level. No supervisor may hold a complaint longer than three business days without forwarding it to the next supervisory level.

Step 2. If the issue cannot be resolved between the employee and his/her supervisor, the employee may proceed to the second step. Before proceeding, an employee must reduce the request to writing and request that the Department Head review the written complaint and supervisor's response. If an employee wishes a meeting with the Department Head, one will be arranged. Upon hearing the complaint, the Department Head must provide a written response to the employee and the immediate supervisor within three business days of the meeting.

Step 3. If the issue still cannot be resolved by the Department Head, the employee may request in writing a meeting with the City Administrator. The City Administrator shall have ten business days to schedule the meeting after which, the City Administrator shall provide a written response to the employee with copies to the Department Head and immediate supervisor. Every attempt will be made to resolve the employee's complaint. The City Administrator's decision shall be final and binding on all parties involved.

SECTION 9 - AMENDMENT OF PERSONNEL RULES

9.1. AMENDMENTS

Amendments or revisions of these rules may be recommended for adoption by the Board of Mayor and Aldermen by the City Administrator. Such amendments or revisions of these rules shall become effective after approval by resolution of the Board of Mayor and Aldermen.

9.2. SPECIAL NOTE

These personnel policies are believed to be written within the framework of the Charter of the City of White House but in case of conflict, the Charter takes precedence.

SECTION 10 – PERSONNEL MANUAL REVISION LOG

Rev #	Date	Section Revised	Description of Revision(s)
1	01.16.09	All	Change in format from page enumeration to section enumeration.
2	01.16.09	10	Addition of Revision Log
3	01.16.09	6.13	Addition of Light Duty language to Worker Compensation Policy
4	01.16.09	7.3.2	Addition of language clarifying Safety Specific Personnel and guidelines to Drug Free Workplace policy
5	01.16.09	7.9.7	Addition of language clarifying departure times to Meals and Incidentals section of Travel Policy
7	01.16.09	7.17	Addition of clarifying language to Workplace Violence Policy
8	01.16.09	5.11	Addition of language clarifying annual eligibility of employees for performance evaluations.
9	01.16.09	Appendix	Elimination of appendix, as all attached appendices are now available on the Employee Intranet as individual docs
10	02.19.09	6.1	Align Holiday Schedule with 4 day work week
11	02.19.09	6.2	Aligns Holiday Pay with 10 hour work days
12	08.20.09	6.2	Clarification of policy for regular part-time workers
13	08.20.09	6.3	Clarifying language for accrual benchmarks
14	08.20.09	6.6	Clarification of policy
15	08.20.09	6.7	Policy clarification and definition of a 'day' for purposes of leave administration
16	08.20.09	Definitions	Inclusion of approved in-laws within bereavement policy
17	08.20.09	7.9.7	Clarification of policy to align with per-diem and overnight travel
18	08.20.09	7.10	Alignment of City Vehicle use with IRS code taxable fringe guidelines

ORDINANCES....

MEMORANDUM

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

FROM: Addam McCormick, Planning Codes Department

DATE: December 28, 2010

RE: Planning Commission Designation as City's Design Review Board

The purpose of the proposed amendment is to officially designate the Planning Commission as the City's Design Review Board. The City by ordinance adopted the Commercial Design Standards in 2003 which includes design regulations for multi-family residential, commercial, and industrial developments. The State in 2006 adopted a law for Mayor and Aldermen forms of governments that allowed the creation of design standards and the designation of a design review board that functions subordinate to the Planning Commission. The State in 2008 adopted a law that applies to all forms of government to designate either a separate design review board or the Planning Commission as the design review board with the stipulation that all appeals of the separate design review board be heard by the Planning Commission and all appeals of the Planning Commission designated as the design review board be heard by the Board of Mayor and Aldermen. A request for a variance to the design standards would still be reviewed by the Planning Commission.

The State law also allows the Planning Commission or Design Review Commission to adopt design regulations without the formal ordinance process thru the Board of Mayor and Aldermen. Amendments to the City's Subdivision Regulations are only required to be reviewed and approved by the Planning Commission. Since the City adopted the Commercial Design Standards by ordinance prior to the state laws in 2006 and 2008, then amendments to the standards would have to be completed by formal ordinance by the Board of Mayor and Aldermen. An alternative to requiring Aldermen approval of amendments would be for the Planning Commission to formally re-adopt the design standards under the provisions of 2008 law so that future amendments would only have to be reviewed by the Planning Commission.

The Planning Commission at the November 8th meeting discussed the difference between a separate design review board and the Planning Commission being designated as the design review board. Staff and Commission discussed in the future when the town center is redeveloped and when the Planning Commission has large agenda with multiple new development proposals that the need for separate design review board would need to be reviewed again. Staff and Commission discussed at this time a separate design board would increase the development approval timeline.

Tennessee Code Annotated Sections:

6-2-201-33- Create a design review commission, which shall have the authority to develop general guidelines and to develop procedures for the approval of the guidelines for the exterior appearance of all nonresidential property, multiple family residential property, and any entrance to nonresidential developments within the municipality; provided, that the authority is subordinate to and in no way exceeds the authority delegated to a municipal planning commission pursuant to title 13, chapter 4. Any property owner affected by the guidelines may appeal a decision by the design review commission to the municipality's planning commission or, if there is no planning commission, to the entire municipal legislative body. (2006)

6-54-133. Design review commission — Authority — Members — Appeal of decisions.
Any municipality may create a design review commission (DRC) having the authority to develop general guidelines for the exterior appearance of nonresidential property, multiple family residential property, and any entrance to a nonresidential development within the municipality. The municipal governing body may designate the planning commission as the DRC. When the municipality creates a separate DRC, the mayor shall appoint the members of the DRC from residents of the municipality and shall strive to ensure that the membership is representative of the municipality as a whole, including, if possible, members with either architectural or engineering knowledge, or any other person having experience in nonresidential building. Any property owner affected by the guidelines may appeal a decision of the DRC to the municipality's planning commission or, if there is no planning commission or if the municipality has designated the planning commission as the DRC, to the municipality's governing body. (2008)

ORDINANCE 11-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE ESTABLISHING THE WHITE HOUSE PLANNING COMMISSION AS THE CITY'S DESIGN REVIEW COMMISSION

WHEREAS, Tennessee Code Annotated, 6-54-133, authorizes municipalities to establish a Design Review Commission or designate the Planning Commission as the Design Review Commission to develop general guidelines and review developments proposals for the exterior appearance of nonresidential property, multiple family residential property, and any entrance to a nonresidential development within the municipality.

WHEREAS the City has an interest in maintaining the aesthetic beauty of the community and in preserving and promoting high-quality design standards;

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that Title 14 of the White House Municipal Code is amended as indicated below:

Title 14	Zoning and Land Use Control
Section 14-104	Design Review Board

14-104. Design Review Board. Per TCA Code Section 6-54-133, the Planning Commission shall be designated as the Design Review Board. The Commercial Design Standards are referenced in the Zoning Ordinance.

Section 1. There is hereby established a Design Review Commission for the City of White House, Tennessee.

Section 2. The members of the Planning Commission of White House shall serve as the Design Review Commission.

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

First Reading: January 20, 2011

Second Reading: February 17, 2011

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: January 10, 2011

RE: Zoning Ordinance Amendment Floodway and Flood Fringe District

The White House Planning Commission at the September 13, 2010 recommended approval of the ordinance amendments. The existing zoning ordinance section is the previous state model for floodways and flood fringe districts. The state has revised the model ordinance to improve the understanding of the regulations and the ability to enforce the regulations. The state model ordinance is based on FEMA requirements. Based on previous discussions with the State Local Planning Office, local amendments are not recommended that weaken the requirements of the model ordinance which could limit the City's ability to participate in the Federal Flood Insurance program. Local ordinance changes that are more stringent than the model ordinance would have to be supported by technical engineering data.

** Changes are referenced in the ordinance. Staff did not include the changes that were simply moving the location of the requirements within the ordinance. The font change and comments will not be part of adopted Zoning Ordinance.*

ORDINANCE NO. 11-02

**AN ORDINANCE AMENDING THE CITY OF WHITE HOUSE, TENNESSEE
MUNICIPAL ZONING ORDINANCE BY AMENDING ARTICLE V, ZONING
DISTRICTS**

WHEREAS, the City of White House, Tennessee desires regulating development within the corporate limits of White House, Tennessee by minimizing danger to life and property due to flooding, and to establish eligibility for participation in the National Flood Insurance Program;

Whereas, the White House Municipal Planning Commission has duly recommended to the Board of Mayor and Aldermen that the Official Zoning Ordinance of White House, Tennessee, be amended as hereinafter described; and

Whereas, the Board of Mayor and Aldermen have reviewed such recommendation and have conducted a public hearing thereon.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE,
AS FOLLOWS:

ARTICLE V, ZONING DISTRICTS, is hereby amended by the deletion of the existing section and addition of a new section, Section 5.055, which reads as follows:

5.055 Floodway and Flood Fringe Districts

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

**Recommended by the White House Municipal/Regional Planning Commission
September 13, 2010**

First Reading: January 20, 2011

Second Reading: February 17, 2011

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

5.055 Floodway and Flood Fringe Districts

AN ORDINANCE ADOPTED FOR THE PURPOSE OF AMENDING THE CITY OF WHITE HOUSE, TENNESSEE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF WHITE HOUSE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM.

ARTICLE I. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES

A. Statutory Authorization

The Legislature of the State of Tennessee has in Sections 13-7-201 through 13-7-210, Tennessee Code Annotated delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City of White House, Tennessee, Mayor and Board of Aldermen, do ordain as follows:

B. Findings of Fact

1. The City of White House, Tennessee, Mayor and its Legislative Body wishes to maintain eligibility in the National Flood Insurance Program (NFIP) and in order to do so must meet the NFIP regulations found in Title 44 of the Code of Federal Regulations (CFR), Ch. 1, Section 60.3.
2. Areas of the City of White House, Tennessee are subject to periodic inundation which could result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
3. Flood losses are caused by the cumulative effect of obstructions in floodplains, causing increases in flood heights and velocities; by uses in flood hazard areas which are vulnerable to floods; or construction which is inadequately elevated, flood proofed, or otherwise unprotected from flood damages.

C. Statement of Purpose

It is the purpose of this Ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas. This Ordinance is designed to:

1. Restrict or prohibit uses which are vulnerable to flooding or erosion hazards, or which result in damaging increases in erosion, flood heights, or velocities;
2. Require that uses vulnerable to floods, including community facilities, be protected against flood damage at the time of initial construction;
3. Control the alteration of natural floodplains, stream channels, and natural protective barriers which are involved in the accommodation of floodwaters;

4. Control filling, grading, dredging and other development which may increase flood damage or erosion;
5. Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

D. Objectives

The objectives of this Ordinance are:

1. To protect human life, health, safety and property;
2. To minimize expenditure of public funds for costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;
5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in flood prone areas;
6. To help maintain a stable tax base by providing for the sound use and development of flood prone areas to minimize blight in flood areas;
7. To ensure that potential homebuyers are notified that property is in a flood prone area;
8. To maintain eligibility for participation in the NFIP.

ARTICLE II. DEFINITIONS

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application given its stated purpose and objectives.

"Accessory Structure" means a subordinate structure to the principal structure on the same lot and, for the purpose of this Ordinance, shall conform to the following:

- (1) Accessory structures shall only be used for parking of vehicles and storage. (New Section)
~~Accessory structures shall not be used for human habitation~~
- (2) Accessory structures shall be designed to have low flood damage potential.
- (3) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters.
- (4) Accessory structures shall be firmly anchored to prevent flotation, collapse, and lateral movement, which otherwise may result in damage to other structures.

- (5) Utilities and service facilities such as electrical and heating equipment shall be elevated or otherwise protected from intrusion of floodwaters.

"Addition (to an existing building)" means any walled and roofed expansion to the perimeter or height of a building.

"Appeal" means a request for a review of the local enforcement officer's interpretation of any provision of this Ordinance or a request for a variance.

"Area of Shallow Flooding" means a designated AO or AH Zone on a community's Flood Insurance Rate Map (FIRM) with one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate; and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

"Area of Special Flood-Related Erosion Hazard" is the land within a community which is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Hazard Boundary Map (FHBM). After the detailed evaluation of the special flood-related erosion hazard area in preparation for publication of the FIRM, Zone E may be further refined.

"Area of Special Flood Hazard" see **"Special Flood Hazard Area"**.

"Base Flood" means the flood having a one percent chance of being equaled or exceeded in any given year. This term is also referred to as the 100-year flood or the one (1) percent annual chance flood.

"Basement" means any portion of a building having its floor sub grade (below ground level) on all sides.

"Building" see **"Structure"**.

"Development" means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, or **permanent** storage of equipment or materials.

"Elevated Building" means a nonbasement building built to have the lowest floor of the lowest enclosed area elevated above the ground level by means of solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of floodwater, pilings, columns, piers, or shear walls adequately anchored so as not to impair the structural integrity of the building during a base flood event.

"Emergency Flood Insurance Program" or **"Emergency Program"** means the program as implemented on an emergency basis in accordance with Section 1336 of the Act. It is intended as a program to provide a first layer amount of insurance on all insurable structures before the effective date of the initial FIRM.

"Erosion" means the process of the gradual wearing away of land masses. This peril is not "per se" covered under the Program.

"Exception" means a waiver from the provisions of this Ordinance which relieves the applicant from the requirements of a rule, regulation, order or other determination made or issued pursuant to this Ordinance.

"Existing Construction" means any structure for which the "start of construction" commenced before the effective date of the initial floodplain management code or ordinance adopted by the community as a basis for that community's participation in the NFIP.

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management code or ordinance adopted by the community as a basis for that community's participation in the NFIP.

"Existing Structures" see **"Existing Construction"**.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood" or "Flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

"Flood Elevation Determination" means a determination by the Federal Emergency Management Agency (FEMA) of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

"Flood Elevation Study" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) or flood-related erosion hazards.

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by FEMA, where the boundaries of areas of special flood hazard have been designated as Zone A.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, issued by FEMA, delineating the areas of special flood hazard or the risk premium zones applicable to the community.

"Flood Insurance Study" is the official report provided by FEMA, evaluating flood hazards and containing flood profiles and water surface elevation of the base flood.

"Floodplain" or "Flood Prone Area" means any land area susceptible to being inundated by water from any source (see definition of **"Flood" or "Flooding"**).

"Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

"Flood Protection System" means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes

hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

"Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities and structures and their contents.

"Flood-Related Erosion" means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding.

"Flood-Related Erosion Area" or **"Flood-Related Erosion Prone Area"** means a land area adjoining the shore of a lake or other body of water, which due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.

"Flood-Related Erosion Area Management" means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works and floodplain management regulations.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, and the hydrological effect of urbanization of the watershed.

"Functionally Dependent Use" means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

"Highest Adjacent Grade" means the highest natural elevation of the ground surface, prior to construction, adjacent to the proposed walls of a structure.

"Historic Structure" means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

- (3) Individually listed on the Tennessee inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on the City of White House, Tennessee inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
 - (a) By the approved Tennessee program as determined by the Secretary of the Interior or
 - (b) Directly by the Secretary of the Interior.

"Levee" means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

"Levee System" means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

"Lowest Floor" means the lowest floor of the lowest enclosed area, including a basement. An unfinished or flood resistant enclosure used solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Ordinance.

"Manufactured Home" means a structure, transportable in one or more sections, which is built on a permanent chassis and designed for use with or without a permanent foundation when attached to the required utilities. The term "Manufactured Home" does not include a "Recreational Vehicle".

"Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"Map" means the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) for a community issued by FEMA.

"Mean-Sea-Level" means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For the purposes of this Ordinance, the term is synonymous with the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

"National Geodetic Vertical Datum (NGVD)" means, as corrected in 1929, a vertical control used as a reference for establishing varying elevations within the floodplain.

"New Construction" means any structure for which the "start of construction" commenced on or after the effective date of the initial floodplain management Ordinance and includes any subsequent improvements to such structure.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the

construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of this ordinance or the effective date of the initial floodplain management ordinance and includes any subsequent improvements to such structure.

"North American Vertical Datum (NAVD)" means, as corrected in 1988, a vertical control used as a reference for establishing varying elevations within the floodplain.

"100-Year Flood" see **"Base Flood"**.

"Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including State and local governments and agencies.

"Reasonably Safe from Flooding" means base flood waters will not inundate the land or damage structures to be removed from the Special Flood Hazard Area and that any subsurface waters related to the base flood will not damage existing or proposed structures.

"Recreational Vehicle" means a vehicle which is:

- (1) Built on a single chassis;
- (2) Four hundred (400) square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light duty truck;
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Riverine" means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

"Special Flood Hazard Area" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE or A99.

"Special Hazard Area" means an area having special flood, mudslide (i.e., mudflow) and/or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, A99, or AH.

"Start of Construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within one hundred-eighty (180) days of the permit date. The actual start means either the first placement of permanent construction of a structure (including a manufactured home) on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; and includes the placement of a manufactured home on a foundation. Permanent construction does not include initial land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement,

footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds, not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"State Coordinating Agency" the Tennessee Department of Economic and Community Development's, Local Planning Assistance Office, as designated by the Governor of the State of Tennessee at the request of FEMA to assist in the implementation of the NFIP for the State.

"Structure" for purposes of this Ordinance, means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

"Substantial Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

"Substantial Improvement" means any reconstruction, rehabilitation, addition, alteration or other improvement of a structure in which the ~~taking place during a five (5) year period, in which the cumulative~~ cost equals or exceeds fifty (50) percent of the market value of the structure before the "start of construction" of the initial improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The market value of the structure should be (1) the appraised value of the structure prior to the start of the initial improvement, or (2) in the case of substantial damage, the value of the structure prior to the damage occurring.

The term does not, however, include either: (1) Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been pre-identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions and not solely triggered by an improvement or repair project or; (2) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

"Substantially Improved Existing Manufactured Home Parks or Subdivisions" is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds fifty (50) percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.

"Variance" is a grant of relief from the requirements of this Ordinance.

"Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certification, or other evidence of compliance required in this Ordinance is presumed to be in violation until such time as that documentation is provided.

"Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, where specified, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

ARTICLE III. GENERAL PROVISIONS

A. Application

This Ordinance shall apply to all areas within the incorporated area of the City of White House, Tennessee.

B. Basis for Establishing the Areas of Special Flood Hazard

The Areas of Special Flood Hazard identified on the City of White House , Tennessee, as identified by FEMA, and in its Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM), Community Panel Numbers Community Panel Numbers (Sumner County Maps) 0125, 0257, 0259, 0260, 0267, 0270, and 0280, dated, September 20, 2006, and (Robertson County Maps) 405, 410, and 415 dated April 16, 2008, along with all supporting technical data, are adopted by reference and declared to be a part of this Ordinance.

C. Requirement for Development Permit

A development permit shall be required in conformity with this Ordinance prior to the commencement of any development activities.

D. Compliance

No land, structure or use shall hereafter be located, extended, converted or structurally altered without full compliance with the terms of this Ordinance and other applicable regulations.

E. Abrogation and Greater Restrictions

This Ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants or deed restrictions. However, where this Ordinance conflicts or overlaps with another regulatory instrument, whichever imposes the more stringent restrictions shall prevail.

F. Interpretation

In the interpretation and application of this Ordinance, all provisions shall be: (1) considered as minimum requirements; (2) liberally construed in favor of the governing body and; (3) deemed neither to limit nor repeal any other powers granted under Tennessee statutes.

G. Warning and Disclaimer of Liability

The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This Ordinance does not imply that land outside the Areas of Special Flood Hazard or uses permitted within such areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of the City of White House Tennessee or by any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made hereunder.

H. Penalties for Violation

Violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection

with grants of variance shall constitute a misdemeanor punishable as other misdemeanors as provided by law. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon adjudication therefore, be fined as prescribed by Tennessee statutes, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the City of White House, Tennessee from taking such other lawful actions to prevent or remedy any violation.

ARTICLE IV. ADMINISTRATION

A. Designation of Ordinance Administrator

The Planning/Codes Director is hereby appointed as the Administrator to implement the provisions of this Ordinance.

B. Permit Procedures

Application for a development permit shall be made to the Administrator on forms furnished by the community prior to any development activities. The development permit may include, but is not limited to the following: plans in duplicate drawn to scale and showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, earthen fill placement, storage of materials or equipment, and drainage facilities. Specifically, the following information is required:

1. Application Stage

- a. Elevation in relation to mean-sea-level of the proposed lowest floor, including basement, of all buildings where Base Flood Elevations are available, or to certain height above the highest adjacent grade when applicable under this Ordinance.
- b. Elevation in relation to mean-sea-level to which any nonresidential building will be flood proofed where Base Flood Elevations are available, or to certain height above the highest adjacent grade when applicable under this Ordinance.
- c. A FEMA Flood proofing Certificate from a Tennessee registered professional engineer or architect that the proposed nonresidential flood proofed building will meet the floodproofing criteria in Article V, Subsections A and B.
- d. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

2. Construction Stage

Within AE Zones, where Base Flood Elevation data is available, any lowest floor certification made relative to mean-sea-level shall be prepared by or under the direct supervision of, a Tennessee registered land surveyor and certified by same. The Administrator shall record the elevation of the lowest floor on the development permit. When flood proofing is utilized for a nonresidential building, said certification shall be prepared by, or under the direct supervision of, a Tennessee registered professional engineer or architect and certified by same.

Within approximate A Zones, where Base Flood Elevation data is not available, the elevation of the lowest floor shall be determined as the measurement of the lowest floor of the building relative to the highest adjacent grade. The Administrator shall record the elevation of the lowest floor on the development permit. When flood proofing is utilized for a nonresidential building, said certification shall be prepared by, or under the direct supervision of, a Tennessee registered professional engineer or architect and certified by same.

For all new construction and substantial improvements, the permit holder shall provide to the Administrator an as-built certification of the lowest floor elevation or flood proofing level upon the completion of the lowest floor or flood proofing.

Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The Administrator shall review the above-referenced certification data. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being allowed to proceed. Failure to submit the certification or failure to make said corrections required hereby, shall be cause to issue a stop-work order for the project.

C. Duties and Responsibilities of the Administrator

Duties of the Administrator shall include, but not be limited to, the following:

1. Review all development permits to assure that the permit requirements of this Ordinance have been satisfied, and that proposed building sites will be reasonably safe from flooding.
2. Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
3. Notify adjacent communities and the Tennessee Department of Economic and Community Development, Local Planning Assistance Office, prior to any alteration or relocation of a watercourse and submit evidence of such notification to FEMA.
4. For any altered or relocated watercourse, submit engineering data/analysis within six (6) months to FEMA to ensure accuracy of community FIRM's through the Letter of Map Revision process.
5. Assure that the flood carrying capacity within an altered or relocated portion of any watercourse is maintained.
6. Record the elevation, in relation to mean-sea-level or the highest adjacent grade, where applicable, of the lowest floor (including basement) of all new and substantially improved buildings, in accordance with Article IV, Subsection B.
7. Record the actual elevation, in relation to mean-sea-level or the highest adjacent grade, where applicable to which the new and substantially improved buildings have been flood proofed, in accordance with Article IV, Subsection B.

8. When flood proofing is utilized for a nonresidential structure, obtain certification of design criteria from a Tennessee registered professional engineer or architect, in accordance with Article IV, Section B.
9. Where interpretation is needed as to the exact location of boundaries of the Areas of Special Flood Hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
10. When Base Flood Elevation data and floodway data have not been provided by FEMA, obtain, review, and reasonably utilize any Base Flood Elevation and floodway data available from a Federal, State, or other sources, including data developed as a result of these regulations, as criteria for requiring that new construction, substantial improvements, or other development in Zone A, on the City of White House, Tennessee FIRM meet the requirements of this Ordinance.
11. Maintain all records pertaining to the provisions of this Ordinance in the office of the Administrator and shall be open for public inspection. Permits issued under the provisions of this Ordinance shall be maintained in a separate file or marked for expedited retrieval within combined files.

ARTICLE V. PROVISIONS FOR FLOOD HAZARD REDUCTION

A. General Standards

In all areas of special flood hazard, the following provisions are required:

1. New construction and substantial improvements shall be anchored to prevent flotation, collapse and lateral movement of the structure;
2. Manufactured homes shall be installed using methods and practices that minimize flood damage. They must be elevated and anchored to prevent flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State of Tennessee and local anchoring requirements for resisting wind forces.
3. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
4. New construction and substantial improvements shall be constructed by methods and practices that minimize flood damage;
5. All electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
6. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;

7. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters;
8. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding;
9. Any alteration, repair, reconstruction or improvements to a building that is in compliance with the provisions of this Ordinance, shall meet the requirements of "new construction" as contained in this Ordinance;
10. Any alteration, repair, reconstruction or improvements to a building that is not in compliance with the provision of this Ordinance, shall be undertaken only if said non-conformity is not further extended or replaced;
11. All new construction and substantial improvement proposals shall provide copies of all necessary Federal and State permits, including Section 404 of the Federal Water Pollution Control Act amendments of 1972, 33 U.S.C. 1334;
12. All subdivision proposals and other proposed new development proposals shall meet the standards of Article V, Subsection B;
13. When proposed new construction and substantial improvements are partially located in an area of special flood hazard, the entire structure shall meet the standards for new construction;
14. When proposed new construction and substantial improvements are located in multiple flood hazard risk zones or in a flood hazard risk zone with multiple Base Flood Elevations, the entire structure shall meet the standards for the most hazardous flood hazard risk zone and the highest Base Flood Elevation.

B. Specific Standards

In all Areas of Special Flood Hazard, the following provisions, in addition to those set forth in Article V, Subsection A, are required:

1. Residential Structures

In AE Zones, where Base Flood Elevation data is available, new construction and substantial improvement of any residential building (or manufactured home) shall have the lowest floor, including basement, elevated to no lower than one (1) foot above the Base Flood Elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures".

Within approximate A Zones where Base Flood Elevations have not been established and where alternative data is not available, the administrator shall require the lowest floor of a building to be elevated to a level of at least three (3) feet above the highest adjacent grade (as defined in Article II). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures".

2. Nonresidential Structures

In AE Zones, where Base Flood Elevation data is available, new construction and substantial improvement of any commercial, industrial, or nonresidential building, shall have the lowest floor, including basement, elevated or flood proofed to no lower than one (1) foot above the level of the Base Flood Elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures"

In approximate A Zones, where Base Flood Elevations have not been established and where alternative data is not available, new construction and substantial improvement of any commercial, industrial, or nonresidential building, shall have the lowest floor, including basement, elevated or flood proofed to no lower than three (3) feet above the highest adjacent grade (as defined in Article II). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate equalization of flood hydrostatic forces on both sides of exterior walls shall be provided in accordance with the standards of this section: "Enclosures".

Nonresidential buildings located in all A Zones may be flood proofed, in lieu of being elevated, provided that all areas of the building below the required elevation are watertight, with walls substantially impermeable to the passage of water, and are built with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A Tennessee registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions above, and shall provide such certification to the Administrator as set forth in Article IV, Subsection B.

3. Enclosures Elevated

All new construction and substantial improvements that include fully enclosed areas formed by foundation and other exterior walls below the lowest floor that are subject to flooding, shall be designed to preclude finished living space and designed to allow for the entry and exit of flood waters to automatically equalize hydrostatic flood forces on exterior walls.

- a. Designs for complying with this requirement must either be certified by a Tennessee professional engineer or architect or meet or exceed the following minimum criteria.
 - i. Provide a minimum of two openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding;
 - ii. The bottom of all openings shall be no higher than one (1) foot above the finished grade;
 - iii. Openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.

- b. The enclosed area shall be the minimum necessary to allow for parking of vehicles, storage or building access.
~~Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the elevated living area (stairway or elevator); and~~
- c. The interior portion of such enclosed area shall not be finished or partitioned into separate rooms in such a way as to impede the movement of floodwaters and all such partitions shall comply with the provisions of Article V, Subsection B.

4. Standards for Manufactured Homes and Recreational Vehicles

- a. All manufactured homes placed, or substantially improved, on: (1) individual lots or parcels, (2) in expansions to existing manufactured home parks or subdivisions, or (3) in new or substantially improved manufactured home parks or subdivisions, must meet all the requirements of new construction.
- b. All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision must be elevated so that either:
 - i. In AE Zones, with Base Flood Elevations, the lowest floor of the manufactured home is elevated on a permanent foundation to no lower than one (1) foot above the level of the Base Flood Elevation or
 - ii. In approximate A Zones, without Base Flood Elevations, the manufactured home chassis is elevated and supported by reinforced piers (or other foundation elements of at least equivalent strength) that are at least three (3) feet in height above the highest adjacent grade (as defined in Article II).
- c. Any manufactured home, which has incurred "substantial damage" as the result of a flood, must meet the standards of Article V, Subsections A and B.
- d. All manufactured homes must be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
- e. All recreational vehicles placed in an identified Special Flood Hazard Area must either:
 - i. Be on the site for fewer than one hundred-eighty (180) consecutive days;
 - ii. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is licensed, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached structures or additions), or;

- iii. The recreational vehicle must meet all the requirements for new construction.

5. Standards for Subdivisions and Other Proposed New Development Proposals

Subdivisions and other proposed new developments, including manufactured home parks, shall be reviewed to determine whether such proposals will be reasonably safe from flooding.

- a. All subdivision and other proposed new development proposals shall be consistent with the need to minimize flood damage.
- b. All subdivision and other proposed new development proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.
- c. All subdivision and other proposed new development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- d. In all approximate A Zones require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than fifty (50) lots or five (5) acres, whichever is the lesser, include within such proposals Base Flood Elevation data (See Article V, Subsection E).

C. Standards for Special Flood Hazard Areas with Established Base Flood Elevations and with Floodways Designated

Located within the Special Flood Hazard Areas established in Article III, Subsection B, are areas designated as floodways. A floodway may be an extremely hazardous area due to the velocity of floodwaters, debris or erosion potential. In addition, the area must remain free of encroachment in order to allow for the discharge of the base flood without increased flood heights and velocities. Therefore, the following provisions shall apply:

1. Encroachments are prohibited, including earthen fill material, new construction, substantial improvements or other development within the regulatory floodway. Development may be permitted however, provided it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the cumulative effect of the proposed encroachments or new development shall not result in any increase in the water surface elevation of the Base Flood Elevation, velocities, or floodway widths during the occurrence of a base flood discharge at any point within the community. A Tennessee registered professional engineer must provide supporting technical data, using the same methodologies as in the effective Flood Insurance Study for the City of White House, Tennessee and certification, thereof.
2. New construction and substantial improvements of buildings, where permitted, shall comply with all applicable flood hazard reduction provisions of Article V, Subsections A and B.

D. Standards for Areas of Special Flood Hazard Zones AE with Established Base Flood Elevations but Without Floodways Designated

Located within the Special Flood Hazard Areas established in Article III, Subsection B, where streams exist with base flood data provided but where no floodways have been designated (Zones AE), the following provisions apply:

1. No encroachments, including fill material, new construction and substantial improvements shall be located within areas of special flood hazard, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community. The engineering certification should be supported by technical data that conforms to standard hydraulic engineering principles.
2. New construction and substantial improvements of buildings, where permitted, shall comply with all applicable flood hazard reduction provisions of Article V, Subsections A and B.

E. Standards for Streams Without Established Base Flood Elevations and Floodways (A Zones)

Located within the Special Flood Hazard Areas established in Article III, Subsection B, where streams exist, but no base flood data has been provided and where a Floodway has not been delineated, the following provisions shall apply:

1. The Administrator shall obtain, review, and reasonably utilize any Base Flood Elevation and floodway data available from any Federal, State, or other sources, including data developed as a result of these regulations (see 2, below), as criteria for requiring that new construction, substantial improvements, or other development in approximate A Zones meet the requirements of Article V, Subsections A and B.
2. Require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than fifty (50) lots or five (5) acres, whichever is the lesser, include within such proposals Base Flood Elevation data.
3. Within approximate A Zones, where Base Flood Elevations have not been established and where such data is not available from other sources, require the lowest floor of a building to be elevated or flood proofed to a level of at least three (3) feet above the highest adjacent grade (as defined in Article II). All applicable data including elevations or flood proofing certifications shall be recorded as set forth in Article IV, Subsection B. Openings sufficient to facilitate automatic equalization of hydrostatic flood forces on exterior walls shall be provided in accordance with the standards of Article V, Subsection B.
4. Within approximate A Zones, where Base Flood Elevations have not been established and where such data is not available from other sources, no encroachments, including structures or fill material, shall be located within an area equal to the width of the stream or twenty (20) feet, whichever is greater, measured from the top of the stream bank, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the City of White House,

Tennessee. The engineering certification should be supported by technical data that conforms to standard hydraulic engineering principles.

5. New construction and substantial improvements of buildings, where permitted, shall comply with all applicable flood hazard reduction provisions of Article V, Subsections A and B. Within approximate A Zones, require that those subsections of Article V, Subsection B, dealing with the alteration or relocation of a watercourse, assuring watercourse carrying capacities are maintained and manufactured homes provisions are complied with as required.

F. Standards for Areas of Shallow Flooding (AO and AH Zones)

Located within the Special Flood Hazard Areas established in Article III, Subsection B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one to three feet (1' – 3') where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate; therefore, the following provisions, in addition to those set forth in Article V, Subsections A and B, apply:

1. All new construction and substantial improvements of residential and nonresidential buildings shall have the lowest floor, including basement, elevated to at least one (1) foot above as many feet as the depth number specified on the FIRM's, in feet, above the highest adjacent grade. If no flood depth number is specified on the FIRM, the lowest floor, including basement, shall be elevated to at least three (3) feet above the highest adjacent grade. Openings sufficient to facilitate automatic equalization of hydrostatic flood forces on exterior walls shall be provided in accordance with standards of Article V, Subsection B.
2. All new construction and substantial improvements of nonresidential buildings may be flood proofed in lieu of elevation. The structure together with attendant utility and sanitary facilities must be flood proofed and designed watertight to be completely flood proofed to at least one (1) foot above the flood depth number specified on the FIRM, with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. If no depth number is specified on the FIRM, the structure shall be flood proofed to at least three (3) feet above the highest adjacent grade. A Tennessee registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this Ordinance and shall provide such certification to the Administrator as set forth above and as required in accordance with Article IV, Subsection B.
3. Adequate drainage paths shall be provided around slopes to guide floodwaters around and away from proposed structures.

G. Standards for Areas Protected by Flood Protection System (A-99 Zones)

Located within the Areas of Special Flood Hazard established in Article III, Subsection B, are areas of the 100-year floodplain protected by a flood protection system but where Base Flood Elevations have not been determined. Within these areas (A-99 Zones) all provisions of Article IV and Article V, shall apply.

H. Standards for Unmapped Streams

Located within the City of White House, Tennessee, are unmapped streams where areas of special flood hazard are neither indicated nor identified. Adjacent to such streams, the following provisions shall apply:

1. No encroachments including fill material or other development including structures shall be located within an area of at least equal to twice the width of the stream, measured from the top of each stream bank, unless certification by a Tennessee registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the locality.
2. When a new flood hazard risk zone, and Base Flood Elevation and floodway data is available, new construction and substantial improvements shall meet the standards established in accordance with Articles IV and V.

ARTICLE VI. VARIANCE PROCEDURES

A. Municipal Board of Zoning Appeals

1. Authority

The City of White House, Tennessee Municipal Board of Zoning Appeals shall hear and decide appeals and requests for variances from the requirements of this Ordinance.

2. Procedure

Meetings of the Municipal Board of Zoning Appeals shall be held at such times, as the Board shall determine. All meetings of the Municipal Board of Zoning Appeals shall be open to the public. The Municipal Board of Zoning Appeals shall adopt rules of procedure and shall keep records of applications and actions thereof, which shall be a public record. Compensation of the members of the Municipal Board of Zoning Appeals shall be set by the Legislative Body.

3. Appeals: How Taken

An appeal to the Municipal Board of Zoning Appeals may be taken by any person, firm or corporation aggrieved or by any governmental officer, department, or bureau affected by any decision of the Administrator based in whole or in part upon the provisions of this Ordinance. Such appeal shall be taken by filing with the Municipal Board of Zoning Appeals a notice of appeal, specifying the grounds thereof. In all cases where an appeal is made by a property owner or other interested party, a fee of Seventy-five (\$75) dollars for the cost of publishing a notice of such hearings shall be paid by the appellant. The Administrator shall transmit to the Municipal Board of Zoning Appeals all papers constituting the record upon which the appeal action was taken. The Municipal Board of Zoning Appeals shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to parties in interest and decide the same within a reasonable time which shall not be more than thirty-five (35) days from the date of the hearing. At the hearing, any person or party may appear and be heard in person or by agent or by attorney.

4. Powers

The Municipal Board of Zoning Appeals shall have the following powers:

a. Administrative Review

To hear and decide appeals where it is alleged by the applicant that there is error in any order, requirement, permit, decision, determination, or refusal made by the Administrator or other administrative official in carrying out or enforcement of any provisions of this Ordinance.

b. Variance Procedures

In the case of a request for a variance the following shall apply:

- i. The City of White House, Tennessee Municipal Board of Zoning Appeals shall hear and decide appeals and requests for variances from the requirements of this Ordinance.
- ii. Variances may be issued for the repair or rehabilitation of historic structures as defined, herein, upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary deviation from the requirements of this Ordinance to preserve the historic character and design of the structure.
- iii. In passing upon such applications, the Municipal Board of Zoning Appeals shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this Ordinance, and:
 - (a) The danger that materials may be swept onto other property to the injury of others;
 - (b) The danger to life and property due to flooding or erosion;
 - (c) The susceptibility of the proposed facility and its contents to flood damage;
 - (d) The importance of the services provided by the proposed facility to the community;
 - (e) The necessity of the facility to a waterfront location, in the case of a functionally dependent use;
 - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (g) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

- (h) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (i) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site;
 - (j) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, water systems, and streets and bridges.
- iv. Upon consideration of the factors listed above, and the purposes of this Ordinance, the Municipal Board of Zoning Appeals may attach such conditions to the granting of variances, as it deems necessary to effectuate the purposes of this Ordinance.
 - v. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

B. Conditions for Variances

1. Variances shall be issued upon a determination that the variance is the minimum relief necessary, considering the flood hazard and the factors listed in Article VI, Subsection A.
2. Variances shall only be issued upon: a showing of good and sufficient cause, a determination that failure to grant the variance would result in exceptional hardship; or a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or Ordinances.
3. Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance (as high as \$25 for \$100) coverage, and that such construction below the Base Flood Elevation increases risks to life and property.
4. The Administrator shall maintain the records of all appeal actions and report any variances to FEMA upon request.

ARTICLE VII. LEGAL STATUS PROVISIONS

A. Conflict with Other Ordinances

In case of conflict between this Ordinance or any part thereof, and the whole or part of any existing or future Ordinance of the City of White House, Tennessee, the most restrictive shall in all cases apply.

B. Severability

If any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this Ordinance which is not of itself invalid or unconstitutional.

C. Effective Date

This Ordinance shall become effective immediately after its passage, in accordance with the Charter of the City of White House, Tennessee, and the public welfare demanding it.

- Approved and adopted by the City of White House, Tennessee, Board of Mayor and Aldermen

MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: January 11, 2011

RE: 3321 and 3333 Hwy 31W Rezoning

The White House Planning Commission at the June and July 2008 meetings unanimously recommended to rezone the rear portion of 3321 Hwy 31W (American Legion) and 3333 Hwy 31W (David's Automotive) from R-20, Low Density Residential to C-1, Central Business Service District. The rezoning includes 1.98 acres of Robertson County Tax Map 107 G- Group A, Parcel 45 at 3221 Highway 31W (American Legion) and 0.693 acres of Robertson County Tax Map 107-G, Group A, Parcel 48 at 3333 Hwy 31W (David's Automotive). During the Planning Commission's public hearings for the rezoning requests, no one was present to speak.

The Board of Mayor and Aldermen approved the extension of the commercial zonings to the rear portion of three adjacent properties at the July 2008 Meeting. The reason for the delay in forwarding the recommendation for these two properties to the Board of Mayor and Aldermen was a staff oversight.

ORDINANCE 11-03

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE ZONING MAP FOR THE REAR PORTION OF PROPERTIES
REFERENCED AS ROBERTSON COUNTY TAX MAP 107 G, GROUP A,
PARCELS 45 AND 48 FROM R-20, LOW DENSITY RESIDENTIAL TO
C-1, CENTRAL BUSINESS DISTRICT COMMERCIAL.**

WHEREAS, application has been received from the property owners to rezone the rear portion of properties referenced as Robertson County Tax Map 107G, Group A, Parcels 45 and 48 at 3321 and 3333 Hwy 31W. The front portions of the properties are zoned commercial and the properties contain existing commercial uses.

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

Property#1

Rear portion of Robertson County Tax Map 107G, Group A, Parcel 45 – 1.98 Acres @
3321 Hwy 31W

Property#2

Rear portion of Robertson County Tax Map 107 G, Group A, Parcel 48- 0.693 Acres @
3333 Hwy 31W

BE IT FURTHER ORDAINED that these rezoning were approved by the Planning Commission at the June 9, 2008 and July 14, 2008 meetings; and

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

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

First Reading: January 20, 2011

Second Reading: February 17, 2011

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

Date: 5-6-2008

White House Planning Commission and
White House Board of Mayor and Aldermen

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

Sincerely,

Carl J. Strassle, Commander

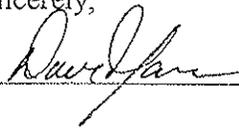
Rep - Property at 3321 Hwy 31W

Date: 5-19-08

White House Planning Commission and
White House Board and Aldermen

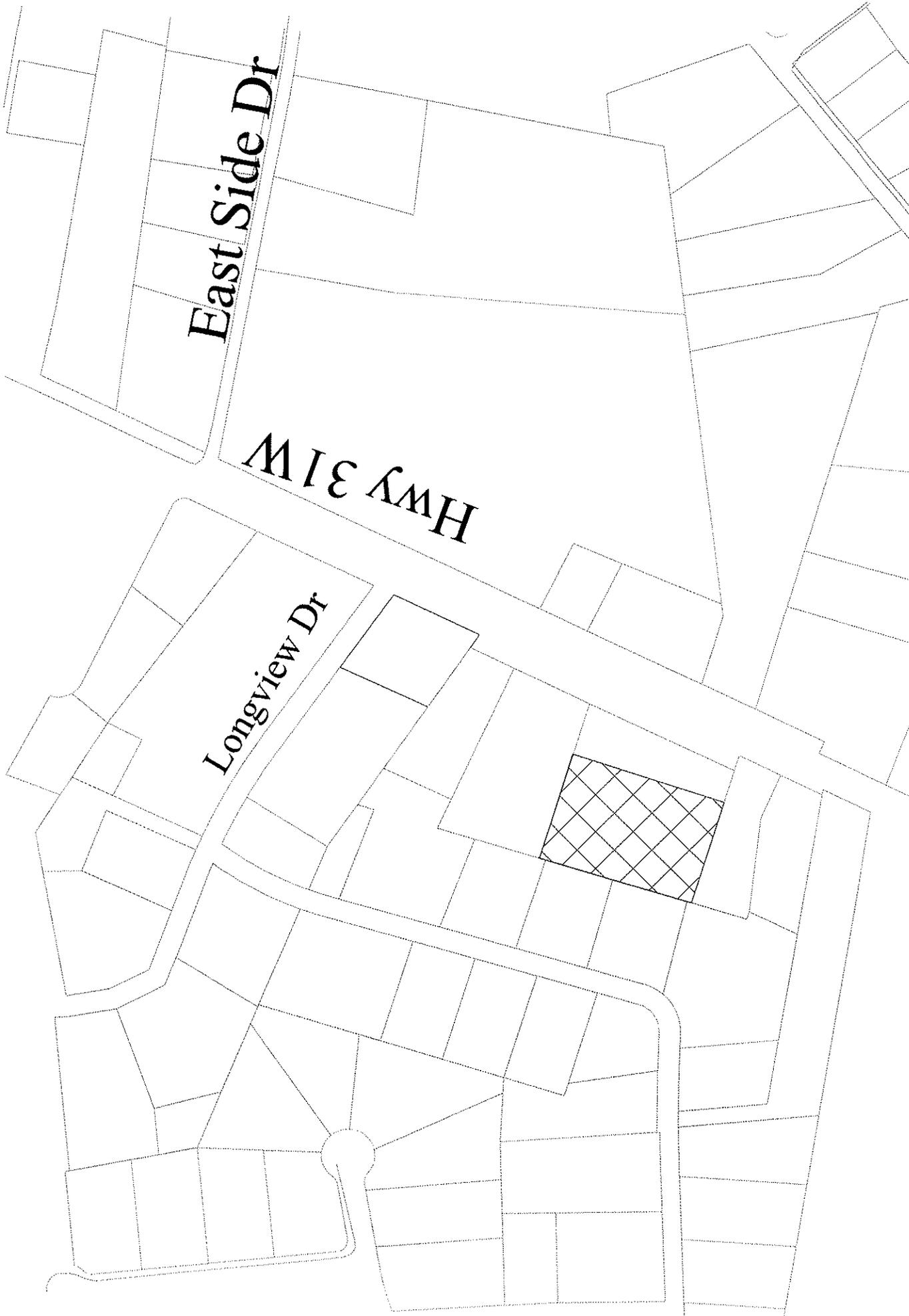
I request the rear portion of my property or the organization's property be rezoned to a commercial zoning classification.

Sincerely,

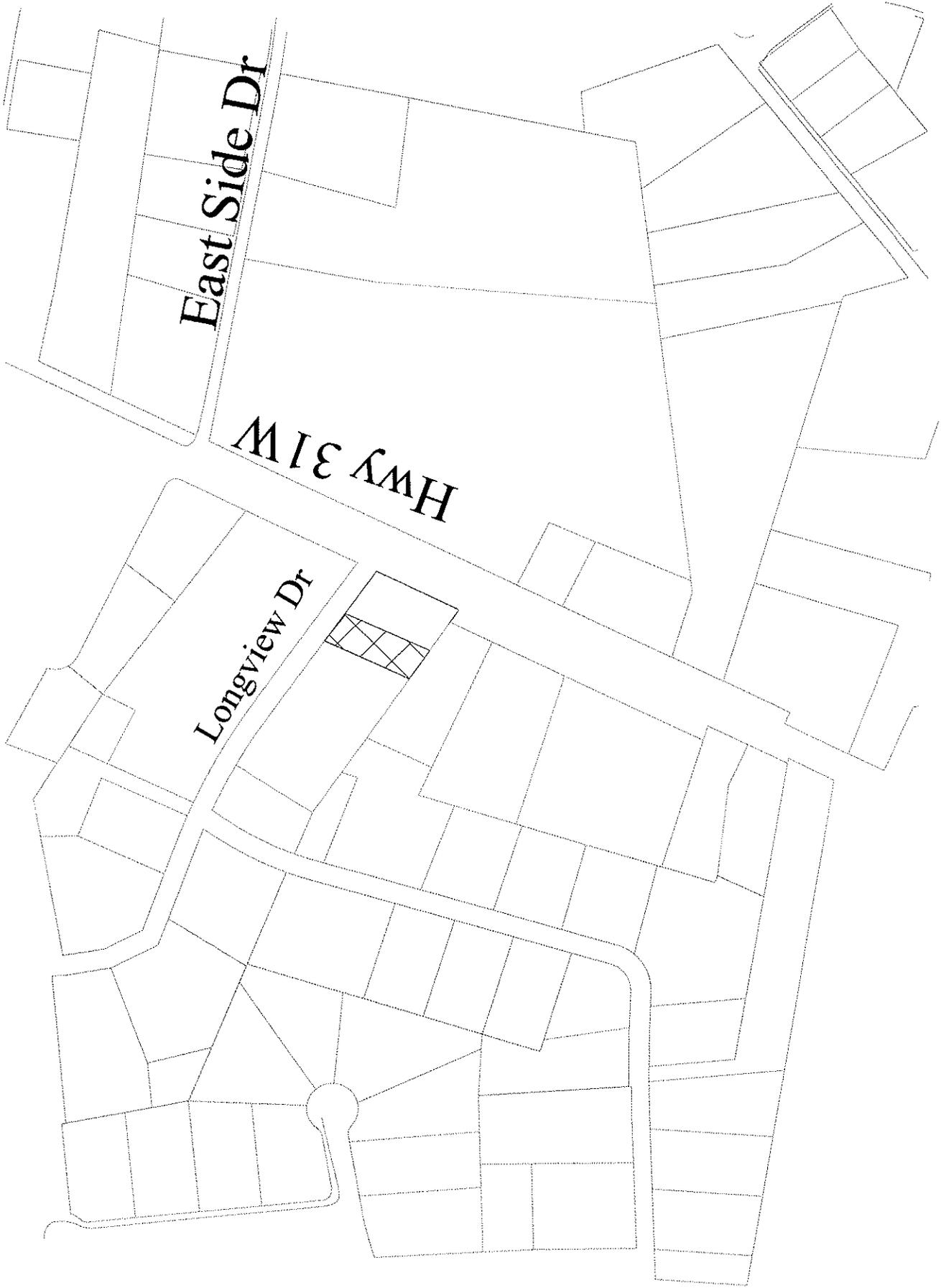


Owner - David's Auto 3333 Hwy 31W

PROPERTY #1 3321 Hwy 31W



PROPERTY#2 3333 Hwy 31W



MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: January 12, 2011

RE: Zoning Map Amendment

The White House Planning Commission at the December 13, 2010 meeting unanimously recommended to approve the digital formatted zoning map. The updated zoning map includes color designated zoning districts and will allow staff to easily maintain an accurate and professionally prepared zoning map. If approved, the map will be placed on the City's Web-site to allow convenient public viewing. The FEMA flood plains shown on the zoning map are for reference only. The official FEMA maps are available in the Planning/Codes Office and on FEMA's web-site.

The only property zoning changes include extending commercial zoning to the rear portions of the American Legion and David's Automotive properties on Hwy 31W.

FINANCE....



City of White House

® TENNESSEE ®

Wastewater Department

Memo

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

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: January 10, 2011

SUBJECT: C.I.P. Purchases Ford F250 4X4 Crew Cab

I request your approval to purchase from the State wide contract for \$24,352.00 a new Ford F250 4X4 crew. This is \$3,648.00 less than the amount approved in Wastewater's CIP budget.

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

2011 Ford F-250 4x4 SD Crew Cab 6.75' box 156" WB SRW XL (W2B)
 Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
 Transmission: TorqShift 6-Speed Automatic O/D

Exterior (0 P) Oxford White
 Interior (0 I) Steel



Standard Equipment

Items Featured Below are Included at NO EXTRA CHARGE in the Standard Vehicle Price Shown at Right

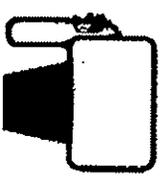
- Trion 6.2L V-8 SOHC w/SIMPI 365hp
- 6 speed automatic trans w/OD
- 4-wheel ABS
- Brake assistance
- Traction control
- LT245/75R17E BSW AS S-rated tires
- Battery with run down protection
- Firm suspension
- Advance Trac w/Roll Stability Control
- Air conditioning
- AM/FM stereo
- Variable intermittent wipers
- Dual front airbags
- Driver & front passenger seat mounted side airbags
- Securilock ignition disable
- Tachometer
- Underseat ducts
- Reclining front 40-20-40 split-bench seats
- 60-40 folding rear split-bench seat
- Class V trailering

STANDARD VEHICLE PRICE \$34,795.00

OPTIONAL EQUIPMENT

- Order Code 600A N/C
- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel INC
- Transmission: TorqShift 6-Speed Automatic O/D INC
- Electronic locking w/3.73 Axle Ratio \$360.00
- GVWR: 10,000 lb Payload Package INC
- Tires: LT245/75R17E BSW AS (5) INC
- Wheels: 17" Argent Painted Steel INC
- Heavy Duty Vinyl 40/20/40 Split Bench Seat INC
- 156" Wheelbase STD
- Power Equipment Group \$1,060.00
- Radio: AM/FM Stereo w/Digital Clock INC
- Cruise Control (LPO) \$235.00
- Transfer Case & Fuel Tank Skid Plates (LPO) \$1,000.00
- Interior: Steel N/C
- Primary: Oxford White N/C

CITY MPG N/A
 HIGHWAY MPG N/A



Accessories and Incentives \$0.00
SUBTOTAL \$36,580.00
 Destination \$975.00
TOTAL \$37,555.00

Selected Options Continued

Prepared By: Steven Blackstock
 Dealership: Golden Circle Ford Lincoln Mercury

Code	Description	Class	MSRP
Other Options			
156WB	156" Wheelbase	STD	N/C
90L	Power Equipment Group <i>Accessory Delay; Power Locks; Remote Keyless Entry; Perimeter Anti-Theft Alarm; Power Front & Rear Side Windows ; Includes driver-side 1-touch down window.; Manual Telescoping Trailer-Tow Mirrors ; Includes power heated glass, heated convex spotter mirror and integrated clearance lamp/tum signals. Deletes passenger-side lock cylinder.</i>	OPT	1,060.00
PAINT	Monotone Paint Application	STD	N/C
587	Radio: AM/FM Stereo w/Digital Clock <i>Includes 2-speakers.</i>	INC	Included
Fleet Options			
525	Cruise Control (LPO)	OPT	235.00
41P	Transfer Case & Fuel Tank Skld Plates (LPO)	OPT	100.00
Interior Colors For : Primary w/XL			
AS	Steel	OPT	N/C
Primary Colors For : Primary w/XL			
Z1	Oxford White	OPT	N/C
Vehicle Subtotal			\$36,580.00
Fuel Charge			\$0.00
Destination			\$975.00
Vehicle Subtotal (including Destination)			\$37,555.00

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05202231 11/1/2010. All prices and incentives are based on the price level and incentives available from Ford Motor Company the day the quote was prepared. In the case of special order units, incentives will be based on those available at time of delivery.

Printed on January 07, 2011 at 12:31
 Price Level: 130 QuoteID: <None>

Prepared For:

Prepared By:

Steven Blackstock
Golden Circle Ford Lincoln Mercury
1432 Hwy 45 Bypass
Jackson, Tennessee, 38305
Phone: 731-664-0873
Toll Free: 1-800-451-4415



Quotation

2011 Ford F-250

4x4 SD Crew Cab 6.75' box 156" WB SRW XL (W2B)

Vehicle Snapshot	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel Transmission: TorqShift 6-Speed Automatic O/D Rear Axle Ratio: Electronic Locking w/3.73 GVWR: 10,000 lb Payload Package
-------------------------	---

Description	MSRP
Vehicle Price (excluding option discounts)	\$36,580.00
FDAF Assessment	0.00
Vehicle Subtotal	\$36,580.00
Option Credits	0.00
Other (Discount)Margin	(12,228.00)
Incentives	0.00
Total Other Items	(12,228.00)
Net Selling Price	\$24,352.00
Destination	975.00
Total Quote	\$25,327.00

TOTAL

STATE contract Price \$25,327.00
 Picked up in Jackson

Customer Signature

Acceptance Date

We will pick up the truck to avoid this charge making the total \$ 24,352.00

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QuoteID: <None>

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Jackson, Tennessee, 38305
Phone: 731-664-0873
Toll Free: 1-800-451-4415



Dimensions & Capacities

2011 Ford F-250

4x4 SD Crew Cab 6.75' box 158" WB SRW XL (W2B)

Description

Value

Dimensions and Capacities

Output	385 hp @ 5,500 rpm
Torque	405 lb.-ft. @ 4,500 rpm
1st gear ratio	3.974
2nd gear ratio	2.318
3rd gear ratio	1.516
4th gear ratio	1.149
5th gear ratio	0.858
6th gear ratio	0.674
Reverse gear ratio	3.128
Curb weight	6,923 lbs.
GVWR	10,000 lbs.
Front GAWR	4,800 lbs.
Rear GAWR Weight	6,100 lbs.
Payload	2,890 lbs.
Front curb weight	4,014 lbs.
Rear curb weight	2,909 lbs.
Front axle capacity	6,000 lbs.
Rear axle capacity	6,200 lbs.
Front spring rating	4,800 lbs.
Rear spring rating	6,100 lbs.
Front tire/wheel capacity	6,390 lbs.
Rear tire/wheel capacity	6,390 lbs.
Towing capacity	12,000 lbs.
5th-wheel towing capacity	12,000 lbs.
Front legroom	41.1 "
Rear legroom	42.1 "
Front headroom	40.7 "
Rear headroom	40.8 "
Front hiproom	67.6 "
Rear hiproom	67.6 "
Front shoulder room	68.0 "
Rear shoulder room	68.0 "
Passenger area volume	133.5 cu.ft.
Length	246.8 "
Body width	80.0 "

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QuoteID: <None>

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Dimensions & Capacities Continued

Prepared By: Steven Blackstock
 Dealership: Golden Circle Ford Lincoln Mercury

Description	Value
Dimensions and Capacities	
Body height	79.7 "
Wheelbase	156.0 "
Cab to axle	40.0 "
Front tread	68.3 "
Rear tread	67.2 "
Turning radius	25.9'
Fuel tank	35.0 gal.
Exterior cargo length	81.8 "
Exterior cargo minimum width	50.9 "
Exterior cargo volume	64.1 cu.ft.
Exterior cargo pickup box depth	20.0 "
Exterior cargo maximum width	69.3 "

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QuoteID: <None>

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Prepared For:

Prepared By:

Steven Blackstock
Golden Circle Ford Lincoln Mercury
1432 Hwy 45 Bypass
Jackson, Tennessee, 38305
Phone: 731-664-0873
Toll Free: 1-800-451-4415



Warranty

2011 Ford F-250

4x4 SD Crew Cab 6.75' box 156" WB SRW XL (W2B)

Description	Months/Distance
Basic	36 month/36,000 miles
Powertrain	60 month/60,000 miles
Corrosion Perforation	60 month/unlimited mileage
Roadside Assistance	60 month/60,000 miles

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in this dealer's computer system. See salesperson for the most current information. Reference CT05202231 11/1/2010
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QuoteID: <None>

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MEMORANDUM

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

FROM: Addam McCormick, Planning/Codes Department

DATE: January 11, 2011

RE: Decorative Street Light Supplier Bid

Staff recommends Mayer Electric for the bid due to their price and pre-paid shipping costs. Staff does not recommend Graybar due to incomplete bid documents regarding replacement bulbs costs. Their bid references a ballast replacement package and not an individual separate bulb cost. At the bid opening meeting, staff discussed the issue with the representative and they stated they understood the bid to include the package instead of separate bulbs and ballasts. Typically bulbs are replaced more often than ballast. Since the bid is a sealed bid then staff cannot contact the bid representative to add the line item cost for the bulbs. Staff does not recommend Heritage Casting Ironworks bid since their bid does not include the requested bid alternative for a standard anchor bolt pole base and their delivery time is 4-5 weeks longer than other suppliers. Their bid is also the only company that doesn't reference the Holophane Fixture, which is the City's current fixture.

The City's existing street lighting standard includes the Holophane 175 watt fixture and 14' Hapco fluted decorative pole with an embedded base at \$ 1,606 for the fixtures and poles. The existing bid also includes replacement ballast at \$ 200 and bulbs at \$ 35.

Staff recommends changing the pole standard to an anchor bolt system versus the existing embedded pole. Staff is concerned with the cost and time associated with replacing the embedded pole due to the requirement for on-site welding of the aluminum pole and base.

CITY OF WHITE HOUSE

DECORATIVE STREET LIGHTS

Mayer Electric Supply		Heritage Casting Ironworks		A to Z Muni-Dot Co		A to Z Muni-Dot Co		Graybar		Rexel	
2924 SIDCO DR		1280 Fewster Dr		1623 L. Gray Blvd		Alternate Bid		825 8th Ave South		70 Oldham St	
NASHVILLE, TN 37204		Mississauga, ON (Canada)		Athens, AL 35612		Nashville, TN 37203		Nashville, TN 37203		Nashville, TN 37213	
SPECIFICATIONS:		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost	
Anchor bolt pole with head and lamp	\$ 1,474.52	\$	1,231.00	\$	830.00	\$	774.00	\$	706.72	\$	822.00
Direct Burial pole with fixture and lamp	\$ 1,696.74	\$		\$	830.00	\$	957.00	\$	925.95	\$	823.17
Anchor bolt pole	\$ 714.52	\$		\$	742.00	\$	742.00	\$	725.42	\$	823.72
Direct burial pole	\$ 936.74	\$		\$	191.00	\$	191.00	\$		\$	212.20
Fixture	\$ 760.00	\$		\$	27.00	\$	27.00	\$		\$	24.34
Ballast	\$ 189.50	\$		\$		\$		\$		\$	
Lamp	\$ 27.50	\$		\$		\$		\$		\$	
Ballast kit		\$		\$		\$		\$	187.00	\$	

OTHER BUSINESS...

515.35

City of White House
Board/Committee Application
Return to Attention: City Administrator's Office
105 College Street
White House, TN 37188

Please indicate the Board(s) and/or Committee(s) on which you are interested in serving:

Name: DAVID LEWIS PALTZIK (Male) Female

Home Phone: 612 6995 Work Phone: 417-5132 Occupation: 868-1600

Street Address: 205 Amber Lane

Mailing Address: _____

City, State & Zip: White House, TN - 37188

Email address, if available: DL PALTZIK @ MSN.COM

Are you a resident of the City of White House? Yes If yes, how long? _____

Are you a registered voter? Yes If yes, please indicate the year of the last City election in which you voted: _____

Please answer the following questions:

1) Briefly describe why you wish to be considered for this appointment? Interest in Home Town Government, like being informed on what is going on.

2) Describe the qualifications that you possess which would benefit the board and our community: (Real Estate, ETC) Industrial Engineering, Syracuse University, Graduate Degree Management Science - MBA. Colgate Palmolive VP Marketing -

Broad Marketing Experience

Broad market, Background w/ 67/195 - over -
VP marketing - ASCAR Entertainment - Las Vegas -
GM 2, 6 flags Parks Casino & Theme Parks

IGFA - International Game Fish Association (A lot of people w/ so much of inherited w/ fishing - Ocean Game Fish)
60 years w/ Stripling Steel Bldg -

St. Louis Tourism Council Annual Convention & Visitors' Bd
NEW JERSEY Annual Advisory Board

3) List present & past city boards, commissions, or committees (either in White House or other communities) on which you have served or continue to serve and indicate years of service on each.

Been Board - White House

4) List civic organizations within the City of White House and/or Robertson or Sumner County of which you are or have been an active participant:

Whitman, W.H. Chamber of Commerce.

5) List present and future expectations for the City of White House:

enjoy new people moving into our community & providing goods & services for them. (Complete more w/ A'ville, etc)
A professional community - more new businesses -

6) The dates of board meetings are listed on the attached committee summary. Will your current employer/occupation allow you the opportunity to attend these meetings on a regular basis? Yes

7) Please list any other comments or suggestions you'd like to make:

* Don't lose key leadership & management people!

David L. Paltzer
Signature/Date

Please return this form to the City Administrator's Office at 105 College Street, White House, TN 37188. Thank you for your interest in serving the City of White House.

January 10, 2011

M E M O R A N D U M

To: Board of Mayor and Alderman

From: Mayor Michael Arnold

Re: Planning Commission Board Appointment

I am recommending for Board approval for Planning Commission Jerry Summers. He lives on the Sumner County side of White House within our Urban Growth Boundary but not inside the City limits.

City of White House
Board/Committee Application
Return to Attention: City Administrator's Office
105 College Street
White House, TN 37188

Please indicate the Board(s) and/or Committee(s) on which you are interested in serving:

Planning Commission

Name: Jerry W. Summers Male / Female

Home Phone: 210-5580 Work Phone: 323-1171 Occupation: Loan officer

Street Address: 351 Bowling Branch Rd Cottontown, TN 37048

Mailing Address: PO Box 1671 White House, TN 37188

City, State & Zip: _____

Email address, if available: JSummers@thefarmersbank.net

Are you a resident of the City of White House? NO If yes, how long? _____

Are you a registered voter? YES If yes, please indicate the year of the last City election in which you voted: 2010

Please answer the following questions:

1) Briefly describe why you wish to be considered for this appointment? I have lived new or in White House all my life - want to see what is best for my community & the families who live here.

2) Describe the qualifications that you possess which would benefit the board and our community:
I am a loan officer and mortgage lender for the Farmers Bank. I feel with my knowledge can help in the development of White House.

3) List present & past city boards, commissions, or committees (either in White House or other communities) on which you have served or continue to serve and indicate years of service on each.

NONE

4) List civic organizations within the City of White House and/or Robertson or Sumner County of which you are or have been an active participant:

Rotary for 4 years and I am the current President.

5) List present and future expectations for the City of White House:

- Roads and traffic lights*
- Grow the sewer plant for future homes*
- Be inviting for restaurants & businesses.*

6) The dates of board meetings are listed on the attached committee summary. Will your current employer/occupation allow you the opportunity to attend these meetings on a regular basis? *yes*

7) Please list any other comments or suggestions you'd like to make:

[Signature] *1/6/2011*
Signature/Date

Please return this form to the City Administrator's Office at 105 College Street, White House, TN 37188. Thank you for your interest in serving the City of White House.

DISCUSSION ITEMS....

OTHER INFORMATION....

Budget Calendar for FY 2011-2012 Annual Budget

<u>Milestone</u>	<u>Date</u>
CIP template distributed to Dept Heads by City Recorder	January 20 th
Department Head Budget Retreat	January 25 th
Capital Improvements Submissions due	February 10 th
Departmental Worksheets prepared by Finance and distributed to Directors	February 17 th
New Position requests due to City Administrator from Department Heads	
Department Heads submit schedule of any anticipated certifications requiring rate increases to HR	February 24 th
Initial revenue projections due to Administrator from Finance	March 3 rd
FY10-11 projected expenditures due to Finance from Directors	
List of projects not in CIP due to Administrator from Dept Heads	
Department Head meeting to discuss summary and cost of any projects not included in CIP	March 14 th - 15 th
Board of Mayor and Alderman Budget Retreat	March 24 th – 25 th
Finance Director redistributes worksheets to Department Heads	March 31 st
FY11-12 proposed expenditures due to Finance from Directors	April 14 th
Salary projections including COL, and salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison and Benefit Summary Chart due to Finance from HR	
City Administrator and Finance Director Review proposed budget	April 25 th – 28 th
City Recorder distributes CIP detail templates to Dept Heads	April 25 th
Board Study Session	May 5 th
CIP detail sheets due to City Recorder from Dept Heads	May 10 th
Budget Document delivered to Board of Mayor and Aldermen	May 12 th
First Reading of Budget (Regular Board Meeting)	May 19 th
Budget publication due 10 days before final passage	by May 31 st
Public Hearing and Second Reading of Budget (Regular Mtg.)	June 16 th
Beginning of FY 2010-2011 Annual Budget	July 1 st