

CITY OF WHITE HOUSE
Agenda
Board of Mayor and Alderman Meeting
February 17, 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 January 24, 2011 meeting.
6. Welcome Visitors
7. Public Hearings
 - a. **Ordinance 11-01** - An ordinance establishing the White House Planning Commission as the City's Design Review Commission. *Second Reading.*
 - b. **Ordinance 11-02** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts. *Second Reading.*
 - 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. *Second Reading.*
 - d. **Ordinance 11-04** - An ordinance adopting a digital format Zoning Map. *Second Reading.*
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports

A. General Government	E. Wastewater	I. Engineering
B. Police	F. Planning and Codes	J. Court Clerk
C. Fire	G. Parks	K. Monthly Financial Summary
D. Public Works	H. Library	
10. Consideration of the Following Resolutions:
 - a. **Resolution 11-02**- A resolution to authorize retirement credit for military service rendered in the armed forces of the United States during the Persian Gulf War in

accordance with Title 8 Section 34 through 37 of the Tennessee Code Annotated.

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. *Second Reading.*
- b. **Ordinance 11-02** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts. *Second Reading.*
- 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. *Second Reading.*
- d. **Ordinance 11-04** - An ordinance adopting a digital format Zoning Map. *Second Reading.*
- e. **Ordinance 11-05** - An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. *First Reading.*

12. Finance

- a. To approve or reject Public surplus the 1993 Ford F150, 1993 Recycle Trailer, and Bushmaster Skid Steer Front Mower Attachment. The Public Works Interim Director recommends surplus the items.
- b. To approve or reject CWA 2009-246/CWSRF 2010-256 Cope's Crossing Lift Station Change Order #6. The Wastewater Director recommends approving the change order.
- c. To approve or reject Utilities Reduction Specialists, Inc.'s bid for the utility and telecommunications audit. The Finance Director recommends approving the bid.
- d. To approve or reject purchasing from the State wide contract a new Ford 250 4X4 for \$25,327.00. The Wastewater Director recommends approving the purchase.

13. Other Business

- a. To approve or reject an interlocal agreement to establish a water supply board for the utilities operating in Robertson County, Tennessee.
- b. Board Appointments

- i. Library Board - Shane Matthews-to complete Phil Minnicks term-June 2012
- ii. Leisure Services Board - Denis Godek-to complete Carolyn Leftwich term-June 2013
- c. Board of Mayor and Alderman Appointment to Fill Vacancy in Ward 3-to complete Mike Arnold term-January 2013

14. Discussion Items

15. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Alderman Meeting
January 24, 2011
6:30 p.m.

1. Call to Order by the Mayor

Meeting was called to order by Vice-Mayor Bibb at 6:36 p.m.

2. Prayer / Pledge

Prayer and Pledge to the American Flag by Vice-Mayor Bibb.

3. Roll Call

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

4. Adoption of the Agenda

Motion was made by Ald. Decker, second by Ald. Hutson to adopt the amended agenda. A voice vote was called for with all members voting aye. **Agenda was adopted.**

5. Approval of Minutes of the December 16, 2010 meeting.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **December 16, 2010 minutes were adopted.**

6. Welcome Visitors

Vice-Mayor Bibb welcomed all visitors.

7. Public Hearings

There were no public hearings.

8. Communication from Mayor, Aldermen, and City Administrator

City Administrator Angie Carrier announced the Ribbon Cutting Ceremony for the renovations of the Municipal Park on February 28th at 2:00 p.m.

City Administrator Angie Carrier discussed the reconstitution of the Regional Transit Authority.

City Administrator Angie Carrier announced that the FEMA contracts have been received.

City Administrator Angie Carrier discussed the recent Staff Budget Retreat and announced the Board of Mayor and Aldermen Budget Retreat will take place in March.

City Administrator Angie Carrier discussed that the Burriss Ridge / Bear Creek project may be moving forward in the next few months.

City Administrator Angie Carrier read a thank you note from Wallace and Mona Horn of 205 Shady Lane.

City Administrator Angie Carrier read a thank you note from Rika Hatfield.

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. Decker, 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 11-01** - A resolution approving certain amendments and revisions to the Personnel Manual.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Resolution 11-01 was approved.**

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.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 11-01 was approved on first reading.**

- b. **Ordinance 11-02** - An ordinance amending the Municipal Zoning Ordinance by amending Article V, Zoning Districts.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Ordinance 11-02 was approved on first reading.**

- 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.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 11-03 was approved on first reading.**

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

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **Ordinance 11-04 was approved on first reading.**

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.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. **The purchase of a new Ford 250 4X4 was approved.**

- b. To approve or reject Mayer Electric's bid for Decorative Street Light Supplier. The Planning and Codes Director recommends approving.

Motion was made by Ald. Hutson, second by Ald. Decker to approve. A voice vote was called for with all members voting aye. **Mayer Electric's bid was approved.**

13. Other Business

- a. Election of Vice-Mayor

Motion was made by Ald. Decker, second by Ald. Hutson to elect Ald. Bibb as Vice-Mayor. A voice vote was called for with all members voting aye. **Ald. Bibb was elected as Vice-Mayor.**

- b. Planning Commission Board Appointment

- i. Jerry Summers-to complete Amanda Brinkley term-June 2013

Motion was made by Ald. Decker, second by Ald. Hutson to appoint Jerry Summers to Planning Commission Board. A voice vote was called for with all members voting aye. **Jerry Summers was appointed to Planning Commission Board.**

14. Discussion Items

a. 911 Consolidation with Robertson County

City Administrator Angie Carrier provided an update on the 911 Consolidation with Robertson County. She discussed the current outstanding items including infrastructure, radios, and frequencies. She announced that the City would receive a seat on the 911 User Group. She discussed the unresolved issue of the lack of a formula for determining personnel costs. The Board requested Ms. Carrier draft a letter to the Robertson County officials requesting that a personnel formula be created.

15. Adjournment

Meeting was adjourned at 7:04 p.m.

REPORTS....

City of White House
General Government Department
Monthly Report of January 2011

Administration

We kicked off the New Year with the swearing –in of the new Mayor Mike Arnold as well as Aldermen Decker and Bibb. Ed Hickman retired as public works director. We wish him well. Warren Garrett, who was working as the public works superintendent, met with the city administrator to review his appointment as the interim director. He will be interim director through July 01 and then he and the city administrator will review his trial period.

The CA, Fire and Police Chiefs met to review the city's options for 911 consolidation efforts. A plan of action was discussed and it was decided that a meeting needed to be scheduled to discuss items that were preventing the city from moving forward with Robertson County. City of Springfield, White House and the County were all represented at this meeting. An update was given to the BMA at the January meeting and a letter from the Board was disbursed to all Robertson County officials involved.

The CA met with Gary Jaeckel of MTAS to create the agenda for the staff budget retreat. The retreat was held at Fire Station #2 this month. The City Recorder completed the report from the retreat that will be discussed with the BMA at their session in March.

The City Administrator met with the department heads to review their job descriptions and goals for last year to prepare for their evaluations to determine merit increases.

The CA presented the lifestyle report that The Shopping Center provided as part the marketing package at the Chamber Luncheon. The presentation seemed to go well and much positive feedback was given about the information.

The CA met with Mark Morgan of Sherrill Morgan to discuss the upcoming healthcare administration RFP, possibilities of a co-op with the City's insurance benefits to address the healthcare reform changes (if necessary).

The CA and Planning Director met with Cassidy Turley who is listing the property at Burris Ridge for Fifth Third Bank. They are looking to increase density.

SCCG met this month in Hendersonville. The re-constitution of the RTA was discussed and a new president was elected. Congrats to Mayor Dan Toole of Millersville!! A Three-Star Strategic Planning Session followed with most ECD officials of Sumner County attending to update the plan.

**City of White House
General Government
January 2011**

Website Management			
	January	FY 10 - 11	FY 09 - 10
Number of Internal Requests for Website Updates	15	68	73
Visits	6,907	50,414	89,307

Our city website has had 6,907 visits during the month of January, which was an increase of 405 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	3327
Gallatin, TN	340
Hendersonville, TN	296
White House, TN	193
Franklin, KY	188
Clarksville, TN	73
Madison, TN	60
Williamson County	45
Goodlettsville, TN	45
Knoxville, TN	37

Did you know 35% of this month's visitors accessed the City's website directly and 40% of visitors accessed the website through the Google search engine? In addition, the percentage of returning visitors was 51% and 49% of visitors were new to the website. Our website was accessed by visitors in 55 different countries from around the world.

**City of White House
Finance Department
January 2011**

Finance Section

Property Taxes have continued to come in at a good pace, and at the close of January 60% of the tax base has been paid. This leaves 40% outstanding which puts us only 2% ahead of where we were at this point last year in terms of total collections.

The Purchasing Clerk worked with other departments during the month of January to sell several vehicles on GovDeals , and total proceeds of \$6,598 was returned to the General Fund. The Purchasing Clerk also participated in a Webinar sponsored by US Communities Purchasing Alliance to learn of any new opportunities that might be available to the City through that purchasing alliance. The Accounting Specialist participated in an Internal Revenue Service webinar regarding Section 218 and Compliance for Government Entities. Section 218 coverage involves agreements between a state and the Social Security Administration to provide social security and/or Medicare coverage to employees of governmental entities.

The Finance Director was a part of the inaugural graduating class for the Certified Municipal Finance Officer program on January 27. This certification culminates a two year program which covered eight topics and required eleven exams. This certification places the City of White House in compliance with the requirements of the Municipal Finance Officer Certification and Education Act of 2007. The Finance Director also met with the Human Resources Director to review the salary budgeting process, and participated in the Department Head budget retreat. The entire Finance Department participated in performance appraisal training led by Human Resources.

Performance Measures

Major Fund Balances

Fund	Cash Balance	Investment Account Balance
General Fund	\$1,306,080.61	\$1,435,235.12
Sanitation	\$185,093.37	\$270,505.34
Wastewater	\$260,660.00*	\$973,939.40

- All Fund Balances are bank balances reported as of February 8, 2011.
- *The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$172,360.31.

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular	2 paper checks 198 direct deposits	0 Retroactive Adjustments	0 Voids

**City of White House
Finance Department
January 2011**

Accounts Payable

	January	FY	Last January	Last FY
Total Invoices Processed	281	2,105	301	2,049

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	320	14	45	24	78	4	9	23	11	9	37	574
Customers	136	2	16	11	23	1	0	10	2	0	16	217

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	6	16	112	118	62	6	320
Customers	0	7	51	68	9	1	136

Purchase Orders

Codes	6	\$161.82
Fire	15	\$6,730.07
Police	16	\$7,923.70
Human Resources	1	\$119.98
Engineering	3	\$15,306.54
Administration	6	\$7,183.00
Finance	4	\$802.33
Court	0	\$0.00
Library	5	\$545.83
Waste Water	43	\$180,619.48
Public Works	11	\$13,517.48
Sanitation	6	\$5,850.65
Parks	32	\$7,316.11
Bldg. Maintenance	7	\$1,211.32
Cemetery	0	\$0.00
Total	155	\$247,288.31
Void	4	

	NUMBER OF PO'S	Value of PO's
PURCHASE ORDERS \$0-\$999	131	\$30,220.01
PURCHASE ORDERS \$1000-\$9999	19	\$61,116.30
PURCHASE ORDERS OVER \$10,000	5	\$155,952.00
Total	155	\$247,288.31

**City of White House
Finance Department
January 2011**

Emergency Purchase Orders – January

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
15394E	Craig Johnson Construction	Trackhoe, backhoe, labor and gravel	\$8,125.00	Leak at Covington Bend	Wastewater
15469E	Dean Oil Co.	Tube, labor and service	\$185.00	Repair on backhoe tire	Wastewater
15465E	Craig Johnson Construction	Mobilization, labor, and gravel	\$3,800.00	Leak on McCurdy Rd.	Wastewater
15108E	Craig Johnson Construction	Labor, equipment, and material	\$15,100.00	Relocate sewer lines on S. Palmers Chapel	Engineering

Business License Activity

<u>Opened</u>	<u>Closed</u>	
4	1	
<u>Cumulative Information</u>		
<u>Class</u>	<u>Total Licenses</u>	<u>Delinquencies</u>
1	48	31
2	136	69
3	277	170
4	207	133
Total	668	403
Delinquency Rate		61%

**City of White House
Finance Department
January 2011**

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15 (1 st Offense)	2
Child Restraint-under 4	0
Anti-Noise Regulations	0
Improper Backing	0
Failure to Yield Right of Way	0
Financial Responsibility Law	39
Following Too Closely	1
Motor Vehicle Requirements	0
Improper Passing	1
Drivers Exercise Due Care	5
Codes Violations/Animal Control	2
Drivers License Law	2
Stop Signs	3
Open Container Law	1
Parking Violation	0
Vehicle Registration Law	10
Seat Belt Violation – 18 and Older	14
Speeding	45
Careless Driving	3
Disobedience to Traffic Control Device	3
Enter Access Roadway	0
Total	131

Municipal Court – Case Disposition

Disposition	Total
Ticket Paid in Full – Prior to Court	43
Guilty as Charged	10
Dismissal	6
Dismissed upon presentation of insurance	30
Not Guilty	0
Dismissed to Traffic School	5
Dismissed with Costs and Fines	28
Dismissed with Costs	6
Dismissed with Fines	3
Case Transferred to County	0
Dismissed with Public Service	0
Total	131

**City of White House
Human Resources Department
January 2011**

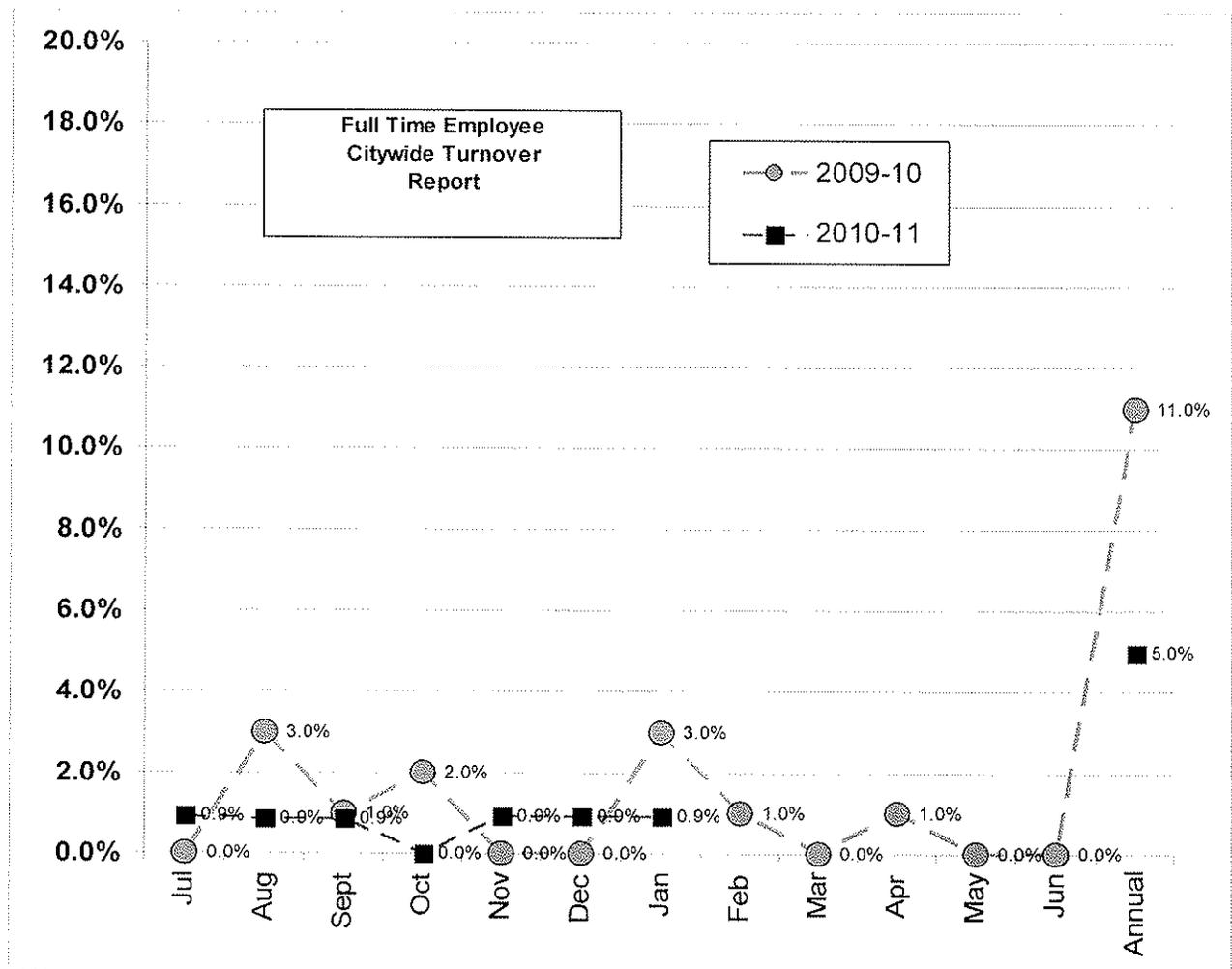
Human Resources:

- Completed revisions of the personnel manual; submitted for review
- Completed orientation for new employee (Ray Johns); conducted exit interview (Ed Hickman)
- Interviewed and hired new Sanitation Worker (Travis Link)
- Sent performance appraisal packets out to departments; conducted performance appraisal training in every department
- Completed and submitted quarterly unemployment report
- Began working with TPA to develop a more comprehensive DFW policy; began preparing to revise employee testing process

Key Performance Indicators (Performance Measurements)

Citywide Turnover

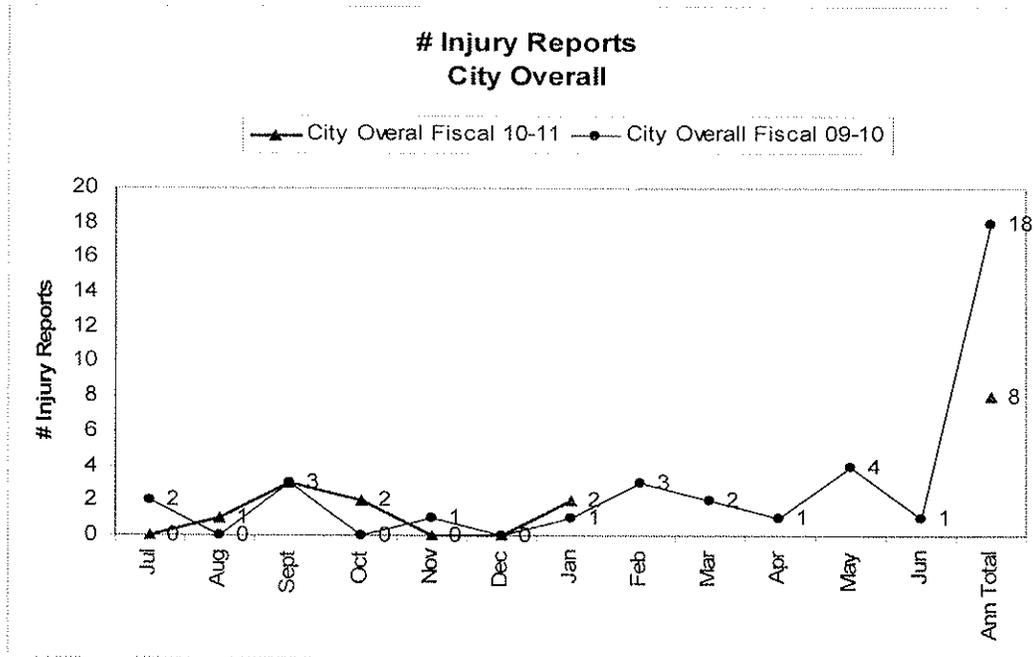
- Turnover overall for month of January 2011 was 1%, down from January 2010 (3%).



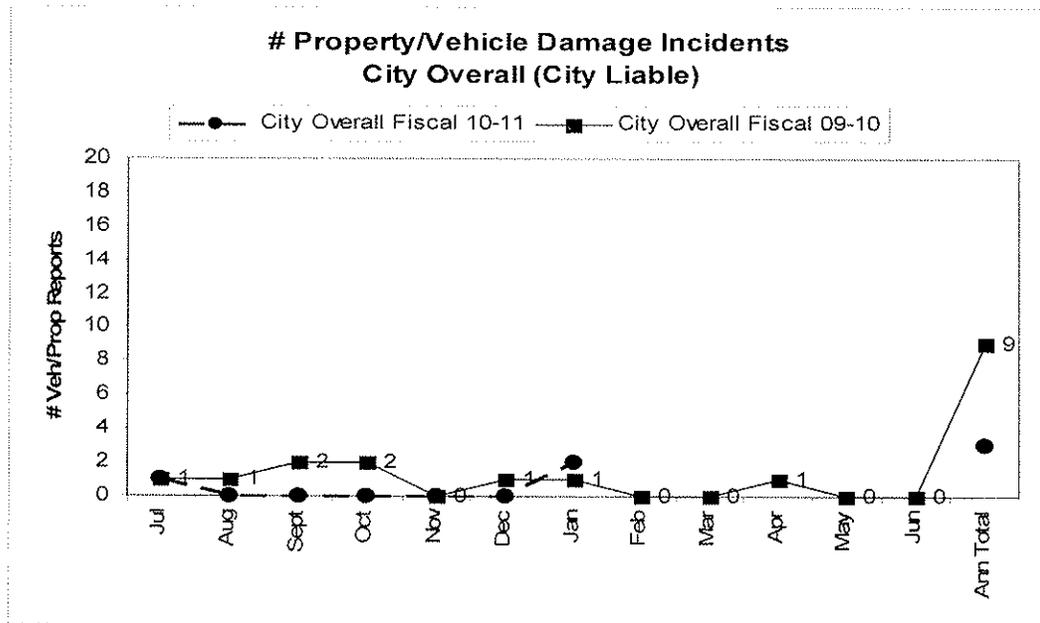
**City of White House
Human Resources Department
January 2011**

Safety

- Accidents resulting in injury in January 2011 were 2 (WW and PD), an increase from January 2010 (1).



- Vehicle/Property damage for the month of January 2011 were 2 (WW and PD), an increase from January 2010 (1).



**City of White House
Police Department
January 2011**

Departmental Highlights

- On January 3rd, Corporal Curtis Carney was promoted to Sergeant.
- The Rotary Club Annual Police Officer/Firefighter of the Year Luncheon was held at the Civic Center on Thursday, January 27th. Detective Sergeant Pat Brady was awarded the 2010 Officer of the Year Award.
- Chief Herman held the White House Police Department's Annual Staff Meeting on January 27th.

Meetings/Civic Organizations

- Chief Herman attended the following meetings in January: Robertson County Chiefs/911 User Group, Leadership Sumner Lunch with Law Enforcement, Tennessee Crime Prevention Coalition, Department Head Budget Meeting and Sumner County Drug Task Force.
- Captain Mingledorff attended the following meetings in January: Robertson County 911 Board meeting (along with Patti Aric), and Rotary Club (Jan. 13th, 20th, and 27th)
- The Governor's Highway Safety meeting and luncheon was held at the White House Police Department in January. Captain Jim Ring, Sgt. Eric Enck and Officer Jonathan Sams attended.

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 benchmark 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 74 per 1,000 population during the calendar year of 2010.*

Group A Offenses	January 2011	Per 1,000 Pop.	Total 2011	Per 1,000 Pop.
<i>Serious Crime Reported</i>				
Crimes Against Persons	20	.02	20	.02
Crimes Against Property	42	.042	42	.042
Crimes Against Society	22	.022	22	.022
Total	84	.084	84	.084
Arrests	50		50	

*U.S. Census Estimate 2009 – 10,316.

**City of White House
Police Department
January 2011**

4. *Maintain or exceed a Group A crime clearance rate at the three-year average of 50% during calendar year 2010.*

2011 CLEARANCE RATE		
Month	Group A Offenses	Year to Date
January	49%	49%

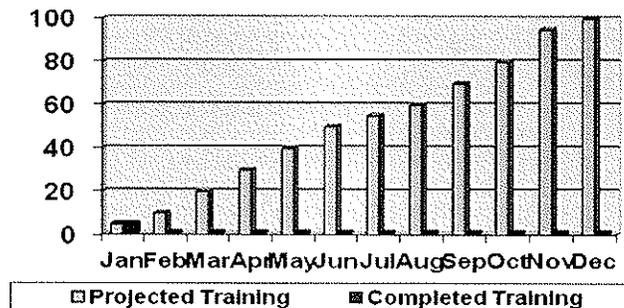
5. *Maintain a traffic collision rate at or below the three-year average of 278 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2010.*

	January 2011	TOTAL 2011
Traffic Crashes Reported	27	27
Enforce Traffic Laws:		
Written Citations	162	162
Written Warnings	36	36
Verbal Warnings	306	306

6. *Maintain an injury to collision ratio of not more than the three-year average of 17% by selective traffic enforcement and education during the calendar year 2010.*

COLLISION RATIO				
	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
January 2011	27	2	7%	7%

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
January 2011**

January Training Hours
Patrol – 40 Hours

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 Sgt. Dan Hunter and Sgt. 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 are operational. Submission for reimbursement 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 Reservists had their annual dinner at Kabutos on January 10th.

K-9

- Officer Jason Ghee and K9 Nike attended their monthly 8 hour training.

Sumner County Emergency Response Team

- Nothing to report at this time.

**City of White House
Police Department
January 2011**

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

	January 2011	Total 2011
Calls for Service	947	947
911 Calls	22	22
Alarm Calls	15	15

Animal Control

	January 2011	Total 2011
Complaint Calls	29	29
Animal Contacts	12	12
Returned to Owner	4	4
Sent to County Impound	8	8
Adopted	0	0
Animal Bite Incidents	0	0
Traps Set	0	0

Request for Reports

	January 2011	FY 2010-2011
Requests for Reports	33	466
Amount taken in	\$24.30	\$518.45
Tow Bills	\$300.00	\$1,255.00
Emailed at no charge	15	
Storage Fees	\$100.00	**

* Collection of data began January 2011

Staffing

Volunteer Police Explorers

- Nothing to report at this time.

**City of White House
Police Department
January 2011**

Item(s) sold on Govdeals:

- 2000 ford Crown Victoria (Surplus) \$1,860.00
- 2001 ford Crown Victoria (Surplus) \$2,450.00

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 postponed due to inclement weather and is currently being rescheduled. Spring D.A.R.E. program will begin at White House Middle School in February.
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 22, 2011. Applications are currently being accepted. Twenty-three applications have been collected as of January 29th.
4. ***Participate in a joint community event monthly in order to promote the department's crime prevention efforts and community relations programs.***
 - The White House Cub Scout Pack 364 visited the facility on Monday January 24th. Officer Jason Ghee led the tour and conducted a K9 demonstration for the eleven scouts and their parents.
 - Sgt. Eric Enck held a S.P.E.A.R.E. class this month for the Jesus Christ of Latter Day Saints from Rivergate. He had 10 people attend.

**City of White House
Fire Department
January 2011**

Summary of Month's Activities

Fire Operations

The Department responded to 76 requests for service during the month with 51 responses being medical emergencies. The department responded to two motor vehicle accidents with injuries reported; although there were not any injuries reported that required transport to a hospital. The Department responded upon request of Robertson and Sumner County dispatch to chimney fires. One was located on Hwy 31W north and the other was on North Swift Road in Robertson County. There was not any property damage reported at either of the incidents. Our fire units were released from each scene when White House Community Volunteer Fire Department arrived on scene.

Fire Administration

- On January 5th Chief Palmer met Fire Chief Maynor Schott with the Springfield Fire Department to discuss details concerning the dispatch consolidation with Robertson County.
- On January 10th Chief Palmer, Chief Herman, Angie Carrier, and Mayor Arnold attended a meeting with representatives from Robertson County and the City of Springfield to discuss details concerning the dispatch consolidation.
- On January 12th Chief Palmer met with Fire Chief Gerald Wakefield and Jeff Perigo with Greer Communications to discuss the upgrade of our radio system to the Robertson County trunking radio system.
- On January 15th Chief Palmer and Fire Marshal Sisk attended the White House Fire Corps chili supper to assist with the event.
- On January 25th Chief Palmer attended the staff budget retreat at Fire Station 2.

Update on the Department's Goals and Objectives

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

Departmental Highlight

The highlight for the month was the annual banquet held January 22nd at the Fire Station 2 training room to celebrate another year of dedicated service to the department and the citizens of White House. Those honored for their service for the year 2010 was Firefighter Donald Whitt as Firefighter of the Year, Firefighter Clay Swafford as Most Active Volunteer, and Captain Shawn Railey for 20 years service.

Department Cost Saving Report

After a discussion at our Safety Committee meeting it was decided that our weather radios located at city buildings needed to be upgraded. After some research it was decided to purchase the radios online for \$75.00 each. At the time the order was to be placed the vendor could not

**City of White House
Fire Department
January 2011**

meet our needs. Then the decision was made to go directly to the manufacturer to make the purchase at which time the cost for each radio was \$68.50 resulting in a \$60.00 cost savings.

Monthly Performance Indicators

Incident Responses

Structure Fires	2	Vehicle Accidents(general cleanup)	1
Cooking/Electrical Fires	0	Vehicle Accidents(With injuries)	2
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	4	False Alarms/Calls	6
Hazmat	1	Assist other Governmental Agency	1
Other Calls	8	Total Responses for the Month	76
Emergency Medical Responses	51	Total Responses Year to Date	506

Fire Fighter Training

Total Training Man-hours for the Month	306	Total Training Man-hours Year to Date	2566.5
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Fire Inspection

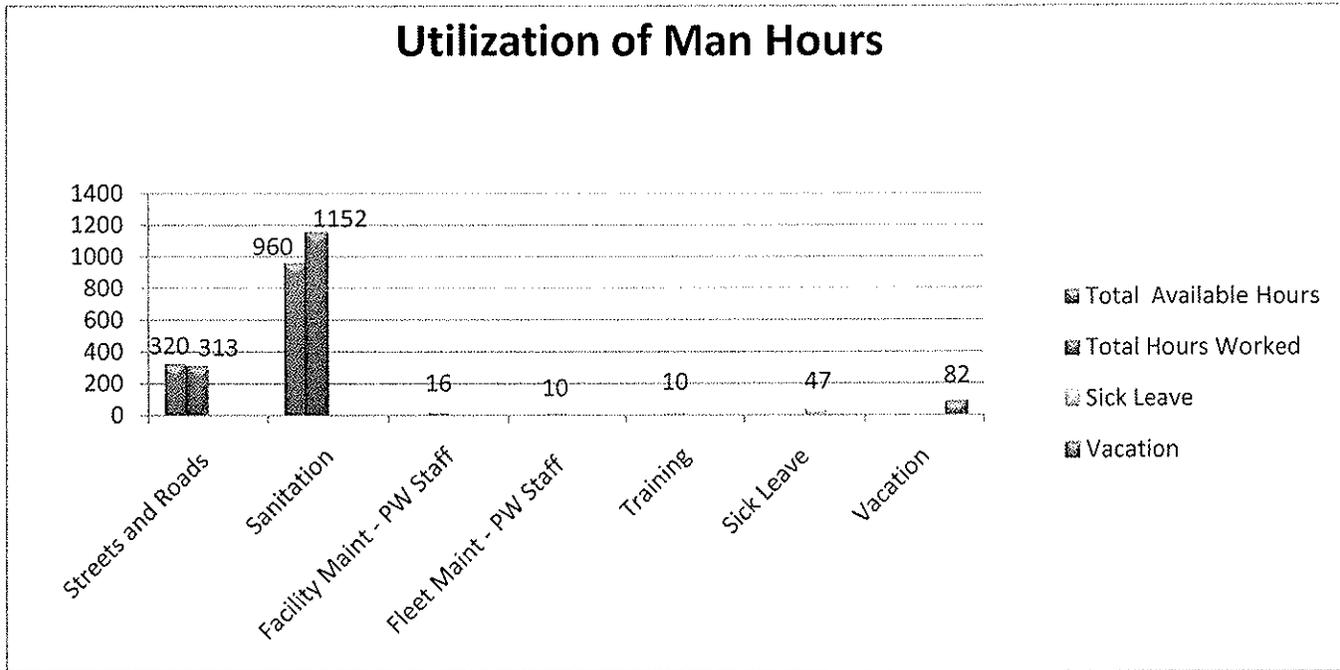
Fire Inspections	4	Year to Date	63	Plat / Plan Reviews	1	Year to Date	6
Fire Investigations	2	Year to Date	8	Fire Preplans	2	Year to Date	5

Public Fire Education

Participants	259	Education Hours	10
Participants Year to Date	4437	Education Hours Year to Date	78.5
Number of Occurrences	5	Number of Occurrences Year to Date	49

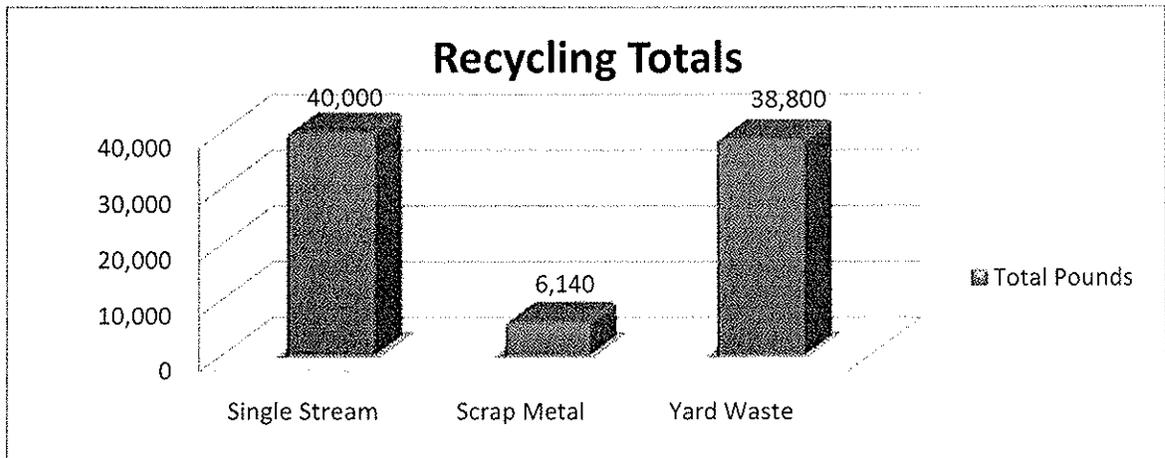
**City of White House
Public Works
January 2011**

Monthly Performance Indicators



The above chart represents the number of man hours vs. the total number of hours worked for the month of January by 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.

Convenience Center

There were a total of 0 citizens that utilized our Convenience Center for the month of January. Total revenue received \$736.80; by the recycling of steel and scrap metals at Volunteer Recycling and Salvage Inc. Total operating cost for the month of January to be determined.

City of White House Clean up days

For the month of January there were a total of 37 citizens who took advantage of the free drop off service provided by the City of White House. Citizens seemed to appreciate being able to bring items in at their convenience opposed to 2 designated weeks in the spring and fall.

Year to Date Total	37
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Note: Year to date total is for the calendar year of 2011

Sanitation Enterprise Fund Totals

Monthly Performance Indicators

<u>Number of customers billed</u>	<u>Total Billed</u>	<u>Total Billed Year to Date</u>	<u>Revenue Received</u>	<u>Revenue Received Year to Date</u>
3,624	Net Amount Billed \$56,325.00	\$394,500.20	\$57,109.83	\$386,100.29

Staffing

The public works department is authorized 13 full time employees. Currently we are down one-half of a Street and Roads position, and one Mechanic position. Due to the hiring freeze these positions will remain open at this time.

Fleet Maintenance

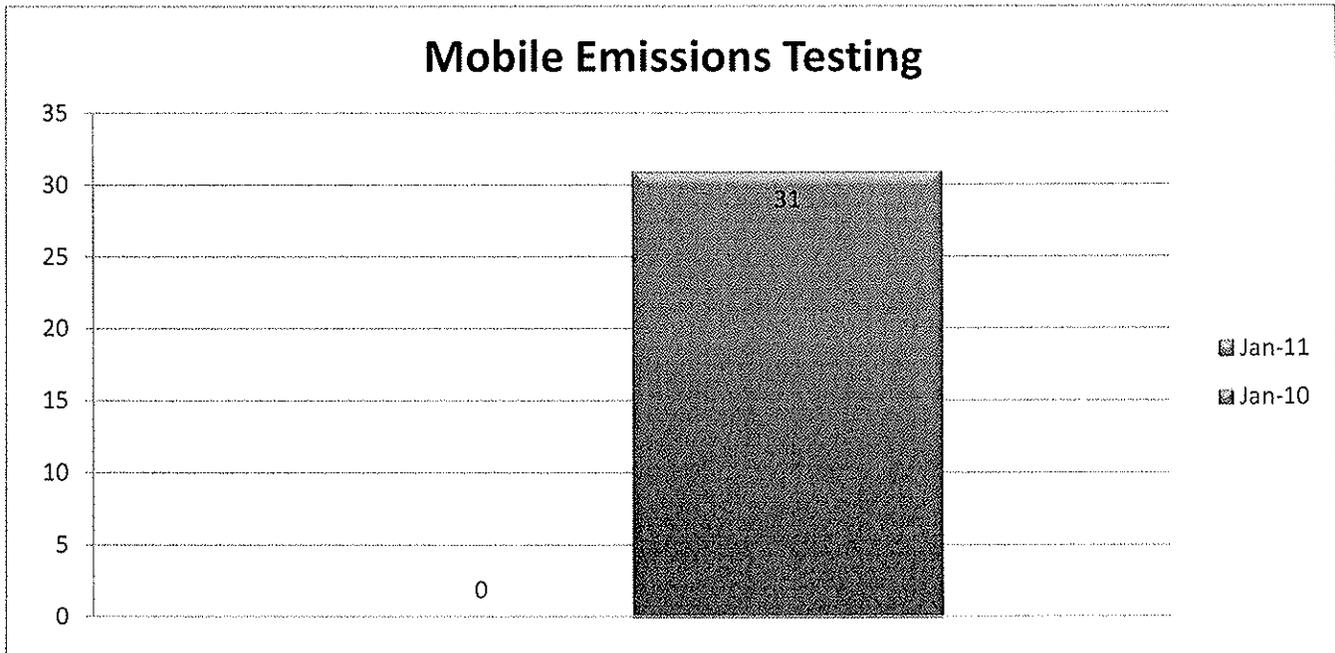
The fleet maintenance service provided by the City for vehicles is no longer available at Public Works. Each department is utilizing the temporary services negotiated by our Purchasing Clerk until further notice.

Departmental On-Site Safety Training January 2011

- Backhoe Safety
- Winterizing

Mobile Emissions Testing for Sumner County

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2011; schedule will be published in the next issue of The Word on White House. For the month of January we had a total of 0 citizens utilize the mobile emissions testing station located at the Public Works Facility. Due to weather conditions the mobile testing for City of White House was canceled for January. See the chart below and notice the usage since January of 2010.



January 2011 Truck Poundage and Fuel Costs

- 18.18 average tons per day 581.880 pounds for the month of January.
- Total tonnage for the month of January was 290.94
- Total cost of fuel used for truck # 319 \$894.04
- Total cost of fuel used for truck # 320 \$1,268.03
- Total cost of fuel used for truck # 323 \$373.38
- Total cost of fuel used for #324 \$402.64
- Total cost of fuel for January = \$2,938.09

Fuel increased \$90.15 from the month of December

July 2010 – June 2011	Year to Date Totals
Tons per day	18.31
Pounds for 7 months	2,980,380.58
Tonnage for 7 months	1,789.18
Fuel used Truck #319	\$4,090.90
Fuel used Truck #320	\$6,535.49
Fuel used Truck # 323	\$2,771.69
Fuel used #324	\$2,225.47
Total Fuel cost for 7 months	\$15,823.55

JANUARY B.M.A. REPORT 2011

MONTHLY INDICATORS			
STREETS AND ROADS/SANITATION			
<i>SERVICES PROVIDED</i>	<i>TOTAL</i>	<i>YTD</i>	
BRUSH PICK UP	135 Stops	1452 Stops	
BRUSH TRUCK LOAD	28	204	
EMERGENCY CALL OUTS	0	2	
DAMAGED CARTS REPLACED	11	56	
NEW CARTS FOR NEW HOME CONSTRUCTION	7	50	
ADDITIONAL CART REQUEST	1	7	
CURBS REPAIRED	0	0	
SHOULDERS REPAIRED	0	2	
DRAINAGE REQUESTS	0	17	
DRAINAGE WORK	0 feet	58 feet	
POTHLES REPAIRED	19	83	
SALT USAGE (TONS)	26	26	
SIGNS INSTALLED	25	106	
HANDICAPPED PICK UP	80 Homes	554 Homes	
MOVE IN SPECIAL PICK UP	4	22	
MOVE OUT SPECIAL PICK UP	1	4	
DEAD ANIMAL REMOVALS	0	5	
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED.	7	51	

**City of White house
Wastewater Department
January 2011**

Summary of Month's Activities:

Administration:

Update on the SRF/ARRA funded Cope's Crossing project: The project is 75% complete. The Contractor has submitted and received payment on eight disbursement requests. We have submitted eight disbursement requests to SRF and received payment on all eight. We have now completed all disbursements on the ARRA CWA-2009-246 loan and debt service payments will now begin.

The SRF staff has approved Change Order #5 and the addition of the Meadows Road gravity line to the project. Designs are nearly completed and should be ready for SRF and TDEC review within the next few days.

Goals and Objectives Progress:

- ❖ We are now awaiting the approved ARRA/SRF CG0 2011-278 Loan package in order to proceed any further with submitting the required documentation to single source the E/one pumps and run a forced account to reimburse.
- ❖ GEO-Jobe has completed the data base and has begun acquiring the GPS X; Y coordinates to meet our 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 is ongoing with a deadline of completion set for March 20th in order to be prepared for a study session March 23rd.

Collection system:

Over the past month staff has retro fitted twenty-three low pressure grinder systems, to E/one and installed seven rebuilt vacuum valves and controllers within the vacuum systems. The department has also provided inspections to two 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 to go as scheduled.

Departmental Highlight:

- Congratulations to Derek Hough for successfully acquiring the Collection II and Cross-Connection Certifications and meeting the requirements for promotion to Wastewater Technician II.
- We had a very good year on our crop-share land lease as the soy beans brought us \$10,511.65 additional revenue.

**City of White house
Wastewater Department
January 2011**

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)	5	25	\$7,300.00	\$7,300.00	\$39,502.50
Customers billed	3,839	N/A	Net amount billed \$223,822.73	*\$200,092.18	\$1,040,508.76
Applications or transfers for service	33	261	\$3,225.00	\$3,225.00	\$19,180.00
Late penalties applied	1,949	8,360	Amount Applied \$4,991.57		
Wastewater Adjustments	21	104	N/A	(\$3,630.19)	(\$14,012.50)
Administrative Fees	5	108	\$10,751.65	\$10,751.65	\$16,526.65
Service availability Requests	0	0	\$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	4	25	\$750.00	\$750.00	\$3,750.00
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	25	610			
Billing related service requests	52	487		Months Total \$222,118.83	Total \$1,119,617.41
Mainline repairs	0	0	* Revenue from previous month's service		
Service lines repaired	4	43			
L.P. service requests	11	338	Responses to SCADA Alarms		
Gravity service requests	0	0	North Palmers	142	1,176
Vacuum service requests	5	38	Calista	241	2,211
All service requests	72	913	Wilkinson	0	59
Major Lift Station Repairs	2	10	Portland Road	35	54
			Tyree	23	126
			Union Road	0	0
			Meadowlark	0	49
			Hwy 76	6	30
			Cambria	4	28
			Treatment Plant	48	310
			Total Responses	484	4,022
			TN. One-call Request	121	1,037
	Flow MGD	Plant Capacity	Inches of Rain Fall	% of Capacity	
Average Daily Flow (effluent)	.524	1.4 MGD	3.77	37%	

**City of White House
Planning and Codes Department
January 2011**

Summary of Department Activities:

Staff gave a presentation to the Rotary Club regarding recent planning documents, local stimulus projects, and roadway improvements proposals to the Nashville Area Metropolitan Planning Organization. Staff attended meetings with a Werthan Packaging Representative regarding the completion of the rack sprinklers system and a bank representative for possible amendments to the Burrus Ridge Development Plan. Staff hosted the Sumner County Planners Meeting. Building Maintenance staff worked on price estimates for new projects, holiday decorations, snow removal, and regular maintenance items.

Department Highlight:

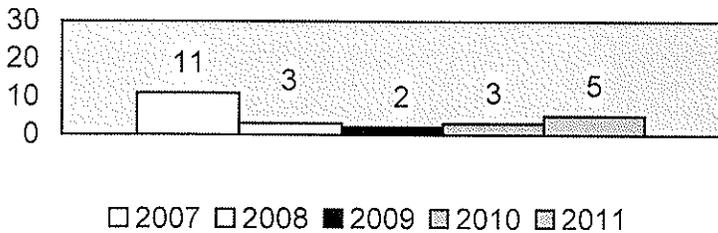
Planning/Codes staff records final subdivision plats in Robertson and Sumner County Register of Deeds Offices. Planning/Codes Director is the final signature required for subdivision plats in City limits and adjacent Planning Regions/ Growth Boundaries. Staff ensures that Planning Commission approval stipulations are completed and that all other signatures are completed on the plat. Staff receives subdivision bonds for non-utility improvements including roads, drainage, lighting, landscaping subdivision improvements for subdivisions only within the City limits. The County Highway Department is responsible for holding bonds for subdivisions outside the city limits.

Cost Savings:

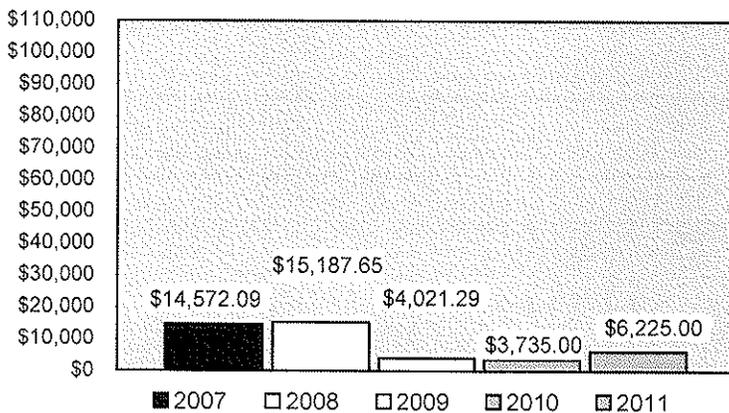
Staff attended a free code certification classes through the Middle Tennessee Code group. Per state law, building inspectors are required to obtain 36 recertification hours every three years. Staff always attempts to attend the local free certification classes to reduce registration and travel expenses.

Monthly Report January 2011

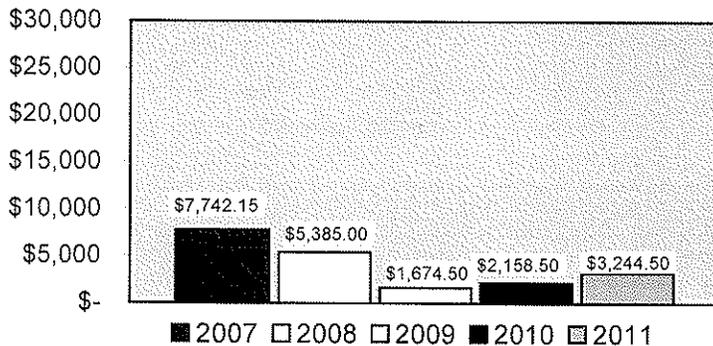
Single Family Permits



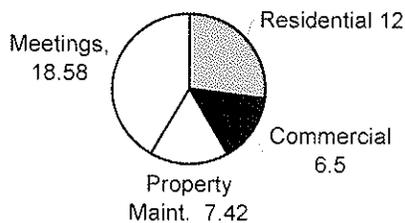
Impact Fees



Permit Fees



Inspections / Meetings Hours



	Month	FY 10-11
MEETING AGENDA ITEMS#		
Planning Commission	3	38
Construction Appeals	0	0
Zoning Appeals	0	3
Training/Study Session	0	0
Property Maintenance	0	0
PERMITS		
Single Family Residential	5	20
Multi-Family Residential	0	2
Other Residential	11	80
New Commercial	0	0
New Industrial	0	2
Other Com/Ind	3	21
State Electrical	44	232
Sign	2	10
Occupancy Permits	10	98
Other	1	4
BUILDING INSPECTIONS		
Residential	46	224
Hours	12	61
Commercial /Industrial	21	130
Hours	6.5	44.83
CODE ENFORCEMENT		
Total Cases	26	366
Hours	7.42	62.49
Complaints Received	3	45
MEETINGS		
Administration	3	23
Hours	12.5	33.17
Planning	2	28
Hours	4	36.92
Codes	3	28
Hours	2.08	12.08
FEES		
Permit Fees	\$ 3,244.50	\$ 19,161.50
Board Review Fees	\$ 150.00	\$ 1,898.00
City Impact Fee	\$ 6,225.00	\$ 31,735.00
Roads	\$ 1,905.00	\$ 8,998.80
Parks	\$ 1,980.00	\$ 8,994.00
Police	\$ 1,410.00	\$ 4,364.00
Fire	\$ 930.00	\$ 4,902.30
PLANNING COMMISSION APPROVAL		
Subdivision Lots	N/A	0
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		16

**City of White House
Parks, Recreation, & Cultural Arts Department
January 2011**

Summary of Month's Activities

Municipal Park Renovation Project

The official ribbon cutting for the Municipal Park Renovations project has been set for Monday, February 28th at 2:00 p.m. The public is invited to attend this much anticipated event.

Sealed bid for electrical upgrades

The bid documents have been compiled for the electrical panel replacement project at the Municipal Park. The project will be let out for bids on February 22nd, with bids being due on March 7th.

Rear gate design for Municipal Park

Construction drawings have been completed for the steel gate that is intended to be installed at the rear exit of the Municipal Park. The drawings are currently being reviewed by steel fabricators for pricing.

Recreation

Men's Adult Church League Basketball finished up on January 25th. A new team to the league, Bethel Apostolic Temple, finished the season undefeated and won the regular season and post-season tournament. Northridge Church came in second place during the regular season and the tournament. It was a good season! We are planning to make this league an Open Basketball League next year to get more teams and to reach a different demographic.

Youth Basketball games are ongoing and will finish in February.

Church League Co-Ed Volleyball sign-ups began and they will 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 also began this month. We are offering a Co-ed Open League and a Men's Open League. Registration fee is \$400 per team. The season will begin the first week of April. The Co-ed League will play on Tuesdays/Thursdays and the Men's League on Mondays/Fridays. The games will be doubleheaders and there will be a post-season tournament.

Zumba classes have picked back up this month after the holidays and the New Year's resolutions. Classes are Mondays at 9:00 a.m., Tuesdays at 9:15 a.m., and Wednesdays at 6:30 p.m. \$3 per class and the first class is free. We have been offering the "first class is free" since May 2010 and we are still getting new people in every week!

**City of White House
Parks, Recreation, & Cultural Arts Department
January 2011**

Maintenance

Employees installed 13 concrete bumper blocks at the Municipal Park Field 6 parking lot to help curtail vehicles driving across the grass.

ADA compliant grab bars were installed in the men's and women's restroom facility located between Municipal Park Field 5 & 6.

Poles were installed to hold a 65 ft net at the soccer complex. The net was donated.

Update on Department Goals and Objectives

Adopt-A-Trail

The Adopt-A-Trail program was heavily advertised in December and this month we got our 3rd group signed up to help keep the Greenway clean. The Greenway is broken down into 4 sections and 3 out of 4 sections are now being kept clean by volunteers. Adopters are responsible for litter control along their section at least twice per month. We provide them with trash bags if needed. Volunteers are recognized by a sign with their organizational name at each end of their section.

Big League Baseball

White House Parks and Recreation will be introducing Big League Baseball in February! This league is for teams and individuals between the ages of 15 and 17. Registration per team is \$400 and Individual sign-up is \$30 for City Residents and \$42 for Non-Residents. Registration will last until May 5th. Games will be played on Tuesday and Thursday nights beginning at the end of May. We are excited about this new league and bringing players onto our brand new full size field!

Restroom facility demolition

The restroom structure located next to Walgreens in the front of the Municipal Park has been torn down and hauled away. Because of its location, this structure was a magnet for vandalism and nearly impossible to keep clean. The best thing to do was to eliminate it.

Department Highlight

Park Maintenance Management School

Steven Russell successfully completed the 2nd year training of the Park Maintenance Management School in Wheeling, West Virginia that was held from January 30th - February 4th. This comprehensive two-year professional development program is especially designed for park and recreation personnel. It is presented by NC State University and the National Recreation and Parks Association. This is a great accomplishment.

**City of White House
Parks, Recreation, & Cultural Arts Department
January 2011**

Little League Challenger Baseball

White House Special Needs Athletic Programs (White House SNAP) was established this month. We have offered Special Needs programs in the past but the last time it was offered in 2009, the league did not make it. We have chartered with Little League Baseball for the Challenger Division. Registration is available through March 15th. The registration fee is \$35 per player and includes a full uniform; fee is \$47 for non-residents. The league is offered to any boy or girl between the ages of 4 and 18 that faces a mental or physical challenge. Practices will begin in March and Saturday games will start in April. This is the first league we are offering under White House SNAP. We will offer basketball in the summer and soccer in the fall. Sponsorship agreements have been sent out to local businesses so we can afford to host these programs while keeping the registration fee low for the participants.

No other cities near White House have chartered with Little League for Challenger baseball. We are the first in this area. We have established this league as a district program, meaning that we can register kids from a much larger area that is not confined to the area immediately surrounding White House.

Department Cost Savings Report

Six aluminum benches, salvaged from the demolished fields, were re-installed at Fields 5, 6, & 8 this month, eliminating the old wooden benches that were there.

Fence posts salvaged from the old baseball fields were cut, sanded, and painted to be re-used on the outfield of Field 8. By utilizing salvaged materials, we expect to save \$1,300.

Motion-activated hand dryers were installed this month at the Municipal Park Fields 2 & 3 restroom facility, as were infrared sensors to activate the fluorescent lights. These improvements will eliminate paper towel waste and conserve electricity. The savings in operational costs will eventually fund the purchase of the dryers.

City of White House
Parks, Recreation, Cultural Arts Department
January 2011

	Prior Years						Current Year				YTD
	Year End	Year End	Year End	Year End	Year End	Year End	Nov-10	Dec-10	Jan-11	FY-2010-11	
Division	Activity										
Maintenance											
	Mowing Hours	1176	1020	1044	1853	1469	82	0	0	863	
	Pounds of Grass Seed Sown	1990	4350	3670	5130	1895	150	50	0	2940	
	Pounds of Fertilizer Applied	11885	16795	6150	9200	4590	0	0	0	5700	
	Number of Trees/Shrubs Planted	22	69	57	259	11	0	0	0	0	
Recreation											
	Number of Youth Program Participants	358	326	377	353	336	148	0	0	314	
	Number of Adult Program Participants	409	291	857	2309	1343	178	124	165	1276	
	Number of Theatre Production Attendees	651	271	102	0	0	0	0	0	0	
	Number of Special Event Attendees	2881	3453	2865	2989	2505	0	500	0	3484	
	Total Number of Special Events Offered	5	6	8	11	17	1	1	0	16	
	Total Number of Programs Offered	16	13	23	46	38	2	1	5	25	
	Youth Program Revenue	\$32,137.06	\$31,045.38	\$22,095.25	\$25,414.98	\$27,728.00	\$150.00	\$0.00	\$0.00	\$21,345.00	
	Adult Program Revenue	\$19,080.40	\$14,713.00	\$15,246.25	\$19,337.35	\$9,368.25	\$354.00	\$283.35	\$491.00	\$5,527.15	
	Theatre Production Revenue	\$3,005.00	\$1,195.00	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Special Event Revenue	\$1,492.15	\$7,557.50	\$6,476.00	\$4,993.25	\$4,530.00	\$0.00	\$0.00	\$0.00	\$4,415.00	
Administration											
	Number of Shelter Reservations	114	115	112	139	153	1	0	0	66	
	Hours of Shelter Reservations										
	Shelter Reservation Revenue	\$3,445.00	\$3,612.50	\$3,732.00	\$4,183.00	\$4,083.00	\$60.00	\$0.00	\$50.00	\$1,370.00	
	Number of Facilities Reservations	242	257	305	256	105	3	11	4	28	
	Hours of Facility Reservations										
	Facility Reservation Revenue	\$16,928.31	\$19,601.34	\$28,514.05	\$20,813.71	\$6,345.82	\$1,037.50	\$200.00	\$575.00	\$2,598.75	
	Misc. Revenue	\$25,914.38	\$36,238.58	\$39,729.53	\$115,858.99	\$52,032.78	\$7,137.50	\$871.16	\$1,493.48	\$15,457.47	
Senior Center											
	Senior Center Participants	1812	2619	3993	2326	2399	175	249	257	1432	
	Number of Trip Participants	418	274	366	293	316	35	23	13	168	
	Number of Meals Participants	3757	3433	3430	3535	3848	202	271	188	1462	
	Number of Program Participants				1407	587	30	33	61	290	
	Number of Trips Offered	48	45	43	31	31	4	2	2	19	
	Number of Meals Served	49	50	48	48	50	3	3	3	25	
	Number of Programs Offered	7	4	5	45	54	4	4	4	29	

**City of White House
Library
January 2011**

Summary of January Activities

The Library Board met on January 13th with 4 members, the regional librarian, and the library director in attendance. Several members of the Friends of the Library were in attendance as well. The Friends of the Library provided a report of their activities and plans for the upcoming year. The Library Board and the Friends discussed the importance of maintaining open communication between the two groups. The Library Board also discussed plans to place signs around town pointing to the library. The Library Director has been working with the Engineering Department and Public Works to identify locations for the signs, and order and install the signs.

The Children's Librarian presented 8 storytimes with a total of 176 participants and two homeschool programs with a total of 33 participants. In addition to regularly scheduled programs, the Children's Librarian presents special storytimes and programs at the request of local preschools and homeschool groups.

Library Assistants weeded 238 titles from the adult non-fiction collection. Items are weeded based on a number of factors including circulation history, condition, and age. The adult non-fiction section will be reorganized to create more room for adult fiction, which has outgrown its allotted shelf space.

Library staff members worked diligently to organize and remove unnecessary clutter from the library's back work room. The room was intended to be a work space but has become more of a storage area, which prevents an efficient workflow. The library and museum will rent a storage unit in the hopes of restoring some functionality to the work room.

Departmental Highlight

The Library partnered with Second Harvest Food Bank to host a Food for Fines campaign from January 10 – January 29. For each non-perishable food item a patron donated, the library waived \$1.00 in fines on returned, overdue materials. All donated food was given to the Hope Center Food Bank, Second Harvest's local partner. Food for Fines is a wonderful way to help the community and also encourage library patrons to return long-overdue materials. Many library patrons without overdue fines donated food as well.

Department Cost Saving Report

The library is now able to send notifications about overdue materials via email. Using email eliminates the need for paper and postage, creating a savings.

**City of White House
Library
Performance Measures
January 2011**

Official Service Area

<u>Population:</u>	13,316	<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
		Toddler	4	89
<u>Memberships:</u>	9,286	Preschool	4	87
		Teen	2	33
<u>% of the Population with</u>		Adult	1	7
<u>Membership:</u>	69	Total	11	216

<u>Total Materials Available:</u>	24,609	<u>Wireless Internet Users:</u>	52
<u>Estimated Value of Total</u>		<u>Computer Internet Users:</u>	832
<u>Materials:</u>	\$615,225		
<u>Last Month:</u>	\$617,100		

		<u>Volunteers:</u>	4
<u>Total Materials Available Per</u>	1.85	<u>Total Hours:</u>	35.5
<u>Capita:</u>			
<u>Last Month:</u>	1.85		

State Minimum Standard: 2.00

<u>Materials Added</u>		<u>Interlibrary Loan Service</u>	
Adult Fiction:	80	Borrowed:	20
Adult Non-Fiction:	48	Items Loaned:	7
Child/Juvenile/Young Adult Fiction:	97	<u>TN Electronic Library</u>	
		Total sessions:	179
Juvenile/Young Adult Non-Fiction:	15	Connect time	
Audiobooks:	3	(min):	1,159
Movies:	2	<u>R.E.A.D.S. 1st Qtr. Statistics</u>	
Music CDs:	6	Downloaded:	175
Total:	251	Audiobooks	
		Downloaded:	413

		<u>R.E.A.D.S. 2nd Qtr. Statistics</u>	
<u>Library Circulation</u>		eBooks	
Total # of Check-outs:	4,773	Downloaded:	140
Last Month:	4,412	Audiobooks	
Items per Patron:	2.65	Downloaded:	421
State Minimum Standard:	2.50	<u>R.E.A.D.S. 3rd Qtr.</u>	
		eBooks Downloaded:	
		Audiobooks	

New Memberships

Adult:	52	<u>R.E.A.D.S. 4th Qtr.</u>	
Senior Adult:	3	eBooks Downloaded:	
Child:	4	Audiobooks	
Student:	10		
Young Adult:	4		
Total:	73		

**Engineering Department
Monthly Report
January 2011**

Engineering had to replace culverts under S. Palmers Chapel Road near Springbrook Blvd due to damage sustained during the May flood and subsequent rain events. The new Bond Inspection process started this month and should help Developers complete their projects to the satisfaction of the City. Engineering has started the budget process along with the other Departments and participated in the annual Department Head Budget Retreat.

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	7	5	62	103
Detention / Retention Pond	2	5	21	59
Grading / Storm Drainage	12	3	55	64
Proof-roll (sub-grade & stone)	0	0	8	17
Binder	0	1	8	15
Sidewalks	2	5	15	44
Asphalt topping	0	2	3	18
Bond	9	7	40	83
Existing roads for repair	2	6	28	213
Surveying	0	0	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	33	20	283	480

► **Citizen Calls**

	<u>Calls</u>	<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>Resolved</u>	<u>Outstanding</u>			
Drainage	1	1	0	4	38	87
Sidewalk	0	0	0	0	1	2
Roadway	2	2	0	2	10	58
Signs & Signals	4	4	0	3	57	70

► **Projects**

**Engineering Department
Monthly Report
January 2011**

	<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:

- Sumner County Storm Water Group monthly meeting - Gallatin
- Department Head Budget Retreat – Fire Hall #2

CITY COURT REPORT JANUARY 2011

CITATIONS:

TOTAL MONIES COLLECTED FOR THE MONTH	\$7,816.75
TOTAL MONIES COLLECTED YTD	\$62,060.50

STATE FINES:

TOTAL MONIES COLLECTED FOR MONTH	\$1,831.06
TOTAL MONIES COLLECTED YTD	\$16,439.87

TOTAL REVENUE FOR MONTH	\$9,647.81
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TOTAL REVENUE YTD	\$78,500.37
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DISBURSEMENTS

LITIGATION TAX	\$320.45
DOS FINES & FEES	\$342.00
DOS TITLING FINE & FEES	\$71.25
TBI FINES & FEES	\$0.00
RESTITUTION/REFUNDS	\$10.00
WORTHLESS CHECKS	\$85.00

TOTAL DISBURSEMENTS FOR MONTH	\$828.70
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TOTAL DISBURSEMENTS YTD	\$7,424.96
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ADJUSTED REVENUE FOR MONTH	\$8,819.11
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<u>TOTAL ADJUSTED REVENUE YTD</u>	<u>\$71,075.41</u>
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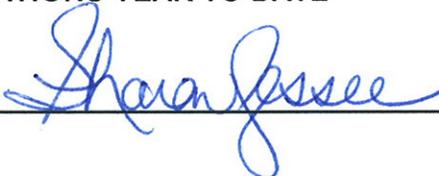
DONATION TO DRUG FUND FOR MONTH	\$984.20
TRANSFER TO DRUG FUND	\$0.00

DONATIONS YEAR TO DATE	\$6,371.59
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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



DRAFT

110 GENERAL FUND

Summary Financial Statement
JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

Account	Description	Year-To-Date		Percent Of Budget	JANUARY		
		Budget Estimate	Actual		Estimate Avg/Mth	Actual	Percent Of Avg
31110	REAL & PERSONAL PROPERTY TAX (CURRENT)	1,874,644.00	1,287,217.82	68.7	156,220.33	326,719.49	209.1
31120	PUBLIC UTILITIES PROPERTY TAX (CURRENT)	60,000.00	0.00	0.0	5,000.00	0.00	0.0
31211	PROPERTY TAX DELINQUENT 1ST YEAR	45,783.00	23,459.83	51.2	3,815.25	2,302.00	60.3
31212	PROPERTY TAX DELINQUENT 2ND YEAR	21,922.00	7,362.59	33.6	1,826.83	74.00	4.1
31213	PROPERTY TAX DELINQUENT 3RD YEAR	12,608.00	2,404.00	19.1	1,050.67	0.00	0.0
31214	PROPERTY TAX DELINQUENT 4TH YEAR	12,298.00	1,239.00	10.1	1,024.83	0.00	0.0
31215	PROPERTY TAX DELINQUENT 5TH YEAR	11,422.00	1,911.00	16.7	951.83	0.00	0.0
31216	PROPERTY TAX DELINQUENT 6TH YEAR	7,275.00	3,157.00	43.4	606.25	0.00	0.0
31219	PROPERTY TAX DELINQUENT - OTHER PRIOR YE	7,340.00	2,204.00	30.0	611.67	0.00	0.0
31300	INT, PENALTY, AND COURT COST ON PROP TAX	24,000.00	15,445.40	64.4	2,000.00	398.44	19.9
31513	PAYMENT IN LIEU OF TAX -SEWER UTILITIES	86,937.00	50,713.25	58.3	7,244.75	7,244.75	100.0
31610	LOCAL SALES TAX - CO. TRUSTEE	1,750,000.00	1,137,615.17	65.0	145,833.33	189,396.41	129.9
31709	BEER AND LIQUOR LOCAL PRIV TAX	5,000.00	3,978.33	79.6	416.67	1,600.00	384.0
31710	WHOLESALE BEER TAX	200,000.00	143,894.53	71.9	16,666.67	20,138.59	120.8
31800	BUSINESS TAXES	95,000.00	46,303.74	48.7	7,916.67	6,680.97	84.4
31911	NATURAL GAS FRANCHISE TAX	132,000.00	0.00	0.0	11,000.00	0.00	0.0
31912	CABLE TV FRANCHISE TAX	90,000.00	47,006.48	52.2	7,500.00	0.00	0.0
31960	SPECIAL ASSESSMENT - LIENS	300.00	80.00	26.7	25.00	0.00	0.0
31980	MIXED DRINK TAXES	5,690.00	4,329.88	76.1	474.17	519.00	109.5
32090	PEDDLER PERMIT	50.00	0.00	0.0	4.17	0.00	0.0
32209	BEER AND LIQUOR LICENSE APPLICATION FEE	1,500.00	550.00	36.7	125.00	0.00	0.0
32610	BUILDING PERMITS	30,000.00	17,921.50	59.7	2,500.00	2,973.00	118.9
32690	OTHER PERMITS	75.00	25.00	33.3	6.25	0.00	0.0
32710	SIGN PERMITS	1,450.00	750.00	51.7	120.83	100.00	82.8
33100	FEDERAL GRANTS	1,020,688.00	244,327.71	23.9	85,057.33	0.00	0.0
33142	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	655,000.00	18,753.52	2.9	54,583.33	18,753.52	34.4
33143	ARRA GRANT #2 - CALISTA ROAD PROJECT	179,000.00	52,887.26	29.5	14,916.67	0.00	0.0
33320	TVA PAYMENTS IN LIEU OF TAXES	97,822.00	55,655.84	56.9	8,151.83	27,827.92	341.4
33400	STATE GRANTS	1,218,000.00	233,169.71	19.1	101,500.00	44,020.79	43.4
33410	STATE LAW ENFORCEMENT EDUCATION GRANT	18,600.00	0.00	0.0	1,550.00	0.00	0.0
33450	LOCAL GRANT-ROB. CO. SRO	35,500.00	0.00	0.0	2,958.33	0.00	0.0
33510	STATE SALES TAX	637,376.00	379,140.89	59.5	53,114.67	51,109.73	96.2
33520	STATE INCOME TAX	16,000.00	35,089.06	219.3	1,333.33	50.58	3.8
33530	STATE BEER TAX	5,143.00	2,587.06	50.3	428.58	0.00	0.0
33553	STATE GASOLINE INSPECTION FEE	21,266.00	12,382.29	58.2	1,772.17	1,769.10	99.8
33593	CORPORATE EXCISE TAX	16,000.00	0.00	0.0	1,333.33	0.00	0.0
33710	COUNTY GRANT - SENIOR NUTRITION	8,500.00	8,500.00	100.0	708.33	4,250.00	600.0
34120	FEES AND COMMISSIONS	3,400.00	2,191.00	64.4	283.33	150.00	52.9
34740	PARKS AND REC LEAGUE FEES	48,000.00	31,890.40	66.4	4,000.00	491.00	12.3
34741	FIELD MAINTENANCE FEES	7,000.00	3,511.50	50.2	583.33	0.00	0.0
34760	LIBRARY FINES, FEES, AND OTHER CHARGES	8,000.00	3,704.45	46.3	666.67	408.85	61.3
34793	COMMUNITY CENTER FEES	14,000.00	3,968.75	28.3	1,166.67	625.00	53.6
34900	OTHER CHARGES FOR SERVICES	10,000.00	5,371.50	53.7	833.33	556.50	66.8
35110	CITY COURT FINES AND COSTS	166,000.00	71,864.11	43.3	13,833.33	9,637.81	69.7
35130	IMPOUNDMENT CHARGES	350.00	100.00	28.6	29.17	100.00	342.8
36000	OTHER REVENUES	16,000.00	6,784.00	42.4	1,333.33	2,971.90	222.9

Summary Financial Statement
JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

110 GENERAL FUND

Account	Description	Year-To-Date		JANUARY		Percent Of Budget	Actual	Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual			
REVENUES								
36100	INTEREST EARNINGS	10,000.00	2,206.96	833.33	255.93	22.1	255.93	30.7
36210	RENT	15,015.00	9,778.70	1,251.25	1,442.07	65.1	1,442.07	115.3
36330	SALE OF EQUIPMENT	0.00	11,377.03	0.00	7,690.78	0.0	7,690.78	0.0
36350	INSURANCE RECEIPTS	0.00	42,806.03	0.00	32,250.00	0.0	32,250.00	0.0
36420	STADIUM RECEIPTS	7,800.00	6,706.50	650.00	0.00	86.0	0.00	0.0
36430	TAX REFUNDS (OVERPAYMENTS)	0.00	81.66	0.00	80.00	0.0	80.00	0.0
36450	PARKS CONCESSIONS	7,000.00	2,533.34	583.33	1,079.35	36.2	1,079.35	185.0
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	0.00	3,091.53	0.00	0.00	0.0	0.00	0.0
36920	SALE OF BONDS	357,000.00	958,621.24	29,750.00	0.00	268.5	0.00	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	50,000.00	0.00	4,166.67	0.00	0.0	0.00	0.0
Total REVENUES		9,123,754.00	5,006,650.56	760,312.81	763,667.48	54.9	763,667.48	100.4

EXPENDITURES

41000	GENERAL GOVERNMENT	329,510.00	196,824.00	27,459.17	24,528.72	59.7	24,528.72	89.3
41210	CITY COURT	75,554.00	42,695.65	6,296.16	5,230.11	56.5	5,230.11	83.1
41500	FINANCIAL ADMINISTRATION	385,365.00	217,705.74	32,113.74	21,742.41	67.7	21,742.41	67.7
41650	HUMAN RESOURCES	120,251.00	66,714.86	10,020.90	7,908.20	55.5	7,908.20	78.9
41670	ENGINEERING	670,947.00	422,532.20	55,912.26	21,296.31	63.0	21,296.31	38.1
41700	PLANNING AND ZONING	1,229,024.00	142,804.56	102,418.65	15,033.83	14.7	15,033.83	14.7
41800	GENERAL GOVERNMENT BUILDINGS	63,313.00	30,871.29	5,276.06	2,812.70	48.8	2,812.70	53.3
41921	SPECIAL EVENTS	3,500.00	3,208.41	291.67	0.00	91.7	0.00	0.0
42100	POLICE PATROL	813,463.00	444,830.94	67,788.56	55,258.73	54.7	55,258.73	81.5
42120	POLICE SUPPORT SERVICES	274,688.00	170,510.82	22,890.65	18,871.36	62.1	18,871.36	82.4
42150	POLICE ADMINISTRATION	191,702.00	98,502.04	15,975.16	10,268.64	51.4	10,268.64	64.3
42151	COMMUNICATIONS SERVICES	201,193.00	108,481.31	16,766.07	15,453.08	53.9	15,453.08	92.2
42200	FIRE PROTECTION AND CONTROL	2,017,419.00	501,433.22	168,118.27	70,370.24	24.9	70,370.24	41.9
42210	FIRE ADMINISTRATION AND INSPECTION	235,560.00	104,113.81	19,630.00	11,915.34	44.2	11,915.34	60.7
43000	PUBLIC WORKS	75,429.00	34,872.59	6,285.77	3,195.37	46.2	3,195.37	50.8
43100	HIGHWAYS AND STREETS	168,803.00	84,911.97	14,066.95	9,353.37	50.3	9,353.37	66.5
43170	CITY GARAGE	400.00	0.00	33.33	0.00	0.0	0.00	0.0
44310	SENIOR CITIZEN ACTIVITIES	90,693.00	50,190.82	7,557.76	4,584.11	55.3	4,584.11	60.7
44700	PARKS	239,954.00	139,946.48	19,996.16	14,234.05	58.3	14,234.05	71.2
44740	PARK MAINTENANCE	481,535.00	690,977.06	40,127.91	14,109.52	143.5	14,109.52	35.2
44800	LIBRARIES	149,661.00	81,882.63	12,471.73	10,049.56	54.7	10,049.56	80.6
44880	CHILDREN'S LIBRARY SERVICES	36,782.00	20,969.08	3,065.17	2,551.98	57.0	2,551.98	83.3
51000	MISC EXP	235,000.00	23,267.00	19,583.34	26,250.00	9.9	26,250.00	134.0
58802	ARRA GRANT #1 - FIBER OPTIC INSTALLATION	855,000.00	412,060.84	71,250.00	0.00	48.2	0.00	0.0
58803	ARRA GRANT #2 - CALISTA ROAD PROJECT	179,000.00	482,824.15	14,916.67	0.00	269.7	0.00	0.0
Total EXPENDITURES		9,123,746.00	4,573,131.47	760,312.11	365,017.63	50.1	365,017.63	48.0
Total GENERAL FUND		8.00	433,519.09	0.70	398,649.85	8988.6	398,649.85	9978.6

Summary Financial Statement
JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

120 INDUSTRIAL DEVELOPMENT FUND

Account	Description	Year-To-Date		JANUARY		
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES						
33800	LOCAL REVENUE ALLOCATIONS	47,000.00	25,080.20-	3,916.67	2,739.49-	69.9
36100	INTEREST EARNINGS	200.00	0.00	16.67	0.00	0.0
	Total REVENUES	47,200.00	25,080.20-	3,933.34	2,739.49-	69.6
EXPENDITURES						
48000	ECONOMIC OPPORTUNITY	48,500.00-	40,492.66	4,041.67-	5,000.00	123.7
	Total EXPENDITURES	48,500.00-	40,492.66	4,041.67-	5,000.00	123.7
	Total INDUSTRIAL DEVELOPMENT FUND	1,300.00-	15,412.46	108.33-	2,260.51	2086.7

Summary Financial Statement
 JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

121 STATE STREET AID FUND

Account	Description	-----Year-To-Date-----		-----JANUARY-----			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
33551	STATE GASOLINE AND MOTOR FUEL TAX	251,924.00	162,889.54-	64.7	20,993.67	20,254.54-	96.5
36100	INTEREST EARNINGS	300.00	0.00	0.0	25.00	0.00	0.0
	Total REVENUES	252,224.00	162,889.54-	64.6	21,018.67	20,254.54-	96.4
EXPENDITURES							
43100	HIGHWAYS AND STREETS	253,127.00-	154,695.79	61.1	21,093.91-	7,000.00	33.2
	Total EXPENDITURES	253,127.00-	154,695.79	61.1	21,093.91-	7,000.00	33.2
	Total STATE STREET AID FUND	903.00-	8,193.75-	907.4	75.24-	13,254.54-	7616.3

Summary Financial Statement
 JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

122 PARKS SALES TAX FUND

Account	Description	Year-To-Date		JANUARY		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
36000	OTHER REVENUES	0.00	75,000.00-	0.00	0.00	0.0
36100	INTEREST EARNINGS	3,000.00	569.04-	250.00	65.03-	26.0
36425	PARKS SALES TAX RECEIPTS	84,000.00	44,577.36-	7,000.00	6,094.71-	87.1
36700	CONTRI AND DONATION FROM PRIVATE SOURCES	20,000.00	0.00	1,666.67	0.00	0.0
	Total REVENUES	107,000.00	120,146.40-	8,916.67	6,159.74-	69.1
EXPENDITURES						
49000	DEBT SERVICE	297,118.00-	31,359.88	24,759.83-	1,300.00	5.3
	Total EXPENDITURES	297,118.00-	31,359.88	24,759.83-	1,300.00	5.3
	Total PARKS SALES TAX FUND	190,118.00-	88,786.52-	15,843.16-	4,859.74-	30.7

Summary Financial Statement
 JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

123 SOLID WASTE FUND

Account	Description	Year-To-Date		JANUARY		Percent Of Avg
		Budget Estimate	Actual Of Budget	Estimate Avg/Mth	Actual	
REVENUES						
34400	SANITATION - USER FEES	665,000.00	392,145.00-	59.0	55,416.67	56,340.00-
36000	OTHER REVENUES	25.00	0.00	0.0	2.08	0.00
36100	INTEREST EARNINGS	1,400.00	363.29-	25.9	116.67	48.23-
37794	SALE OF MATERIALS	5,500.00	3,423.35-	62.2	458.33	786.80-
	Total REVENUES	671,925.00	395,931.64-	58.9	55,993.75	57,175.03-
EXPENDITURES						
43200	SANITATION	660,656.00-	342,462.34	51.8	55,054.67-	36,595.31
49000	DEBT SERVICE	103,706.00-	6,265.62	6.0	8,642.17-	0.00
	Total EXPENDITURES	764,362.00-	348,727.96	45.6	63,696.84-	36,595.31
	Total SOLID WASTE FUND	92,437.00-	47,203.68-	51.1	7,703.09-	20,579.72-

Summary Financial Statement
 JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

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	726.61-	12.1	500.00	81.16-	16.2
36421	ROADS IMPACT FEES	22,000.00	11,076.20-	50.3	1,833.33	1,905.00-	103.9
36422	PARKS IMPACT FEES	14,000.00	8,994.00-	64.2	1,166.67	1,980.00-	169.7
36423	POLICE IMPACT FEES	14,000.00	7,430.00-	53.1	1,166.67	1,410.00-	120.9
36424	FIRE IMPACT FEES	9,000.00	4,902.30-	54.5	750.00	930.00-	124.0
Total REVENUES		155,000.00	33,129.11-	21.4	12,916.67	6,306.16-	48.8
EXPENDITURES							
51010	ROADS IMPACT FEES	294,936.00-	886.55	0.3	24,578.00-	0.00	0.0
51020	PARKS IMPACT FEES	22,595.00-	459.45	2.0	1,882.91-	0.00	0.0
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-	0.00	0.0
Total IMPACT FEES		324,979.00-	3,397.14	1.0	27,081.58-	6,306.16-	23.3

Summary Financial Statement
 JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

140 POLICE DRUG FUND

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
31610	LOCAL SALES TAX - CO. TRUSTEE	750.00	2,044.35-	272.6	62.50	0.00	0.0
35130	IMPOUNDMENT CHARGES	100.00	200.00-	200.0	8.33	0.00	0.0
35140	DRUG RELATED FINES	15,000.00	9,023.59-	60.2	1,250.00	984.20-	78.7
36100	INTEREST EARNINGS	200.00	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	0.00	0.0
Total REVENUES		16,050.00	11,767.94-	73.3	1,337.50	984.20-	73.6
EXPENDITURES							
42129	DRUG INVESTIGATION AND CONTROL	9,450.00-	3,336.09	35.3	787.50-	0.00	0.0
Total EXPENDITURES		9,450.00-	3,336.09	35.3	787.50-	0.00	0.0
Total POLICE DRUG FUND		6,600.00	8,431.85-	127.8	550.00	984.20-	178.9

Summary Financial Statement
 JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

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	146,920.18	64.3	19,044.83	28,021.51	147.1
36100	INTEREST EARNINGS	43,806.00	453.36	1.0	3,650.50	49.70	1.4
	Total REVENUES	272,344.00	147,373.54	54.1	22,695.33	28,071.21	123.7
EXPENDITURES							
49000	DEBT SERVICE	511,192.00	82,690.38	16.2	42,599.33	0.00	0.0
	Total EXPENDITURES	511,192.00	82,690.38	16.2	42,599.33	0.00	0.0
	Total DEBT SERVICE FUND (GENERAL)	238,848.00	64,683.16	27.1	19,904.00	28,071.21	141.0

412 SEWER FUND

Summary Financial Statement
JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

Account	Description	Year-To-Date		Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
		Budget Estimate	Actual				
REVENUES							
33141	ARRA ASSISTANCE - COPE 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	10,551.65	91.8	958.33	10,551.65	1101.0
36100	INTEREST EARNINGS	7,000.00	1,376.43	19.7	583.33	173.68	29.8
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	0.00	0.0
37210	APPLICATION FEES & NONREFUNDABLE DEPOSIT	17,000.00	18,930.00	111.4	1,416.67	3,500.00	247.1
37220	ADMINISTRATIVE FEES	12,000.00	5,675.00	47.3	1,000.00	200.00	20.0
37230	SEWER USER FEES	1,950,000.00	1,410,401.07	72.3	162,500.00	195,896.47	120.6
37298	CAPACITY FEES	110,000.00	41,002.50	37.3	9,166.67	7,300.00	79.6
37499	COMMITMENT FEES	87,500.00	0.00	0.0	7,291.67	0.00	0.0
37995	CONNECTION FEES	7,000.00	3,900.00	55.7	583.33	750.00	128.6
Total REVENUES		4,078,092.00	2,442,973.19	59.9	339,841.00	218,371.80	64.3
EXPENDITURES							
49000	DEBT SERVICE	712,389.00	169,279.24	23.8	59,365.75	21,215.82	35.7
52117	ADMINISTRATION AND GENERAL EXPENSES	522,455.00	283,623.41	54.3	43,537.90	56,570.66	129.9
52210	COLLECTION	1,916,205.00	553,465.75	28.9	159,683.77	57,073.29	35.7
52213	SEWER TREATMENT AND DISPOSAL	763,760.00	171,876.24	22.5	63,646.66	18,938.70	29.8
52223	DEPRECIATION	609,590.00	355,594.19	58.3	50,799.17	50,799.17	100.0
58801	ARRA ASSISTANCE - COPE CROSSING PROJECT	77,512.00	837,083.93	1079.9	6,459.33	38,000.00	588.3
Total EXPENDITURES		4,601,911.00	2,370,922.76	51.5	383,492.58	242,597.64	63.3
Total SEWER FUND		523,819.00	72,050.43	13.8	43,651.58	24,225.84	55.5

416 HEALTHCARE FUND

Summary Financial Statement
JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

Account	Description	Year-To-Date		JANUARY		Percent Of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
REVENUES						
36000	OTHER REVENUES	0.00	3,360.15-	0.00	1,247.44-	0.0
36100	INTEREST EARNINGS	400.00	116.11-	33.33	30.34-	91.0
36350	INSURANCE RECOVERIES	0.00	86,224.99-	0.00	2,269.76-	0.0
36960	OPERATING TRANSFER IN FROM OTHER FUNDS	823,399.00	544,473.19-	68,616.58	127,318.88-	185.6
	Total REVENUES	823,799.00	634,174.44-	68,649.91	130,866.42-	190.6
EXPENDITURES						
51520	INSURANCE EMPLOYERS SHARE	1,117,010.00-	590,847.13	93,084.16-	64,476.81	69.3
	Total EXPENDITURES	1,117,010.00-	590,847.13	93,084.16-	64,476.81	69.3
	Total HEALTHCARE FUND	293,211.00-	43,327.31-	24,434.25-	66,389.61-	271.7

Summary Financial Statement
JANUARY 31, 2011

Fiscal Year Time Lapse: 58.33

433 HILLCREST CITY CEMETERY

Account	Description	Year-To-Date		JANUARY			
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mth	Actual	Percent Of Avg
REVENUES							
34110	GENERAL SERVICES	300.00	200.00-	66.7	25.00	50.00-	200.0
34321	CEMETERY BURIAL CHARGES	300.00	0.00	0.0	25.00	0.00	0.0
34323	GRAVE - OPENING AND CLOSING FEES	14,850.00	11,125.00-	74.9	1,237.50	2,000.00-	161.6
36100	INTEREST EARNINGS	500.00	127.54-	25.5	41.67	14.43-	34.6
36340	SALE OF CEMETERY LOTS	8,500.00	16,500.00-	194.1	708.33	3,750.00-	529.4
	Total REVENUES	24,450.00	27,952.54-	114.3	2,037.50	5,814.43-	285.4
EXPENDITURES							
43400	CEMETERIES	17,549.00-	12,804.44	73.0	1,462.42-	0.00	0.0
	Total EXPENDITURES	17,549.00-	12,804.44	73.0	1,462.42-	0.00	0.0
	Total HILLCREST CITY CEMETERY	6,901.00	15,148.10-	219.5	575.08	5,814.43-	1011.1

G/L Month: 01 JANUARY
 Beginning Fund: 110 Beginning Function: ZZZZZ
 Ending Fund: 433 Ending Function: ZZZZZ
 * End of Report: CITY OF WHITE HOUSE *

RESOLUTIONS....

February 10, 2011

MEMORANDUM

To: Board of Mayor and Aldermen

From: Angie Carrier
City Administrator



Re: Resolution 11-02

Over the years, the City of White House has authorized a retirement credit with TCRS for all wars except the Persian Gulf War. I recommend that we pass this resolution to allow those employees that served military duty during this war to be allowed to credit that time served in TCRS.

RESOLUTION 11-02

EXHIBIT IVb

Tennessee Consolidated Retirement System

A RESOLUTION to authorize retirement credit for military service rendered in the armed forces of the United States during the Persian Gulf War in accordance with Title 8 Section 34 through 37 of the Tennessee Code Annotated.

WHEREAS, Tennessee Code Annotated, Section 8-34-605(c)(1)(A)(ii) provides that any member who leaves or left services with the state of Tennessee or any political subdivision participating pursuant to Tennessee Code Annotated, Title 8, Chapter 35, Part 2 in order to perform military duty in the armed forces of the United States during the Persian Gulf War, and who is reemployed by the state of Tennessee or a participating political subdivision within six (6) months after being relieved of such military duty shall have the option to establish retirement credit for such military service without charge to the member. The Persian Gulf War means the period from and including August 2, 1990 to the date thereafter prescribed by presidential proclamation or by federal law.

WHEREAS, credit for such military service may only be granted under the following conditions:

- 1. The credit cannot be established in any other retirement system;
2. The member was honorably discharged from such military service;
3. The credit shall be granted conditionally upon the member becoming vested; prior to vesting, the credit may not be used to establish any rights under this system; and
4. In no case shall retirement credit granted for such military service combined with any other military service credit granted exceed an aggregate of four (4) years.

NOW THEREFORE, BE IT RESOLVED, That the (Name of Governing Body) of (Name of Political Subdivision) hereby authorizes the provisions of Tennessee Code Annotated,

Section 8 34 605(c)(1)(A)(ii) and agrees to accept the associated liability.

STATE OF TENNESSEE

COUNTY OF

I, (Name of Governing Body) of

(County and Town or City), Tennessee do hereby certify that this is a true and exact copy of the foregoing

resolution that was approved and adopted at a meeting held on the day of 19, the original of which is on file in this office. I further certify that members voted in favor of the resolution and that members were present and voting.

IN WITNESS THEREOF, I have hereunto set my hand, and the seal of the (Name of Political Subdivision)

As Clerk of the Board, as aforesaid

SEAL

R054FS29

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 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 31 W Rezoning

The White House Planning Commission at the June and July 2008 meetings unanimously recommended to rezone the rear portion of 3321 Hwy 31 W (American Legion) and 3333 Hwy 31 W (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 31 W (American Legion) and 0.693 acres of Robertson County Tax Map 107-G, Group A, Parcel 48 at 3333 Hwy 31 W (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 rezonings 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

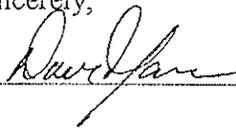
Rep. Property at 3321 Hwy 31w

Date: 5-19-08

White House Planning Commission and
White House Board and Aldermen

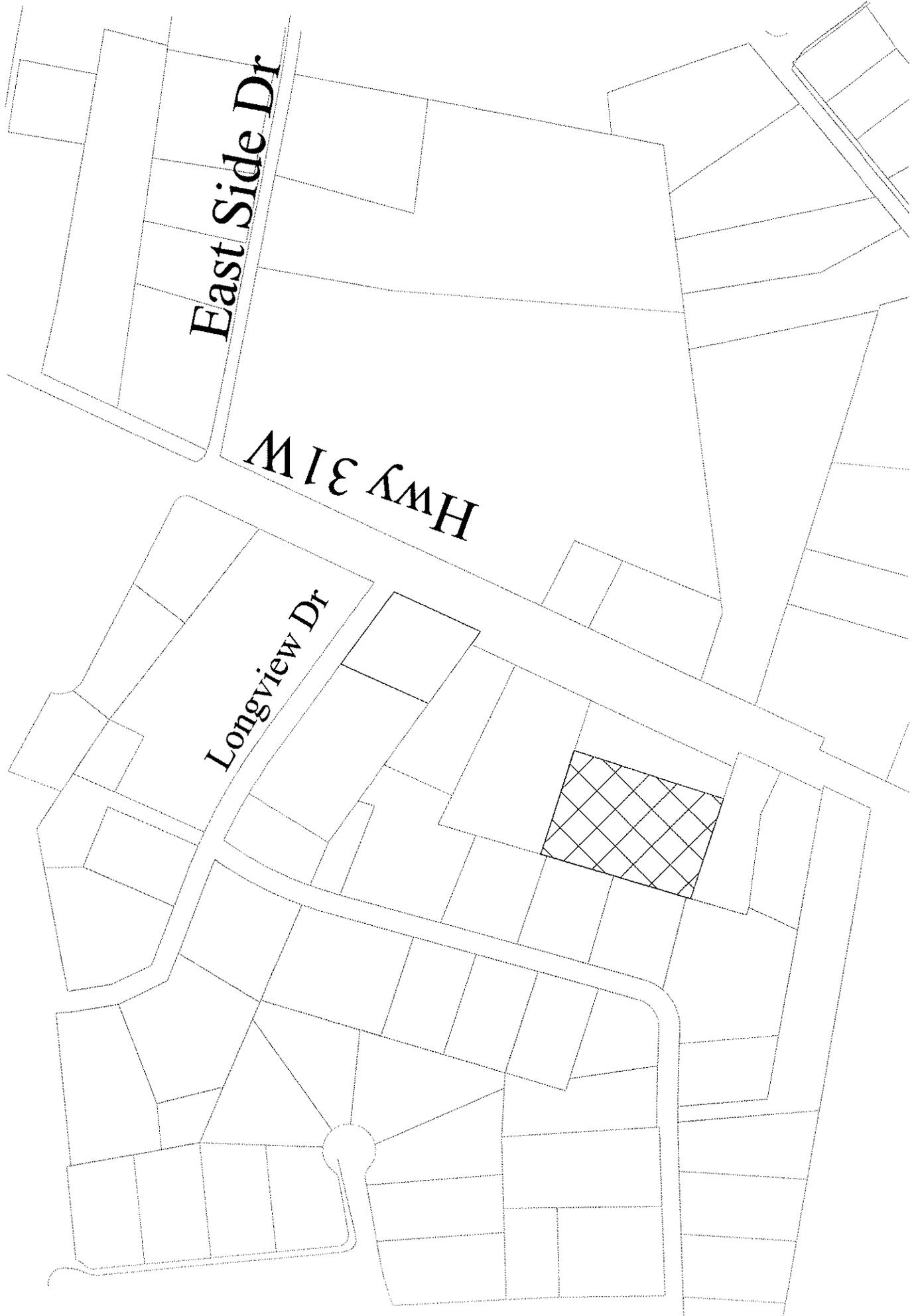
I request the rear portion of my property or the organization's property be rezoned to a commercial zoning classification.

Sincerely,

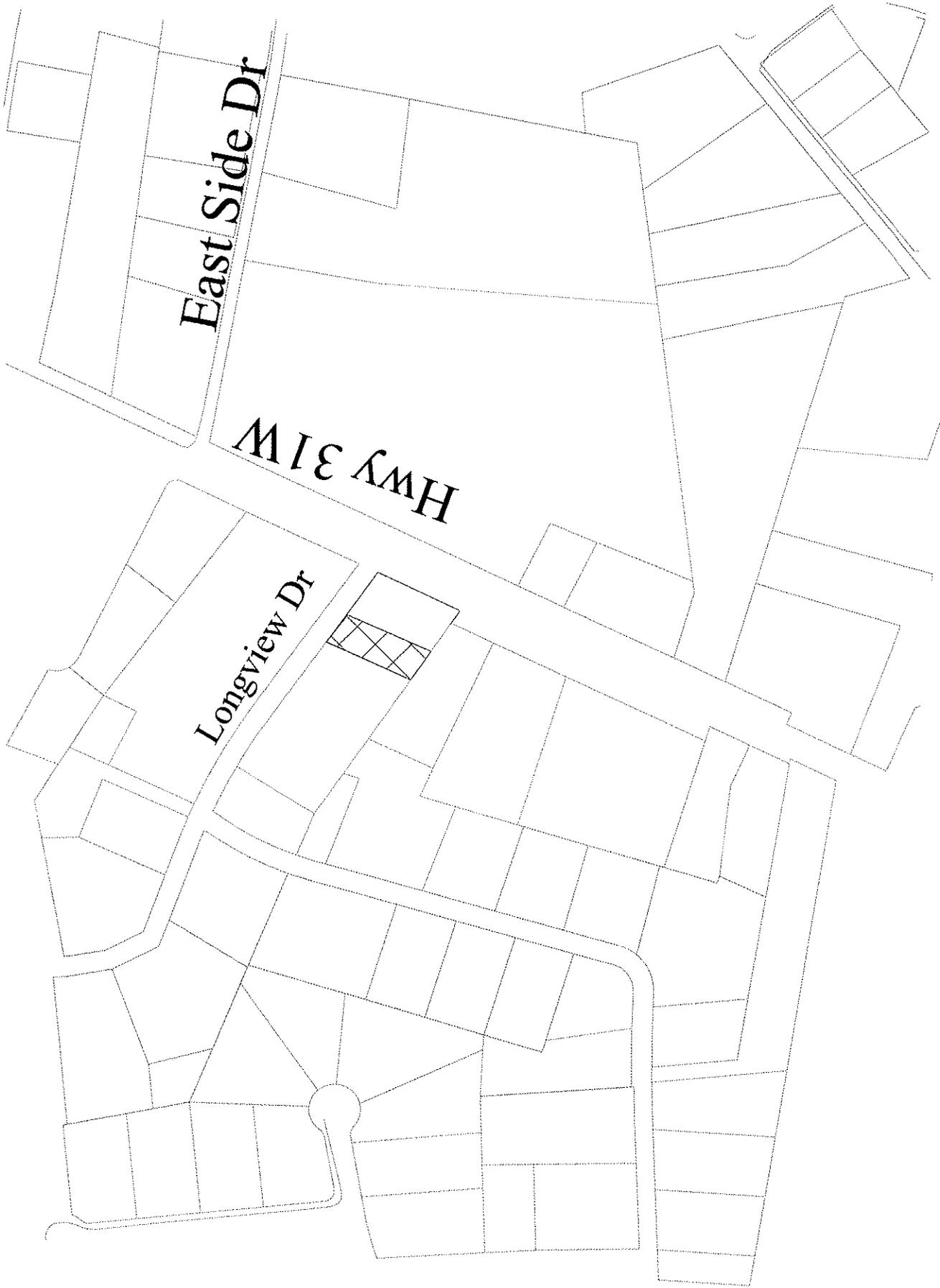


Owner - David's Auto 3333 Hwy 31W

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.

ORDINANCE 11-04

AN ORDINANCE ADOPTING A DIGITAL FORMAT ZONING MAP

WHEREAS, the Board of Mayor and Aldermen wish to adopt a digital formatted zoning map. The zoning map includes color designations for different zoning districts. The digital formatted zoning map will be placed on the City's web-site for convenient public viewing.

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the attached Zoning Map is adopted as the City's Official Zoning Map.

BE IT FURTHER ORDAINED that the Zoning Map amendment was unanimously recommended at the December 13, 2010 Planning Commission Meeting.

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

First Reading: January 20, 2010

Second Reading: February 19, 2010

Michael Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder



City of White House

Parks, Recreation & Cultural Arts

105 College Street
White House, TN 37188
Phone: 615.672.4350 x.2114
Fax: 615.616.1057

Ashley Smith
Director

Linda Brooks
Office Administrator

Allison Green
Recreation Superintendent

Steven Russell
Parks Maintenance Supervisor

MEMORANDUM

Date: February 2, 2011

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

From: Ashley Smith, Director of Parks and Recreation

Re: Recommendation from Leisure Services Board to prohibit golfing within the confines of any park property.

At the January meeting of the Leisure Services, the board members voted to recommend amending the Municipal Code to prohibit golfing on all park premises. This would amend Title 2, Chapter 1, Leisure Services Board, Section 2-105.

Golfing has been an ongoing problem at the soccer complex in particular. There are several reasons why this activity is problematic. 1) Golf balls are being left on the ground which presents a dangerous tripping hazard; 2) the fields are being damaged by the hacking of golf clubs; 3) the golf balls may become projectiles if struck by a lawn mower; 4) maintenance workers must spend time needlessly picking up golf balls before mowing.

The code should declare it unlawful "for any person to play, practice or otherwise engage in the game of golf within the confines of any park of the city, except those parks specifically designated by the Director as a golf course".

ORDINANCE 11-05

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

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

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

2-105 (3) (k) (i) Golf. For any person to play, practice or otherwise engage in the game of golf within the confines of any park of the City, except those spars specifically designated by the Director as a golf course.

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

First Reading: February 17, 2011

Second Reading: March 17, 2011

Mike Arnold, Mayor

ATTEST:

Amanda Priest, City Recorder

FINANCE....

Memo

To: Board of Mayor and Alderman
From: Warren Garrett – Interim Director
CC: Amanda Priest
Date: 2/7/2011
Re: Request for surplus on Public Works issued vehicle and equipment.

On this date, January 19, 2011, we are requesting that the following be declared surplus.

- 1993 Ford F150, VIN # 1FTEF14Y3PNA07183. Mileage 148,220
- 1993 Recycle Trailer VIN# 1K9SN2028PK009836
- Bushmaster Skid Steer Front Mower Attachment

Items will be sold on GovDeals.com

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



Memo

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

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: February 3, 2011

SUBJECT: CWA 2009-246/CWSRF 2010-256 Cope's Crossing Lift
Station Change Order #6

I recommend approval of Change Order #6.

I would be happy to answer any questions you may have. Thank you.



February 3, 2011

Bill Crusenberry
Director of Wastewater
City of White House
105 College Street
White House, Tennessee 37188

RE: Recommendation of Change Order No. 6

Dear Bill:

We hereby recommend the attached Change Order No. 6, which includes the addition of additional 8-inch gravity sewer line and manholes from the existing gravity sewer line at the intersection of Tyree Springs Road and Meadows Drive to the east up Meadows Drive to Patana Drive. The existing vacuum line will be removed from service and demolished and the existing sewer customers will be moved to the new gravity sewer line. Change Order No. 6 adds a total of \$148,020 to the current contract price of \$1,115,317.60. The new contract price for the work is \$1,263,337.60.

The current Contract Completion Date for the project is Change Order is March 2, 2011. Change Order No. 6 includes the addition of 90 days of contract time to the project. The 90 days of additional contract time is granted for delays to the Contractor for interferences with White House Utilities District water lines, the acquisition of easements for the relocation of the water lines, and the approval of TDEC-SRF for the land acquisition. The revised Contract Completion Date after this Change Order is May 31, 2011.

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

Sincerely,
McGILL ASSOCIATES, P. A.

A handwritten signature in black ink that reads "Ben R. Simerl".

Benjamin R. Simerl
Project Manager

Enclosure
06608/letters/bc03feb11.doc

Engineering • Planning • Finance

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

865-908-0575 • Fax 865-908-0110

Change Order No. 6

Date of Issuance: _____ Effective Date: _____

Project: Copes Crossing Sewage Pumping Station, Gravity Sewer, and Force Main	Owner: City of White House	Owner's Contract No.:
Contract:		Date of Contract: 01/27/2010
Contractor: Cook Utility Construction, Inc.		Engineer's Project No.: 06608

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Addition of work to the project scope as detailed in the attached description.

Attachments: (List documents supporting change): Attached Drawing M-1

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

<p>Original Contract Price:</p> <p style="text-align: right;">\$893,022.60</p> <p>Increase from previously approved Change Orders No. <u>1</u> to No. <u>5</u>:</p> <p style="text-align: right;">\$222,295.00</p> <p>Contract Price prior to this Change Order:</p> <p style="text-align: right;">\$1,115,317.60</p> <p>Increase/Decrease of this Change Order:</p> <p style="text-align: right;">\$148,020.00</p> <p>Contract Price incorporating this Change Order:</p> <p style="text-align: right;">\$1,263,337.60</p>	<p>Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days</p> <p>Substantial completion (days or date): 7/15/10</p> <p>Ready for final payment (days or date): 7/15/10</p> <p>Increase from previously approved Change Orders No. <u>1</u> to No. <u>5</u>:</p> <p>Substantial completion (days): 210</p> <p>Ready for final payment (days): 210</p> <p>Contract Times prior to this Change Order:</p> <p>Substantial completion (days or date): 03/02/11</p> <p>Ready for final payment (days or date): 03/02/11</p> <p>Increase of this Change Order:</p> <p>Substantial completion (days or date): 90 days</p> <p>Ready for final payment (days or date): 90 days</p> <p>Contract Times with all approved Change Orders:</p> <p>Substantial completion (days or date): 05/31/2011</p> <p>Ready for final payment (days or date): 05/31/2011</p>
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<p>RECOMMENDED:</p> <p>By: <u>[Signature]</u> Engineer (Authorized Signature)</p> <p>Date: <u>2/3/11</u></p> <p>Approved by Funding Agency (if applicable): _____</p>	<p>ACCEPTED:</p> <p>By: _____ Owner (Authorized Signature)</p> <p>Date: _____</p>	<p>ACCEPTED:</p> <p>By: _____ Contractor (Authorized Signature)</p> <p>Date: _____</p>
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DEPARTMENT OF ENVIRONMENT AND CONSERVATION
STATE REVOLVING FUND LOAN PROGRAM

STATE REVOLVING FUND LOAN
BUDGET/RE-BUDGET FORM

CHECK ONE:

Clean Water
 Drinking Water

PROJECT # CWSRF 2010-256

CITY OF WHITE HOUSE
725 Industrial Drive
White House, TN 37188

LEGAL NAME OF APPLICANT
ADDRESS
CITY, STATE, ZIP

CLASSIFICATIONS OF COSTS	(1) CURRENT SRF BUDGET (\$)	(2)* SRF ADJUSTMENT* (\$)	(3)*=(1)+(2)* REVISED SRF BUDGET* (\$)	(4) LOCAL SHARE (\$)	(5) LOCAL SHARE ADJUSTMENT* (\$)	(6) REVISED LOCAL SHARE* (\$)	(7) OTHER FUNDS (\$)	(8)=(1)+(4)+(7) OR, (3)+(5)+(6)+(7) CURRENT TOTAL PROJECT COSTS (\$)
(a) Administrative & Legal Fees	\$46,350.00	(\$46,350.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(b) Land Costs, Appraisals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(c) Planning Fees	\$20,000.00	(\$20,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(d) Design Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(e) Engineering Base Fees	\$67,900.00	\$24,304.42	\$92,204.42	\$0.00	\$0.00	\$0.00	\$0.00	\$92,204.42
(f) Other Engineering Fees	\$12,900.00	(\$12,900.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(g) Project Inspection Fees	\$26,225.00	(\$26,225.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(h) Construction and Project Improvement Costs								
(h1) Odor Control System (Copas Crossing Pumping Station) lined concrete pad, piping, and all incidentals	\$67,795.00	\$0.00	\$67,795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,795.00
(h2) Meadows Drive Sewer Line Construction	\$0.00	\$148,020.00	\$148,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148,020.00
(h3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(h4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(h5)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(h6)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(h7)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(h8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(i) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(j) Miscellaneous Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(k) Contingencies	\$118,830.00	(\$66,849.42)	\$51,980.58	\$0.00	\$0.00	\$0.00	\$0.00	\$51,980.58
TOTALS	\$360,000.00	\$0.00	\$360,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360,000.00

Big R.A.D.

February 3, 2011
DATE

ENGINEER'S OR AUTHORIZED REPRESENTATIVE'S SIGNATURE

* Applicable only to budget revisions
** Only forms submitted with original signatures will be processed
NOTE: Additional columns may be added, if necessary, to accommodate additional funding agencies
Form Revised 8-2002

February 10, 2011

MEMORANDUM

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

From: Charlotte Soporowski, Finance Director **CKS**

Re: Utility and Telecommunications Audit

While attending the Government Finance Officers Association annual conference this past summer, I was introduced to a company that performs utility and telecommunications audits. I followed up with the company after I returned home to learn more about the services that they provide and to consider the possible benefit for the City of White House. There appears to me to be a great opportunity for savings in this audit, and with charge only directly tied to the amount of savings, there is really nothing to lose. Finance staff proceeded with a request for proposal process and, URS, Utility Reduction Specialists returned the most favorable proposal. While URS does charge a slightly higher rate, they have much more experience with governmental entities, and the references that we spoke with were pleased with the results. I recommend approval of the attached URS contract so that we may proceed with the audits.

The telecommunication audit will include voice, data, and internet service, along with any equipment maintenance charges. We have made some efforts on our own to review telecommunications invoices to ensure that we are being charged only for services being used. As a result of our own internal review, several circuits that were no longer used were identified and service was discontinued and we are currently recognizing the savings from that find. However, the bills are complicated due to changing regulatory fees, and billing platforms. The finance staff does not have the expertise to thoroughly review all bills, or inventory services for any issues with tariffs, regulatory charges, and rate schedules. Additionally, the telecommunications companies lack incentive to reduce our costs, and may not necessarily have us using the most cost efficient technology solutions available. The utility audit will include electricity, gas, and water. The audit will analyze and evaluate available rate schedules for more cost-effective alternatives, rate negotiations may be provided, certain low-cost facility or operations changes may be identified to increase efficiency and reduce costs.

There are no up front fees. There are no fees unless we receive credits, refunds, or documented cost reductions. Please let me know if you have any questions.

CITY OF WHITE HOUSE
UTILITY AUDIT PROJECT

RFP --UTILITY AUDITS	UTILITY REDUCTION SPECIALIST	UTILITY AUDIT COMPANY, INC	UTILITY Audit Solutions
OPENING: NOVEMBER 17, 2010	2511 Neudorf Rd., Ste. H	P. O. Box 548	Taylors, SC
	Clemmons, NC 2712	Landrum, SC 29356	
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost
Fees based on Cost Reductions/Refund Resulting from Audit	50%	50% on ALL recovered taxes	45%
Fee for Cost Reduction Program 24 months	50%		45%
TOTALS			
			\$ -
			\$ -



UTILITIES REDUCTION SPECIALISTS, INC.
2511 Neudorf Rd., Suite H, PO Box 1810, Clemmons, NC 27012

UTILITIES REDUCTION SPECIALISTS, INC. (URS) agrees to conduct a Utility audit by analyzing Client's telecommunications, cellular, electric and gas billings and records. URS agrees to seek refunds and/or credits for billing errors; URS will, in a Cost Reduction Program, identify and assist Client in implementing actions and changes which are designed to achieve reduction in these expenses. Client agrees to provide URS with copies of one month of Client's current bills for these services at the time the audit commences, as well as any additional billing records or information as needed during the course of the audit. Client will designate an employee who will provide URS with the information needed to complete our audit. URS will perform the work (analysis/audit) off site at URS facilities in North Carolina.

CLIENT AGREES TO COMPENSATE URS AS FOLLOWS:

For refunds or credits, from the Utility Companies, Vendors, or Carriers, the fee is 50% of the refunds and or credits that result from the URS audit. This fee is payable after Client receives the refund or credit. The fee for the Cost Reduction Program is 50% of the savings demonstrated over the 24 months following the implementation of the cost reduction program. Client will be invoiced monthly as Client experiences the savings. All savings must be quantifiable. The Cost Reduction Program fee is due and payable within thirty (30) days of URS invoice each month.

The following actions have been considered by the client and should be excluded as a fee item under the Cost Reduction Program:

If Client does not receive a refund/credit or expense reduction, there will be no fee for the Audit. URS retains the exclusive right to conduct any utility bill analysis/audit from the date of this agreement until receipt of final report. The term of this agreement is from contract date until receipt of final report. During this period, should any in-house review or any utility vendor, business or entity conduct any analysis or audit, URS is still entitled to the fee produced by the URS Cost Reduction Program, credits or refunds. Client reserves the right to accept or reject any recommendations that are contained in our final audit report. This agreement constitutes the entire and complete agreement between URS and Client and replaces all previous written or verbal agreements.

This agreement is subject to acceptance at our corporate office at 2511 Neudorf Road, Suite H, Clemmons, NC 27012 and must be signed by an officer of the company.

Accepted and approved

Form with fields for: UTILITIES REDUCTION SPECIALISTS, INC., Title, Date, Client Name (Print), By (Print), Signature, Address, City, State, Zip, Phone, and Date.



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: February 10, 2011

SUBJECT: C.I.P. Purchases Ford F250 4X4 Crew Cab

Last month I request your approval to purchase from the State wide contract for \$24,352.00 a new Ford F250 4X4 crew. The salesman informed us incorrectly that the \$975.00 destination charge could be avoided by us picking it up. He has now learned this charge is what Ford bills the dealership for deliver to them and cannot be avoided. Due to their error they will get the truck to Nashville at no extra charge for pick-up. This now changes the purchase price to \$25,327.00, still \$2,673.00 less than the amount approved in Wastewater's CIP budget. I request your approval to move forward with this purchase amount.

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

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 <i>← Charge From Ford to Dealership →</i>	975.00
Total Quote	\$25,327.00

TOTAL *In Nashville ← 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~~

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 OT0520231 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>

Golden Circle

FORD • LINCOLN • MERCURY

www.goldencircle.com

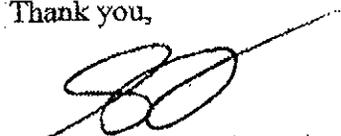
1432 Highway 45 By-Pass • Jackson, TN 38305
(731) 664-0873 • West TN (800) 451-4415 • FAX (731) 664-5792

Ray Johns
City of Whitehouse, TN.

Mr. Johns,

Upon receipt of your purchase order I noticed the purchase amount being the wrong amount. It appears that a miscommunication on my part led to you deducting the factory destination charge from the state contract price. The \$975.00 destination charge listed on the quote I sent is the amount the factory charges for delivery to the dealer. I apologize for this misunderstanding. The contract calls for delivery here in Jackson, TN. I will drop ship the truck to Pal-Fleet truck equipment on Lebanon Pike in Nashville for you to pick it up there at no charge. I have attached a copy of the state contract so you will have documentation as to the state contract amount.

Thank you,



Steven Blackstock
Fleet Manager
Golden Circle Ford

OTHER BUSINESS...

LAW OFFICES
RICHERT & DILLIHA, PLLC
516 SOUTH MAIN STREET
SPRINGFIELD, TENNESSEE 37172

CLYDE W. RICHERT, III
GARY L. DILLIHA
JAROD C. RICHERT

TELEPHONE 615-384-8774
FAX 615-384-6708
E-MAIL richertlaw@r-dlaw.net

January 4, 2010

Mayor Omer Gene Brooksher
City of Adams
P.O. Box 67
Adams, TN 37010

Mayor Billy Wilson
City of Greenbrier
P.O. Box G
Greenbrier, TN 37073

Mayor Darrell Denton
City of Ridgetop
2148 Woodruff Ave.
Greenbrier, TN 37073

Mayor Walter T. Richards
City of Cedar Hill
P.O. Box 113
Cedar Hill, TN 37032

Mayor Dan Toole
City of Millersville
1246 Louisville Hwy.
Goodlettsville, TN 37072

Mayor Billy Paul Carneal
City of Springfield
P.O. Box 788
Springfield, TN 37172

Mayor Sam Childs
Town of Coopertown
3789 Martins Chapel Road
Springfield, TN 37172

Mayor Ricky Stark
City of Orinda
P.O. Box 95
Orinda, TN 37141

Mayor Mike Arnold
City of White House
105 College Street
White House, TN 37188

Mayor Barry Faulkner
City of Cross Plains
7622 Hwy 25 East
Cross Plains, TN 37049

Mayor Ken Wilber
City of Portland
100 Russell Street
Portland, TN 37148

Richard McCroy, Manager
Adams Cedar Hill Water System
P.O. Box 69
Adams, TN 37010

Bill Thompson, Manager
White House Utility District
P.O. Box 608
White House, TN 37188

Roger Lemasters, Manager
Springfield Water Dept
824 Central Avenue
Springfield, TN 37172

Ellen Keith, Manager
Portland Utility Department
100 South Russell
Portland, TN 37148

Re: **Robertson County Water Issues**

Dear Mayors and City Officials:

Since our meeting on December 16th, there are a few minor changes in the proposed Interlocal Agreement. The last sentence to Section 2 has been added to assist in the appointment process for the rotating Board members and the words "planning and advisory" have been added to Section 4. For solely legal reasons, there is a new second sentence to Section 4.

For ease of future communication, please send me your email address.

January 4, 2011
Page 2

Please request your respective governing Board to adopt this final draft.

Sincerely,



Clyde W. Richert III
Robertson County Attorney

CWRIII:dae

Cc: Howard Bradley
Ron Fults

AN INTERLOCAL AGREEMENT TO ESTABLISH A WATER SUPPLY BOARD
FOR THE UTILITIES OPERATING IN ROBERTSON COUNTY, TENNESSEE

Whereas, four utilities supply water to the citizens of Robertson County, Tennessee, and

Whereas, a study by Barge, Waggoner, Summer & Cannon, Inc. has found that the population of Robertson County will likely increase in the future and this occurrence will increase the demand for water in the future, and

Whereas, two of the four utilities operating in Robertson County, namely the City of Springfield and Adams-Cedar Hill Utility District, currently rely in whole or in part upon the Red River for their supply of water, and

Whereas, the aforementioned study and common knowledge make clear that the Red River is inadequate to furnish the anticipated future increased water supply needs of the central and western portions of Robertson County, and

Whereas, all of the citizens of Robertson County and all four of the utilities providing water resources to the citizens of Robertson County have an interest in ensuring that all portions of Robertson County have an adequate supply of water in the future, and

Whereas, it is appropriate for all interested parties to work together to ensure that all of Robertson County has an adequate supply of water to meet anticipated future needs, and

Whereas, there is a clear need for all interested parties in Robertson County to reach agreement on the best approach to meet the future water supply needs of the citizens of Robertson County, and

Whereas, the best way to determine the optimum strategy for providing the citizens of Robertson County adequate water resources in the future is to establish a board wherein all interested parties may participate in making a recommendation on this subject to the governing bodies of the four utilities serving Robertson County and to the Robertson County Commission, and

Whereas, the Interlocal Cooperation Act, codified at Tennessee Code Annotated, Sections 12-9-101 through 12-9-112, provides a flexible legal mechanism for all interested local governmental entities to work together to meet common needs; now therefore,

The City of Springfield, Tennessee, the City of Adams, Tennessee, the Adams-Cedar Hill Utility District, the City of Cedar Hill, Tennessee, the Town of Coopertown, Tennessee, the City of Cross Plains, Tennessee, , the City of Greenbrier, Tennessee, the City of Millersville, Tennessee, the City of Orlinda, Tennessee, the City of Portland,

Tennessee, the City of Ridgetop, Tennessee, the City of White House, Tennessee, the White House Utility District and the County of Robertson AGREE as follows:

SECTION 1. A joint board to be known as the Water Supply Board for Robertson County (hereinafter referred to as the "Board") is hereby created and established to serve the citizens of Robertson County, Tennessee pursuant to the authority granted to the parties to this agreement as "local government entities" or "public agencies" by Tennessee Code Annotated, Sections 12-9-101 through 12-9-112.

SECTION 2. The Board shall consist of eleven members as follows:

- (a) One member shall be the County Mayor of Robertson County, Tennessee or said Mayor's designee.
- (b) The governing body of each of the four utilities (governmental entities or public agencies) providing water services to the citizens of Robertson County shall appoint one member to the Board from its membership who shall serve at the pleasure of the appointing governing body.
- (c) The water services operations director for each of the four utilities providing water services within Robertson County shall be a member of the Board.
- (d) Two members shall be appointed on a rotating basis by two of the nine incorporated municipalities of Robertson County not represented through the other subsections of this Section 2. The members shall be selected by the governing body of these municipalities. The members appointed pursuant to this subsection will serve a term of one (1) year beginning at the first meeting of the Board after the individual's appointment. The municipalities of Greenbrier and Cross Plains shall be the first in the rotation; thereafter, the rotation of members appointed by the other seven incorporated municipalities shall be determined by the County Mayor. The County Mayor shall by letter to the affected municipalities request an appointment at least sixty (60) days prior to the end of the term of a member appointed under this subsection.

SECTION 3. The Board shall elect a Chair, Vice-Chair and Secretary.

- (a) The Chair shall preside at all meetings of the Board at which he or she is present.
- (b) The Vice-Chair shall preside at all meetings of the Board when the Chair is absent.
- (c) The Secretary shall take minutes of the proceedings of the Board and keep the minutes and other documents and records of the Board.
- (d) The Board may assign other duties to the aforementioned officers and may elect such other officers as it deems necessary and assign duties to such officers consistent with this Agreement.

SECTION 4. The nature of the Board is planning and advisory. The purpose of the Board is to carry out the duties listed in Section 5 below.

SECTION 5. The duties of the Board are as follows:

- (a) Meet at least twice per year.
- (b) Coordinate meetings with representatives of the Tennessee Department of Conservation and Environment and other entities that can provide information useful to the Board.

- (c) Receive recommendations from each of the municipalities of Robertson County not represented on the Board.
- (d) Conduct open meetings with adequate public notice.
- (e) Provide for citizen input into the work of the Board.
- (f) Examine the costs and benefits of the most logical alternatives for providing adequate future water supply to the citizens of Robertson County.
- (e) Provide detailed recommendations to the governing bodies of the four utilities providing water services in Robertson County and to the Robertson County Commission as to the best means of securing adequate future water supply for the citizens of Robertson County. The recommendations of the Board shall be consistent with the Robertson County Growth Plan. These recommendations shall state the assumptions for water use in Robertson County for the future up to a period of thirty years, the preferred source or sources of future water supplies, the funding options for securing new water supplies, the preferred legal mechanism for securing new water supplies, the preferred method of operation for any new water distribution and storage facilities, and the role of all parties to this agreement in providing for the future water supply needs of the citizens of Robertson County.

SECTION 6. The Board shall not receive or expend any funds, nor shall the Board own any property. The parties to this Agreement may provide meeting space, office supplies, public notices and other reasonable accommodations for the Board to properly conduct its meetings and make its recommendations. In the event no other party offers to provide the necessary meeting space, office supplies or other reasonable accommodations for the work of the Board, these things will be provided by Robertson County under the direction of the County Mayor and within the budget of Robertson County.

SECTION 7. The duration of this Agreement and the Board is perpetual. However, this Agreement and the Board may be terminated by an amendment to this Agreement.

SECTION 8. This Agreement shall take effect upon being approved by the governing bodies of all parties to this agreement.

ROBERTSON COUNTY by:

CITY OF SPRINGFIELD by:

County Mayor

Mayor

Date: _____

Date: _____

CITY OF ADAMS by:

Mayor

Date: _____

ADAMS – CEDAR HILL UTILITY DISTRICT by:

Chair

Date: _____

CITY OF CEDAR HILL by:

Mayor

Date: _____

TOWN OF COOPERTOWN by:

Mayor

Date: _____

CITY OF CROSS PLAINS by:

Mayor

Date: _____

CITY OF GREENBRIER by:

Mayor

Date: _____

CITY OF MILLERSVILLE by:

Mayor

Date: _____

CITY OF ORLINDA by:

Mayor

Date: _____

CITY OF PORTLAND by:

Mayor

Date: _____

CITY OF RIDGETOP by:

Mayor

Date: _____

CITY OF WHITE HOUSE by:

WHITE HOUSE UTILITY
DISTRICT by:

Mayor

Chair

Date: _____

Date: _____

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:

¹ Planning Commission ² Leisure Services Board ³ Library Board

Name: Shane Matthews Male Female

Home Phone: 615-244-1155 Work Phone: 615-846-1155 Occupation: Pharmacy Tech Supervisor

Street Address: 105 College Street

Mailing Address: 105 College Street

City, State & Zip: White House TN 37188

Email address, if any: shane.matt@cityofwhitehouse.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? _____

I have a passion to serve the citizens of White House and to be involved with the growth of the community

2) Describe the qualifications that you possess which would benefit the board and our community:

I believe my relationship with state and local government officials will make me a viable asset. My work history proves I am very reliable.

- 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.

- 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:

Sumner County Republican Party Executive Committee
Sumner County Young Republican President

- 5) List present and future expectations for the City of White House:

I want the city to be a place where everyone wants to live and where every business wants to operate. When the words "City of White House" are mentioned I want it to be said with pride and honor.

- 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:

A. Shaw Matthe 1-28-11
 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.

Shane Matthews

104 Sycamore Drive
White House, TN 37188
615-294-4982
Shanec12005@yahoo.com

Civic & Community Leadership Roles

- **Sumner County Young Republicans: Fall 2010-Treasurer Jan 2011-present President**
Currently serving as President of the club after serving as treasurer during the last term. Elected to lead the club and improve the function for the future of young conservatives in Sumner County.
- **Tennessee Pharmacist Association: 2011-present**
As a legislative team member I work in conjunction with local, state and federal legislators to better the health industry while working closely with PharmPAC.
For a reference contact 615-256-3023.
- **Diane Black for Congress Campaign: Sept 2010 - Nov 2010**
Assisting as a volunteer in tasks such as distributing advertisement and working events with other team members.
- **Ron Ramsey for Governor Campaign: Dec 2009 -Aug 2010**
Serving as Middle TN Field Directors Assistant I served in many different roles including but not limited to surrogate speaking, setting up engagements, contacting media, distributing advertisement, gathering information for the Lt .Governor plus overseeing volunteers at events and functions. For a reference contact James Dunn 615-630-5810.
- **Junior Achievement Volunteer Teacher: 2008 - present**
Interacting with over 150 elementary school students teaching the basics of economics and management. For more information please call 615-383-9500.
- **Citizen Shane Kirkpatrick Program: 2007 - present**
An incentive program I created to award students at Kirkpatrick Elementary School who maintain a straight A grade point average. Kirkpatrick is an elementary school in a very low income area of Nashville; this is also the elementary school I attended as a child.
For a reference contact Sandra Moorman 615-262-6782.

Shane Matthews

104 Sycamore Drive
White House, TN 37188
615-294-4982
Shanec12005@yahoo.com

Professional

- **Tri-Med Pharmacy, LLC**
Certified Pharmacy Tech Supervisor
April 2002-current

Job duties include managing the schedule for employees maintaining a budgeted inventory as well as overseeing the day to day operations in the pharmacy. Our pharmacy currently provides medical needs for over 4000 patients.

For a professional reference contact Tammy Bailey, Ph.D. pharmacy manager 615-826-9393.

- **White House Chamber of Commerce Member** **2011**

Education

- **Middle Tennessee State University** **2010**

Department of Forensic Science
Gang Assessment & Prevention Certificate

- **Sumner County Adult Education** **2008**

GED

Volunteer

- **Vanderbilt Hospital Burn Unit:**

Assisting patients and their families with daily needs while in the burn unit and assisting nurses with daily tasks. More information is available by contacting Andrew Peterson 615-936-8871

- **Local Youth Leader:**

Teaching against gang activity. Armed with in depth knowledge and understanding of youth gangs and their inner workings I work diligently to deter the youth from these activities.

References

Letters of recommendation are attached.

James H. Dunn
120 Iroquois Drive
White House, Tn 37188

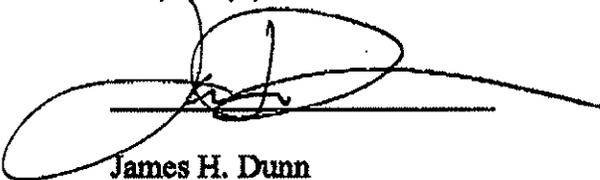
January 25, 2011

To whom this may concern:

It is without reservation that I submit this letter of recommendation in support of my friend and fellow White House Citizen, Shane Matthews. While I have not engaged in policy or matters of a political nature at the city level in this community, I have spent a great deal of time working on such matters at the state and federal levels. It was in the capacity of my involvement with Lieutenant Governor Ron Ramsey's campaign for Governor that I first made Shane's acquaintance. I have followed Shane's activities since and have been continuously impressed by his abilities to engage others. Shane has exceptional networking skills and a likable personality that is certain to make him an asset to the Board of Mayor and Alderman as well as the citizens of White House. Furthermore, Shane possesses a strong work ethic which is made evident by his success in juggling tasks that include parenting, devotion to his wife, community involvement, and full-time employment.

Shane is fairly new to government affairs, but he possesses the most powerful and necessary trait that any person who seeks to engage in public life can have: a genuine desire to help and lead for the betterment of the community. In an era where many elected officials, public service employees, and citizens are concerned about how their government can benefit them, Shane is focused on how he can benefit his government and community -- a commendable effort indeed. For these reasons, I humbly request that you give Shane Matthews due consideration.

Very truly yours,



James H. Dunn

CC: Shane Matthews

114 Allen Dr.
Hendersonville,
TN 37075
debbie.kendall@sumnerschools.org

To whom it may concern,

January 27, 2011

I am pleased to write this letter of recommendation for Shane Matthews. I have known Shane as a Junior Achievement volunteer in my classroom for a couple of years now. I teach third grade and Shane would come in and help the students learn the basic concepts of business and economics.

I have found Shane to be a reliable and caring person. He has a great relationship with the students and they look forward to him coming each week. I have also found him to be honest and caring by nature.

In short, I would recommend Shane as a trustworthy person who can be relied upon at any given circumstance. I'm sure he will be a valued colleague and friend to those fortunate to spend time with him. Please feel free to contact me regarding this recommendation if you wish.

Yours truly,

Debbie Kendall

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:

LEISURE SERVICES BOARD

Name: DELLIS J. GODEK Male Female

Home Phone: 672.7969 Work Phone: _____ Occupation: RETIRED COMPUTER CONSULTANT

Street Address: 111 BRIGHAM COURT

Mailing Address: _____

City, State & Zip: WHITE HOUSE, TN 37188

Email address, if available: GOEDES@AOL.COM

Are you a resident of the City of White House? YES If yes, how long? 3 YRS 3 MOS

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 ALWAYS FELT THAT SERVICE TO ONE'S COMMUNITY IS VERY IMPORTANT AND SHOULD BE CONSIDERED EVERYONES RESPONSIBILITY
- 2) Describe the qualifications that you possess which would benefit the board and our community:
9 YEARS OF EXPERIENCE AS A PARK DISTRICT COMMISSIONER IN THE GREATER CHICAGO, IL AREA FOR THE CITY OF HANOVER PARK. A COMMUNITY OF APPROXIMATELY 30000 PEOPLE WE RAN 6 INDOOR TENNIS COURTS, A FULL SIZED GYM, 5 PARKS AND A WATER PARK.

- 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.

KEENEYVILLE DIST #20 SCHOOL BOARD BLOOMINGDALE, IL 9 YRS
HANOVER PARK PARK DISTRICT, ILLINOIS 9 YRS AS
COMMISSIONER / PRESIDENT

- 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:

- 5) List present and future expectations for the City of White House:

TO CONTINUE TO GROW AND SUPPORT THE CURRENT
AND FUTURE NEEDS OF ITS CITIZENS

- 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:

 1/1/2011
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.

Budget Calendar for FY 2011-2012 Annual Budget

***Revised 2/8/11**

<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
6 year 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 FY10-11 projected expenditures due to Finance from Directors List of projects not in CIP due to Administrator from Dept Heads	March 3 rd
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 23 rd – 24 th
Finance Director redistributes worksheets to Department Heads	March 31 st
FY11-12 proposed expenditures due to Finance from Directors 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	April 14 th
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

DISCUSSION ITEMS...

OTHER INFORMATION....